

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING  
JANUARY 3, 2022**

**CODE ENFORCEMENT/BUILDING/ZONING**

Please see pages 1-17.

**COMPREHENSIVE PLANNING AND ZONING BOARD**

The minutes of the Board's November 16, 2021, meeting are attached as pages 18-21

**SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE**

The minutes of the Committee's December 2, 2021, meetings are attached as pages 22-38.

**POLICE DEPARTMENT**

Please see page 39.

**FINANCE DEPARTMENT**

Please see pages 40-42.

**PUBLIC WORKS DEPARTMENT**

Please see pages 43-47.

**CITY MANAGER**

**1. Complaints**

**A. Non-Functioning Streetlight**

A Poinsettia Street resident said that a streetlight next to his home wasn't working. His complaint was forwarded to Florida Power and Light.

**B. Why No Holiday Season Pole Decorations**

More than a few complaints/inquiries about why the City didn't have it usual nautical-theme decorations on the A1A Beach Boulevard streetlight poles. The reason was a decision by Florida Power and Light, which owns the poles, not to allow the decorations on them.

**C. Alvin's Island Dumpster**

The Code Enforcement Inspector is investigating a Linda Mar subdivision resident's complaint that the Alvin's Island dumpster is supposed to be enclosure by a fence. The property owner has been notified to put up the fence.

#### **D. Lakeside Park**

A resident of an adjacent subdivision, Spanish Oaks, asked that the police monitor a pathway along the Park's east side where sometimes there are night-time parties.

#### **Major Projects**

##### **A. Road/Sidewalk Improvements**

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

Consideration of opening this section of 2<sup>nd</sup> Street has been discussed at various times by the City Commission and the owners of the vacant lots adjacent to it since 1992. Finally, in 2021, an agreement has been reached for the owners of the lot adjacent to the street to pay the cost of the new road that will benefit their property by making it available for development. At its June 7, 2021, meeting, the City Commission adopted a fee of \$3,940, which each lot owner will pay, or an owner can pay his or her total share in one payment. The City will also pay a third of the costs. In the meantime, the City's civil engineering consultant prepared plans for the project. The City Commission reviewed the plans at its October 4, 2021, meeting and discussed in particular the underground of utilities and having a sidewalk along the section of 2<sup>nd</sup> Street east of 2<sup>nd</sup> Avenue. On October 14<sup>th</sup>, City staff met with representatives of Florida Power and Light to discuss the company's requirements for the underground of utilities. The first requirement was that the City obtain an easement from each property owner for the placement of FP&L's underground line and above ground transformers. Letters sent to each owner of lots in the 100 and 200 block of 2<sup>nd</sup> Street and most agreed to provide the easement. The Commission discussed the owners' responses at its December 6<sup>th</sup> meeting and approved the Public Works Director advertising for bids. The Commission also approved paying a deposit the FP&L for the undergrounding of utilities along 2<sup>nd</sup> Street.

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 2<sup>nd</sup> Street, which is between 2<sup>nd</sup> Avenue and A1A Beach Boulevard, will be slightly widened and have no pavement but no sidewalk. The cost of this project will be paid from general revenues, not by assessing the adjacent property owners.

##### **2) Sidewalk and Drainage Improvements for A Street**

A resident has suggested that a sidewalk is needed on A Street between the beach and the Boulevard because of the traffic and number of pedestrians and bicyclists along that section of A Street. This project has become part of the one to solve the flooding problem along the north side of the street. Vice Mayor

Samora and City and County staff met at A Street to review the plan. In addition to the sidewalk, a underground drainage pipe will be constructed. The plans were completed in early September. On September 24<sup>th</sup>, Vice Mayor Samora and City staff met with County staff to review the plans. As a result of the meeting, the County investigated the dimensions of the sidewalk to diminish the sidewalk's impact to the properties on the north side and proposed four options. However, upon review, Vice Mayor Samora and City staff have proposed an option. The City Commission discussed the County's proposed plan at its November 1<sup>st</sup> 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. However, at the Commission's December 6<sup>th</sup> meeting, the Public Works Director reported that the County had agreed to a five-foot wide sidewalk and a two-foot wide gutter. The Commission approved the project as proposed by the County. The County can now advertise for bids.

### 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 1<sup>st</sup> Streets. The Commission appropriated \$45,000 in the Fiscal Year 2022 budget for this project. The next step is to select a consultant to do the design. The Public Works Director will check the County's list of civil engineering consultants.

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

There is no discussion at this time concerning paid parking.

#### C. Parks

##### 1) Ocean Hammock Park

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

hearings in September 2018 raised the voter-approved property tax debt millage to half a mill. A condition of the two grants is that the City implement the management plan that was part of the applications for the grants. The plan includes such improvements as restrooms, trails, a pavilion and information signs. The Public Works Director applied to the state for a Florida Recreation Development Assistance Program grant to pay half the costs of the restrooms. The City has received the grant. The Commission will be asked at its February 7, 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 6<sup>th</sup> meeting, a public hearing to consider an ordinance to adopt 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. The Commission approved the ordinance on first reading at its December 6<sup>th</sup> meeting. It will have a second public hearing and final reading at the Commission's January 3<sup>rd</sup> meeting.

## **2. 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. In October, the City received only \$76,021 but had to spend \$658,501 from savings for expenses. In November, the City received its first payment, \$925,708, from property taxes, which is the City's major revenue source. Year-to-date revenues as of November 30<sup>th</sup> totaled \$1,383,197 and expenses totaled \$1,217,841 for a surplus of \$165,356.

## 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.

## 3. Miscellaneous

### A. Permits for Upcoming Events

In December, the City Manager approved the permit for a beach cleanup by the County's Parks and Recreation Department on March 15 and May 6, 2022.

### B. Strategic Plan

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

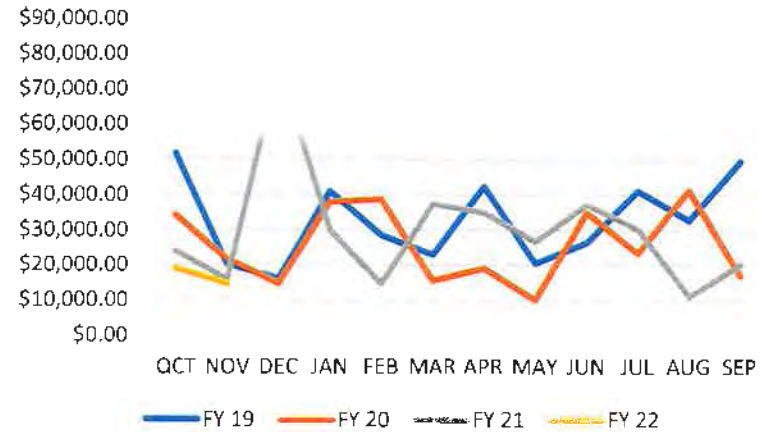
At the Commission's December 6, 2021, meeting, Commissioner George will propose that a workshop be held on February 9, 2022, to discuss a possible public art project at the former city hall.

# 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	\$14,923.51
DEC	\$16,104.22	\$14,818.54	\$76,639.68	
JAN	\$40,915.31	\$37,993.58	\$30,011.51	
FEB	\$28,526.70	\$38,761.13	\$14,706.76	
MAR	\$22,978.53	\$15,666.80	\$37,447.22	
APR	\$42,292.91	\$19,092.61	\$34,884.49	
MAY	\$20,391.12	\$10,194.02	\$26,753.41	
JUN	\$26,445.26	\$34,939.40	\$37,149.19	
JUL	\$41,120.86	\$23,555.36	\$30,368.01	
AUG	\$32,714.82	\$41,455.38	\$11,236.89	
SEP	\$49,543.66	\$17,169.56	\$20,329.54	
<b>TOTAL</b>	<b>\$392,880.82</b>	<b>\$309,768.58</b>	<b>\$359,577.12</b>	

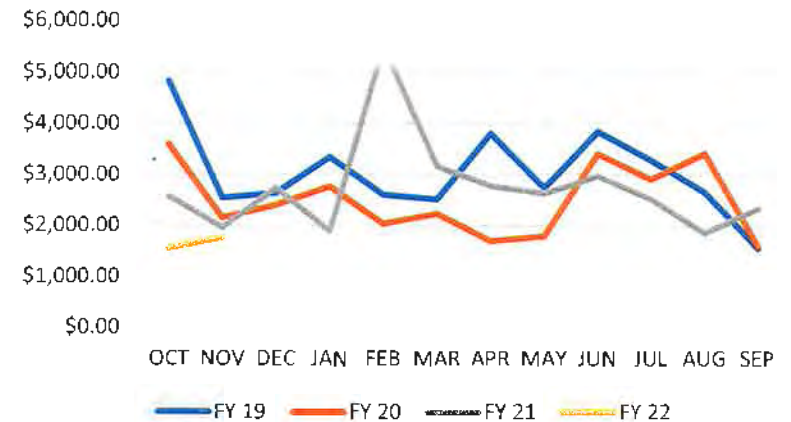
## BUILDING PERMIT FEE GRAPH



## MECHANICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$4,819.09	\$3,593.67	\$2,574.62	\$1,575.00
NOV	\$2,541.44	\$2,160.00	\$1,963.00	\$1,771.00
DEC	\$2,633.64	\$2,409.62	\$2,738.04	
JAN	\$3,338.69	\$2,768.47	\$1,891.99	
FEB	\$2,601.00	\$2,044.08	\$5,505.00	
MAR	\$2,515.33	\$2,237.73	\$3,163.00	
APR	\$3,801.26	\$1,716.00	\$2,784.79	
MAY	\$2,736.33	\$1,809.00	\$2,637.52	
JUN	\$3,844.54	\$3,417.00	\$2,978.00	
JUL	\$3,286.00	\$2,917.93	\$2,535.39	
AUG	\$2,663.49	\$3,430.11	\$1,870.49	
SEP	\$1,579.42	\$1,621.00	\$2,352.24	
<b>TOTAL</b>	<b>\$36,360.23</b>	<b>\$30,124.61</b>	<b>\$32,994.08</b>	

## MECHANICAL PERMIT FEE REPORT

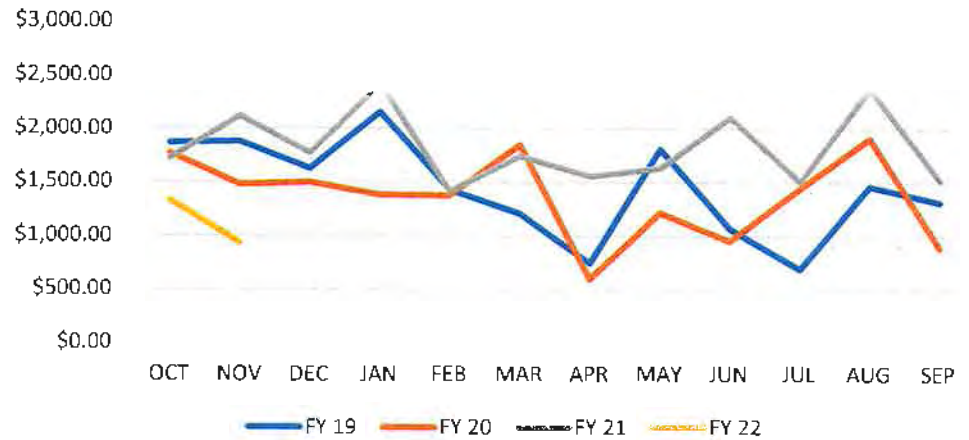


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## ELECTRICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$1,860.32	\$1,765.00	\$1,718.00	\$1,330.00
NOV	\$1,872.66	\$1,475.00	\$2,115.00	\$940.00
DEC	\$1,622.32	\$1,495.00	\$1,770.00	
JAN	\$2,151.66	\$1,380.00	\$2,418.00	
FEB	\$1,425.32	\$1,375.00	\$1,413.00	
MAR	\$1,203.33	\$1,843.00	\$1,740.00	
APR	\$743.00	\$600.00	\$1,553.00	
MAY	\$1,805.00	\$1,215.00	\$1,628.00	
JUN	\$1,065.00	\$955.00	\$2,108.00	
JUL	\$690.00	\$1,443.00	\$1,505.00	
AUG	\$1,460.00	\$1,910.00	\$2,375.00	
SEP	\$1,310.00	\$895.00	\$1,520.00	
<b>TOTAL</b>	<b>\$17,208.61</b>	<b>\$16,351.00</b>	<b>\$21,863.00</b>	

