



AGENDA

Planning and Zoning Board City of St. Augustine, Florida

Alcazar Room

Tuesday, November 2, 2021 at 2:00 p.m.

Regular Agenda

- 1. Roll Call**
- 2. General Public Comments for Items Not on the Agenda**
- 3. Approval of Minutes**
 - a. Regular Meeting Minutes from October 5, 2021.
- 4. Use by Exception**
 - a. 2021-0142
Tyler Tebault & Micah Clukey- Applicants/Owners
[251 San Marco Avenue](#)
To approve three (3) offsite parking spaces within 400 feet of the premises.
- 5. Use by Exception/Variance**
 - a. 2021-0141
Karl & Brenda Baird – Applicants/Owners
[115 La Quinta Place](#)
To approve a use by exception for a special event venue as per RG-1, within Commercial, low-one (CL-1) zoning district. To approve a use by exception for offsite parking and a variance to the 400-foot distance requirement. To approve a variance to reduce the total parking requirement for the site.
- 6. Conservation Overlay Zone Development**
 - a. 2021-0140
Rob Garrison – Applicant/Owner
[95 Dolphin Drive](#)
To approve a new dock with a boatlift, gangway, and floating dock in Conservation Overlay Zone 1.

7. Rezoning

a. 2021-0139

William Pitzalis.- Applicant/Owner
c/o Old Florida Museum Holdings LLC
[66 Lewis Boulevard](#)

To rezone the property from an expired Planned Unit Development (PUD) to Residential and general office-A (RGO-A).

8. Other Business

- a. Discussion and recommendation regarding an Ordinance to clarify Historic Architectural Review Board (HARB) demolition and partial demolition review applicability and procedures.

9. Adjournment

Notices: In accordance with Florida Statute 286.0105: “If any person decides to appeal any decision made by the Planning and Zoning Board with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.” In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone: (904) 825-1007; 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.

Please note that one or more members of the City Commission or its appointed boards or committees may attend this meeting and participate, however they may not engage in a discussion or debate amongst themselves on any issue that will likely come before their respective elected or appointed body.

The materials prepared and presented are part of the City’s ongoing Florida Public Records and Government in the Sunshine compliance and are not intended to be relied upon or to reach investors or the trading markets.

CITY OF ST. AUGUSTINE

Planning and Zoning Board Regular Meeting October 5, 2021

The Planning and Zoning Board met in formal session Tuesday, October 5, 2021, at 2:00 p.m. in the Alcazar Room at City Hall. The meeting was called to order by Jon DePreter, Chairperson and the following were present:

1. Roll Call:

Jon DePreter, Chairperson
Grant Misterly
Sarah Ryan
Mike Davis
Carl Blow
Charles Pappas

Absent: William Masson, excused

City Staff:

Amy Skinner, Deputy Director, Planning & Building
Jacob Fredriksson, Senior Planner, Planning & Building
Isabelle Lopez, City Attorney
Elyse Anderson, Recording Secretary

Mr. DePreter welcomed the newest member, Charles Pappas to the Board.

Modifications to the Agenda

Mr. DePreter announced the applicant for item 7. (a) Rezoning and Conservation Overlay Zone Development 2021-0108 had requested for a continuance.

Ms. Lopez stated the application would be readvertised before it was presented again to the Board.

MOTION

Mr. Misterly MOVED to CONTINUE item 7. (a) Flagler College was the owner of 74 Cedar Street and 7 Martin Luther King Avenue and continue to a future meeting not yet determined. The motion was seconded by Mr. DePreter.

VOTE ON MOTION:

AYES: Misterly, DePreter, Blow, Davis, Ryan, Pappas

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

2. General Public hearings for Items Not on the Agenda

(None)

3. Approval of Minutes

Ms. Ryan noted on page five in the discussion for the Vertis School "large events were held off-site" should be added. She stated on page fourteen in the discussion for 36 Granada PUD she wanted to clarify it should be "on-site" parking at the DeSoto Place parking lot instead of "off-site".

MOTION

Mr. Blow **MOVED** to **APPROVED** the August 10, 2021, minutes as amended. The motion was **SECONDED** by Mr. Davis.

VOTE ON MOTION:

AYES: Blow, Davis, Ryan, Misterly, Pappas, DePreter

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

Mr. Pappas noted a scrivener's error on page nine.

MOTION

Mr. DePreter **MOVED** to **APPROVED** the September 7, 2021, minutes as presented. The motion was **SECONDED** by Ms. Ryan.

VOTE ON MOTION:

AYES: DePreter, Ryan, Blow, Davis, Misterly, Pappas

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

4. Use by Exception

4. (a) 2021-0129 John Grapsas– Applicant and Owner 172 Cordova Street Unit 4

To approve one (1) parking space in the City parking garage for a short-term rental.

Mr. Fredriksson read the staff report and said based on a review of Section 28-29, and without the support of evidence to the contrary, staff finds that the Board can **APPROVE** a use by exception for one (1) short term rental for offsite parking in the municipal parking garage for 172 Cordova Street Unit 4 / PID 199990-0104.

John Grapsas reviewed the application.

The Board provided their ex parte communication.

36 certified notices were sent, 1 was returned in favor, and 0 had comments.

Public hearing was opened.

(None)

Public hearing was closed.

The Board discussed:

- Tried to identify a closer location
- Parking garage was the last option available
- Application met the qualifications

MOTION

Mr. Misterly **MOVED** to **APPROVE** Use by Exception 2021-0129. The motion was **SECONDED** by Mr. DePreter

VOTE ON MOTION:

AYES: Misterly, DePreter, Blow, Davis, Ryan, Pappas

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

4. (b) 2021-0131– Will Hensler– Applicant Historic Frasier Properties Inc.– Owner 11 St. George Street

To approve a bar/tavern as a permissible use by exception.

Mr. Fredriksson read the staff report and said based on a review of Section 28-2, and without the support of evidence to the contrary, staff finds that the Board can **APPROVE** a use by exception for a bar/tavern at 11 St. George Street, as submitted.

Will Hensler and Les Thomas reviewed the application.

Mr. Hensler stated they implemented a 10:00 p.m. time to stop serving and would not have amplified music. He noted the

neighboring properties were in agreeance with the proposed application.

The Board provided their ex parte communication.

6 certified notices were sent, 0 were returned in favor, 0 returned opposed and 0 had comments.

Public hearing was opened.

Steven Benninger spoke in favor of the application and was the property manager for the applicant. He said the businesses in the surrounding area were in favor of the application, and he thought this would be a great addition to the property.

Public hearing was closed.

The Board discussed:

- Residents had been sensitive to more bars in the downtown area
- Would stop serving at 10:00 pm per applicant
- No amplified music on site per applicant
- Would mainly be serving samples
- Not a typical bar
- In favor of application with the conditions from the applicant
- Patrons would be in the two small courtyards facing the Fort and the shared area in the back of the establishment
- Primarily a retail business

Mr. Misterly stated the previously the Board had denied a bar in the downtown area. He said the reason for the denial was:

- Further south in the downtown area
- Residential neighbors provided negative feedback of nightly activities
- Impacts to the residential properties
- Negative impact on the quality of life
- No specific plan

Mr. Misterly said he was in favor of this application for several reasons:

- Had been established for a while
- Would stop serving at 10:00 p.m.
- No residential neighbors
- Surrounding commercial businesses were in favor
- Hotel business owner was supportive
- Fit with the area
- Would not have amplified music

MOTION

Mr. Misterly MOVED to APPROVED Use by Exception 2021-0131 including the stipulations provided by the applicant: no sales after 10:00 p.m. and no amplified music. The justification being that it fit with the surrounding area and had support of the neighbors and fit the use by exception as these were controlled as to the number and location it promoted the general prosperity and welfare of the area. The motion was SECONDED by Mr. Blow.

Mr. Blow pointed out the Use by Exception was with the applicant and not the land.

VOTE ON MOTION:

AYES: Misterly, Blow, Davis, Ryan, Pappas, DePreter

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

5. Variance

5. (a) 2021-0125 – Mat and Kim Harrod – Applicant and Owner 40 Water Street

To reduce the required primary front setback from 20' to 17' to extend the existing porch and steps to accommodate lifting the existing home. To reduce the secondary front setback from 8' to 6' for a new second story porch

Mr. Fredriksson read the staff report and said based on a review of Section 28-29 and without the support of evidence to the contrary, staff finds that the Board may be able to APPROVE a variance to the required primary and secondary front yard setbacks in Residential, single-family-one (RS-1) zoning at 40 Water Street/ PID 195510-0000.

Kimberly Harrod and Les Thomas reviewed the application.¹

Ex Parte Communication:

20 certified notices were sent, 1 was returned in favor, and 0 had comments.

Public hearing was opened; however, there was no response.

The Board discussed:

- Supported home being raised
- Supported three-foot expansion for the porch for livability
- Built in 1906 and was non-conforming
- Raising home instead of demolishing was a worthy effort
- Staff identified the singular disadvantage
- Homeowner was not able to make reasonable use of the property
- Not contrary to public interest
- Seemed to be a reasonable ask
- Did not hurt the neighborhood or views on Water Street
- Front setback was triggered by the stairs and impact was minimized by turning them
- No issue with the design
- Parking would be on the south side of home
- Raising home was to alleviate flooding
- No negative impacts to neighbors to the south or west

¹ Photo attached to Original Packet

MOTION

Mr. Davis MOVED to APPROVED the Variance 2021-0125 to reduce the required primary front setback from 20 feet to 17 feet and extend the existing porch and steps to accommodate and lift the existing home and reduce the secondary front setback from 8 feet to 6 feet for the new second story porch. The motion was SECONDED by Ms. Ryan.

VOTE ON MOTION:

AYES: Davis, Ryan, Blow, Misterly, Pappas, DePreter

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

5. (b) 2021-0126 – Patrick Crocetta – Applicant and Owner **346 Charlotte Street**

To reduce the required front yard setback from 20' to 4' for a new porch on an existing accessory apartment

Mr. Fredriksson read the staff report and said based on a review of Section 28-29 and without the support of evidence to the contrary, staff finds that the Board may be able to APPROVE a variance to the required front yard setback in Residential, single-family-one (RS-1) zoning at 346 Charlotte Street / PID 200650-0000.

Patrick Crocetta and Les Thomas reviewed the application.

The Board provided their ex parte communication.

13 certified notices were sent, 2 were returned in favor, and 1 had comments.

Public hearing was opened; however, there was no response.

The Board discussed:

- Not expanding the property
- Pre-existing parking on the property

- Home was in a desirable location
- Property had a singular disadvantage
- Built before the current zoning standards
- Met the variance requirements
- Not contrary to public interest
- Benefit the neighborhood
- In favor as home was over 50 years old
- Protecting a historic structure
- Porch was replacing the pergola
- Not increasing the impact
- Would be in the same footprint
- Met the criteria for the code

MOTION

Ms. Ryan MOVED to APPROVE Variance to the required front yard setback within Residential Single Family (RS1) zoning district at 346 Charlotte Street variance 2021-0126. The motion was SECONDED by Mr. DePreter.

VOTE ON MOTION:

AYES: Ryan, DePreter, Blow, Davis, Misterly, Pappas

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

**5. (c) 2021-0130 – Irene Forbes– Applicant
Phillip and Irene Forbes – Owner
49 Valencia Street**

To reduce the required secondary front setback from 10' to 5' for an addition to a carport for an enclosed garage and storage room.

Mr. Fredriksson read the staff report and said Based on a review of Section 28-29 and without the support of evidence to the contrary, staff finds that the Board may be able to APPROVE a variance to the required secondary front yard setback in Residential, single-family-one (RS-1) zoning at 49 Valencia Street / PID 201520-0000.

Irene and Phillip Forbes reviewed the application.

The Board provided their ex parte communication.

16 certified notices were sent, 2 were returned in favor, and 2 had comments.

Public hearing was opened; however, there was no response.

The Board discussed:

- In favor as space was already being used as a carport/garage
- Door would be overhead and not a swinging gate
- Wall had been there for a long time
- Valencia Street garage in near future to be turned into bedroom
- Proposed garage was on Iberia Street
- Was a reasonable ask and overall improvement
- Unsure if carport was permitted
- Unsure why variance was needed
- Had a singular disadvantage with the existing conditions and was unique
- Not a negative impact on the public
- No adjacent neighbors had issues with property
- Not contrary to the public interest
- Existing walls were already established and was only adding a roof
- Was a non-conforming site
- In support of turning into a garage
- Walls were in the setback
- Redefinition of the interior space
- Only changing the function of the structure

MOTION

Mr. Davis MOVED to APPROVED the Variance 2021-0130 to approve the required secondary front yard setback in a Residential Single Family (RS1) zoning

district. The motion was **SECONDED** by Ms. Ryan.

VOTE ON MOTION:

AYES: Davis, Ryan, Blow, Misterly, Pappas, DePreter

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

6. Conservation Zone Development

6. (a) 2021-0124 – Ryan Carter – Applicant
James Stephen – Owner
165 Inlet Drive

To modify an existing dock and approve a new boat lift in Conservation Overlay Zone 1.

Mr. Fredriksson read the staff report and said based on a review of section 11-29 and without the support of evidence to the contrary, staff finds that the board can APPROVE the modification of an existing 252 square foot single slip dock to create an 874 square foot two slip dock with accompanying boat lifts within Conservation Overlay Zone 1 at 165 Inlet Drive / PID 213840-0000.

By approval of this application, the City does not make representation, approval, or claim to riparian rights to any party.

Ryan Carter reviewed the application.

The Board provided their ex parte communication.

23 certified notices were sent, 4 were returned in favor.

Public hearing was opened; however, there was no response.

The Board discussed:

- Seemed to be a reasonable ask
- Preserved the vista in the area

- Concerned with moving around the sandbar in low tide
- Not asking for more than what was already there
- Should not impede navigation for anyone to the west
- 874 square feet was accumulative (the existing dock and the proposed dock)
- Not expanding the footprint of what was there
- Was a compact arrangement

MOTION

Mr. Davis MOVED to APPROVE Conservation Overlay Zone One Development 2021-0124 to rebuild and modified dock. The motion was **SECONDED** by Mr. Blow

VOTE ON MOTION:

AYES: Davis, Blow, Ryan, Misterly, Pappas, DePreter

NAYES: NONE

MOTION CARRIED UNANIMOUSLY²

6. (b) 2021-0123 – Peter Pena– Applicant
Peter and Dahlia Pena– Owner
118 Spoonbill Point Court

To remove two (2) significant trees (Cedar) in Conservation Overlay Zone 3.

Mr. Fredriksson read the staff report and said based on a review of Section 11-29, and without the support of evidence to the contrary, staff finds that the Board can APPROVE removal of two (2) significant Cedar trees at the subject property within Conservation Overlay Zone 3 located at 118 Spoonbill Point Court /PID 158571-6230 with the condition that mitigation of 5 deficits (equal to 4" diameter in tree replanting) is completed on site.

² Break from 3:28 -3:39 p.m.

Peter and Dahlia Pena reviewed the application.

Ex Parte Communication:

(None)

16 certified notices were sent, 3 were returned in favor.

Mr. DePreter stated an arborist report from Tree Medic had been provided to the Board but was not in the packet. He read the report into the record.³

Public hearing was opened.

BJ Kalaidi stated the applicants compiled with the staff report by providing an arborist report; however, the public nor the Board had time to review it. She felt the public should have time to review in order to understand what was going on.

Lauren Giber stated she was unaware of the trees location on the property but felt the developer should have taken the trees into consideration when building. She said if the trees were going to be taken down, the applicant should have to replace the two trees elsewhere on the property.

Public hearing was closed.

The Board discussed:

- No issue with removal
- Arborist report indicated the damage of the trees
- Thought public should have been able to review
- Code required applicant to plant four cedar trees after removing the two proposed
- Each property was supposed to maintain ten cedar trees
- Applicant applied through the City process and not through the State

- Would have to come before the Board because of the development/zoning approval
- Pelican Reef was not a PUD, but the plat approval had certain requirements
- In support of the application with the condition of the trees and mitigation
- Photos of the trees showed poor condition
- Tree bank had been established with the City if not able to fit on the site
- Twenty-six trees were on the property and six were cedar trees

Mr. DePreter felt that not having all the material prior to the meeting was a disservice to the public but thought it should be taken case-by-case.

MOTION

Mr. Misterly MOVED to APPROVE Conservation Overlay Zone Development the 2021-0123 at 118 Spoonbill Court to remove two cedar trees and City staff will provide guidance on what to plant to meet City requirements. The motion was SECONDED by Mr. DePreter.

VOTE ON MOTION:

AYES: Misterly, DePreter, Blow, Davis, Ryan, Pappas

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. Rezoning/Conservation Overlay Zone Development

7. (a) 2021-0108 – Ellen Avery-Smith Esq.- Applicant
Flagler College, Inc– Owner
94 Cedar Street and 7 ML King Avenue –
PID 201850-0000, 201860-0000 and
201860-0150

To amend an existing Planned Unit Development (PUD) and to remove one (1) significant tree (Laurel Oak) in

³ Attached to Original Packet

Conservation Overlay Zone 3.

Applicant requested a continuance prior to the PZB meeting. See motion under Modifications to the Agenda.

8. Other Business

8. (a) Discussion and recommendation regarding an Ordinance to clarify Historic Architectural Review Board (HARB) demolition and partial demolition review applicability and procedures.

Ms. Skinner provided a brief overview about the HARB demolition and partial demolition and advised the Board this was for a recommendation for the City Commission.⁴

Jenny Wolfe, Historic Preservation Officer, provided a brief overview of the topic.⁵

Mr. Misterly clarified this was for partial demolitions, not full demolitions, and asked if another structure was built on the property HARB would not be involved unless the historic structure was being demolished.

Ms. Wolfe stated that was accurate as long as it was not in a historic district or the entry corridor and did not involve new construction. She said unless there was a demolition to the main primary historic structural there would not be HARB design review.

The Board Discussed:

- Major expansion outside the historic districts
- Thought to large of a change for HARB
- Concerned with controlling construction materials outside the historic district areas
- Residents may or may not comply

- Understood why historic properties should be maintained and reconstructed to the character
- Should be able to encourage preservation without a large financial burden
- Reluctance of the way homeowners choose to maintain or improve homes
- Concerned with having different regulations for homes on the same block
- To keep the historic designation in each neighborhood had to be 50% or higher
- Wanted to know the number of historic homes in the neighborhoods verse non historic homes
- Compile a list of the 1,692 historic homes
- Lincolnville was at 87% and now at 64% for the historic designation
- Homes were both on the National Historic Register Districts and on the Florida Master Site file
- How it would affect the residential neighborhoods
- Concerned with the economic effects for long term residents and working families
- Effects on the resiliency efforts
- Staff reviewed permits for buildings 50 years and older
- Flood guidance for historic properties had been published
- Flood mitigation if it followed best practices, would be approved by staff
- Using best practices would pertain to a certain part of the home and did not need to specify materials
- Pre-existing structure would be presented before HARB for design review
- Perhaps let the neighborhood choose if the guideline should apply
- Loss of historic structures was unavoidable
- Surveys indicated historic preservation was important

⁴ Attached to Original Packet

⁵ Attached to Original Packet

- Staff and HARB had done excellent job at trying to remedy the issue
- Not against the proposal but concerned with who would be directly impacted
- Could lose historic districts
- St. Augustine neighborhoods were disappearing because of no guidelines to demolition
- FEMA defined historic which included contributing properties to a National Register District
- Historic property listed in the national register should still be a contributing structure
- Wanted to clarify what labeled properties as historic
- Perhaps easier to designate a neighborhood instead of by home
- Only designated properties would have a preservation incentive or tax credit
- If all properties were designated it could lessen the value of the properties that were "historic"
- Was common for National Register Districts to not have 100% historic buildings
- HARB had demolition review through the City
- HARB review would only apply to the designated historic structures
- No restriction on how much tax exemption could be for

Public Comment was opened:

Gaere MacDonald, HARB Board Member, stated an Ordinance had been passed for the town to reflect a Spanish Colonial architecture was successful. He said the comments provided were helpful as HARB had been assessing this from one viewpoint. He said visitors were drawn to the town because of the history and the City had been losing historic structures rapidly particularly in Lincolnville, where there was significant history. He said HARB had agreed to using original materials in the Historic Preservation (HP) districts, but for

outside of those areas, would allow the use of alternative materials if it matched the form of the original materials. He asked about the tax exemption and stated if this was advertised as a benefit, it needed to be manageable. He said the intention was to protect the City and ensure the growth.

Mr. Davis asked when the demolitions were completed, the replacement design review was being asked for Historic District and not for the other locations. He said the areas outside the HP district had to go before HARB for demolition, but not want design review.

Mr. MacDonald stated his understanding was that design review would be for the historic districts and did not have to be exact but needed to reflect the style of what was demoed. He said this was to help maintain the integrity of the neighborhoods.

Mr. Davis stated the Board was struggling with how the Ordinance was implemented. He said not every homeowner was aware they owned a historic property and did not find out until applying for a permit. He said the issue was informing a homeowner prior to purchasing a property in a non-HP district.

Mr. MacDonald said transparency was vital and people needed to be made aware. He said this would only work if everyone was vested.

Mr. Pappas stated homeowners would have access to the online tool that had been created by the City on the website. He said this was a responsibility of the homeowner.

Mr. Blow asked if the Ordinance was adopted, it would not apply to Davis Shores or Lighthouse Park. He stated there were several structures in Lighthouse Park he deemed as significant; however, this would not apply to those and HARB would not do design review on what would be reconstructed.

Ms. Wolfe stated that was accurate. She said there was a list of potential local landmarks and the way to save those structures would be for them to be established as a local landmark. She said it was better if the homeowner agreed since it could be appealed before the City Commission.

Mr. Blow asked if the Ordinance passed, and these potential homes became local landmarks then they would be subject to the Ordinance.

Ms. Wolfe stated that was correct.

Mr. Davis stated this Ordinance would make it easier for homes outside the historic districts to be demoed because they would no longer need to be reviewed by HARB.

Mr. MacDonald stated that if the structure was over 50-years old and was a full demolition it would still be reviewed by HARB.

Jon Benoit, HARB Board Member, stated the Ordinance language was, "any structure over 50-years partial demolition can come to HARB for review" and was a staff decision. He said the goal was to bring clarity to how and what properties were being reviewed. He said this was to provide information to the public and to staff on how to proceed with applications. He said they were to focus on the contributing structures, and the 1,692 included the HP districts. He said partial demolition was not a high concern for the entire City but only for the historic structures. He said they were more willing to using alternative materials outside of the HP districts and the applicants were intentional about what was being rebuilt.

Mr. Misterly thought uncertainly was not helpful and thought there was a disconnect in what the intent was and what was written as it could be interrupted in many ways, and uncertainty created fear. He said the Ordinance could change overtime and end up being exactly like the HP districts.

Mr. Benoit said if were to be addressed, it needed be specific and could be done by identifying the properties that were affected and being less ambiguous about expectations for the staff and public and show how the applications were processed and reviewed to help expedite the applications.

Mr. Davis said there were many structures on Anastasia Island and in West Augustine that were over 50-years old and not a contributing structure that had to be reviewed by HARB to be demoed. He said if there were 1,692 structures, those should be presented to HARB, but the others should be reviewed by staff and not presented to HARB.

Mr. Benoit said the structures outside the historic districts were reviewed by HARB, but there was no purview. He said this did provide the HARB the ability to identify local landmarks that may not have been identified because of not being in a HP district.

Mr. Davis stated there were some landmarks on Anastasia Island; however, there were other homes on interior lots that were under the flood elevation and could be potentially demoed in the next ten or fifteen years.

Mr. Benoit stated they wanted this to be the same process for everyone no matter where the house may be.

Ms. Skinner stated more areas had been surveyed and there were reports on structures that could be considered contributing. She said as a staff member, she understood the Ordinance could be confusing; however, it would be helpful for staff to have a way to identify homes efficiently, and the 50-year or older provided a stopgap to provide time to help the developer/investor be more thoughtful instead of demolition.

Cathy Duncan, HARB Chairperson, appreciated the questions and feedback

from the Board. She said there had been challenges regarding partial demolition and what designated a partial demolition, and this helped clarify that and would assist homeowners. She said there was a vast number of buildings that were contributing that had been lost, especially in Lincolnville and when partial demolitions took place, the buildings lost their integrity. She said the goal was to help maintain the stock of the historic buildings. She said this was not for all the buildings throughout the City but for the contributing buildings for partial demolition. She said the goal was to make it clear for homeowners when they wanted to do renovations.

Ms. Wolfe said she understood the need for funding at the beginning of a project and the ad valorem tax exception was after-the-fact once completed. She said the State Historic Preservation Office (SHPO) had delegated the City of St. Augustine the authority to handle the ad valorem tax exemptions, and it would be a local review process. She said for interior there was more flexibility, but if there was unique defining characteristics those would need to be kept. She said a list could be developed for potential local landmarks; however, the list would change continuously. She said the advantage of having structures presented before HARB, even if approved for demolition, there could be mitigating factors. She said the draft contained preferred methods and it could be an expedited hearing or that could be changed to staff approval.

Mr. Blow said he knew there was a problem and time was vital. He asked if there could be a thirty-day period to address the concerns from the Board before making a recommendation to the City Commission.

Mr. Pappas stated the main way to have community involvement was to move it forward to the Commission. He said he thought it could be moved on with some of the recommendations that the Board had discussed.

Mr. Davis suggested having a joint meeting with HARB and PZB to discuss and work on the Ordinance, as each Board was looking at it from different perspectives.

Mr. DePreter suggested providing a list of what should be addressed instead of a joint meeting.

Ms. Ryan said she was in favor of the Ordinance. She said she thought providing what was to be rebuilt had to be provided already and she felt that other cities had stricter Ordinances.

Ms. Wolfe provided a list based on the discussion from the Board:

- Clarify which properties would be affected and make easy to access
- Identify formula for ad valorem tax exemption
- Emphasize neighborhoods that would not be impacted
- Check list for HARB after adoption to make it easy to review process and to determine which properties applied and what changes would require review
- Where to source materials, and what types of materials were appropriate
- Indicate which activities did NOT require review: by definition of partial demolition
- Remove material requirements and allow substitute materials that convey similar appearances
- Make the map on the City website more accessible to find out if your house was listed as a contributing structure
- Language needed to be clearly defined

There was Board consensus to have the proposed Ordinance return to the Board within the next thirty days.

Ms. Lopez stated no motion was necessary since the Ordinance would not be moving forward to the City Commission.

Mr. Blow recommended addressing the topic in the City e-mail bulletins sent on Friday's.

8. (b) Election of chair and vice chair.

Mr. Davis nominated Mr. Misterly as Chairperson.

Mr. Misterly nominated Mr. Davis as Vice-Chairperson.

There was UNANIMOUS VOICE VOTE to approve Mr. Misterly as Chairperson and Mr. Davis as Vice Chairperson.

Ms. Skinner reminded the Board of the special meeting on October 28, 2021, at 9:00 a.m. to discuss Mobility.

Ms. Skinner thanked Ms. Wolfe for her service to the City and for all her hard work and dedication.

9. Adjournment

Having no further business, Mr. DePreter adjourned the meeting at 6:04 P.M.⁶

Grant Misterly, Elected Chairperson

⁶ Transcribed by Elyse Anderson

CITY OF ST. AUGUSTINE
STAFF REPORT & RECOMMENDATION

TO: Planning and Zoning Board

DATE: November 2, 2021

RE: **USE BY EXCEPTION– 2021-0142**

AGENDA ITEM 4(a)

APPLICANT & OWNER Tyler Tebault & Micah Clukey

LOCATION 251 San Marco Avenue / PID 152080-0000

REQUEST To approve a use by exception for three (3) required parking spaces to be located off-site and within 400 feet of the premises.

LAND USE Commercial Medium Intensity

ZONING Commercial medium-two (CM-2)

APPLICABLE CODES/ORDINANCES

Exception means a use that would not be appropriate generally or without restriction throughout the zoning district but which, if controlled as to number, area, location or relation to the neighborhood would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare. Such uses may be permitted in such zoning district as exceptions, if specific provision for such exception is made in the district regulations of this chapter.

Sec. 28-29. Zoning exceptions, variances and appeals.

(a) Zoning exceptions:

(1) In general. In the granting of zoning exceptions, the planning and zoning board may provide such conditions and safeguards as may be appropriate of this chapter (see section 28-2, Exception).

(2) Written applications. All applications for an exception under this chapter shall be in writing in such form as may be prescribed by the board.

(3) Public hearing. Unless a longer time shall be agreed upon by the applicant and the board in the particular case, a public hearing shall be held by the board to consider any application for a zoning exception within not more than thirty (30) days from the date of filing of the completed application. Notice of public hearing shall be made as provided in section 28-59(a) and (b), and any party shall be heard in person or by agent or attorney.