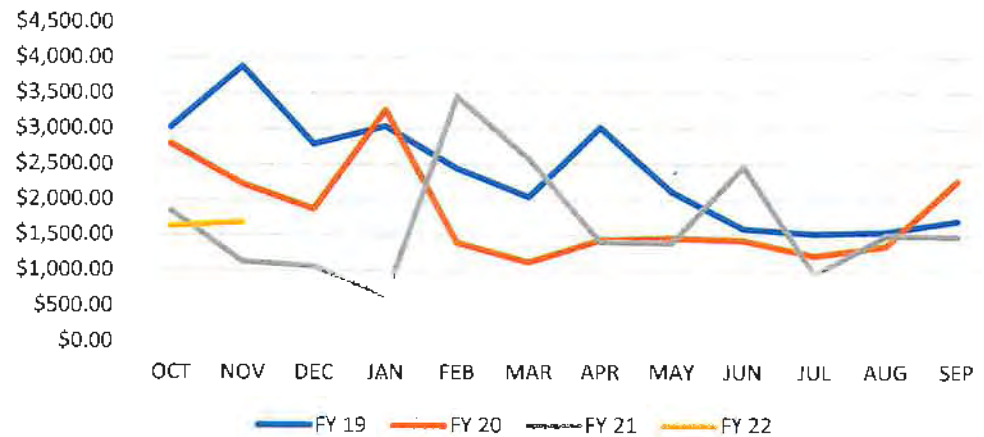
## ELECTRICAL PERMIT FEE REPORT



## PLUMBING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$3,016.37	\$2,786.00	\$1,844.00	\$1,632.00
NOV	\$3,867.41	\$2,221.00	\$1,133.00	\$1,686.00
DEC	\$2,783.10	\$1,869.00	\$1,062.00	
JAN	\$3,031.40	\$3,256.00	\$628.00	
FEB	\$2,440.44	\$1,395.00	\$3,449.00	
MAR	\$2,037.24	\$1,125.00	\$2,579.00	
APR	\$3,015.00	\$1,430.00	\$1,411.00	
MAY	\$2,110.00	\$1,459.00	\$1,390.00	
JUN	\$1,590.00	\$1,432.00	\$2,474.00	
JUL	\$1,525.00	\$1,218.00	\$952.00	
AUG	\$1,550.00	\$1,356.00	\$1,500.00	
SEP	\$1,706.00	\$2,270.00	\$1,490.00	
<b>TOTAL</b>	<b>\$28,671.96</b>	<b>\$21,817.00</b>	<b>\$19,912.00</b>	

## PLUMBING PERMIT FEE REPORT



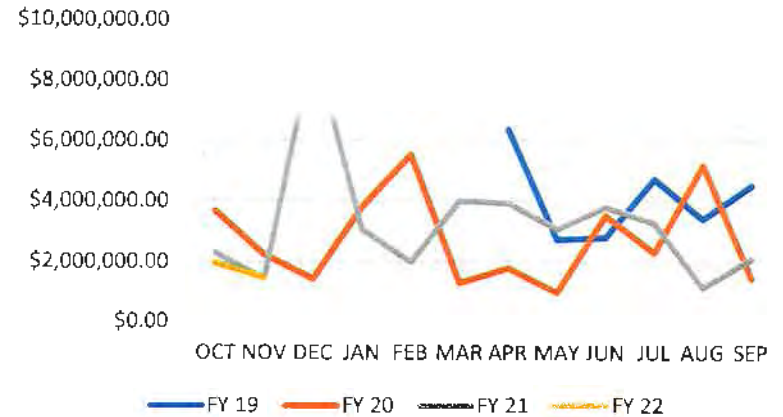


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## ALTERATION COST

	FY 19	FY 20	FY 21	FY 22
OCT		\$3,657,414.56	\$2,313,298.53	\$1,961,462.00
NOV		\$2,242,421.52	\$1,440,841.88	\$1,490,891.09
DEC		\$1,449,915.40	\$9,160,479.89	
JAN		\$3,789,363.81	\$3,088,758.57	
FEB		\$5,519,900.00	\$2,010,259.40	
MAR		\$1,321,570.04	\$4,010,607.80	
APR	\$6,338,617.35	\$1,803,157.19	\$3,939,394.49	
MAY	\$2,731,410.75	\$1,003,140.58	\$3,080,108.00	
JUN	\$2,792,442.43	\$3,519,844.50	\$3,807,580.85	
JUL	\$4,717,293.00	\$2,300,478.87	\$3,279,350.11	
AUG	\$3,393,250.74	\$5,175,949.96	\$1,182,881.00	
SEP	\$4,502,737.63	\$1,475,857.57	\$2,123,077.05	
<b>TOTAL</b>	<b>\$24,475,751.90</b>	<b>\$33,259,014.00</b>	<b>\$39,436,637.57</b>	

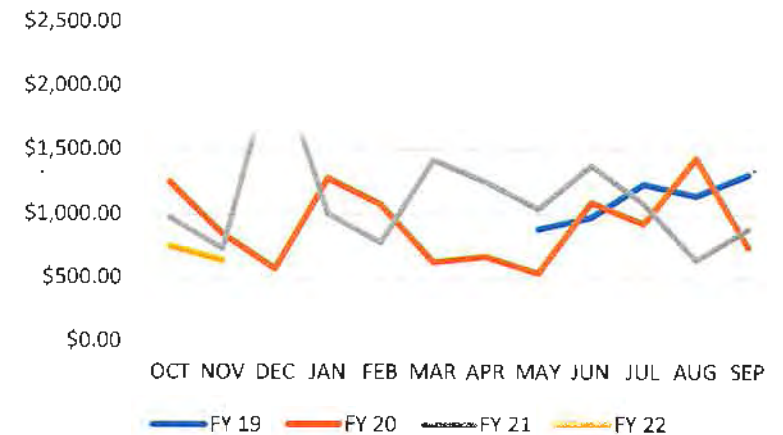
## ALTERATION COST



## STATE SURCHARGE PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT		\$1,247.45	\$973.01	\$747.36
NOV		\$845.65	\$729.40	\$635.64
DEC		\$569.37	\$2,225.95	
JAN		\$1,277.63	\$1,006.45	
FEB		\$1,079.31	\$776.87	
MAR		\$623.46	\$1,417.90	
APR		\$666.54	\$1,250.09	
MAY	\$881.45	\$537.83	\$1,043.38	
JUN	\$972.50	\$1,093.02	\$1,378.01	
JUL	\$1,230.25	\$928.44	\$1,085.45	
AUG	\$1,141.48	\$1,437.49	\$642.86	
SEP	\$1,303.66	\$740.55	\$887.71	
<b>TOTAL</b>	<b>\$5,529.34</b>	<b>\$11,046.74</b>	<b>\$13,417.08</b>	

## STATE SURCHARGE PERMIT FEE REPORT

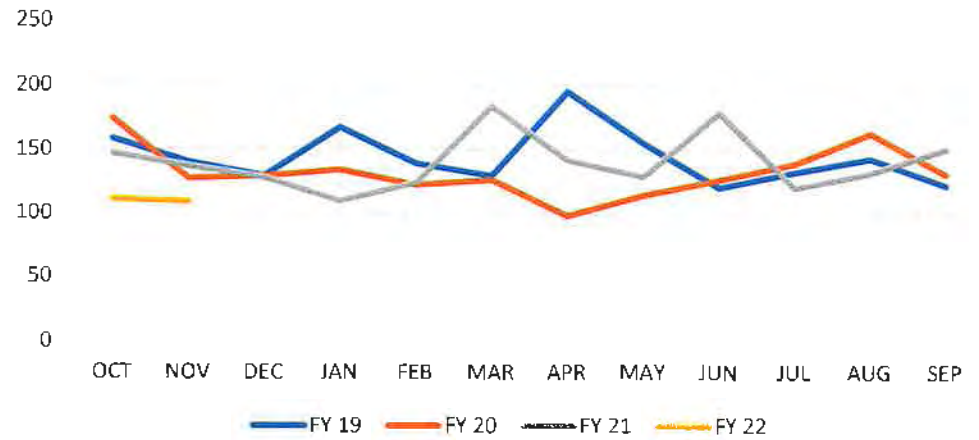


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # OF PERMITS ISSUED

	FY 19	FY 20	FY 21	FY 22
OCT	158	174	147	111
NOV	140	127	137	109
DEC	129	129	128	
JAN	167	134	110	
FEB	139	122	124	
MAR	129	126	184	
APR	195	98	142	
MAY	155	114	129	
JUN	120	126	179	
JUL	132	139	120	
AUG	143	163	132	
SEP	122	131	151	
<b>TOTAL</b>	<b>1729</b>	<b>1583</b>	<b>1683</b>	

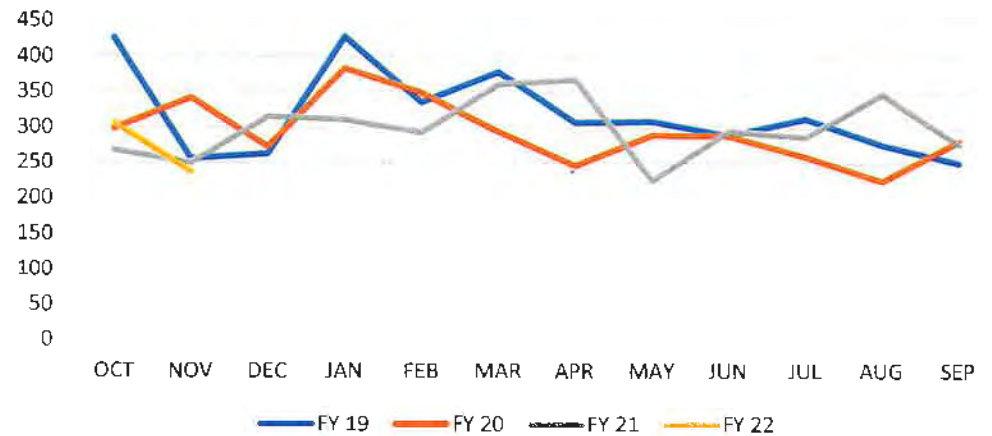
## # OF PERMITS ISSUED



## # OF INSPECTIONS PERFORMED

	FY 19	FY 20	FY 21	FY 22
OCT	424	298	268	306
NOV	255	341	250	237
DEC	262	272	315	
JAN	426	383	311	
FEB	334	348	293	
MAR	377	294	360	
APR	306	246	367	
MAY	308	289	226	
JUN	288	288	295	
JUL	312	259	287	
AUG	275	225	347	
SEP	250	281	277	
<b>TOTAL</b>	<b>3817</b>	<b>3524</b>	<b>3596</b>	

## # OF INSPECTIONS PERFORMED



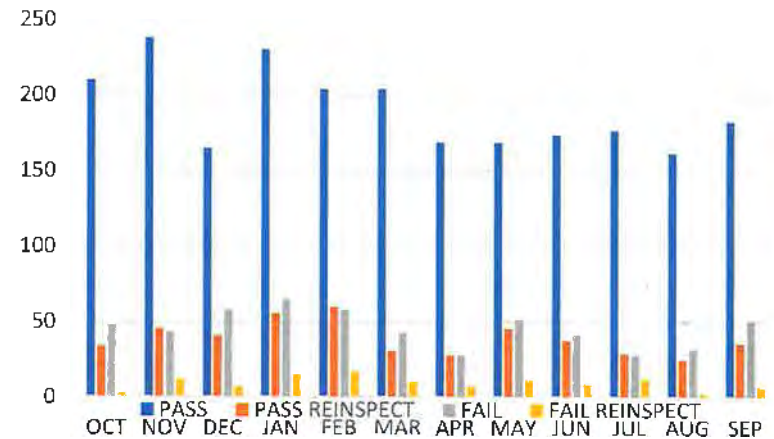
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 20 INSPECTION RESULTS

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

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 20 INSPECTION RESULTS

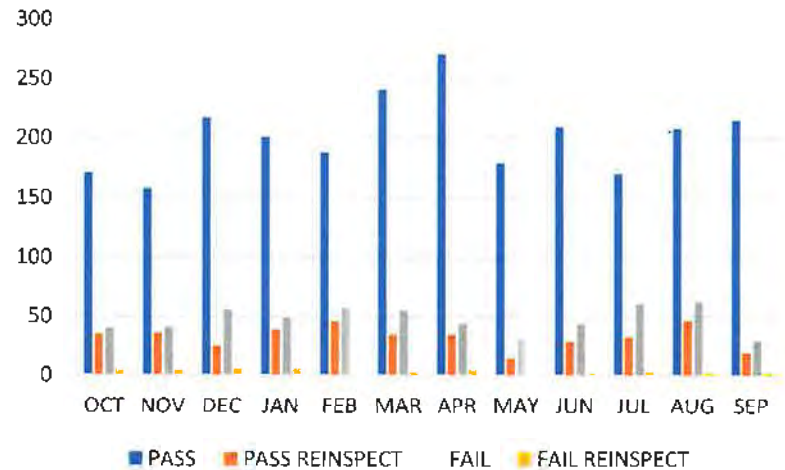


FY 21 INSPECTION RESULTS

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

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 21 INSPECTION RESULTS



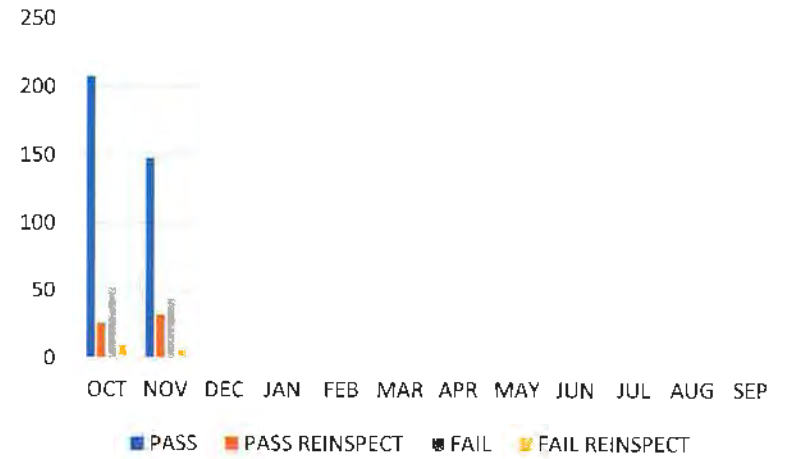
# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## FY 22 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	207	26	53	10
NOV	147	32	44	7
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTAL	354	58	97	17

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

## FY 22 INSPECTION RESULTS

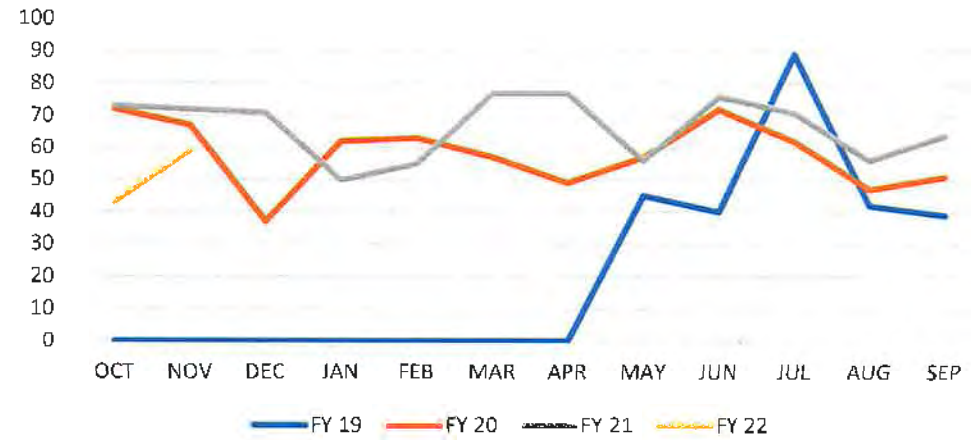


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # 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	59
DEC	0	37	71	
JAN	0	62	50	
FEB	0	63	55	
MAR	0	57	77	
APR	0	49	77	
MAY	45	57	56	
JUN	40	72	76	
JUL	89	62	71	
AUG	42	47	56	
SEP	39	51	64	
<b>TOTAL</b>	<b>255</b>	<b>696</b>	<b>798</b>	

## # OF PLAN REVIEW ACTIVITIES

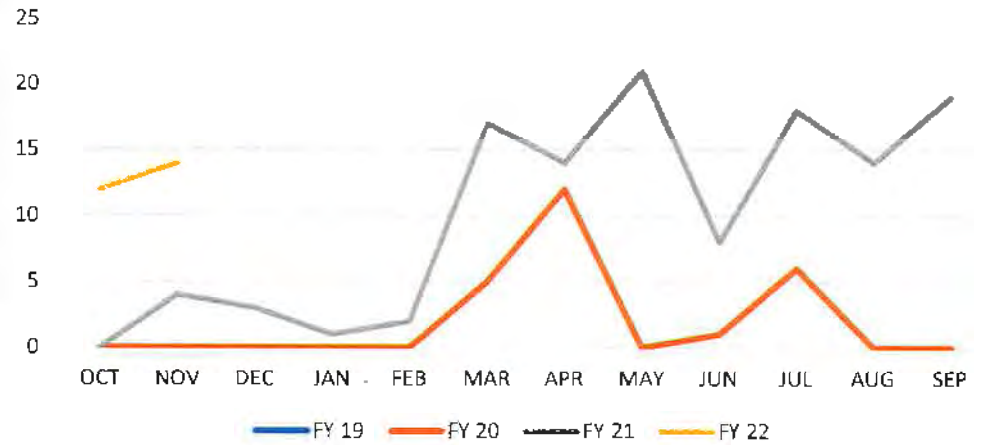


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT		0	0	12
NOV		0	4	14
DEC		0	3	
JAN		0	1	
FEB		0	2	
MAR		5	17	
APR		12	14	
MAY		0	21	
JUN		1	8	
JUL		6	18	
AUG		0	14	
SEP		0	19	
<b>TOTAL</b>	<b>0</b>	<b>24</b>	<b>121</b>	

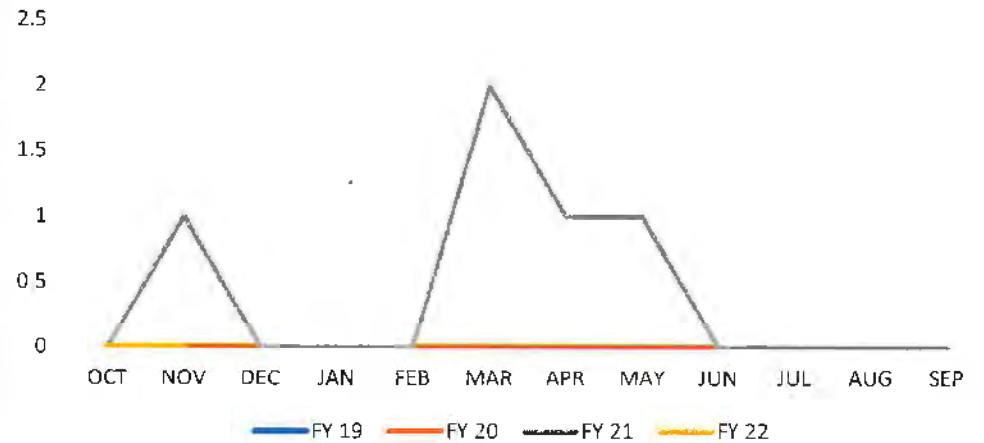
## # OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



## # OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

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

## # OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER



# 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	P2100193	SFR-D	2/4/2021		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
3109	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
3690	98 RIDGEWAY RD	P2100908	SFR-D	7/8/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3693	370 OCEAN FOREST DR	P2100618	SFR-D	5/18/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3704	695 POPE RD	P2100960	SFR-D	7/21/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3719	1311 SMILING FISH LN	P2100688	SFR-D	5/27/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3734	108 7TH ST	P2100660	SFR-D	5/27/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3747	529 RIDGEWAY RD	P2100925	SFR-D	7/15/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4104	2580 A1A S	P2101186	SFR-D	9/10/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4376	118 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

Application Id Range: First to Last  
 Issue Date Range: 12/01/18 to 12/20/21  
 Application Date Range: First to 12/20/21  
 Building Code Range: BUILDING to BUILDING  
 Work Type Range: SFR-A to SFR-D  
 Expiration Date Range: First to 09/19/24  
 Use Type Range: First to Last  
 Contractor Range: First to Last  
 User Code Range: RES to RES  
 Void: Y  
 Customer Range: First to Last  
 Waived Fee Status to Include: None: Y  
 Inc Permits With Permit No: Yes  
 All: Y  
 User Selected: Y  
 Applied For: Y Open: Y  
 Hold: Y  
 Completed: Y  
 Denied: Y  
 Inc Permits With Certificate: Yes

# 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	P1915342	COMMERCIAL NEW	9/9/2019		MIXED USE BUILDING--2 OFFICE SUITES BOTTOM FLOOR WITH 2 RESIDENTIAL SUITES ON THE SECOND FLOOR	COM
1740	116 SEA GROVE MAIN ST	P2000906	COM BUILD OUT	6/9/2020		COMMERCIAL INTERIOR BUILD-OUT FOR OFFICE SPACE/FUTURE TENANT SPACE	COM
1827	681 A1A BEACH BLVD	P2000943	COMMERCIAL NEW	4/7/2020		BUILDING-COMMERCIAL NEW BUILDING--BREWERY 1ST FLOOR AND STORAGE 2ND FLOOR	COM
1842	300 A1A BEACH BLVD	P2001952	COM ADDITION	12/14/2020		LATERAL ADDITION FOR 42 ROOMS TO AN EXISTING 175 UNIT OCEAN FRONT HOTEL	COM
2141	3930 A1A SOUTH	P2001353	COM ADDITION	8/7/2020		BUILDING ADDITION - SHELL CONSTRUCTION 4987 SQUARE FEET 6 UNITS	COM

Application Id Range: First to Last

Issue Date Range: 12/01/18 to 12/20/21 Expiration Date Range: First to 08/19/24 Applied For: Y Open: Y

Application Date Range: First to 12/20/21 Use Type Range: First to Last Hold: Y

Building Code Range: BUILDING to BUILDING Contractor Range: First to Last Completed: Y

Work Type Range: COM ADDITION to COMMERCIAL NEW User Code Range: COM to COM Denied: Y

Void: Y

Customer Range: First to Last Inc Permits With Permit No: Yes Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y All: Y User Selected: Y



## COSAB FY'22 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Description of Work 1	Issue Date	Description
4490	109 B ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/11/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4501	24 DEANNA DR	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/13/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4558	126 MICKLER BLVD	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/27/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4577	0 SEA COLONY PARKWAY	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	11/2/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4663	129 14TH ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	11/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4693	129 14TH ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	11/30/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
4741	28 LEE DR	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	12/8/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
<b>Totals</b>					

Application Id Range: First to Last

Issue Date Range: 10/01/21 to 12/20/21

Expiration Date Range: First to 09/19/24

Applied For: Y Open: Y

Application Date Range: First to 12/20/21

Use Type Range: First to Last

Hold: Y

Building Code Range: TREE to TREE

Contractor Range: First to Last

Completed: Y

Work Type Range: First to Last

User Code Range: First to Last

Denied: Y

Void: Y

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y

All: Y

User Selected: Y

Activity Date Range: 10/01/21 to 12/20/21

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

Inspector Id Range: First to Last

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

## COSAB FY'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	BONNIE M	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
4785	1678700120	135 13TH ST	ZONING	Z-VARIANCE		1/18/2022	OPEN

Application Id Range: First to Last      Range of Building Codes: ZONING      to ZONING  
 Activity Date Range: 10/01/21 to 01/20/22      Activity Type Range: Z-APPEAL      to Z-VARIANCE

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

Sent Letter: Y

Range: First to Last  
Violation Date Range: 10/01/21 to 12/20/21  
Ordinance Id Range: First to Last

Use Type Range: First to Last  
User Code Range: First to Last

Open: Y  
Completed: Y  
Void: Y  
Pending: Y

Customer Range: First to Last

Inc Violations With Waived Fines: Yes

Violation Id: 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 Name:  
Comp Phone:      Comp Email:

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

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.

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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.

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

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Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

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

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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.

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Violation Id: V2200007      Prop Loc: 2580 A1A S  
Viol Date: 11/12/21      Status: Completed      Status Date: 12/08/21      Comp Name:  
Comp Phone:      Comp Email:

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Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

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

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Created	Modified	Note
12/08/21	12/08/21	Permit has been issued and picked up.
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)

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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

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

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Description: Case #: 49  
Cpmlaint of commerical 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.

Violation Id: v2200009	Prop Loc: 890 A1A BEACH BLVD UNIT 49		
Viol Date: 12/01/21	Status: Completed	Status Date: 12/10/21	Comp Name:
Comp Phone:	Comp Email:		

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Work without permits. Stop Work Order posted.

Created	Modified	Note
12/10/21	12/10/21	Permit has been issued and fees have been paid. closing out case.
12/01/21	12/01/21	Building Official Brian Law and Code Enforcement Officer Gil Timmons conducted a mechanical inspection at 890 A1A Beach Blvd Unit 49. Upon inspection it was apparent work was being done. A trailer was parked in the driveway containing toilets, vanity, drywall, and cabinetry. When entering the unit work was actively being done on the first floor bathroom. Upon returning to the Building Department, Mr. Law spoke with the owner of the Condo and informed her of the steps needed to remove the stop work order and correct the violation.

Violation Id: v2200010	Prop Loc: 414 D ST		
Viol Date: 12/08/21	Status: Open	Comp Name: Brain Law	Comp Phone:
Comp Email:			

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Work done without permits

Created	Modified	Note
12/08/21	12/08/21	During an AC change out inspection (P2200244) Building Official Law, noticed completed work without having applied for any permits. Mr. Laws notes: "Minimum clearance not met, no permits for renovation. building, electric and mechanical required, no Sheetrock on renovated ac closet, no pan under ac unit, Stop work order issued". Contractor has been contacted and will be pulling permits.

Violation Id: v2200011	Prop Loc: 3848 A1A S		
Viol Date: 12/14/21	Status: Open	Comp Name:	Comp Phone:
Comp Email:			

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

Description: Failure to construct a fencing around the two dumpsters located on the property. As

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required in Sec. 10-3(b)

<u>Created</u>	<u>Modified</u>	<u>Note</u>
12/14/21	12/14/21	J.D. Hinson obtained a permit (P2100132) for the driveway and fence placement for the dumpsters on 02/10/2021. As of 12/14/2021 no construction has taken place to contain the dumpsters. J.D. Hinson has been contacted but claims that the fencing in question was not a part of his contract with the owner (Mr. Edmonds).

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## **MINUTES**

### **PLANNING AND ZONING BOARD MEETING**

**TUESDAY, NOVEMBER 16, 2021, 6:00 P.M.**

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

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#### **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, Larry Einheuser, Hester Longstreet, Chris Pranis, Victor Sarris, Scott Babbitt, Senior Alternate Conner Dowling.

BOARD MEMBERS ABSENT: Dennis King.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, Planner Jennifer Thompson, Recording Secretary Bonnie Miller.

#### **IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF SEPTEMBER 21, 2021**

**Motion:** to approve the minutes of the September 21, 2021 meeting. **Moved** by Mr. Einheuser, **seconded** by Mr. Pranis, **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. Election of new vice-chairperson of the Board, per Section 11.03.03 of the City of St. Augustine Beach Land Development Regulations (LDRs), the Board shall elect from its members to fill any vacancies at the first meeting after the vacancy occurs

Mr. Kincaid nominated Mr. Pranis for vice-chairperson. There were no other nominations. By unanimous voice-vote, Mr. Pranis was elected as the Board's new vice-chairperson.