(4) Violations of exceptions. The violation of the terms of an exception, including any conditions and safeguards which may be made a part thereof, shall be deemed a violation of this chapter and punishable as provided in this chapter

Sec. 28-347. – Supplementary regulations for certain uses.

In addition to the permissible uses by exception listed in the schedule of district regulations, (article III), the following uses shall be permissible by exception in the districts indicated; and, unless

specific provision is made otherwise in the grant of exception, such uses, whether permitted or permissible by exception, shall conform to all supplementary regulations listed under such use:

...

(3) Parking lots. Off-street parking lots shall be a permissible use by exception in all districts where such lots are within four hundred (400) feet of premises requiring off-street parking; such lots in residential districts shall also conform to the following:

- a. A six-foot solid masonry wall or fence shall be erected along all property lines adjunct to residentially zoned property.
- b. No source of illumination for such lots shall be directly visible from any window in any residence in the residential district.
- c. There shall be no movement of any vehicles on such lots between the hours of 11:00 p.m. and 7:00 a.m.
- d. There shall be no sales or service activity of any kind on such lots.
- e. Vehicles prohibited from being parked in residential districts by section 28-336 shall not be permitted to be parked on such lot.
- f. All parking lots shall be paved with erosion-resistant material in accordance with city specifications (see division 2 of this article).

Sec. 28-371. – Location

- (a) A required off-street parking and loading facility shall be located on the same lot or parcel of land it is intended to serve. However, an off-street parking and loading facility within four hundred (400) feet of the premises may be allowed as a permitted use by exception.
- (b) The planning and zoning board may grant an exception when practical difficulties prevent the placing of all or part of the facility on the premises they are designated to serve. The board shall review the proposal for impact upon pedestrian and vehicular traffic patterns and user safety, impact upon surrounding properties from noise, glare, visual quality, nuisance and traffic generation.

STAFF SUMMARY AND ANALYSIS

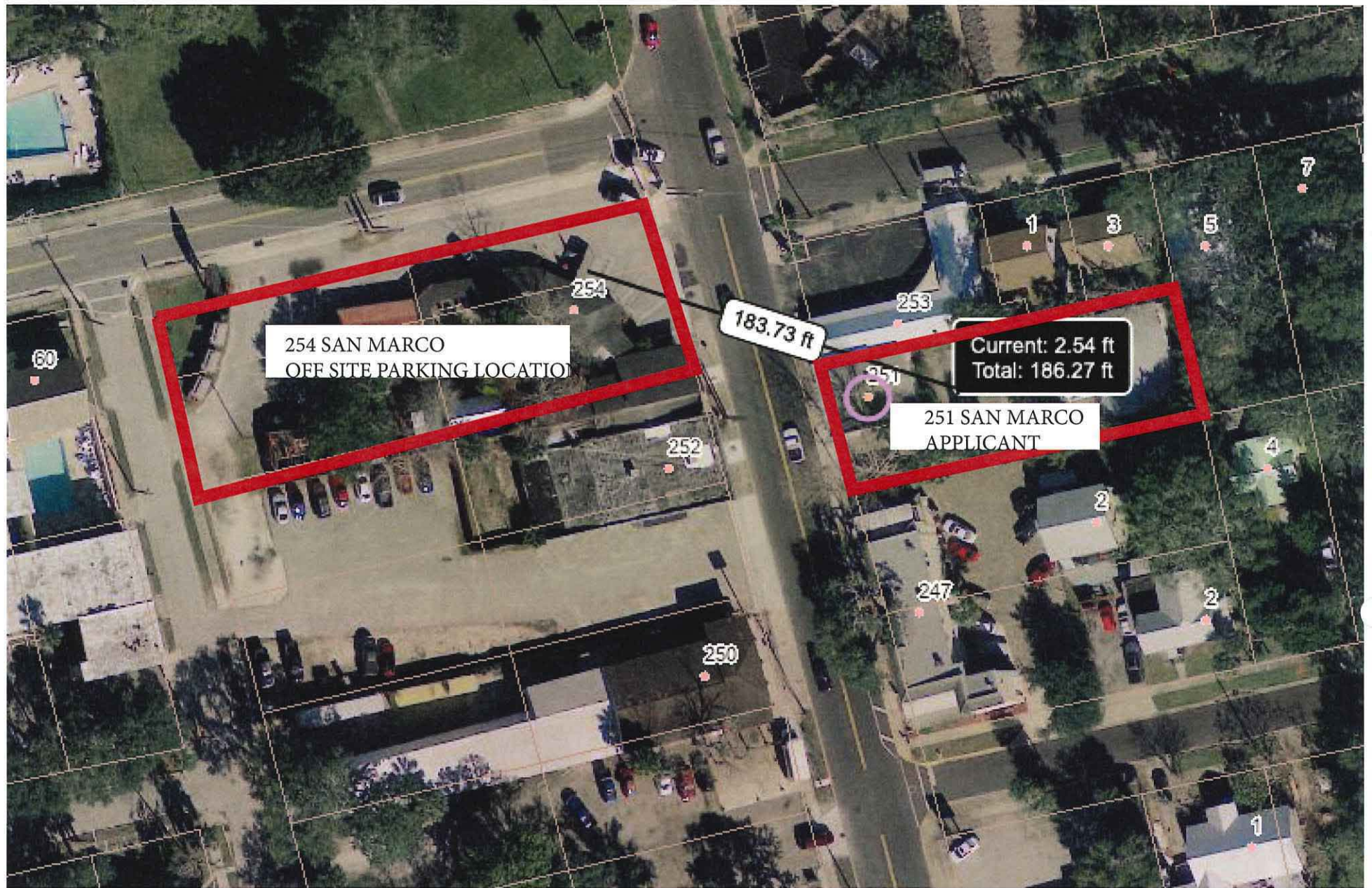
The proposed professional office building development at 251 San Marco Avenue is one that requires ten (10) parking spaces per code and seven (7) spaces will be provided on site. Approximately sixty feet across San Marco Avenue at 254 San Marco Avenue is where the last three parking spaces will be located.

254 San Marco Avenue is a commercial property with approximately 9,000 square feet of heating and cooled area without an active business operating inside. There are currently 28 parking spaces located at 254 San Marco Avenue. The three (3) requested parking spaces can be leased for the uses at 251 San Marco Avenue, however future uses at 254 will need to meet any required parking.

STAFF RECOMMENDATION

Based on a review of Section 28-29, and without the support of evidence to the contrary, staff finds that the Board can APPROVE a use by exception for three (3) offsite parking spaces at 251 San Marco Avenue / PID 152080-0000.

Jacob Fredriksson
Senior Planner
Planning and Building Department





CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: \$250 (plus advertising costs) Project Number: 2021-0142

Receipt Number: 2216879 Meeting Date: Nov. 2, 2021

Advertising Costs: \$ _____ Paid On: _____ Receipt Number: _____

1. NAME OF APPLICANT: TYLER TEBAULT
MICAH CLUKEY Contact Number: 904 669 7618
 Business (if applicable): CLUKEY & TEBAULT TAX | ACCOUNTING | ADVISING
 Address: 201 OWENS AVE City: ST AUGUSTINE State: FL Zip: 32080
 E-Mail Address: mclukey@clukeyandtebault.com

2. NAME OF PROPERTY OWNER: Same as above Contact Number: _____
 Business (if applicable): _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
 Lot: _____ Block: _____
 Subdivision: _____ Parcel Number: _____

4. PROJECT STREET ADDRESS: 251 San Marco

5. SPECIFIC PROPOSED USE: PROFESSIONAL OFFICE

6. ACTION REQUESTED:
☐ Conservation Zone Development ☐ Appeal of Staff Determination
☒ Exception ☐ Land Use Plan Amendment
☐ Variance ☐ Rezoning
☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: 3 OFFSITE PARKING SPACES w/in
400 FEET (across the street) at a vacant property +
parking lot. 6 spaces are listed on lease but only
3 are required per code. 7 spaces are available
at 251 San Marco. See aerial + diagrams.
10 spaces are needed TOTAL per CODE.

8. JUSTIFICATION FOR ACTION REQUESTED: new professional office space
on SAN MARCO FOR YOUNG PROFESSIONALS
MOVING BUSINESS TO CITY

9. IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION:

(a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity: _____

(b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: _____

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: _____

(d) Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section: _____

10. PREVIOUS APPLICATIONS:

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

☐ Yes ☒ No If yes, please give date and final disposition below.

11. AGREEMENT:

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

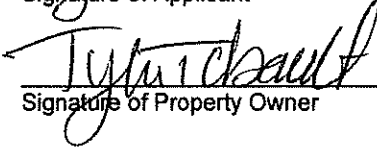
Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

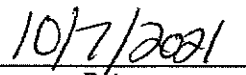
Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant, or a duly authorized representative with authority to bind, should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.


Signature of Applicant


Date


Signature of Property Owner


Date

04/18/2019



**CITY OF ST. AUGUSTINE
DEVELOPMENT PERMIT APPLICANT WAIVER**

The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

Tyler Tebault
Print name of applicant

Tyler Tebault
Signature of applicant

10/7/2021
Date

LEASE

This Lease is entered into on September____, 2021 by and between Ripley Entertainment Inc., a corporation with an address of 7576 Kingspointe Parkway, suite 188, Orlando, Florida 32819 ("Landlord") and Clukey and Teabault located at 201 Owens Avenue, Unit A, St. Augustine, Florida 32080_ ("Tenant").

In consideration of the mutual covenants contained herein and other valuable consideration received, and with the intent to be legally bound, Landlord and Tenant agree as follows:

1. PREMISES. Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, six (6) parking spots on the south side of the lot located at 254 San Marco Avenue, St. Augustine, Florida.

2. TERM. The term of this Lease will commence on _____ and continue on a month to month basis upon the same terms and conditions herein. Tenant or Landlord may terminate this Lease upon 30 days prior written notice to the other party.

3. RENT. Tenant agrees to pay Landlord, rental payments in the amount of \$300.00 per month, payable in advance on the first day of the month upon commencement of Lease. Rent shall be paid to Landlord at the Ripley's Believe It or Not! Museum located at 19 San Marco, St. Augustine.

4. ASSIGNMENT AND SUBLETTING. Tenant shall not assign or sublet this Lease without obtaining the prior written consent of Landlord.

5. NOTICES. All notices and communications under this Lease shall be in writing and shall be deemed to be properly given when delivered personally, electronically via email at kkiff@ripleys.com to Landlord and to Tenant at mclukey@clukeyandteabault.com or sent by certified mail, return receipt, requested at the address set forth in this Agreement or to such other address as either party may specify in writing to the other.

6. ENTIRE AGREEMENT. This Lease contains the entire agreement and understanding between the parties regarding the Premises and is subject to no agreements, conditions or representations that are not set forth herein. This Lease may only be amended in writing and signed by both Landlord and Tenant, This Agreement shall be construed and enforced in accordance with the laws of the state of Florida.

7. COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement.

8. PARTIES BOUND. This Lease shall be binding upon and shall inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns.

Tenant has the right, power and authority to enter into this agreement.

IN WITNESS WHEREOF, this Lease is executed under seal on the _____ day of September _____, 2021

Landlord

Ripley Entertainment Inc.

By: _____

Print Name: _____

Title: _____

Date: _____

Tenant

Clukey and Teabault

By: _____

Print Name: _____

Title: _____

Date: _____



St. Johns County, FL

Apply for Exemptions

[Apply for Exemptions](#)

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

[Sales Questionnaire](#)

2021 TRIM Notice

[2021 TRIM Notice \(PDF\)](#)

Summary

[Clicking Image Opens Cyclomedia Viewer In a New Tab](#)



Parcel ID	1520800000
Location Address	251 SAN MARCO AVE SAINT AUGUSTINE 32084-0000
Neighborhood	San Marco Ave North (COM) (602.5)
Tax Description*	2-18 FULLERWOOD PARK LOT 63 BLK 3 OR5106/1360 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Stores (1100)
Subdivision	Fuller Wood Park Addition to St. Augusti
Sec/Twp/Rng	7-7-30
District	City of St Augustine (District 452)
Millage Rate	19.3368
Acreage	0.240
Homestead	N

Owner Information

Owner Name	Clukey And Tebault LLC 100%
Mailing Address	201 OWENS AVE UNIT A SAINT AUGUSTINE, FL 32080-0000

Map



Valuation Information

	2022
Building Value	\$105,774
Extra Features Value	\$0
Total Land Value	\$262,500
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$368,274
Total Deferred	\$0
Assessed Value	\$368,274
Total Exemptions	\$0
Taxable Value	\$368,274

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2021	\$108,838	\$0	\$262,500	\$0	\$0	\$371,338	\$371,338	\$0	\$371,338
2020	\$94,006	\$0	\$210,000	\$0	\$0	\$304,006	\$252,789	\$51,217	\$252,789
2019	\$89,401	\$0	\$210,000	\$0	\$0	\$299,401	\$229,808	\$69,593	\$229,808
2018	\$63,643	\$0	\$210,000	\$0	\$0	\$273,643	\$208,916	\$64,727	\$208,916
2017	\$54,584	\$97	\$157,500	\$0	\$0	\$212,181	\$189,924	\$22,257	\$189,924
2016	\$56,161	\$97	\$157,500	\$0	\$0	\$213,758	\$172,658	\$41,100	\$172,658
2015	\$58,364	\$97	\$157,500	\$0	\$0	\$215,961	\$156,962	\$58,999	\$156,962
2014	\$57,546	\$97	\$85,050	\$0	\$0	\$142,693	\$142,693	\$0	\$142,693
2013	\$74,868	\$97	\$85,050	\$0	\$0	\$160,015	\$160,015	\$0	\$160,015
2012	\$77,798	\$97	\$85,050	\$0	\$0	\$162,945	\$162,945	\$0	\$162,945
2011	\$80,730	\$97	\$94,500	\$0	\$0	\$175,327	\$175,327	\$0	\$175,327
2010	\$83,662	\$97	\$105,000	\$0	\$0	\$188,759	\$188,759	\$0	\$188,759

Building Information

Building	1
Actual Area	1476
Conditioned Area	1476
Actual Year Built	1945
Use	Stores (Retail)
Style	04
Class	N
Exterior Wall	Concrete Stucco, Wood
Roof Structure	Rigid Frame