- B. Request for approval to remove a 44-inch diameter-at-breast-height (DBH) oak tree in the building footprint of proposed new construction of a single-family residence in a low density residential land



use district on Lot 121, Anastasia Dunes Unit 3, at 1101 Laughing Gull Lane, Matthew Conner, ML Conner Construction LLC, Applicant

Ms. Thompson introduced herself, said she is training under Ms. Miller in the zoning division of the Building and Zoning Department, and will be presenting the agenda items at Planning and Zoning Board meetings from now on. This application is for the removal of a 44-inch DBH oak tree in the building footprint of a new single-family residence at 1101 Laughing Gull Lane, which is owned by the applicant, Matthew Conner, of ML Conner Construction LLC. Mr. Conner has a representative here to address any questions or concerns members of the Board or public may have. The site plan showing the location of this tree on the lot shows some difficulties, as it is right in the center of the proposed new home. Even if the footprint of the home were flipped around, there would still be difficulties building around it. There are other trees on the property, specifically, a cluster of oaks, a sweetgum tree, and a raintree in the front yard, and other larger trees on the sides of the lot.

Mr. Kincaid said those trees do not have to remain, however, as any trees that are less than 30 inches DBH can be cut down.

Ms. Thompson said trees can only be removed if they are in the footprint of the structure, pool, driveway, etc. This Board is required to approve removals of any trees over 30 inches DBH, even if they are in the footprint of the structure, pool, driveway, etc.

Mr. Law said for the record, the Board is required to approve any tree removals for trees that have a DBH of 30 inches or greater.

Mr. Sarris asked if approval to take the 44-inch DBH oak tree out was given by the Anastasia Dunes Homeowners Association (HOA) or Architectural Review Board (ARB).

Ms. Thompson said yes, the Anastasia Dunes ARB approval is included in the application information copied to the Board.

Mr. Kincaid asked for public comment. There was none. He said he went by and looked at the property, and the tree is dead center in the middle of the lot, where it basically prevents anything from being done unless it is removed. The tree is not only huge at the base, but it goes straight out and takes up the majority of the lot. It is a beautiful tree, but it just goes everywhere. He asked if there were any questions for the applicant's representative or any public comment. There was none.

**Motion:** to approve the removal of the 44-inch DBH oak tree in the building footprint of proposed new construction of a single-family residence in a low density residential land use district on Lot 121, Anastasia Dunes Unit 3, at 1101 Laughing Gull Lane. **Moved** by Mr. Pranis, **seconded** by Mr. Einheuser, **passed 7-0** by unanimous voice-vote.

- C. First public hearing and first reading of Ordinance No. 21-\_\_, pertaining to proposed additions/revisions to Sections 2.00.00, 6.01.03, and 7.01.01 of the City of St. Augustine Beach Land Development Regulations (LDRs), to add definitions for fences, patio covers, screen enclosures, sheds,

stairs, and stairways, and to clarify building setback requirements for exterior stairs, equipment such as pool equipment, air-conditioning units, and generators, decks, sheds, and other accessory structures

Ms. Thompson said this ordinance proposes changes to the City's LDRs to add definitions to Section 2.00.00 for things like fences, patio covers, screen enclosures, sheds, stairs, and stairways, which are currently not defined in the LDRs. There was some confusion as to whether a retaining wall is a fence, the difference between patio covers and screen enclosures, the definition of a shed, and definitions for stairs and stairways. Paragraphs 5 and 6 were added to Section 6.01.03.A of the LDRs to clarify setbacks for exterior stairs and equipment like pool equipment, air-conditioning units, and generators. Paragraph 5 requires exterior stairs to have the same setbacks as decks, which are addressed in Section 6.01.03.B, and paragraph 6 requires equipment such as pool equipment, air-conditioning units, and generators to have a minimum setback of 3 feet from side and rear property lines. Paragraph 6 also prohibits any such equipment to be placed forward of a main structure. Currently, flatwork, decks and paved areas are required to be 2 feet off a property line, so requiring the equipment specified in paragraph 6 to be 3 feet from side and rear property lines allows an extra foot for transit and access to mow lawns or install equipment. Section 6.01.03.B.1.a has been revised to clarify that decks over 12 inches and less than 30 inches in height are exempt from permitting. Section 6.01.03.B.2.d has been revised to clarify that sheds shall not be placed forward of the existing main structure, as there was some confusion about that, because sheds were not defined as accessory structures, so people were unsure where sheds could be placed. Section 7.01.01.C has been revised to clarify that accessory structures shall not be located in front of, or beyond, the front building wall of the main structure. These definitions and code changes clarify a few things that have caused some confusion.

Mr. Kincaid said so all of this is just for clarification, they are not really changing anything.

Ms. Thompson said no, they are not changing anything, just providing clarifications, and adding definitions for things that are not currently defined, to clear up any confusion people may have.

Mr. Dowling asked if the 3-foot setbacks proposed for generators and air-conditioning units are a change, and if these setbacks will be required just for the equipment itself.

Ms. Thompson said setbacks for generators, air-conditioning units, and pool equipment are not necessarily clarified in the LDRs, so the proposed 3-foot setbacks are just for these types of equipment itself. This change provides clarification so that this equipment is not encroaching into the minimum 2-foot setback required for flatwork and concrete pads but will have a minimum 3-foot setback off property lines and be at least one foot inside the concrete pads on which such equipment is placed.

Mr. Kincaid said pertaining to stairs, this Board has required applicants in the past to move stairs inside or underneath second-story decks to comply with the setback requirements.

Mr. Law said yes, in this case, the applicants applied for a variance to expand a deck closer to their lot lines, and this Board saw fit to require the stairs to be built underneath the deck in order to approve the variance. As of late, staff has seen applications for second-story stairs that try to manipulate the Code, by placing the stairs 5 feet from lot lines. That is not the intent of the Code, which literally says

no portion of any building may be located past the minimum required setback line as set forth in the table in Section 6.01.03 of the LDRs. A staircase is a series of horizontal paved or unpaved surfaces without a roof, which is the definition of a deck, so that is where this change as recommended by the zoning division comes from, as it brings stairs and staircases in line with the definition of a deck. Staff has seen at least three or four applications in the past few months that have tried to put have stairs for bigger houses in private subdivisions all the way out to the front property lines.

~~Mr. Kincaid asked for any further questions from the Board or any public comment. There was none. He asked if the Board's purview is to make a motion to forward the proposed LDRs changes as a recommendation to the City Commission.~~

Mr. Taylor said this is the first public hearing for the changes as proposed in the ordinance. The City Commission recently changed this process so that this Board actually conducts the first public hearing, so if anyone had an issue with the proposed changes, they could appear here to state their issue. If this Board makes any changes to the changes proposed in the ordinance, they will be forwarded to the Commission, which can adopt the Board's changes or make its own changes to it. The Board is actually conducting the first public hearing on this ordinance tonight, and this Board is the first step in the process of getting these changes through. The Board will make a motion to the City Commission for the passage of the ordinance. He read the ordinance title aloud as part of the public hearing process.

**Motion:** to approve passage of proposed Ordinance No. 21-\_\_ as drafted for first public hearing and first reading. **Moved** by Mr. Einheuser, **seconded** by Mr. Sarris, **passed 7-0** by unanimous voice-vote.

## **VII. OLD BUSINESS**

There was no old business.

## **VIII. BOARD COMMENT**

Mr. Pranis asked if anyone knows when Jack's Brewery will open.

Mr. Law said equipment is currently being installed and hooked up, and as soon as this has been done, the battery of required final inspections can be scheduled. The owners are hoping to have everything installed so final inspections can be done in time to get the brewery open by the end of the year.

## **IX. ADJOURNMENT**

The meeting was adjourned at 6:19 p.m.

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Kevin Kincaid, Chairperson

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Bonnie Miller, 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

THURSDAY, DECEMBER 2, 2021, AT 6:00 P.M.

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

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#### 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 Craig Thomson and C. Michel Cloward.

Members Ann Palmquist and Karen Candler were absent.

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

Chair Krempasky suggested to wait until the January SEPAC meeting to make a decision about Member Palmquist since the Newsletter just went out trying to recruit new SEPAC members. Vice Chair Bandy advised that she posted the need for members on Nextdoor, and she also mentioned it to several people, one being Ms. Nana Royer. Deputy City Clerk Fitzgerald advised that Ms. Royer was in charge of the Community Garden.

Chair Krempasky moved on to Item IV and she reminded the members that this is for the approval of the minutes and not a time for extra discussion of the content.

#### IV. APPROVAL OF MINUTES OF NOVEMBER 4, 2021, REGULAR MEETING

Discussion ensued regarding several typographical errors to be corrected along with a few other wording/sentence changes.

**Motion:** to approve the minutes of November 4, 2021, with changes and correction of typographical errors. **Moved by:** Member Cloward. **Seconded by:** Vice Chair Bandy. Motion passed unanimously.

Chair Krempasky moved on to Item 1.a.

#### V. PRESENTATION OF REPORTS:

##### 1. Reforestation and Landscaping Projects

a. Mickler Boulevard

Chair Krempasky advised that there might have been some miscommunication about which month SEPAC would be speaking to the public and that it was changed to January. She said that mailers would be done as well. Deputy City Clerk Fitzgerald advised that she has already drafted the information for the letter which would go to twenty-seven addresses on Mickler Boulevard and Lee Drive adjacent to the area. Chair Krempasky asked Public Works Director Tredik if he had any input about Mickler Boulevard. Director Tredik advised that he would try to have a sketch ready prior to the meeting for the agenda and the City's website.

Vice Chair Bandy advised that she has not heard anything back from Lowe's, and if we do not hear from them by a certain time, then SEPAC could move forward without Lowe's. Chair Krempasky asked if SEPAC wanted to set a deadline to hear from Lowe's and that SEPAC has \$1,500 for the project. She said that SEPAC will be meeting with the residents in January and that work could begin by February and she suggested a deadline of January 31, 2022. Vice Chair Bandy asked if there was an urgency to do the project in January or if it could wait until she gets a firm yes or no from Lowe's. Chair Krempasky advised that it would be up to Director Tredik because if Lowe's is involved, then they would be providing the manpower and not Public Works. Director Tredik advised that he would prefer to do it soon, because Public Works gets very busy during the summer months. He suggested to still have the concept sketches in January and if Lowe's changes minor details that it should not be anything to worry about. Chair Krempasky suggested January 15, 2022, as an internal deadline for Lowe's before SEPAC moves forward with the project. Director Tredik advised that he did not know the value of the Lowe's grant or how much it would save the City. Vice Chair Bandy advised that it would save several thousand dollars. Director Tredik suggested to give Lowe's more time and that SEPAC could still have the public meeting in January but not do the construction right away. He said that if Lowe's fails to come through by spring, then SEPAC could take steps to implement the project without Lowe's. He said that he was not familiar with the Lowe's grant. Vice Chair Bandy said that the grant originated from SEPAC applying for the Lowe's 100 Hometowns grant, which was not received. She said that she then heard from the local Lowe's store that they might be interested in the City's project for a local community project with their employees, but that it would need corporate approval. She said that she emailed Lowe's again after the last SEPAC meeting and has not heard anything and that she may later ask to meet with the Lowe's representative at the store. Director Tredik advised that the only constraint is budgeting and if the Lowe's grant is not going to happen, then it would need to be in the budget. Deputy City Clerk Fitzgerald advised that because of the nature of the project, it does not need to be done all at once and could be done in stages. Director Tredik suggested to give Lowe's a month or two, but not much longer than that. Chair Krempasky suggested an internal deadline of February 28, 2022. Director Tredik agreed with that deadline date and said that it should only take about thirty-days to construct the project, and it could be done by April or May before the growing season.

Chair Krempasky moved on to Item 1.b.

**b. Urban Forestry and Planning Projects**

Director Tredik advised that he spoke with Foreman Large, and they discussed some appropriate places for plantings. He showed pages 15 and 18 from the Urban Forest Management Plan (Exhibit A). He said that the west side of Mickler Boulevard could have several Oak trees planted. He advised that the retention area on 11<sup>th</sup> Street, east of 2<sup>nd</sup> Avenue, is about to have drainage improvements and could accommodate 2-4 Cypress trees. He advised that the pond is not needed for stormwater treatment, but that some water could be diverted to it to keep the Cypress trees hydrated without interfering with the maintenance of the area. He said that a bioswale could also be a possibility in that area. He discussed various locations for Hollies and said that there are a lot of alternatives. He said that the yellow dots represent large planting sites, the orange dots are medium, the red dots are small, and that he was not sure what size the Holly would fall under. Member Thomson said that he would consider the Holly to be large. He said that another suggested area would be Ocean Trace Road, but it is a County road and would have to be coordinated with St. Johns County and the area residents. He suggested Holly or Palm trees for that area. Member Thomson advised that the minutes from the prior meeting noted that eighteen hardwood trees would be planted for the Urban Canopy. Director Tredik advised that Public Works currently has some Cypress and Oaks, but more would have to be purchased and he pointed out that all the yellow dots on Exhibit A are potential areas where the canopy could be expanded.