Roof Structure	Rigid Frame
Roof Cover	Built Up
Interior Flooring	Carpet
Interior Wall	Drywall
Heating Type	Air Duct
Air Conditioning	Central
Bedrooms	0
Baths	

Category	Type	Pct
Exterior Wall	Wood	20%
Exterior Wall	Concrete Stucco	80%
Roofing Structure	Rigid Frame	100%
Roofing Cover	Built Up	100%
Interior Walls	Drywall	100%
Interior Flooring	Carpet	100%

Heating Type	Air Duct	100%
Air Conditioning	Central	100%
Frame	Masonry	100%
Plumbing	7 Fixtures	100%
Electrical	Average	100%
Foundation	Concrete Perimeter Footing	100%
Insulation	6" Fiberglass	100%
Floor System	Concrete Slab	100%
Condition	Average	100%

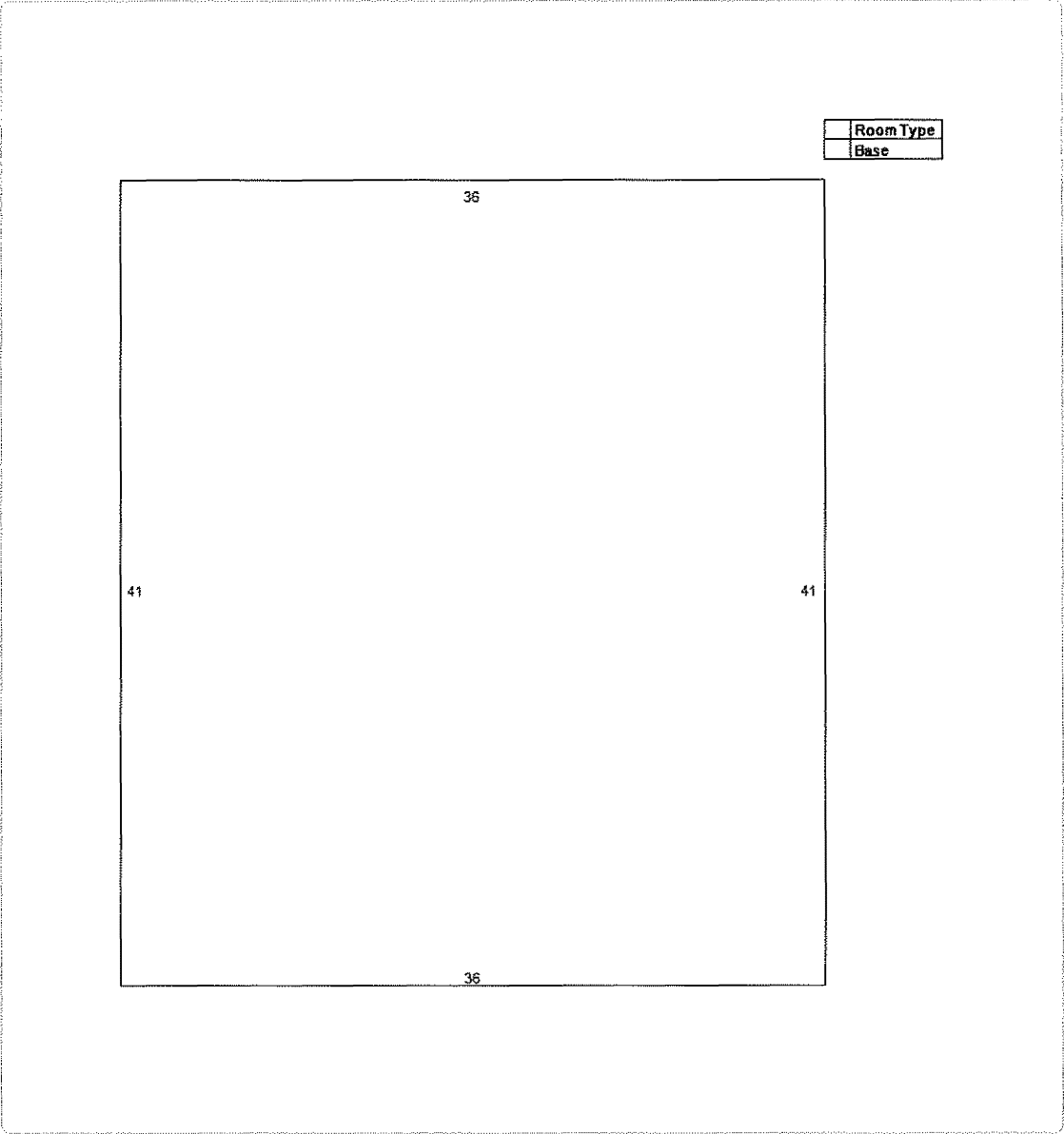
Description	Conditioned Area	Actual Area
BASE AREA	1476	1476
Total SqFt	1476	1476

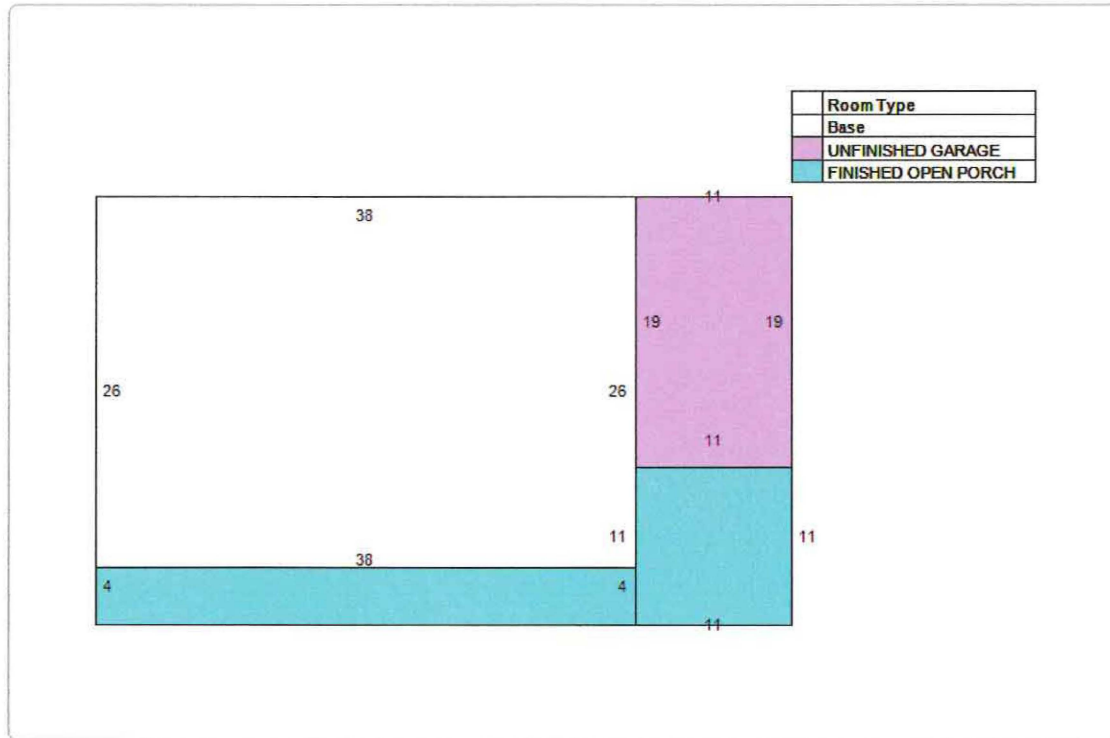
Building	2	Roof Structure	Wood Truss
Actual Area	1470	Roof Cover	Modular Metal
Conditioned Area	988	Interior Flooring	Carpet
Actual Year Built	1989	Interior Wall	Drywall
Use	Office Class C	Heating Type	Air Duct
Style	04	Air Conditioning	Central
Class	N	Bedrooms	0
Exterior Wall	Aluminum Vinyl, Concrete Block	Baths	
Roof Structure	Wood Truss		

Category	Type	Pct
Exterior Wall	Concrete Block	80%
Exterior Wall	Aluminum Vinyl	20%
Roofing Structure	Wood Truss	100%
Roofing Cover	Modular Metal	100%
Interior Walls	Drywall	100%
Interior Flooring	Carpet	100%
Heating Type	Air Duct	100%
Air Conditioning	Central	100%
Frame	Masonry	100%
Plumbing	4 Fixtures	100%
Electrical	Average	100%
Foundation	Concrete Perimeter Footing	100%
Insulation	6" Fiberglass	100%
Floor System	Concrete Slab	100%
Condition	Average	100%

Description	Conditioned Area	Actual Area
FINISHED OPEN PORCH	0	152
BASE AREA	988	988
UNFINISHED GARAGE	0	209
FINISHED OPEN PORCH	0	121
Total SqFt	988	1470

Sketch Information





Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Mixed Use (Store/Office/Residential Combo)	60	175	10500	SF	\$262,500

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
11/24/2020	11/19/2020	\$440,000.00	WARRANTY DEED	5106	1360	Q	I	ARNOLD DAVID L ESTATE	CLUKEY AND TEBAULT LLC
3/4/2020	1/19/2020	\$0.00	LETTERS OF ADMN	4895	371	U	I	ARNOLD DAVID L (DECD)	ARNOLD DAVID L ESTATE
	6/29/1992	\$116.00	QUIT CLAIM DEED	965	751	U	I	ARNOLD DAVID L,THERESE G	ARNOLD DAVID L
	9/1/1984	\$50,000.00		656	526	Q	I		ARNOLD DAVID L,THERESE G
	1/1/1979	\$0.00		433	491	U	I		

No data available for the following modules: Exemption Information, Extra Feature Information.

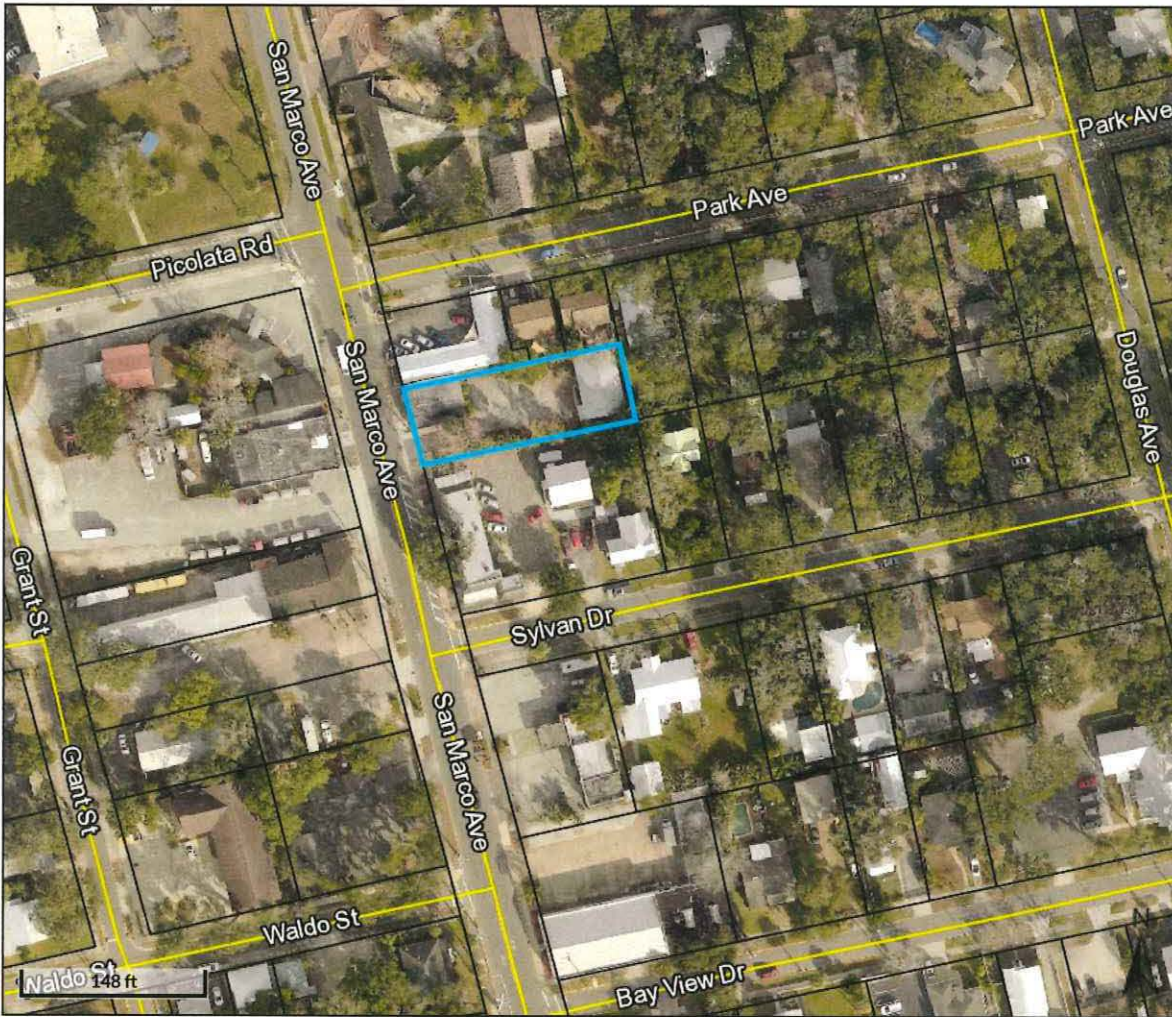
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 Schneider
 GEOSPATIAL

Version 2.3.151



Overview



Legend

□ Parcels

Parcel ID	1520800000	Physical Address	251 SAN MARCO AVE	Building Value	\$105,774	Last 2 Sales			
Property Class	1100 - Stores	Mailing Address	SAINT AUGUSTINE	Extra Feature Value	N/A	Date	Price	Reason	Qual
Taxing District	City of St Augustine	Address	201 OWENS AVE UNIT A	Total Land Value	\$262,500	11/19/2020	\$440000	01	Q
Acres	0.24		SAINT AUGUSTINE FL	Just Value	\$368,274	6/29/1992	\$116	11	U
			32080-0000	Total Deferred	N/A				
				Assessed Value	\$368,274				
				Total	N/A				
				Exemptions					
				Taxable Value	\$368,274				