Chair Krempasky said that she is interested in the area at A1A Beach Boulevard and Pope Road that Mr. Marcus had indicated large trees could be planted. Director Tredik showed the area on page 18 from Exhibit A. Chair Krempasky advised that Mr. Marcus said that the area could accommodate up to seventeen large maturing species planted approximately 30-feet apart which would leave room to mow around them. She said that at her Rotary Club meeting yesterday, the speaker from Scenic A1A said that they had a relationship with the Florida Department of Transportation (FDOT) and St. Johns County, and they offered to help with the red tape. She asked if that was something she could pursue. Director Tredik advised that it is in the Urban Forest Management Plan and that he did not have any objection to it but that there are challenges because it is the County and also a State Park. Chair Krempasky said that she believes they can facilitate it because it is a Scenic Byway, and they work with these agencies all the time. She said that some of the most beautiful areas of Scenic A1A are in St. Johns County and Flagler County. Director Tredik said that he did not know what types of trees would work well there because of the salt spray, etc. Chair Krempasky said that the speaker from Scenic A1A suggested the Baldcypress for the interior, Tupelo Gum, and the Red or Florida Maple which are all deciduous trees and would be barren at times. She questioned whether the City would want barren trees at its entrance, and she suggested to put some palm trees there as well. She said that she has brought this up for the past four year and there has always been an issue getting it passed through SEPAC and she would like to have permission to try it again. Member Thomson said that there are multiple governmental entities that have to approve it and that FDOT has landscape architects that could recommend different species. He advised that it is the lowest part of the City and that there are pipes underground that feed the oceanside of the road and that a storm surge would leave

a lot of saltwater in the area. He said that there are pictures of that area under water. Chair Krempasky asked Director Tredik if there would be plantings next year. Director Tredik advised that there would be plantings this fiscal year, but that there were no plans for any in this particular area. He said that if it gets approved, that he could do plantings in that area and he questioned what level of design would be needed. Chair Krempasky advised that she could send it to the Florida Native Species group and ask for suggestions for the area to keep it green all year, along with hardwood trees. -- Director Tredik said that maybe someone would donate their time and create a design for the area. Chair Krempasky suggested approving the trees that are in the Public Works nursery. Director Tredik agreed and said that he would like to move forward with planting those nursery trees as soon as possible at Mickler Boulevard, 11<sup>th</sup> Street, etc., but not at the expense of this project. He said that this project would require some expenditure depending on what is purchased. Chair Krempasky advised that SEPAC has \$1,875 for a hardwood project, but she is not sure how much labor could be donated, and if Public Works did the planting that it would leave about \$100 a tree that would allow for more mature trees to be purchased. Director Tredik advised that he would need to discuss it with Foreman Large because this project is large, and it is in addition to the others. Chair Krempasky suggested that it could be done next fiscal year as a large project. Director Tredik suggested to get the design, permitting, and agency approvals done by October. Member Thomson advised that winter is the best time to plant trees. Chair Krempasky suggested to approve the locations. Member Thomson agreed and suggested to continue research on this project and that SEPAC could approve half of the locations tonight.

Member Thomson said that he liked the Mickler Boulevard dry retention concept and asked if there was a weir there. Director Tredik said that there is a weir at 11<sup>th</sup> Street. He said that the City is planning to eliminate the pipe on 11<sup>th</sup> Street, and he described how the inlets on that street work and can flow to 10<sup>th</sup> Street and that it is in the permitting stage now and could be turned into a wetland. He said that if the ditch is eliminated, then the area could be allowed to grow. He described how the water could be controlled by a structure to divert it to 10<sup>th</sup> Street and bleed it down to a retention area which would act the same as a weir so that it is not wet all the time. Member Thomson agreed that it is a good location and that Cypress trees are a great species whether the area is wet or dry.

Member Cloward said that she liked the Ocean Trace location. Director Tredik suggested to start discussions with the homeowners in the Ocean Trace area and with St. Johns County. He said there is also potential on the other side of Ocean Trace Road, but that he would have to locate the utilities in that area. Member Cloward asked for clarification of the area that Director Tredik was proposing. Director Tredik advised that he was thinking about the south side to buffer the houses along that road. Member Cloward suggested the north side because it is not attractive. Director Tredik said there could be a possibility of both sides depending on the overhead and underground utilities there. He said that smaller trees would not have the same root impact that the larger trees would on the utilities. Member Thomson advised that there are books about development on barrier islands and the distance for certain types of trees and you can see that the Oak trees are typically on the west side of A1A Beach Boulevard. He suggested to stick with that natural design philosophy and not

push the envelope when it is close to the ocean. He would like to have input from FDOT because they have landscape experts. He said that Cypress trees do well in wet areas and that 2<sup>nd</sup> Avenue west seems to be the best survival area for Oaks. He described the Oaks planted in several areas around the City and that some Oaks that were planted ten-years ago have finally taken off. He said that Oak trees are the best for biodiversity. Chair Krempasky agreed and asked if anyone had a chance to watch the webinar that she suggested at the last meeting.

Member Thomson asked how many trees SEPAC has decided on because he would like to approve at least eight trees. Director Tredik said that there are 2 Oaks, and 3-4 Cypress at 11<sup>th</sup> Street, and that if more Oaks are needed for Mickler Boulevard that they would have to be purchased. He said that he would discuss the locations with Foreman Large and he would also locate the utilities. Member Thomson asked if it was the east or west side of Mickler Boulevard. Director Tredik advised it would be the west side because there are power lines on the east side. Member Thomson said that SEPAC started a rain garden on the west side of Mickler Boulevard. He said that there is about a two-block area between A Street, and that heavy rains head toward the ditch and he suggested a dry retention/rain garden on the west side to reduce some of the flow to the ditch to help control flooding. Director Tredik said that there are a few pipes crossing Mickler Boulevard that convey water to the Mickler ditch. Member Thomson asked if it continued to Pope Road because there are specific swales in the Pope Road area. Director Tredik advised that he was not sure and that he would be looking very closely at that area.

Director Tredik advised that at the December 6<sup>th</sup> Commission meeting he would be recommending approval of the ranking of the consultants for the Master Drainage Study Update. He advised that the Mickler Boulevard ditch has a difficult maintenance issue, and that people are both for and against piping it and there needs to be discussion of a long-term approach. He said that it could be piped and also have a swale which provides environmental benefits and that there are pros and cons to it. He said that there are some species that are currently using the ditch for habitat and that they are important to a lot of people. Member Thomson said that initially SEPAC wanted to approve several parkettes to be more biodiverse and that there are quite a few that are undeveloped on 2<sup>nd</sup> Avenue going north and he asked if the plantings should be grouped together to allow for more efficient watering. Director Tredik said yes, watering is important during initial plantings and that it makes more sense to be able to focus on the newly planted areas since the City only has one water truck. He suggested to get one group established and do another group somewhere else next year. He advised that Public Works has hired more employees recently but that they are being allocated toward the recycling initiative in the beginning of the year.

Member Thomson asked Director Tredik to discuss the specific sites for trees so that SEPAC could agree on them. Director Tredik suggested to move ahead with this location, and he was not sure if a vote or consensus was needed. Chair Krempasky said it would need a consensus. Director Tredik asked where SEPAC would like to see the beautification done first and that there are a lot of opportunities in this study such as Ocean Trace and 11<sup>th</sup> Street. Member Cloward said that Ocean Trace might need more research. Member Thomson said that Mickler Boulevard could be an option,



but he is trying to create a line of Oak trees from 2<sup>nd</sup> or 3<sup>rd</sup> Avenue running north to south to reestablish the canopy near the Marriott Hotel where houses are going in now. Director Tredik said that it is an area that the Urban Forest Management Plan had recommended a lot of plantings, but that he has concerns planting Oak trees near the City's drainage pipe. Member Thomson discussed the east-west access on either side of the Marriott and especially the south side. He suggested locating some plantings on the parkettes would give a grouping and create a buffer. Director Tredik said that he has concerns for this area and would like to defer on this parkette because the City is going to be extending 2<sup>nd</sup> Street west and that there will be heavy equipment in that area. He would recommend waiting until 2<sup>nd</sup> Street is built. Member Thomson said that there is a little bit of tree canopy in some areas, other areas are bare, and farther north there were no Oak trees saved and they could be planted to reestablish the canopy in that area. He suggested that it would be an improvement for the new homeowners so that they do not have to look at the Marriott Hotel. Chair Krempasky asked if there were two Oak trees in the Public Works nursery. Director Tredik said that he believed so, and that more could be purchased. Chair Krempasky advised that if the trees were purchased with SEPAC's budget, it would have to be approved. Member Thomson suggested instead of putting the Oak trees on 11<sup>th</sup> Street, to have a couple planted there would be great. Director Tredik advised that he would discuss it with Foreman Large. Member Thomson said that Oak trees grow in retention areas like the one behind Aqua East Surf Shop. Director Tredik said there is a huge Oak on either 4<sup>th</sup> or 7<sup>th</sup> Street and that if the City could have others like that, it would be beautiful. Member Thomson said that the Avenue of Palms should help buffer a little bit and that the trees should be able to be established in that area. Director Tredik said that if SEPAC wanted Oaks in that area, that he would try to work with the home builders and get a couple for the area. Member Thomson said that the Marriott should not mind because it has been questionable whether they met their landscape requirements and that their buffers are very sparse. Chair Krempasky asked Director Tredik to follow up with Foreman Large and check on the utilities in the areas. Director Tredik agreed, and he showed a Google Map of the area near the Marriott Hotel and said that there are some powerlines, but other areas should have opportunities for plantings.

Chair Krempasky moved on to Item 1.c.

c. Model Green Infrastructure Plan

Chair Krempasky advised that she has a Zoom meeting with Ms. Christina Hite next Thursday morning. She is a landscape architect that has been involved in the panels for native landscaping and Dr. Kaczmarzky has also agreed to join the Zoom meeting. Ms. Hite said that she has some ideas for the parkettes and Dr. Kaczmarzky agreed to do research on smaller 50 x 90 areas to work with. She asked if she could report back to SEPAC next month. Member Thomson asked if a location has been determined. Chair Krempasky said that if she gets some examples of what it could look like then she could present them in January and the D Street residents could be invited to the February meeting.

Chair Krempasky said that SEPAC is not going to technically have a workshop meeting in February, but that Director Tredik will be making presentations to update SEPAC

regarding grants and the game plans for projects with the new engineer and to invite other City Boards. Director Tredik asked which grants SEPAC was interested in. Chair Krempasky said the resiliency grant. Director Tredik advised that he did not know when he would hear back from them and that he submitted for the Adaptation Plan, but that they are focusing on construction grants at this time and not planning grants and they should make grant funding decisions prior to May. He advised that he would reach out to them and would present any information that he has. Member Cloward said that the reasoning behind not having the workshop was also because she would be the liaison outside of the meetings with Director Tredik to coordinate communication. Chair Krempasky asked if SEPAC wanted to work on the timing of it. Member Cloward advised yes, because she has updates to present. Member Thomson asked if page 12 of the November 4<sup>th</sup> minutes reflects the decision to not have the workshop. Chair Krempasky advised yes, and she asked Deputy City Clerk Fitzgerald if she wanted to explain her comment from that section of the minutes. Deputy City Clerk Fitzgerald advised that she thought that Member Thomson might be under the impression that procedure is different for a workshop meeting, but that the only difference is that there is no voting during a workshop. Member Thomson said that he did not see a connection with the Sunshine Law. Deputy City Clerk Fitzgerald said that she was worried that he thought that it would not apply because he was insistent on having workshop meetings and inviting other Boards, but shut down the idea of doing the same thing at a regular meeting or a joint meeting. She said she was confused about his chain of thought pushing a workshop over a regular meeting to discuss the same thing when you can take action a regular meeting and not at a workshop. Member Thomson said that he understands the Sunshine Law and that it sounded like she was worried about his activities regarding the Sunshine Law. Deputy City Clerk Fitzgerald advised that comments he has made over time, led her to believe that he thought there was a significant difference with a workshop meeting. Member Thomson said there is a difference because you can focus on specific items and have more significant conversations. Chair Krempasky advised that she did not believe that Director Tredik was at the point to go in depth. Director Tredik agreed. Chair Krempasky said that Member Thomson's original thought was to start at 4:00 p.m. with a two-hour workshop and then carry on to a regular meeting and that Deputy City Clerk Fitzgerald pointed out that any other Board and the public can attend any SEPAC meeting they want to. She suggested to invite them and let them know what the agenda is going to cover.

Member Cloward said that SEPAC is lacking a plan for a workshop and that Deputy City Clerk Fitzgerald advised that there needs to be something put together for the people to give feedback on. Member Thomson asked if she was referencing the plan for the Green Infrastructure. Chair Krempasky advised that Member Cloward was talking about Mickler Boulevard. Member Cloward said that she used the Mickler Boulevard diagram as an example and that there is no plan with the full scope of work and the solutions. Member Thomson said that the agenda had items that related to Environmental Planning. He said that the Green Infrastructure and Right-of-Way Ordinance were part of that because they are items that are sustainability driven and the workshop was going to be focused on those items. He said that he understands the difference between a workshop and a meeting and that the November 4<sup>th</sup>

minutes said that SEPAC wanted to have specific projects to discuss and that it could be discussed when we get to that agenda item whether it is a workshop or a meeting. Deputy City Clerk Fitzgerald advised that you still need to have an agenda and backup material. Member Thomson said that from what Director Tredik has said, there is no Adaptation Plan outlined yet. Director Tredik advised that there are other things that he would be working on including the Right-of-Way Ordinance which he discussed today with Building Official Law, and he is trying to get something going by spring. He said that the ordinance would go to the Comprehensive Planning and Zoning Board (CPZB) first, then to the Commission for two hearings, and once he has a draft of the ordinance, he would share it with SEPAC for input but that it would not be the same as a workshop. He asked when the January CPZB meeting was. Deputy City Clerk Fitzgerald advised that it should be January 18, 2022, and that the SEPAC meeting would be January 6, 2022. Director Tredik advised that a potential draft could be reviewed for feedback on items such as impervious surface, additional parking needs for short-term rentals, etc. Member Thomson said he knows what the issues are. Director Tredik said he was not trying to teach the issues, that he was just specifying what is driving the need and that it needs to be better regulated. Member Thomson said that is why the City needs a Right-of-Way Ordinance. Director Tredik advised that he would like to have SEPAC review the draft before it is adopted. Chair Krempasky asked if it could be ready for either the January or February SEPAC meeting. Director Tredik advised that he would try to have a draft ready for SEPAC's January meeting. Chair Krempasky asked to add the Right-of-Way Ordinance back to the January agenda. Deputy City Clerk Fitzgerald agreed to add it back to the agenda. Chair Krempasky advised that the agenda was pared down based on Member Thomson's comments regarding items that have been on the agenda for two years and that SEPAC could bring back issues as needed.

Member Thomson advised that he emailed information to Deputy City Clerk Fitzgerald regarding Vulnerability Studies. He said that a Vulnerability Study is done to understand flooding, climate change, risks and threats, and that SEPAC has looked at those issues for 6-plus years and has made some recommendations. He read from a magazine article that looked at what happened in New Orleans after the last storm that went through (Exhibit B), and he said that Deputy City Clerk Fitzgerald could attach it to the next meeting. He said it was based on the Dutch model of more storage ponds, less pumping, more gravity, less concrete. He said that there was a huge grant that would develop a twenty-five-acre water garden that would do double duty as infrastructure and a public amenity. He continued to read from the article which discussed the need to break away from relying on engineering and to let gravity and nature work. He said that sustainability has to work with nature and not put runoff in the pipes and that the City has areas that need to be looked at to make the most of them and to not continue to pave. He said that he also gave the message to the Commission because he and Dr. Kaczmarek were supposed to have addressed the Commission in October and that the City was not acting in a sustainable manner. He said that the City was acting reluctant to do anything about runoff, biodiversity, water conservation, and maintaining the tree canopy.

Chair Krempasky asked Director Tredik if he was presenting something to the Commission on December 6<sup>th</sup> about stormwater drainage. Director Tredik said that

he is presenting a review of the scores for the three consultants that bid on the recent Request for Qualifications (RFQ) to update the Master Stormwater Plan and then the Commission will decide who to award the contract to. Chair Krempasky asked if Gulfstream was one of the consultants. Director Tredik advised that the three submittals were from Gulfstream, Matthews Design Group, and Crawford, Murphy & Tilly (CMT). Chair Krempasky asked if the City has ever used Gulfstream before. Director Tredik advised that the City has used Gulfstream for a couple of projects, but nothing of this magnitude and that all three candidates have done work for the City. Chair Krempasky advised that a member of Gulfstream is a native of St. Augustine. Member Thomson asked if any of the three candidates have done environmental engineering work. Director Tredik advised that all three have done varying levels of environmental work and would have environmental engineers on staff or on sub-staff. Member Thomson asked if they would be looking at environmental engineering as well as concrete and drainage. Director Tredik responded yes that there are things that the City needs to do with its National Pollution Elimination Discharge System (NPEDS) and its long-term management. He said that he is not opposed to green infrastructure as long as it solves the drainage problem too, and that is hard to do in low lying areas such as Ocean Walk which has very few options other than stormwater pumping. He said that because the City does not have a lot of new developments, it makes it challenging to do what SEPAC is talking about. Member Thomson advised that he does not think that every neighborhood is going to have the same drainage, but the island itself has a natural system of drainage and absorption of water and that is what he is trying to protect, which would protect the tree canopy and give biodiversity, etc. Director Tredik said that the challenge is to restore that without causing problems and property loss related to flooding and that the City is going to need both the concrete and pumps along with some level of environmental compatibility. He said that the City has to blend the two without causing people to have property loss because that goes against everything as an engineer. Member Thomson advised that they keep raising the elevation and the higher properties are draining to the street. Director Tredik said it is not easy and that everyone wants to build higher so that they do not flood. Member Thomson said that they could build with an elevated floor like the low country. Director Tredik advised that he and Building Official Law were just talking about that today and possibly looking at stem walls vs. monolithic slabs as the preferred option for areas that have grade issues. Member Thomson said that it basically pushes the drainage issue off on the neighbors. Director Tredik advised that there are solutions that are being looked at.

Director Tredik advised that there are some Crepe Myrtles on 16<sup>th</sup> Street that are not doing very well, and they could be replaced with something more attractive such as Hollies, but that there are some pipes in the area and Oaks might not be a good option. He said that he believes they may have been planted as part of a grant. Member Thomson asked if they were suffering from lack of water. Director Tredik advised that they have not done well in general and there has been a lack of water, but he believes that it is simply the wrong place for them and that there are more drought tolerant species that could do well there. Member Thomson suggested to find a way to try to get more water to them. Director Tredik advised that there is a pond right behind the area and it acts as a draw down for ground water. Member

Thomson advised that Crepe Myrtles do well in some areas of the City. Chair Krempasky said that she loves them because they flower and that if given enough water could possibly flower all year with St. Augustine's temperatures. She describes a Crepe Myrtle that she had in Texas that was over 30-feet tall that she never watered. She asked how the Crepe Myrtles in the median on A1A South are doing. Director Tredik said that some are doing better than others. He said that he would discuss it with Foreman Large to see if they can come up with something to try to bring them back to health. Chair Krempasky said that she would email Dr. Kaczmarzky to ask if he has any suggestions. Director Tredik advised that it could be discussed again at a future meeting.

Chair Krempasky moved on to Item 2.a.

## 2. Educational Programs

### a. Newsletter Topics

Member Cloward advised that she emailed Events Coordinator Conlon about the December Newsletter and said that SEPAC's article would consist of a press release from Vice Chair Bandy and an article from herself. She said that Ms. Conlon's feedback was that it was too confusing receiving multiple emails from several members and that she prefers to receive one email. She advised that they worked it out so if there is another instance where several Members are creating sections of the Newsletter article, that it would be sent to Deputy City Clerk Fitzgerald to combine and send as one email to Ms. Conlon. She advised that moving forward she believes that the majority of the months will be a regular article with an image, and she would forward it to Ms. Conlon which would alleviate the burden from Deputy City Clerk Fitzgerald.

Deputy City Clerk Fitzgerald advised that she also had a discussion with Ms. Conlon and that she is not only handling the Newsletter, but she has multiple events coming up this month for the holidays, plus the roll-out of the recycling program, as well as upcoming spring events. She advised that the Newsletter became a lower priority this month, and Ms. Conlon has asked to have everything from SEPAC sent through the Deputy City Clerk to compile the information and to also proofread it so that it will be in its final format when she receives it. She advised that she also has the capability to help Ms. Conlon put the Newsletter together if necessary. She said that SEPAC members are still welcome to contact Ms. Conlon with questions. Chair Krempasky suggested that when it is ready to be sent to Ms. Conlon to also send it to a SEPAC member for a second proofreading. Deputy City Clerk Fitzgerald advised that that could be a borderline Sunshine Law violation because Members are not supposed to communicate with each other outside of meetings and even replying to note a typo could be interpreted that way.

Chair Krempasky advised that when the Newsletter came out on the 1<sup>st</sup>, she saw that the date was wrong and emailed Deputy City Clerk Fitzgerald right away. She wondered if these were all links. She said that SEPAC decided to have the Mickler Boulevard residents come to the January meeting and the Newsletter showed December. She said that you can not get something back once it is sent. Member Cloward advised that she reviewed everything and that her notes showed that she

scratched out January and changed it to December. Vice Chair Bandy advised that it was December first, then at the end of the meeting it was changed to January because it would only leave one day between the release of the Newsletter and SEPAC's December meeting. Member Cloward remembers questioning whether it was being removed from the agenda and that she was told that it was not being removed. Deputy City Clerk Fitzgerald advised that the topic was not being removed from the agenda and that Member Candler stated that she might bring a sketch to review. Member Cloward said that the biggest problem is not being able to work around the Sunshine Law and that because Deputy City Clerk Fitzgerald is helping SEPAC get better organized, they should be able to be a month ahead for the Newsletter articles. She noted that she would email Deputy City Clerk Fitzgerald with her article information each month but that she is not allowed to have feedback. Deputy City Clerk Fitzgerald advised that SEPAC members cannot communicate outside of a recorded meeting.

Member Cloward said that for January she would continue to post the open SEPAC positions and the Mickler Boulevard beautification review on January 6<sup>th</sup>. She asked if she should include anything about the February meeting. Chair Krempasky advised that February would be about the Model Green Infrastructure. Deputy City Clerk Fitzgerald advised that the location for the Model Green Infrastructure needs to be decided in January so that notices can go out to those residents. Member Cloward said that she would mention the Model Green Infrastructure in January so that the residents would know a month in advance to attend the February meeting. Deputy City Clerk Fitzgerald advised that letters would go out to any of the adjacent residents about two-three weeks before the meeting. Chair Krempasky said that maybe SEPAC would have some examples from the landscape architect depicting what it may look like. She said that when she has her Zoom meeting, that if Dr. Kaczmarsky is involved, that he would be able to send information to Member Cloward. Member Thomson asked if Director Tredik had volunteered to provide a sketch for the parkette that could be used for the discussion. Director Tredik said that he remembers having that conversation. Chair Krempasky said to find examples that already exist. Member Thomson suggested to identify the location and that the plant list is challenging to illustrate. Chair Krempasky advised that she was not concerned with the plant list but with the structure on the property and the retention. Director Tredik asked if the discussion was regarding D Street. Member Thomson said yes and that he believes that Director Tredik is concerned about it not always being wet and that that would be the function of a rain garden. He suggested that it would be beneficial to have Director Tredik's explanation for the discussion and that the plants would come once the concept is accepted. Chair Krempasky advised that she is more concerned about the concept and not what is being planted. Director Tredik advised that he could provide a concept sketch showing how much it could be lowered without causing a problem and whether under drains would be needed to drain it over time. Member Thomson said that the engineering concept for green infrastructure is what SEPAC is trying to get across. Director Tredik advised that he could give an idea of the water table, etc. which could help with the selection of plants. Member Thomson said that he recalled that Dr. Kaczmarsky's article had links with structural diagrams, etc. and that there is a lot of information out there. Chair Krempasky said that she cannot

picture what it is supposed to look. She said when looking at Dr. Kaczmarsky's pictures it was hard to tell if it is planted on a large football field or a smaller space and that is why she wanted to talk to a landscape architect to specify that SEPAC's spaces are 50 x 90. Member Thomson liked the idea of talking to a landscape architect, but he questioned how it would be translated into a sketch for the Newsletter.

Discussion ensued whether to put a sketch in the Newsletter; to do an announcement in the Newsletter and direct people to the website to look at the agenda book; to still follow up with the landscape architect to see if there are examples of other small cities that have done this; to ask residents if they want the corner in their neighborhood to look like the sketch.

Chair Krempasky advised that when she emailed the Ms. Hite that she responded stating that she had some ideas and that she wanted to speak with SEPAC to see if the goals are in align with what she would be offering. Member Cloward advised that she uses software that is clean looking, and a rough sketch could be put into a digital view and then sent to Director Tredik. Director Tredik said that he and Member Cloward should talk about it.

Chair Krempasky asked if that was it for January. Member Cloward advised yes, just those three items and that she would run the article again in February about the vacancies for SEPAC and announcing the February meeting.

Discussion ensued regarding the January and February Newsletter topics; that additional topics can be discussed in January and added to the February Newsletter; that some topics could be duplicates; to roll-out the Environmental Stewardship Awards at that same time due to the March deadline; to add more graphics to attract more Environmental Stewardship publicity; whether to run the Stewardship Awards in January or February; that it depends on if the deadline is early or late March; the suggestion to have a pre-announcement about the opening of the nominations in February; to use the wording from previous press releases.

Member Cloward said that the Newsletter is prepared in Constant Contact and Ms. Conlon can make an image and give it a link through the software. She said that now that she knows how SEPAC's image works with the software, the Mickler Boulevard image is below it so that it is right there as opposed to the press release. She said that there are 566 contacts, which is not as many as was thought and the open rate is 55%-65%, which is about 310-370 people. Vice Chair Bandy said no wonder SEPAC did not receive any applicants. Member Cloward said that she always talks about what SEPAC is doing to other moms and that they seem interested but never reach out to her to get involved. She said that it is challenging to get people to read the need in the Newsletter. Member Thomson asked if Member Cloward reached out to the Beaches News Journal. She said that she did not, but that it is on her to-do-list. Member Thomson advised that it has a wide distribution. Chair Krempasky advised that she receives the Beaches News Journal and does not read it.