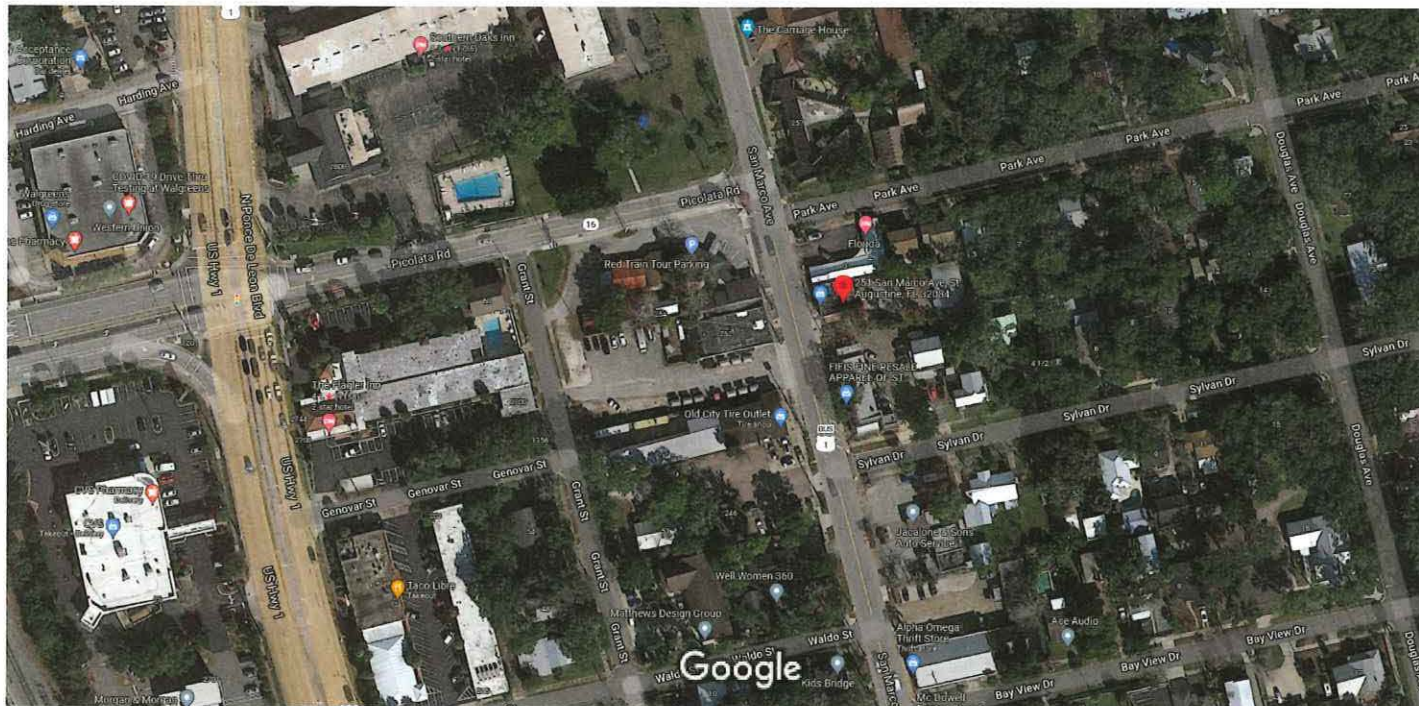
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GEOSPATIAL

Google Maps 251 San Marco Ave



Imagery ©2021 Maxar Technologies, U.S. Geological Survey, Map data ©2021 50 ft



251 San Marco Ave

St. Augustine, FL 32084

Building



Directions



Save



Nearby



Send to your
phone



Share

Photos

FLORIDA EXIST. BUILDING CODE 2020 7th EDITION
NATIONAL ELECTRIC CODE 2017
FLORIDA FIRE PREVENTION CODE 7TH EDITION

TYPE VB

1ST FLOOR A/C SQUARE FOOTAGE - 1,473 SF
2ND FLOOR A/C SQUARE FOOTAGE - 1,142 SF

B (BUSINESS)

CM-2

AREA	OCCUPANCY PROOF	NO FOOT.
8	100 GROSS	2616
TOTAL OCCUPANT LOAD		31

WATER CLOSETS
8 1 PER 25

LAVATOIRES
B 1 per 40

SERVICE SINK
B 1

**WATER CLOSETS
2 PROVIDED**

BUILDING IS 100% ACCESSIBLE ON 1ST FLOOR

Parking - 1 space per 400 sf
7 parking spaces required for San Marco building
3 spaces for back building

7 SPACES ARE PROVIDED ON THE SITE

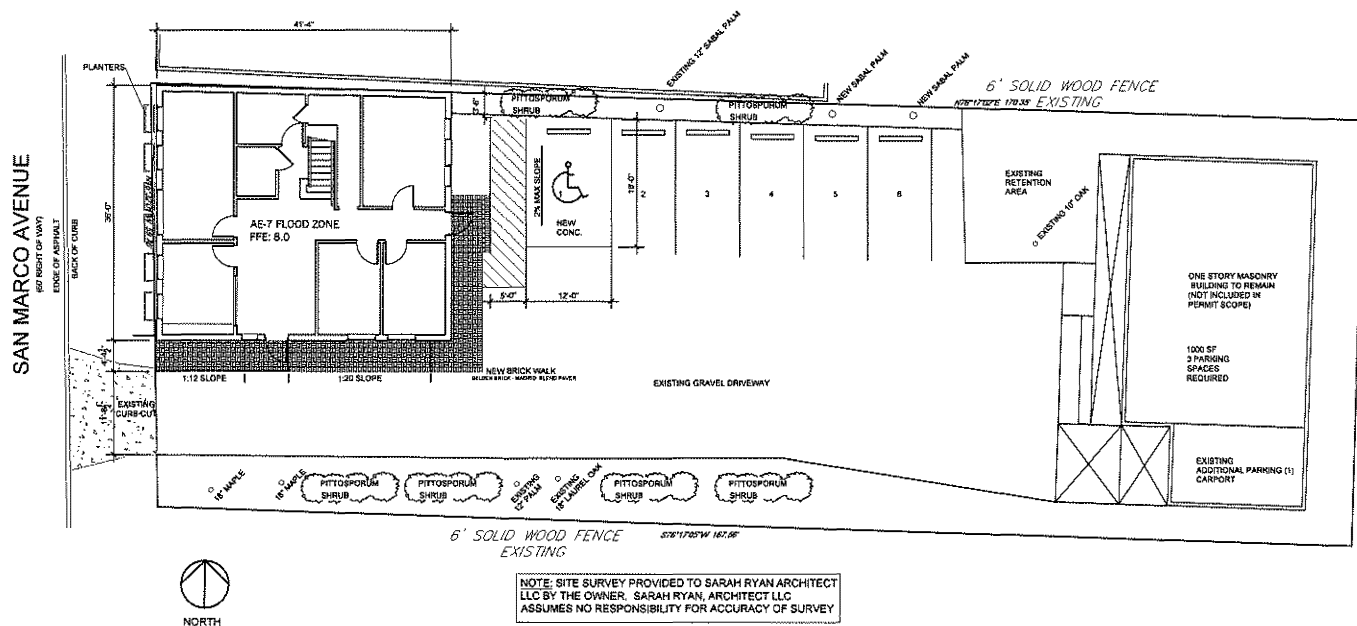
AE - 7 flood zone

EXISTING TOTAL SITE IMPERVIOUS AREA = 85 SF
PROPOSED IMPERVIOUS AREA REMOVED = 0 SF
PROPOSED IMPERVIOUS AREA ADDED = 484 SF
PROPOSED TOTAL SITE IMPERVIOUS AREA = 569 SF

THIS PERMIT ONLY RELATES TO THE FRONT BUILDING ADJACENT TO
SAN MARCO. IT IS A NEW 2-STORY PROFESSIONAL OFFICE.

A100 COVER SHEET, ARCHITECTURAL SITE PLAN
A101 FIRST AND SECOND FLOOR PLANS

A104	ROOF PLAN
A201	ELEVATIONS
A301	SECTION



SITE PLAN

SHEET NOTES

Clukey
& Tebault

Owner Contact
Micah Clukey
phone: 804-669-7618

PROJECT LOCATION
251 San Marco Ave. St. Augustine, FL 32084

CONTRACTOR:
RICO CHATILA
CEDAR DEVELOPMENT
55 Menendez Rd
St Augustine FL 32080
904.814.3058

ARCHITECT:
Sarah Ryan Architect, Inc.
201 Owens Ave
St Augustine FL 3208
sr@sarahryanarchitect.
904.547.9430

STRUCTURAL ENGINEER:
Swanson Structural, Inc.
209 Bilibao Drive
St. Augustine FL 32086
804-885-8806

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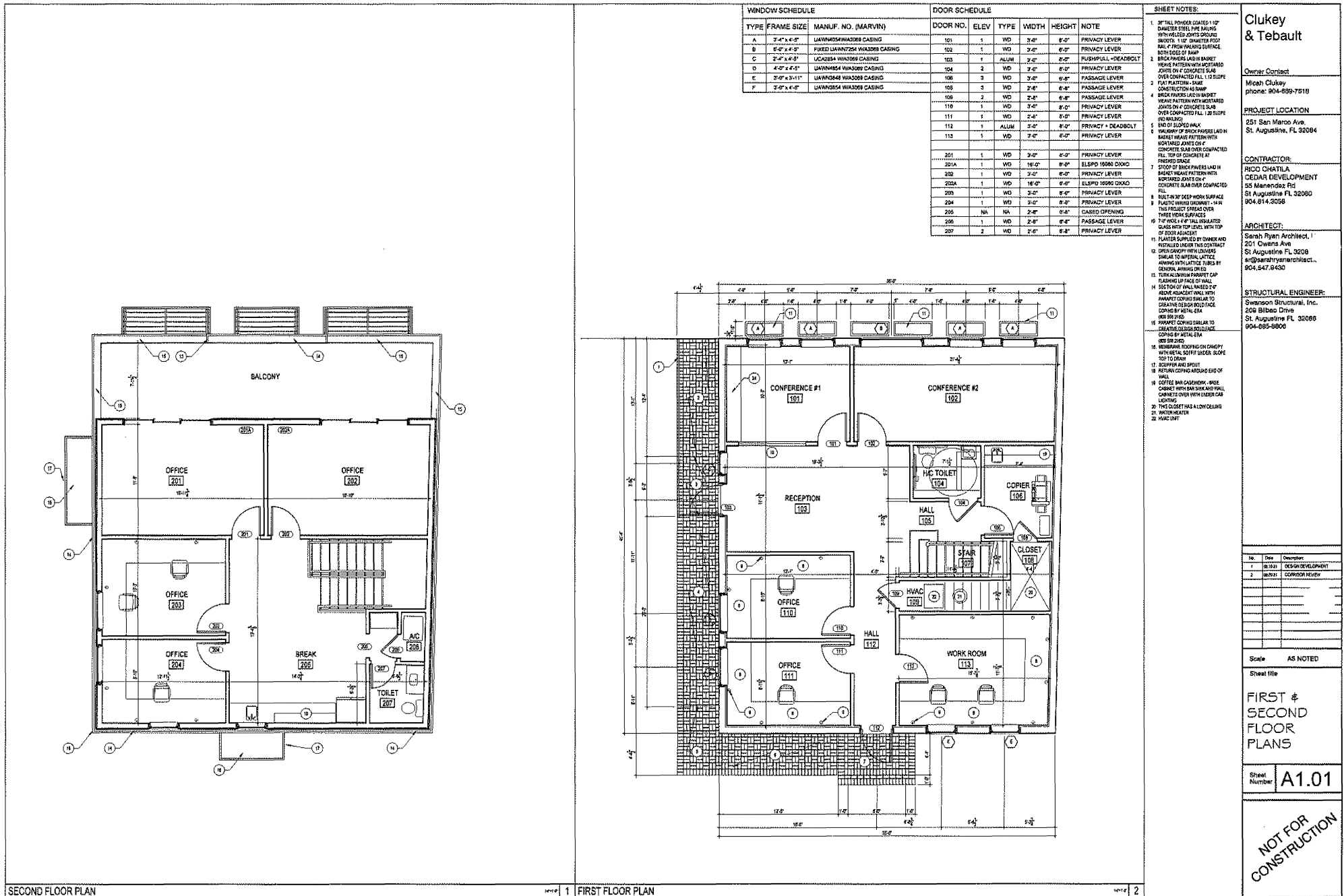
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Sheet title

SITE
PLAN

Sheet Number	A1.00
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NOT FOR
CONSTRUCTION



SHEET NOTES:

1. OPEN CHIMNEY WITH LUGS FOR SURFACE TO SURFACE WITH AIR ON BLADES BY PERFECTOR ARCHITECTURAL SYSTEMS, LLC WWW.PERFECTORARCH.COM 804.258.7207
2. TURN ALUMINUM PARAPET CAP FLASHING UP FACE OF WALL SECTION OF WALL BASED 2" ABOVE ADJACENT WALL WITH PARAPET CORING SIMILAR TO CREATIVE DESIGN SOLID FACE CORING BY METAL-USA (RM 538 2102)
3. PARAPET CORING SIMILAR TO CREATIVE DESIGN SOLID FACE CORING BY METAL-USA (RM 538 2102)
4. PARAPET CORING SIMILAR TO CREATIVE DESIGN SOLID FACE CORING BY METAL-USA (RM 538 2102)
5. MECHANICAL ROOFING ON CHIMNEY WITH METAL SCOTT UNDER SLOPE TOP TO DRAIN
6. SCUPPER AND SPOUT
7. RETURN CORING AROUND END OF WALL
8. METAL BOX GUTTER SIMILAR TO 3052-100000 BY METAL-USA DOWNSPOUT LOCATION
9. MECHANICAL ROOFING ON CHIMNEY WITH METAL SCOTT UNDER SLOPE TOP TO DRAIN
10. MECHANICAL ROOFING ON CHIMNEY WITH METAL SCOTT UNDER SLOPE TOP TO DRAIN
11. MECHANICAL ROOFING ON CHIMNEY WITH METAL SCOTT UNDER SLOPE TOP TO DRAIN
12. 4" PARAPET CORING SIMILAR TO PERALATTE GOLD CORING BY METAL-USA

Ciukey & Tebault

Owner Contact
Michele Ciukey
phone: 804-669-7618

PROJECT LOCATION
251 San Marco Ave.
St. Augustine, FL 32084

CONTRACTOR:
RICO CHATILA
CEDAR DEVELOPMENT
55 Menendez Rd
St. Augustine FL 32080
904.814.3058

ARCHITECT:
Sarah Ryan Architect, P.A.
201 Owens Ave
St. Augustine FL 32086
sr@sarahryanarchitect.com
904.647.0430

STRUCTURAL ENGINEER:
Swenson Structural, Inc.
238 Bilbao Drive
St. Augustine FL 32086
804-665-8805

No.	Date	Description
1	06/12/21	DESIGN DEVELOPMENT
7	07/22/21	CONSTRUCTION REVIEW

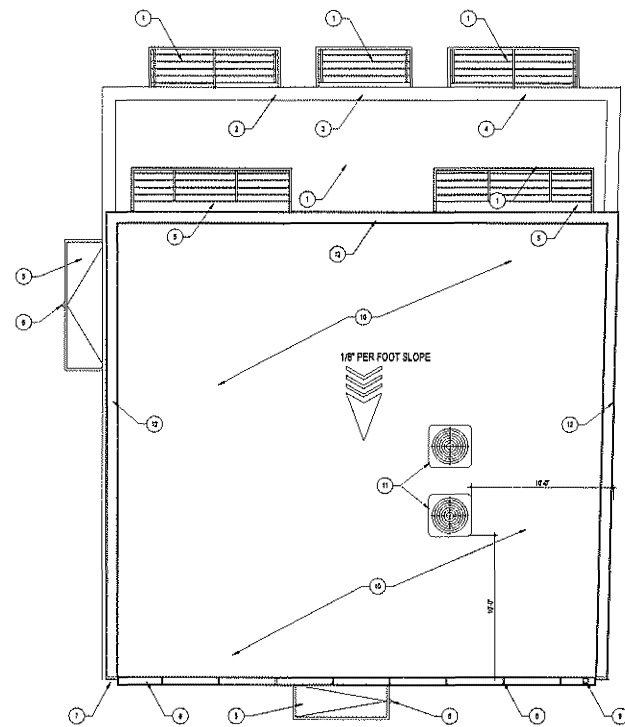
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Sheet title

ROOF PLAN

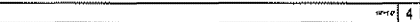
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NOT FOR CONSTRUCTION

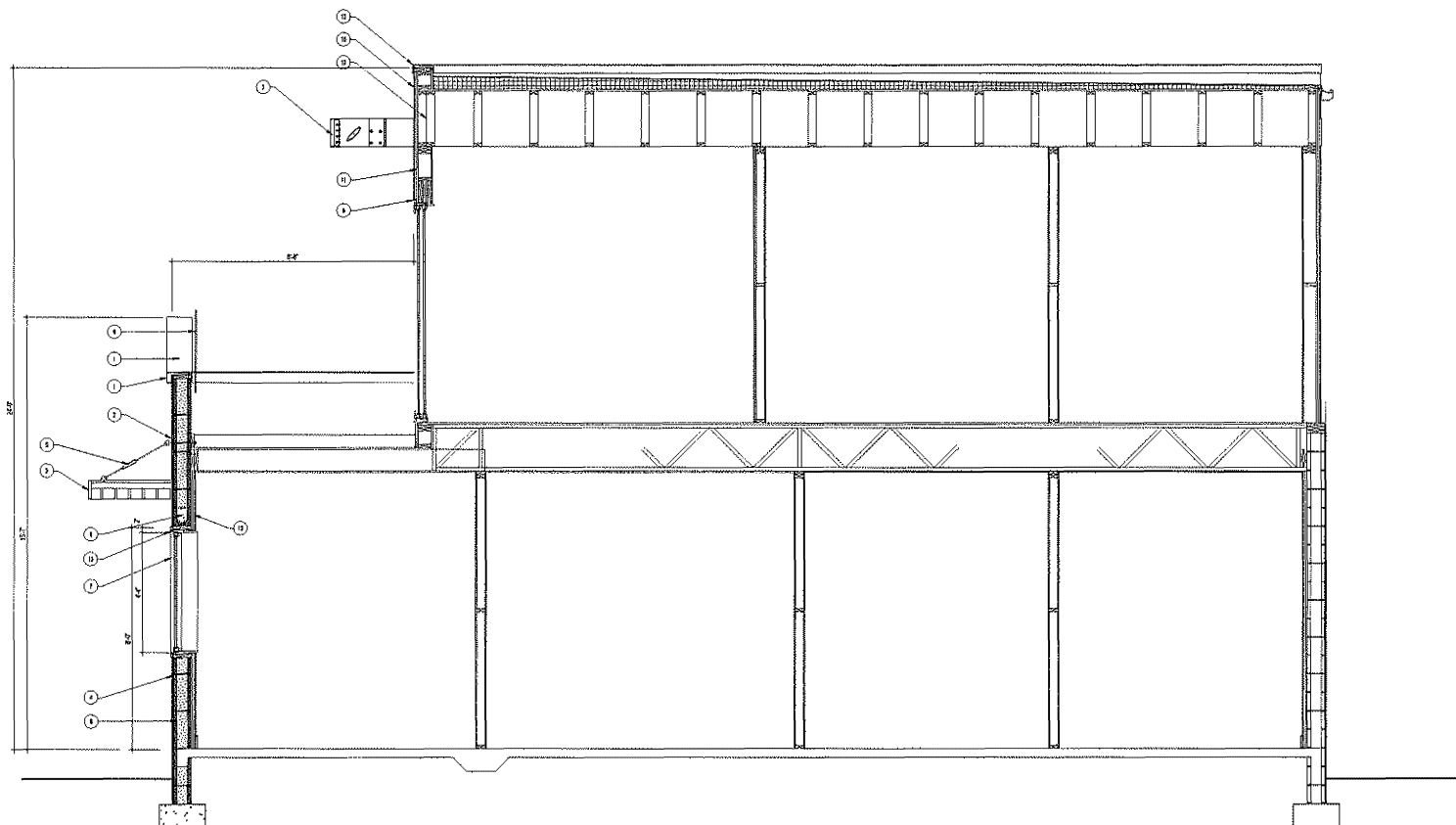


ROOF PLAN

1



NOT FOR
CONSTRUCTION



SHEET NOTES:

1. PARAPET COPING SIMILAR TO CREATIVE DESIGN BOLL-FRAGE COPING BY METAL-SEA
2. RETAIN PLATE AND ANCHOR ON SURFACE OF STUCCO BY CANOPY MANUFACTURER
3. OVER CANOPY WITH LEAKERS SIMILAR TO S&B INDOOR AIRPOL BLADES BY PERFECTION ARCHITECTURAL SYSTEMS, LLC. VANHOFFPERFECTIONARCH.COM 800.228.7207
4. PAINTED STUCCO
5. ADJUSTABLE SUPPORT STRUCTURE FOR CANOPY BY CANOPY MANUFACTURER
6. 1" X 4" LVL METAL TEAK PROVIDED BY WINDOW MANUFACTURER AND INSTALLED AS PART OF THE WINDOW HARDWARE PACKAGE
7. WINDOW UNIT
8. 8" CMU WALL REINFORCED PER STRUCTURAL DRAWINGS
9. GLASS INSULATED SYSTEM
10. LOWER SINKING VAPOR BY JAMES HARDEN CO. ON 15" FLOORING @ 1" O.C.
11. 3" SF SIKING
12. WOOD FLOOR TRUSS
13. 2" X 8" LVL FLOORING ON 3" SF SIKING
14. 4" PARAPET COPING SIMILAR TO PERMA-LINE GOLD COPING BY METAL-SEA

Clukey & Tebault

Owner Contact
Micah Clukey
phone: 804-699-7910

PROJECT LOCATION
251 San Marco Ave.
St. Augustine, FL 32084

CONTRACTOR:
RICO CHATILA
CEDAR DEVELOPMENT
55 Montezuma Rd
St. Augustine FL 32085
904.814.3058

ARCHITECT:
Sarah Ryan Architect, L
201 Owens Ave
St Augustine FL 3208
sr@sarahryanarchitect.com
904.547.8430

STRUCTURAL ENGINEER:
Swanson Structural, Inc.
209 Bilbao Drive
St. Augustine FL 32085
904-695-8808

No.	Date	Description
1	06-12-21	DESIGN DEVELOPMENT
2	08-22-21	CONSTRUCTION REVIEW

Scale AS NOTED

Sheet title

BUILDING
SECTION

Sheet Number A3.01

NOT FOR
CONSTRUCTION

BUILDING SECTION

10-12 1

CITY OF ST. AUGUSTINE
STAFF REPORT & RECOMMENDATION

TO: Planning and Zoning Board

DATE: November 2, 2021

RE: **USE BY EXCEPTION– 2020-0141**

AGENDA ITEM 5(a)

APPLICANT & OWNER Karl & Brenda Baird

LOCATION 115 La Quinta Place / PID 201920-0000

REQUEST To approve a use by exception for a special event venue as per RG-1, within Commercial, low-one (CL-1) zoning district. To approve a use by exception for offsite parking and a variance to the 400-foot distance requirement. To approve a variance to reduce the total parking requirement for the site.

LAND USE Commercial Low Intensity

ZONING Commercial, low-one (CL-1)

APPLICABLE CODES/ORDINANCES

Exception means a use that would not be appropriate generally or without restriction throughout the zoning district but which, if controlled as to number, area, location or relation to the neighborhood would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare. Such uses may be permitted in such zoning district as exceptions, if specific provision for such exception is made in the district regulations of this chapter.

Sec. 28-29. Zoning exceptions, variances and appeals.

(a) Zoning exceptions:

(1) In general. In the granting of zoning exceptions, the planning and zoning board may provide such conditions and safeguards as may be appropriate of this chapter (see section 28-2, Exception).

(2) Written applications. All applications for an exception under this chapter shall be in writing in such form as may be prescribed by the board.

(3) Public hearing. Unless a longer time shall be agreed upon by the applicant and the board in the particular case, a public hearing shall be held by the board to consider any application for a zoning exception within not more than thirty (30) days from the date of filing of the completed application. Notice of public hearing shall be made as provided in section 28-59(a) and (b), and any party shall be heard in person or by agent or attorney.

(4) Violations of exceptions. The violation of the terms of an exception, including any conditions and safeguards which may be made a part thereof, shall be deemed a violation of this chapter and punishable as provided in this chapter.

Sec. 28-206. - Commercial low-one: CL-1.

Intent. This district is intended to apply to areas where small groups of low intensity commercial uses may be appropriately located to serve within convenient traveling distance from one (1) or several neighborhoods. The CL-1 district is not intended for use by medium intensity commercial uses such as service stations, vehicle repair and sales, etc. However, professional and business offices and similar uses are encouraged.

(1) Permitted uses and structures:

- a. Retail outlets such as specialty food stores and drugs (but not supermarkets); clothing, hardware, toy and hobby shops; pet shops (but not kennel or veterinarian); bookstore and newsstand; stationery and card shops; leather goods and luggage; jewelry (including repair but not pawn shops); art and photographic supplies; TV and stereo equipment (including incidental repairs); florist or gift shop; bake shop (but not wholesale bakery); sporting goods; sundries and notions; business office supplies; musical instruments, records and tapes; and similar products.
- b. Service establishments such as hair salons, shoe repair shop, restaurant (up to one hundred (100) seats, but not drive-in or fast food), interior decorator, photographic or art studio, dance or music studio, health club or facility, tailoring, catering, self-service laundry or dry cleaner and dry cleaning and laundry package plant in a completely enclosed building using nonflammable liquids with no odor or fumes or steam detectable to normal senses from off the premises and similar activities.
- c. Tourist homes and bed and breakfast inns.
- d. All types of professional and business offices.
- e. Churches (except temporary revival establishments).
- f. Libraries and museums.
- g. Single-family dwellings as for RG-1 (section 28-163).
- h. Multiple-family housing.
- i. Rooming and boarding houses.
- j. Housing for the elderly.
- k. Home office, private.
- l. Antique shops.

- m. Stables, provided, however, that property shall have been utilized as of the date of the adoption of this subsection [December 23, 1991,] as a stable for more than two (2) years preceding such adoption, and no other.
- n. Tattoo parlor or studio.
- o. The above uses are subject to the following limitations:
 - 1. Sale, display, preparation and storage to be conducted within a completely enclosed building, and no more than twenty (20) percent of floor space to be devoted to storage.
 - 2. Products to be sold only at retail.
 - 3. No sale, display or storage of secondhand merchandise except as incidental to sale of new merchandise.
- (2) *Permitted accessory uses and structures:*
 - a. See [section 28-348](#).
 - b. Parking lots complying with [section 28-347\(3\)](#).
- (3) *Permissible uses by exception:*
 - a. Hotel/motel, maximum of thirty (30) units.
 - b. Plant nursery.
 - c. Sale of alcoholic beverages with alcoholic content not more than fourteen (14) percent for consumption, either on the premises or off the premises.
 - d. Wholesaling from sample stocks only, provided no manufacturing or storage for distribution is permitted on the premises.
 - e. Medical/dental clinic, intermediate care facility.
 - f. Uses and structures as for RG-1 ([section 28-163](#)).
 - g. Indoor movie theatres.
 - ...

Sec. 28-163. - Residential, general-one: RG-1.

Intent. This district is intended to apply to those neighborhoods designated for multiple-family dwellings and uses, as well as those nonresidential uses compatible and complementary with medium density residential uses, so as to create and maintain a medium intensity residential character.

- (1) *Permitted uses and structures:*
 - a. Single-family dwellings.
 - b. Multiple-family dwellings.
 - c. Housing for the elderly.
 - d. Roominghouses and boardinghouses.
 - e. Home office, private.
 - f. Tourist homes and bed and breakfast inns.
 - g. Neighborhood recreational facility.
 - h. Accessory apartments.

(2) *Permitted accessory uses and structures.* See [section 28-348](#).

(3) *Permissible uses by exception:*

a. See [section 28-347](#), special event venue as per [section 28-347\(8\)](#) only allowed as an accessory use to a principal use.

b. Hospitals and medical clinics, medical and dental offices, and intermediate care facilities.

...

Sec. 28-347. - Supplementary regulations for certain uses.

In addition to the permissible uses by exception listed in the schedule of district regulations, (article III), the following uses shall be permissible by exception in the districts indicated; and, unless specific provision is made otherwise in the grant of exception, such uses, whether permitted or permissible by exception, shall conform to all supplementary regulations listed under such use:

...

(3) *Parking lots.* Off-street parking lots shall be a permissible use by exception in all districts where such lots are within four hundred (400) feet of premises requiring off-street parking;

...