Vice Chair Bandy said that Dr. Kaczmarsky did that long in-depth article, and that SEPAC had talked about doing an education campaign, but that it is a lot of work to do if only 300 people are going to see it. She suggested to continue doing the small

news blurbs instead of assigning complicated environmental topics. Chair Krempasky agreed that doing that kind of research is not worth it for 300 out of 6,000 people. Vice Chair Bandy said that she thought there were about 3,000 people. Member Cloward said she thought it was estimated around 1,200 and that she did not know that the City even had a newsletter. She said that even after joining SEPAC she did not receive the Newsletters and that she should opt-in. She said that people new to a community should be added so that they know what is going on. Vice Chair Bandy said that there are a lot of privacy issues and she suggested to add it to the application for new members so that the City Boards/Committees would automatically be opted into the Newsletter.

Chair Krempasky suggested to do the January and February Newsletters and then decide later if it is still worth it to continue because it could be causing more strain on City staff, and it is only reaching 300 people. She said that this might not be the most effective thing for SEPAC to do, and that SEPAC was getting 60-80 people at the film festival. Vice Chair Bandy said that she was not very happy with that turnout, but it might be a good option when it starts back up again. She said that she could contact the Beaches News Journal, but she needed to know what SEPAC is asking them to publish. Chair Krempasky advised that they would not want to run the educational articles. Vice Chair Bandy agreed and asked if they would run the press releases. She said that Ms. Conlon would have to forward the press releases because SEPAC is not allowed to contact them. Deputy City Clerk Fitzgerald advised that because SEPAC is not part of City staff, they are not allowed to send anything on behalf of the City.

Chair Krempasky moved on to Item 2.b.

**b. Environmentally Friendly Landscaping Awards**

Member Thomson advised that everyone has a copy of what he handed out last month and that he is trying to find the best way to spread the word and get community involvement with prizes and awards. Member Cloward suggested doing something more marketable such as a picture of the resident and run it in the City's Newsletter. Chair Krempasky said that she Googled "Florida landscape awards" and that there are already two organizations in this area that do their own landscape awards. Florida Native Plant Society (FNPS) does a statewide award and there is also the Florida Nursery, Growers, and Landscape Association (FNGLA) that has an award with criteria such as right-plant-right-place, water efficiently, fertilize appropriately, mulch, track wildlife, manage yard pests responsibly, recycle yard waste, reduce stormwater run-off, etc. and she asked if SEPAC would have to assign points for each achievement. She said that the FNPS looked at whether the projects were sod free, utilized native plants, provided habitat, attracted pollinators, and minimized maintenance. Member Thomson said those are great criteria to have and the applicants would either provide pictures or discuss how they are meeting those goals. He suggested that this award could have criteria such as contributing sustainability to the environment by promoting water conservation, reducing stormwater runoff, preserving the tree canopy, using native plants, and increasing biodiversity to the area. He said that this is just a very general statement, and the criteria could be more specific and have more added to it.



Chair Krempasky said that if the Environmental Stewardship Awards are being done in the spring, then this award could possibly be in the fall. Deputy City Clerk Fitzgerald suggested to have the awards during or just after the most flourishing time of the year. Member Thomson advised that this is not about how pretty your yard is, but how environmentally preserving it is. He said that it could be a rain garden, or a tree canopy, etc. Vice Chair Bandy advised that the prettiest yard is not going to win because the yard should have leaves on the ground instead of clearing them. Chair Krempasky suggested for everyone to visit the Sea Oats Chapter website because all their projects are beautiful. Member Thomson said that Sea Colony has a good use of native plants. He said that this award will involve different areas of the community and will have a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winner and will not be overly competitive. Deputy City Clerk Fitzgerald asked if there would just be the significant awards or maybe have individual sub-categories such as "best irrigation". Member Thomson said that when SEPAC establishes the criteria and the projects are submitted, that it may be subjective as to who has the best environmentally friendly yard, but that it is very important to get the message out.

Chair Krempasky suggested to do the awards in the fall which will give time to work on it. Vice Chair Bandy asked if the nominations would be accepted from the individuals themselves and/or their neighbors indicating the criteria that has been met and provide photos. She asked if SEPAC would visit the applicants' yards or strictly use what is submitted, and that it could possibly depend on how many are received. Member Thomson said that if they complete the application correctly and list the criteria that has been met, that one photo could be acceptable and then narrow the list and only visit the finalists' yards. Deputy City Clerk Fitzgerald advised that SEPAC's discussion and vote has to be done in a meeting, but that members could individually visit the sites with a tally sheet and rank the applicants to be better prepared at the next meeting. Vice Chair Bandy agreed with that idea because members would be able to get a full view of the yard.

Chair Krempasky asked if it would be appropriate to approach Southern Horticulture to ask for gift certificates. She also mentioned that there is a nursery called Green Isle Gardens that she believes is in central Florida that was involved a lot with Sea Oats Chapter, and they strictly have native plants that can be ordered. She could check with Foreman Large to see if he has ever ordered from them. Deputy City Clerk Fitzgerald advised that the City tries to stay local to avoid costly delivery charges and that she does not recall hearing about that nursery being used. She advised that SEPAC could contact local businesses to ask for donations and that Southern Horticulture has donated prizes at City events before because she won a prize from them once. Chair Krempasky advised that she would contact some local businesses. Vice Chair Bandy advised that publicity would be crucial, and SEPAC would need to get the word out. Chair Krempasky asked if this would be limited to people on the island and she suggested to try to get something published in the Record. Deputy City Clerk Fitzgerald said that it could be sent to the Record, but it is their discretion to run it or not. Vice Chair Bandy said that she could send a press release to Ms. Conlon and ask for it to be sent to the appropriate person at the Record. She said that once the criteria are determined at the next meeting that she could send the press release and also use it in the Newsletter. Member Thomson asked if cash rewards would be

offered. Vice Chair Bandy said that donations would be better. Member Thomson said that he does not see anything wrong with trying to do cash prizes as motivation. Chair Krempasky asked if Member Thomson thought gift cards from Southern Horticulture would motivate people. Member Thomson responded that \$500-\$1000 would motivate people. Vice Chair Bandy asked if that money would come from SEPAC's budget. Member Thomson said that SEPAC would have to talk to the City about it and to possibly ask Ace Hardware, etc. Vice Chair Bandy said she could contact Lowe's. Member Thomson said any place with a plant nursery could be contacted. Chair Krempasky advised that Lowe's nursery does not carry very many native plants.

Chair Krempasky moved on to Item VI.

## VI. OTHER COMMITTEE MATTERS

Public Works Director Tredik asked to speak about the topic of illicit discharge, which is on the City's website. He gave a brief presentation (Exhibit C) explaining what it is and said that he wants to educate the public. He explained that part of the National Pollutant Discharge Elimination System (NPDES) is a Municipal Separate Storm Sewer System (MS4) permit through the Clean Water Act (CWA) which is managed by the Department of Environmental Protection (DEP). There are steps for public outreach, as well as other things, to try to control illicit discharge and improve the water quality of the receiving water bodies. He gave examples of obvious things that are not supposed to go in the drainage system such as paint, chemicals, etc., but there are less obvious things such as leaves, yard waste, and eroded soils. Member Thomson questioned if pool water is considered an illicit discharge. Director Tredik advised only if it is chlorinated. Member Thomson said that people probably think that it is not an illicit discharge if it is just running down the street because it would not make it to the drain. Director Tredik advised that it typically makes it to the drain, but it may not make it to a receiving water body to technically be considered an illicit discharge. He explained that any time it gets close to a source of conveyance to US waters, it becomes illicit, and it is important to control it. He said that the City has a form on the website for people to use to notify Public Works of illicit discharge. He noted that the City does not currently have a real problem with it.

Vice Chair Bandy said it would make a good education article for the Newsletter. Director Tredik said that if people change their own motor oil, that Public Works will accept it at Mizell Road to dispose of it properly. He said that Public Works will also accept paint, used batteries, household chemicals, or advise residents where they can properly dispose of them. He suggested for people to wash their cars on the grass to help filter the water or better yet to use a commercial facility because they recycle the water. He said that if it can be conveyed to a stream, then it could be considered illicit because it is conveyed by groundwater. Grass clippings that are swept or blown into the gutter are considered an illicit discharge because they add nutrients to the system. Chair Krempasky advised that she could report every lawn maintenance company that works on her block. Director Tredik advised that it cannot be 100% enforced, but to notify someone if you see it being done. Member Cloward asked if lawn clippings blown into the gutter is also illegal. Director Tredik said that it is against the City's MS4 permit and that the City is supposed to be educating people. He said they could possibly be cited with a code violation and that education is key. He said that grass clippings are not as bad for the City because most of it goes to the Mizell Pond where the nutrients are removed by natural processes, but it still winds up in the Matanzas River eventually which could increase the risk of algae blooms. He explained that this area is well

flushed from the inlet, but areas like the Indian River Lagoon have poor flushing and have gotten bad algae blooms for the past 10-plus years with massive fish kills and brown tide, which is probably due to excessive development, septic tanks, etc. He said to remind people to pick up their pet waste and to report any observed pollution or dumping. Deputy City Clerk Fitzgerald advised that the report form on the City's website is under City Departments, then Public Works, then Illicit Discharge.

Director Tredik would like to come back in January with a possible agenda item to get feedback and comments from SEPAC on how to better reach the community about illicit discharge. Chair Krempasky asked Director Tredik what the smallest group would be that he would make a presentation to. Director Tredik said that the idea is to reach as many as possible, but that he would not limit it and would like to have at least 10-20 people. Chair Krempasky advised that the Rotary Club of St. Augustine Beach has presentations like this and there are some business owners in the Club that could benefit from a twenty-minute presentation. Director Tredik said that he could present this in a few minutes and could discuss other things for the remaining time. He asked where the Rotary Club meets. Chair Krempasky advised that they meet at the yacht club. Director Tredik agreed to talk about it, and he said that this is the kind of feedback he wants to help him reach out to the community, and that he could present it again if there is a crowd at the January SEPAC meeting. Member Thomson said that Dr. Kaczmarzky had stickers to put on the catch basins and that most cities have them now. Director Tredik advised that he would agenda this topic for next month. Member Thomson said that SEPAC could help with getting the stickers, etc. Vice Chair Bandy said that for the education series at the library, the City of St. Augustine was going to show an interesting presentation with a machine that shows what goes in the drainage and what gets disintegrated and that it could be used to fill some of the time during Director Tredik's presentation. Chair Krempasky said that Todd Grant is a member of the Rotary Club and Director Tredik noted that he has worked with Mr. Grant often. Member Thomson said that Director Tredik talked about when to fertilize lawns without as much discharge and he questioned the use of chemicals such as Roundup getting into the system along with other dangerous chemicals that should be discouraged. Director Tredik advised that there are a lot of dangerous chemicals and there has been news about the dangers of long-term use of Roundup. Member Thomson said that some of the parkettes look like something has been sprayed and he asked if it was from Public Works. Director Tredik said that Lake Doctors was hired to do herbicidal spraying, but that he would have to check to see what chemicals were used. He said that it is a tough balance to control the vegetation for better drainage flow. He advised that the swales that are not needed for conveyance would be great to look at as alternatives for vegetation and that the critical swales need to be open and flowing to prevent flooding. Member Thomson questioned the Mickler ditch. Director Tredik said that the Mickler ditch is critical, and it is a problem because it contributes a lot of sediment.

Deputy City Clerk Fitzgerald confirmed that she is adding the Illicit Discharge and the Right-of-Way Ordinance to the next agenda.

Vice Chair Bandy asked if there would be a presentation for the meeting with the public and who would be doing it. Deputy City Clerk Fitzgerald advised that it would be the first thing on the agenda so that the interested attendees can see it without staying for the entire meeting and that it should describe everything that SEPAC has been discussing such as the benches, plants, etc. She said it would be mainly to get input from the residents and that a PowerPoint is not necessary. Director Tredik asked if it was possible to have the Illicit Discharge presentation first because he

would need to leave afterward. Chair Krempasky asked to have the Illicit Discharge topic first. Deputy City Clerk Fitzgerald said that it would be first on the agenda and she asked if there were any other changes to the agenda.

Member Cloward said that she has an update regarding a recycling video. She said that she discussed it with Ms. Conlon, and that she agreed to it, but said that she is very busy right now and that City Manager Royle asked to table it. She advised that Ms. Conlon said that she reached out to a Public Works employee to ask if he would be willing to appear in the video, and he agreed to do it. She said that she and Ms. Conlon were going to meet again next week, but they decided to table it to next year because things could change by January. Deputy City Clerk Fitzgerald advised that the plan is to get the recycling restarted by January 3, 2022, with the basic information first and to expand on it later. Member Cloward also said that she would be getting together with Director Tredik to expand the communication.

Chair Krempasky moved on to Item VII.

VII. ELECTION OF CHAIR AND VICE CHAIR FOR 2022

Chair Krempasky advised that she would like to nominate Lana Bandy as Chair, and Michel Cloward as Vice Chair.

Deputy City Clerk Fitzgerald advised that there is a nomination for Lana Bandy as Chair and Michel Cloward as Vice Chair, and she asked if there were any other nominations or oppositions to this nomination. There were none. Chair Krempasky asked for a motion.

**Motion:** to appoint Lana Bandy as Chair and C. Michel Cloward as Vice Chair. **Moved by Member Thomson, Seconded by Chair Krempasky.** Motion passes unanimously.

The SEPAC members thanked Chair Krempasky for her service and hard work over the past three years as Chair. Vice Chair Bandy asked if she could meet with Chair Krempasky to go over the role of Chair. Deputy City Clerk Fitzgerald advised that the members would have to direct their concerns to her and not Chair Krempasky and that meetings would follow Robert's Rules. Chair Krempasky said that she knows that the new officers will do a great job. Deputy City Clerk Fitzgerald advised that the new Chair and Vice Chair would take effect at the January meeting.

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

VIII. ADJOURNMENT

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

Chair Krempasky adjourned the meeting at 8:09 p.m.

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Lana Bandy, Chair

ATTEST

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Max Royle, City Manager

## COMMISSION REPORT

December 2021

**TO:** MAYOR/COMMISSIONERS

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

### DEPARTMENT STATISTICS November 20<sup>th</sup>, 2021 --- December 17<sup>th</sup>

**CALLS FOR SERVICE – 1,432**

**OFFENSE REPORTS - 35**

**CITATIONS ISSUED - 101**

**LOCAL ORDINANCE CITATIONS - 3**

**DUI - 4**

**TRAFFIC WARNINGS - 151**

**TRESSPASS WARNINGS - 15**

**ANIMAL COMPLAINTS - 16**

**ARRESTS - 9**

• **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 16 complaints in St. Augustine Beach area.

### MONTHLY ACTIVITIES –

**Lawn Mowing: Wednesday, Dec. 1<sup>st</sup> 7:30am**

**Christmas with Cops and Claus Dec. 8<sup>th</sup> 5:30-7:30pm (Rained out after 1 hr)**

**Holiday Market: Saturday, Dec. 11<sup>th</sup> 3pm-7pm**

**Christmas with Cops and Claus Dec. 15<sup>th</sup> 5:30-7:30pm**

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## M E M O R A N D U M

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY REPORT  
**DATE:** 12/14/2021

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### Finance

Two months into the new fiscal year and we have currently spent 12.7% of the budget with 16.67% of the year complete. In the month of November, we received our first payment of ad valorem taxes in the amount of \$925,708. I anticipate a larger amount to be received in December. We have had a number of large payouts for the weir project but have been able to cash flow everything with the revenue received to date. We will continue to bill reimbursements quarterly until the point that we need funding sooner.

### ARPA Update

I have been monitoring updates on the use of ARPA funds and have reached out to City of St. Augustine and St Johns County. Both agencies are currently on-hold with their plans as they await further information and possible changes to the approved use of funds. The Florida League of Cities forwarded the attached a summary of bill S. 3011, which was passed by the Senate and is moving to the House for review. The suggested changes will allow more flexibility in spending the funds received. I will continue to monitor the information regarding ARPA and share the information as it becomes available.

### Communications and Events

Melinda is preparing for the final event of the season, **Light Up the Night!** She has received a lot of positive feedback for our season of events over the past month and is looking forward to a great evening on December 31<sup>st</sup>.

Technology: The IT Department has no updates at this time.



## S. 3011 – State, Local, Tribal, and Territorial Fiscal Recovery, Infrastructure, and Disaster Relief Flexibility Act

**Purpose:** The CARES Act and American Rescue Plan provided state, local, tribal, and territorial governments with direct funding to help bridge the gap between falling revenues and necessary pandemic expenses. For a variety of reasons, many recipients of these funds have been unable to access them or spend them on worthwhile purposes. This bipartisan bill expands the eligible uses of these funds to include infrastructure, disaster relief, housing, community development, and other investments that will have a long-term economic return. It also ensures tribes and territories eligible for assistance are given the time and flexibility to do so.

### **Key Features:**

- Permits eligible government entities to spend the greater of \$10 million or 30% of their total fiscal relief funding on infrastructure and other new categories, some of which would be created by the Infrastructure Investment and Jobs Act;
- Does not increase spending, does not place mandates on state or local governments, and does not score;
- Includes language to ensure spending supplements existing funding obligations instead of supplanting them;
- Requires the Treasury and Transportation secretaries to report to Congress on the use of relief funds to ensure accountability; and
- Clarifies existing allocations set aside at Treasury for tribal governments and ensures they receive funding delayed by legal barriers over the last year.

**New Uses of Fiscal Relief Funding:** Projects under the following categories would now be eligible for funding with fiscal relief sent to state and local governments.

- Nationally Significant Freight and Highway Projects
- National Highway Performance Program
- Bridge Investment Program
- Surface Transportation Block Grant Program
- Metropolitan Transportation Planning
- Carbon Reduction Program
- PROTECT Program
- Tribal Transportation Program
- Alternative Fueling Infrastructure
- Federal Lands Transportation Program
- Federal Lands Access Program
- RAISE Grant Program
- TIFIA Program
- ADHS Program
- Urbanized Area Formula Grants
- Fixed Guideway Capital Investment Grants
- Highway Safety Improvement Program
- Congestion Mitigation and Air Quality Improvement Program
- Territorial and Puerto Rico Highway Program
- National Highway Freight Program
- Rural Surface Transportation Grant Program
- Formula Grants for Rural Areas
- State of Good Repair Grants
- Grants for Buses and Bus Facilities
- National Culvert Removal, Replacement, and Restoration Program
- Community Development Block Grant
- Bridge Replacement, Rehabilitation, Preservation, Protection, and Construction Program

**Benefit by State:** The following amounts represent the estimated maximum new flexibility in funding that would be available to entities in each state for these new infrastructure purposes:

- Alabama - \$1,696,130,908
- Alaska - \$448,171,658
- Arizona - \$2,324,809,374
- Arkansas - \$1,197,759,889
- California - \$14,498,169,883
- Colorado - \$2,101,083,076
- Connecticut - \$1,536,597,532
- Delaware - \$449,928,462
- DC - \$540,732,334
- Florida - \$6,152,561,965
- Georgia - \$3,633,509,894
- Hawaii - \$686,306,765
- Idaho - \$721,194,425
- Illinois - \$5,183,868,142
- Indiana - \$2,394,535,447
- Iowa - \$1,205,782,723
- Kansas - \$1,093,752,553
- Kentucky - \$1,733,012,587
- Louisiana - \$1,906,373,458
- Maine - \$625,566,700
- Maryland - \$2,286,896,725
- Massachusetts - \$2,976,993,384
- Michigan - \$4,161,947,643
- Minnesota - \$2,078,356,749
- Mississippi - \$1,288,774,358
- Missouri - \$2,216,763,186
- Montana - \$529,658,146
- Nebraska - \$715,588,016
- Nevada - \$1,295,734,100
- New Hampshire - \$573,606,186
- New Jersey - \$3,539,297,982
- New Mexico - \$937,973,150
- New York - \$7,898,754,610
- North Carolina - \$3,580,086,125
- North Dakota - \$493,165,677
- Ohio - \$4,229,764,022
- Oklahoma - \$1,406,494,960
- Oregon - \$1,578,925,769
- Pennsylvania - \$5,025,281,044
- Rhode Island - \$566,803,855
- South Carolina - \$1,748,356,698
- South Dakota - \$509,192,112
- Tennessee - \$2,496,191,775
- Texas - \$9,662,168,726
- Utah - \$1,005,012,866
- Vermont - \$481,486,894
- Virginia - \$3,080,038,340
- Washington - \$2,698,477,127
- West Virginia - \$926,264,541
- Wisconsin - \$2,057,862,258
- Wyoming - \$485,030,660

**Summary of amendments to Section 605 of ARP:** The bipartisan bill amends Section 605 of the American Rescue Plan to clarify two important funding opportunities for counties and Tribes passed in that legislation.

### **Background**

- In the American Rescue Plan money was included for counties and Tribes who host our public lands and have been disproportionately hit by the COVID-created economic crisis.
- This language ensures the money already allocated to these counties gets to the counties as intended.
- The money will be used by counties to support basic infrastructure in those counties
- The bill also addresses that Tribes were given a certain amount of time to spend their aid from the CARES Act. This amendment extends that time by one year.
- This entire amendment has no budgetary effect and there is no new policy.
- It has been cleared by SCIA and Finance and Treasury

**Questions:** Please contact Sarah Bittleman, [Sarah\\_Bittleman@wyden.senate.gov](mailto:Sarah_Bittleman@wyden.senate.gov), for the ARP portion of the bill; please contact Amber Ebarb, Senator Murkowski, for the Tribal portion of the bill

### **Major Endorsers:**

National Governor's Association

National Congress of American Indians

U.S. Conference of Mayors

National League of Cities

American Road & Transportation Builders Association

Association of Metropolitan Planning Organizations

American Association of State Highway and Transportation Officials

American Public Transportation Association

Associated General Contractors of America

National Stone, Sand and Gravel Association

National Association of Regional Councils

**If you have questions or would like additional information on this bill, please contact  
[Jacob\\_Smith@Cornyn.Senate.gov](mailto:Jacob_Smith@Cornyn.Senate.gov) or [Zac\\_Commins@Padilla.Senate.gov](mailto:Zac_Commins@Padilla.Senate.gov)**



## MEMORANDUM

Date: December 21, 2021  
To: Max Royle, City Manager  
From: Bill Tredik, P.E., Public Works Director  
Subject: December 2021 - Public Works Monthly Report

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### **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 100% complete.
- **Ocean Walk Drainage Improvements**  
Legislative Appropriation Request  
Appropriation Request Amount - \$694,000  
Status – Grant Agreement executed. Preliminary design complete.
- **C.R. A1A Storm Surge Protection**  
HMGP grant (Dorian) - FEMA/FDEM  
Phase 1 Design Grant amount \$52,500; \$17,500 match required  
Status – Awaiting contract execution

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 – Contract execution after closeout of design and permitting CPI grant.
- **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 review
- **Magnolia Dunes/Atlantic Oaks Circle Drainage Improvements**  
Legislative Appropriation Request  
Funding requested \$1,200,000;  
Status – Project request made; Decision in June 2022.
- **Ocean Oaks Flood Protection**  
Legislative Appropriation Request  
Funding requested \$750,000;  
Status – Project request made; Decision in June 2022.
- **7<sup>th</sup> 8<sup>th</sup> and 9<sup>th</sup> Street Drainage**  
Legislative Appropriation Request  
Funding requested \$90,000;  
Status – Project request made; Decision in June 2022.
- **Windstorm Mitigation of City Hall, Police Station and Bldg. C**  
HMGP grant (COVID-19) - FEMA/FDEM  
Grant amount requested \$150,000; \$50,000 match required  
Status – Application submitted 12/21/21
- **Public Works Critical Facility Emergency Generator**  
HMGP grant (COVID-19) - FEMA/FDEM  
Grant amount requested \$52,500; \$17,500 match required  
Status – Application submitted 12/21/21
- **7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> Street Drainage Improvements**  
HMGP grant (COVID-19) - FEMA/FDEM  
Grant amount requested \$112,500; \$32,500 match required  
Status – Application submitted 12/21/21

### **General Activities**

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

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

**News Years Eve Fireworks** – Public Works has been working with the Events Coordinator and the Police Department in preparation for the New Year's Eve firework show.

### **Sanitation**

**Curbside Recycling resumes week of January 3, 2022** – Curbside recycling will occur the same day as household garbage collection for residential customers. The new refuse truck has been purchased. Public works has filled vacant positions needed for the recycling program. An education program (including mailers in mid-December) was undertaken to prepare for resumption of curbside recycling pickup. The City of St. Augustine has provided three temporary recycling dumpsters at City Hall to provide recycling drop-off during the recycling suspension. These dumpsters will remain available through January 7<sup>th</sup>, 2022.

### **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:

- Forming and pouring of new Pump Station wingwall
- Installation of slide gates on the new weir
- Construction of bulkhead on downstream outfall west of Fiddler's Point Drive

**Ocean Walk Drainage Improvements [DESIGN]** – Matthews Design Group has completed preliminary design. The revenue agreement with FDEP for the remainder of the project has been executed. As of this writing, staff is finalizing a contract with Matthews Design Group to complete design and permitting of the project. If ready the contract will be presented to the Commission for consideration on January 3, 2022. Design and permitting will commence upon execution of a contract with Matthews Design Group.

**Oceanside Circle Drainage [DESIGN/PERMITTING]** – The project is in design. A neighborhood meeting is being planned for January to inform owners of the project design and solicit input for final design. Roadway paving and drainage improvements are scheduled to commence construction in the second quarter of FY 2022 after permitting is complete.

**11<sup>th</sup> Street Pipe Repair [DESIGN/PERMITTING]** – Design is underway. Permit application anticipated for January 2022. Construction is anticipated to commence in the 2nd quarter of FY 2022.

### **Parks and Recreation Improvements**

**Ocean Hammock Park Phase 2 [BID PREP]** – 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 commence in FY 2022.

**Ocean Hammock Park Phase 3 [BID PREP]** – Design and permitting is 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. Construction of a portion of the Phase 3 improvements to be funded by a \$60,000 grant from the Coastal Partnership Initiative.

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

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

**2<sup>nd</sup> Street Improvements and Extension [DESIGN]** – Design is 1000% complete and SJRWMD and FDEP permits are in-hand. Preparation of bid documents is underway with Bidding planned for January 2022. Construction planned to commence in FY 2022.

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

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

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

### **Street Lighting**

FPL has installed the Phase 1 LED conversion (arterial and collector roadways). The City Commission approved the conversion of an additional 79 lights in December 2021. These will be installed in early 2022. The remainder of the streetlights to be converted to LED will be presented to the Commission in February 2022 for consideration.