(8) *Special event venue.* All special event venues whether permitted, permitted as a use by exception or as an accessory or ancillary use to other permitted uses maybe subject to conditions reasonably related to minimize negative impacts and achieve compatibility with the neighborhood and protect historic resources. A special event venue shall be subject to the following conditions:

a. As a use the venue shall be in scale with the surrounding area as determined by code requirements, such as, parking outlined in applicable local codes. If the special event venue is in addition to a primary or principal use as an accessory or ancillary use the use of the premises for a special event venue shall be clearly incidental and subordinate to the primary or principal use, such as, the use of the premises as a hotel or motel or bed and breakfast, restaurant or convention facility and shall under no circumstances change the character of the primary or principal use.

b. If the special event venue is an accessory or ancillary use there shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the venue, except during the actual event. For any special event venues temporary tents, fencing, seating, catering arrangements or other requirements depending on the nature of the venue may be used during the event only and must be disassembled within forty-eight (48) hours (business days) after the event concludes (Friday thru Monday for weekend events), and the building or premises must be returned to its normal condition. Some events may require certain screening or buffering during the event.

- c. No traffic shall be generated by the special event venue which obstructs the public right-of-way and any need for parking generated by the conduct of such special event venue shall meet the off-street parking requirements of this Code in other than the required front yard.
- d. No equipment or process shall be used in such special event venue, which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises. Any potential noise generators proposed by the venue shall comply with the requirements of the City of St. Augustine noise ordinance.
- e. Occupancy limitations for indoor and outdoor areas, restroom facility and handicap accessibility requirements may be established by the local official having jurisdiction whether that is the building official and/or the fire marshal.
- f. If a special event venue includes the use of a boat or other nonpermanent or mobile type facility required provision of all applicable local codes, such as, but not limited to parking and restroom facilities shall be provided at the point of gathering or loading of patrons for the event.
- g. If an historic site is used for a special event venue the event cannot negatively impact historic or cultural resources on the site and if the historic site is a public site the event venue cannot impede the ability of others to experience the area or site, such that the special event venue shall be in a defined area indicated by an obvious barrier to maintain separation between it and the historic public area.
- h. In residentially zoned areas, or historic preservation districts special event venues shall operate within normal business hours except until 10:00 p.m. Sunday through Thursday, and 11:00 p.m. Friday, Saturday and recognized holidays.
- i. Pyrotechnics, including fireworks, sparklers and similar devices shall not be permitted as part of a special event venue.

Variance means a relaxation of the terms of this chapter where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship on the land. As used in this chapter, a variance is authorized only for height, area and size of structure or sides of yards and open spaces. Establishment or expansion of uses otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. A modification to lot requirements so as to increase the permitted density of multifamily dwellings shall not be considered a variance and is specifically prohibited.

Sec. 28-29. Zoning exceptions, variances and appeals.

(b) Variances:

(1) *Requirements for grant of variance.* The board may grant a variance only under circumstances where practical difficulty or unnecessary hardship is so substantial, serious and compelling that relaxation of the general restrictions should be granted; provided, however, that no variance may be granted for maximum lot coverage requirements within any historic preservation districts 1, 2 and 3, except variances may be obtained: 1) for school, church and governmental agency uses and 2) to provide for handicapped accessibility for buildings

constructed prior to December 19, 2019. No variance shall be granted unless the applicant shall show and the board shall find that:

- a. The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section, which disadvantage does not apply to other properties in the vicinity; and**
- b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and**
- c. This disadvantage does not exist because of conditions created by the owner or applicant; and**
- d. Grant of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this section.**

In passing upon a request for variance, the board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the board by variance permit to be established or carried on in any use district an activity, business or operation which is not otherwise allowed in such district by a specific provision of this chapter.

...

STAFF SUMMARY AND ANALYSIS

The applicant has submitted an application and narrative with a site plan describing the proposed use of the site. The application states that the existing buildings will be used for retail, office, flex-space and special event space limited to 120 people and an event prep area.

There are four (4) issues that need to be addressed by the Planning and Zoning Board (PZB):

1. The property is currently zoned CL-1. In CL-1 **Uses and Structures as for RG-1 are permitted by exception. In RG-1 a special event venue as per section 28-347(8) only allowed as an accessory use to a principal use** is a permitted use by exception.

Special event venues by exception in CL-1 must also meet the criteria outlined in section 28-347(8) as applicable as per RG-1. The criteria a-i is outlined above, not all of the items may apply to this particular application.

The reference to the use of a special event venue in RG-1 also limits the event venue to an accessory use to a principal use. The site is proposed to be used as a mixed-use, multi-use development. The PZB may want to consider this issue during the deliberations.

2. Off-site parking lots are allowed as a use by exception in all districts if they are within 400 feet of the use requiring the parking.

CITY OF ST. AUGUSTINE
STAFF REPORT & RECOMMENDATION

3. A variance can be granted to the 400-foot distance limitation. The applicant is proposing to provide 31 parking spaces at the city parking garage, which is approximately 2,842 feet or more from the proposed business location at 115 La Quinta Place.
4. The applicant could also need an overall variance to the required number of parking spaces. The applicant indicates that the special event venue would be limited to 120 people requiring 30 parking spaces for that use, however the two (2) buildings indicated as event space could hold an additional 120 people for a total of 240 people that could require an additional 30 spaces for a total parking requirement of 69 parking spaces. This number does not include the use of any outdoor space for the venue, which may require additional spaces. The PZB may determine that a variance to reduce the parking requirement at this location is required for this reason.

Also, if the PZB determines that the off-site parking at the parking garage is not feasible then the PZB could reduce the total number of parking spaces required for the business by granting a variance to the number of parking spaces required.

STAFF RECOMMENDATION

The board must make a determination for the use by exception of a special event venue per RG-1 within the C1-1 zoning district at 115 La Quinta Place / PID 201920-0000.

If the board approves the use by exception then the board must address the need for parking either by a permitted use by exception for off-site parking, as proposed with a variance to increase the 400 foot distance to the parking, and/or to approve a variance to reduce the total number of required parking spaces for this applicant at 115 La Quinta Place / PID 201920-0000.



Amy McClure Skinner, AICP
Deputy Director
Planning and Building Department



**CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD**

Application Fee: \$ 250.00 (plus advertising costs) Project Number: 2021-0141
 Receipt Number: 2215124 Meeting Date: Nov 2, 2021
 Advertising Costs: \$ 144.36 Paid On: 10/26 Receipt Number: 2226753

1. NAME OF APPLICANT: KARL & Brenda Baird Contact Number: 765-914-0591
 Business (if applicable): 765-238-8309
 Address: 69 Sanford Street City: St. Augustine State: FL Zip: 32084
 E-Mail Address: mibliz@yahoo.com, gmkbaird@gmail.com
2. NAME OF PROPERTY OWNER: Paul Meredith Contact Number: 504-302-2030
 Business (if applicable): _____
 Address: P.O. Box 792 685 City: New Orleans State: LA Zip: 70179
 E-Mail Address: paulmeredith@me.com
3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
 Lot: A Block: 46-B
 Subdivision: City of St. Augustine Parcel Number: 201920-0000
4. PROJECT STREET ADDRESS: 115 La Quinta Place, some records historically
109 Iberia
5. SPECIFIC PROPOSED USE: Event venue, retail stalls, office co-sharing
6. ACTION REQUESTED:
☐ Conservation Zone Development ☐ Appeal of Staff Determination
☒ Exception ☐ Land Use Plan Amendment
☒ Variance ☐ Rezoning
☐ Other: _____
7. DESCRIPTION OF ACTION REQUESTED: Request Special event venue as a permitted
use by exception in CL-1 zone because they are a use by exception
in RG-1 zoning (Ord 2015-02).
Request a maximum of 31 off site parking spaces within 400 ft as a permitted
use by exception.
Request a maximum of 31 off site parking spaces beyond 400 ft, incl. garage, as variance
See attached description of action requested.
8. JUSTIFICATION FOR ACTION REQUESTED: see attached justification.

IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION

- (a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity? yes, see attached justification.
- (b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property? yes, see attached justification.
- (c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant? yes, see attached justification.
- (d) Can you establish that granting of the variance will not be contrary to the public interest, will not adversely affect other property in the vicinity, and will be in harmony with the spirit, intent and purpose of this Section? yes, see attached justification.

10. PREVIOUS APPLICATIONS

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

☐ Yes ☒ No If yes, please give date and final disposition below.

11. AGREEMENT

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant or a duly authorized representative with authority to bind should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.

Karl Bantora
Signature of Applicant

9/27/21
Date

Paul M. Wood
Signature of Property Owner

9-24-21
Date

115 La Quinta

7. DESCRIPTION OF ACTION REQUESTED

Request to use the former St Augustine Transfer Company Stables (barns, concrete building, and horse stalls), Parcel ID 2019200000, located at 115 La Quinta Place, as a multi purpose event venue permitted as use by exception.

- ***Building 1: (concrete building facing La Quinta)***
 - Retail area: 222 sq ft. Coffee maker (no roasting), candy, soft drinks and pastries will be available for purchase. Gifts, souvenirs as well as our own promotional merchandise will be sold retail.
 - Office Space area: 100 sq ft. management office.
 - Bathrooms area: 240 sq ft. One unisex ADA, one men's, and women's. Only this building will require plumbing including the appropriate back flow preventer.
 - Event Prep area: remaining sq ft. Use as prep area for caterers, florists and decorators. Sinks, refrigerator, prep surfaces will be in this building. NO cooking will occur on-site. No commercial kitchen on-site. Grease interceptor to be installed as required.
- ***Buildings 2 & 3: (barn facing Riberia & barn behind concrete building) -***
Use for rehearsal dinners, wedding receptions, birthday celebrations, religious gatherings, holiday gatherings, small wedding ceremonies, business meetings, workshops, classes, gatherings (non-fixed seating). Whether an event utilizes building 2 or 3 or both, the maximum number of people will not exceed 120.
- ***Building 4: (horse stalls)***
 - Retail space - 1,265 sq ft. Use for rental spaces for local artists, makers, and entrepreneurs to display and sell their products retail.
 - Co-sharing office space - 1,602.5 sq ft. Use for co-sharing office spaces for entrepreneurs and business owners to rent on a daily, weekly or monthly basis.
 - Storage area - 120 sq ft.

- **Other**

- Business hours - Venue for events shall operate within normal business hours except until 10:00 pm Sunday through Thursday and 11:00 pm Friday, Saturday and recognized holidays. Retail and business co-sharing spaces shall operate only within the above-mentioned hours.
- Green space - proposed to surround the buildings on the remainder of the parcel. Outdoor space to be utilized during events for standing, seating and occasional small ceremony, limiting outdoor noise to below 80dB within the above noted hours.
- Architectural plans and engineer report/public works civil plan will be submitted for occupancy conversion building permits (change in use).
- Buildings will be dry flood-proofed to 8' NAVD.
- Impervious area of the 4 existing buildings, existing gravel parking lot and existing concrete slabs will not change. Impervious will be added for 2 handicap parking spaces, side walk, and the dumpster apron which will be offset by subtracting the old Riberia apron, the rotten Riberia "building extension", and the building number 2 north awning. (new net total under 500 sq ft).
- No grade changes.
- No new utilities.
- Food trucks only by city permit, no use of site water, interceptor, drainage, or solid waste service.

- **Parking Summary**

- Retail: building 1= 222 sq ft + building 4=1,265 sq ft @ 1/300 = 5 spaces
- Office: building 1=100 sq ft + building 4=1,602.5 sq ft @ 1/400 = 4 spaces
- Venue: buildings 2 & 3 = combined maximum 120 people @ 4/space = 30 spaces

Total: 39 spaces - onsite 8 spaces = request of 31 off site spaces

115 La Quinta
8. JUSTIFICATION FOR ACTION REQUESTED

The La Quinta - Riberia horse barns and stables are the site of the old St Augustine Transfer Company, reported as the city's longest running business. The drivers and horses that worked from this site for 136 years carried countless visitors through St Augustine, including Flagler's hotel guests. Positioned between Lincolnville and downtown St Augustine, our city has nothing else like it, and never will again.

We live three blocks away and have watched the site decay over the years. Our plan is to preserve it, but this particular site comes with unique and significant physical challenges. The sizes, shapes and positions of the buildings within the small lot, as well as the lot's location on a corner, and its environs, have created disadvantages that place the site in jeopardy.

These conditions have not allowed it to succeed in modern times. The 4 different buildings were each useful for the carriage business, but they are an unusual collection with limited modern uses and severely limited parking space available.

The pedestrian traffic is fairly good, but time has proven that it is not enough to carry the property. In addition to pedestrian-driven business, this property must have an anchor business to sustain it into the future. A small breakfast or coffee shop cannot do it for a property this large and expensive. A large restaurant could, but would require tearing down most or all of the historic buildings (because of their positioning on the small lot).

Even then, on site restaurant parking would further increase the traffic around Riberia in an area that is already full of restaurants. *The Preserved*, *Crave*, *One Twenty Three Burger*, *the Ice Plant*, and the *St Augustine Fish Camp* are all within 500 feet of the site.

We believe the solution is a permitted use by exception for special events. This would be the perfect physical match for the buildings, but also a sustainable business that could anchor a property this size while avoiding adverse impact on the surrounding area.

We request an off-site parking exception in order to allow event guests to come from the parking garage, their hotels by private cart, or walking rather than bringing their cars onto Riberia.

During a maximum capacity special event, 120 persons will require 30 parking spaces. Retail and office space will be closed during events, but required spaces for these will total 9 spaces. Our site plan allows for 8 on-site spaces including ADA. Therefore, we request off-site parking exception for 31 spaces. We request to go beyond 400 feet to include the garage in order to decrease the site's impact and because it is surrounded by high traffic businesses with already limited parking putting this site in real jeopardy of being left without the required legal parking.

This property is in a category of its own, which makes it worth preserving, but also particularly challenging to reasonably use. We believe that the spirit and intent of the exceptions we have requested are for just such a site as this.



ST AUGUSTINE
EST 1565

Owner's Authorization For Agent

Karl & Brenda Baird is/are hereby authorized TO ACT ON BEHALF
OF Paul M. Meredith the owner(s) of those lands described within
☒ the attached application, or ☐ described within the previously filed
Application number: _____, and as described in the attached deed or
other such proof of ownership as may be required, in applying to the City
of St. Augustine's Planning & Zoning Board, located at:

BY: [Signature]
Signature of Owner

Paul M. Meredith
Print Name of Owner

504-302-2030
Telephone Number

State of Louisiana

County of Jefferson

Signed and sworn before me on this 24 day of September, 2021

By Paul M. Meredith

Identification verified:

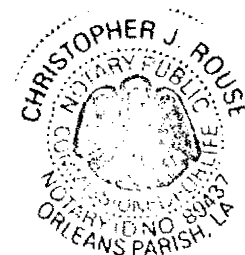
Oath sworn: ☒ Yes ☐ No

Notary Signature:

[Signature]

My Commission expires:

At Death



PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2017-42 as follows:

Description of Work	Fee Amount
Rezoning: small scale	\$300.00 + ads & notices
Rezoning: large scale	\$1,000.00 + ads & notices
Land Use Plan Amendment: small scale	\$400.00 + ads & notices
Land Use Plan Amendment: large scale	\$1,400.00 + ads & notices
Planned Unit Development	\$400.00 or \$35.00/acre, whichever is greater. \$1,400 max + ads & notices
Zoning Variance	\$350.00 + ads & notices
Zoning Exception	\$250.00 + ads & notices
Conservation Overlay Zone Development	\$165.00 + ads & notices
Conservation Overlay Zone Development: Docks	\$330.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Preliminary Plat Approval	\$275.00 + ads & notices

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other-than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Project Address: 115 La Quinta Place

Applicant's Name: BAIRD, KARL Applicant's Signature: Karl Baird

Owner's Name: Paul M. McQuinn Owner's Signature: Paul M. McQuinn Pres.



**CITY OF ST. AUGUSTINE
DEVELOPMENT PERMIT APPLICANT WAIVER**

The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

KARL BAIRD

Print name of applicant

Karl Baird

Signature of applicant

9/27/21

Date

FLORIDA MASTER SITE FILE
HISTORIC ST. AUGUSTINE PRESERVATION BOARD
HISTORIC PROPERTIES INVENTORY FORM

I. LOCATION & LEGAL DESCRIPTION

FDAHRM _____ 802== Site No. 85J 1813 1009==
 Site Name: 109 Riberia Street 830== Survey Date: 7807 820==
 Address: 109 Riberia Street, St. Augustine, Fla. 32084 905==
 Instructions for Locating: _____
 _____ 813== County: St. Johns 808==
 Location: City of St. Augustine 46B A 868==
 (subdivision) (block) (lot)
 _____ 868==
 Owner of Site: Name: Colee, Ambrose B. Jr. and Almarie P. ;
 Address: 74 Dolphin Drive
 St. Augustine, Fla. 32084 902==
 Occupant or Manager: Colee Stables 904==
 Type of Ownership: Private 848== Zoning: GBD
 HR Classification Category Building 916== Recording Date: _____ 832==
 UTM: 17 469250 3306450 890== Location: T07S R30E 18 812==
 (zone) (easting) (northing) (T) (R) (S)
 Map Reference: USGS St. Augustine 7.5 MIN 1956 (PR 1970) 809==
 Recorder: Name & Title: Nolan, David (Historic Sites Specialist) ;
 Address: H.S.A.P.B. 818==

II. SITE DESCRIPTION

Condition of Site:	Threats to Site:
() <u>Excellent</u> 863==	() <u>Zoning</u> 878==
() <u>Good</u> 863==	() <u>Development</u> 878==
(x) <u>Fair</u> 863==	(x) <u>Deterioration</u> 878==
() <u>Deteriorated</u> 863==	() <u>Borrowing</u> 878==
	(x) <u>Transportation</u> 878==
Integrity of Site:	() <u>Fill</u> 878==
(x) <u>Altered</u> 858==	() <u>Dredge</u> 878==
() <u>Unaltered</u> 858==	() <u>Other</u> 878==
(x) <u>Original Site</u> 858==	
() <u>Restored - Date:</u> 858==	
() <u>Moved - Date:</u> 858==	

**SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)**

II. SITE DESCRIPTION, continued.

Original Use: Transportation 852== Present Use: Transportation 850==
 Date: 1910 844== Period: 20th Cent 845== Culture: American 840==
 Architect: _____ 872==
 Builder: _____ 874==
 Style: Barn 964==
 Plan Type: Rectangular 966==
 Exterior Fabrics: Metal, corrugated; concrete block plain
 _____ 854==
 Structural Systems: Masonry, concrete block; wood frame 856==
 Features of Structure: (942)
 Window Type: Casement 942==
 Foundation: Slab 942==
 Roof Type: Gable 942==
 Secondary Roof Structures: Shed 942==
 Porches & Balconies: _____
 _____ 942==
 Chimney Location: _____ 942==
 Materials: (882)
 Chimney: _____ 882==
 Roof Surfacing: Metal, corrugated 882==
 Ornament Exterior: _____
 _____ 882==
 Quantitative Data: (950-954)
 Chimneys: _____ 952== Dormers: _____ 954== Stories: 1½ 950==
 Other: _____ 956==
 Surroundings: Residential/Industrial/commercial 854==
 Relationship to Surroundings: On corner lot

 _____ 859==

III. PHOTOGRAPHY

Photographic Records Numbers: _____ 860==
 Contact Prints

IV. SIGNIFICANCE

Areas of Significance: Architecture, Families, Transportation, Tourism

920==

Statement of Significance: (911==)

ARCHITECTURE

The one and one-half story Barn located at 109 Riberia Street was constructed between 1904 and 1910 and is the oldest remaining building according to the Sanborn Maps, on the grounds of Collee Stables. The other old buildings were demolished in a fire during the 1940's. Formerly a one-story Carriage House, it shares the lot with 109 (rear) Riberia and another concrete block building near LaQuinta Place.

This area is bordered and cut through by narrow, heavily traveled thoroughfares. It is adjacent to the downtown business district and reflects the parking problems of that area. It is bounded at the west by a largely abandoned industrial and warehouse district along Riberia Street. On the east it is bordered by what was filled land of Maria Sanchez Creek, transformed into the great hotels of the Flagler era. The whole area suffers from the fact that it has been zoned in commercial classifications, residential neighborhoods and all. It is a combined commercial, industrial and residential area where the residential sector has been losing out to the commercial one over the years. Significant buildings like the Buckingham Hotel, the Gilbert Villa and the Kellogg Cottage have been demolished for parking lots and other developments. The area once was famous in landscape architecture for its orange groves and rose gardens, but these, too, are gone. The area borders on sites listed on the National Register of Historic Places, including Markland, Hotel Ponce de Leon and Alcazar Hotel, and contains many significant buildings and groups of buildings. Along Bridge Street, and in the area of Weeden, Sanford, and Bravo Streets it is one of St. Augustine's most extensive Victorian neighborhoods. Also Block 46-A is an architectural curiosity of the city, containing more examples of different styles than any other single block.

HISTORY

The neighborhoods bounded by King, Bridge, Granada and Riberia Streets evolved out of five late 18th century Spanish land grants. The largest, encompassing three-quarters of the area, was given to Valentine Fitzpatrick, an Irishman who was chief physician at the royal hospital, and was later acquired by Fernando de la Moza Arredondo, Jr., one of the largest landholders in colonial Florida. The area was generally dedicated to citriculture, and

(over)

V. BIBLIOGRAPHY

1. Benjamin Clements, "Plan of the City of St. Augustine, 1834-35"; St. Johns County Court House, Deed Records, Book B and L, p. 52; Book C, p. 134; Book I-J, p. 174; Biographical File, St. Augustine Historical Society.
2. Mariano de la Roque, "Plano General de la Plaza de San Agustín de la Florida", December 24, 1791; F. W. Dorr, "San Augustine and Vicinity, East Florida, 1860"; Deed Records, Book H, pp. 83, 84.
3. Map Book 2, p. 7, 1885 and 1894 Birds-Eye Views of St. Augustine; San-

one orange grove along Bridge Street between Central Avenue and Granada Street was owned by Philip Edinburgh, a free Black, from 1801-1831.(1) Prominent early streets in the area include Bridge Street, a colonial thoroughfare which led to one of three late 18th century ferry crossings and a mid-19th century sawmill, and King Street, a public road opened in the 1820's which connected the old city with the newly completed San Sebastian River Bridge. Of all sections outside the colonial city, this area was the most intensively developed in the pre-Civil War years, particularly along the two principal streets.(2) Extensive residential development first occurred in the late 19th century, especially along Bridge, Sanford, Weeden and Bravo Streets. A number of stately buildings were then constructed along King Street, the Senator Gilbert residence and Zorayda Castle, and along Granada (formerly Bronson) Street, the Buckingham Smith Benevolent Home for Blacks, later a hotel. Another construction boom took place in the 1920's along Central Avenue and Cedar Street, and the western section of the street was platted at that time into Burt and Colee Subdivisions, the latter housing the stables for the St. Augustine Transfer Company.(3)

Colee Stables, at 109 Riberia Street, is the home of the horses that pull the famous tourist carriages around St. Augustine. Originally they took visitors from the old Florida East Coast Railway terminal on Malaga Street to the old hotels in St. Augustine.(4)

born Fire Insurance Map, 1930.

4. Interview by David Nolan with Henry Colee, July, 1978.

Florida Master Site File Inventory of St. Augustine Buildings Demolished or Relocated as of 02/08/2005

ADDRESS	SUBDIVISION	BLOCK	LOT	STYLE	DATE	NUMBER	COMMENTS
RIBERIA STREET							
68	Model Land Co.	G1	1	Colonial Revival	1924-1930	8SJ1805	YMCA Gymnasium - Demolished between 1980-1983
86	City of St. Augustine	46D	15	Masonry Vernacular	1917-1924	8SJ1810	Demolished between 1980-1984
109	City of St. Augustine	46B	A	Barn	1904-1910	8SJ1813	Demolished between 1980-1984
129	City of St. Augustine	46I	5	Frame Vernacular	1910-1917	8SJ1816	Demolished 1989
136	City of St. Augustine	46L	pt 2	Frame Vernacular	1924-1930	8SJ1817	Demolished between 1980-1984
144	City of St. Augustine	46L	pt 2	Frame Vernacular	1924-1930	8SJ1818	Demolished between 1980-1984
148	City of St. Augustine	46L	pt 1	Frame Vernacular	1924-1930	8SJ1819	Demolished between 1980-1984
167	Dancy Tract	A	pt 10	Garage Apartment	1924-1930	8SJ1821	Demolished between 1980-1987
169A & B	Dancy Tract	A	pt 11	Frame Vernacular	1924-1930	8SJ1822	Demolished 1992
171A	Dancy Tract	A	pt 12	Frame Vernacular	1924-1930	8SJ1824	Demolished between 1980-1984
177	Dancy Tract	A	pt 14	Frame Vernacular	1924-1930	8SJ1827	Demolished between 1980-1984
233 (AKA 235)	Keith	A	39	Frame Vernacular	1904-1910	8SJ1831	Demolished 1992
236	Marsh Lot		pt 5	Frame Vernacular	1917-1924	8SJ1832	Demolished between 1980-1984
238	Marsh Lot		pt 5	Frame Vernacular	1924-1930	8SJ1833	Demolished 1988
245 1/2	Keith	A	pt 44	Frame Vernacular	1904-1910	8SJ1836	Demolished between 1980-1984
253	Buena Esperanza	4	pt 1, pt 2	Frame Vernacular	1924-1930	8SJ1841	Demolished between 1980-1984
253A	Buena Esperanza	3	8	Frame Vernacular	1910-1917	8SJ1840	Demolished between 1980-1984
257	Buena Esperanza	4	21	Frame Vernacular	1924-1930	8SJ1843	Demolished between 1980-1984
RIVER ROAD							
13	Andalucia Parque	A	13, 14	Frame Vernacular	1939	8SJ3621	Demolished 2004
ROHDE AVENUE - (also known as Rhode Avenue)							
48	Rohde Addition	11	pt 8, pt 9	Frame Vernacular	1910-1917	8SJ1781	Demolished between 1980-1984
SAINT (ST.) FRANCIS STREET							
75	Dumas Tract	J	14	Frame Vernacular	1871-1885	8SJ1873	Demolished 2003
SAINT (ST.) GEORGE STREET							
252	City of St. Augustine	38	1	Colonial Revival	1876	8SJ1919	Bronson Cottage - Garage Demolition Approved 9/03

*** PROVIDENTIALLY SURVIVED ONE PLANNED DEMOLITION IN THE 1980s**



St. Johns County, FL

Apply for Exemptions

[Apply for Exemptions](#)

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

[Sales Questionnaire](#)

2021 TRIM Notice

[2021 TRIM Notice \(PDF\)](#)

Summary

[Clicking Image Opens Cyclomedia Viewer In a New Tab](#)

12/6/2020



© CycloMedia (<https://cyclomedia.com/>)

Parcel ID	2019200000
Location Address	115 LA QUINTA PL SAINT AUGUSTINE 32084-0000
Neighborhood	City of St Aug Granada/Riberia Corridor (COM) (610.18)
Tax Description*	CITY OF ST AUG W200FT OF N1/2 OF BLK 46-B OR4574/1769(C/T) <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Stores (1100)
Subdivision	City of St Augustine
Sec/Twp/Rng	18-7-30
District	City of St Augustine (District 452)
Millage Rate	19.3368
Acreage	0.640
Homestead	N

Owner Information

Owner Name	Meredith Paul M PA 100%
Mailing Address	PO BOX 792685 NEW ORLEANS, LA 70179-2685

Map



Valuation Information

	2022
Building Value	\$69,319
Extra Features Value	\$34,011
Total Land Value	\$420,000
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$523,330
Total Deferred	\$0
Assessed Value	\$523,330
Total Exemptions	\$0
Taxable Value	\$523,330

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2021	\$72,621	\$37,369	\$420,000	\$0	\$0	\$529,990	\$529,990	\$0	\$529,990
2020	\$76,582	\$40,728	\$420,000	\$0	\$0	\$537,310	\$537,310	\$0	\$537,310
2019	\$75,109	\$43,972	\$420,000	\$0	\$0	\$539,081	\$539,081	\$0	\$539,081
2018	\$50,073	\$40,049	\$420,000	\$0	\$0	\$510,122	\$359,566	\$150,556	\$359,566
2017	\$50,073	\$61,313	\$420,000	\$0	\$0	\$531,386	\$326,878	\$204,508	\$326,878
2016	\$61,728	\$67,434	\$168,000	\$0	\$0	\$297,162	\$297,162	\$0	\$297,162
2015	\$64,814	\$73,666	\$168,000	\$0	\$0	\$306,480	\$306,480	\$0	\$306,480
2014	\$65,358	\$78,091	\$168,000	\$0	\$0	\$311,449	\$311,449	\$0	\$311,449
2013	\$77,118	\$75,964	\$168,000	\$0	\$0	\$321,082	\$321,082	\$0	\$321,082
2012	\$81,178	\$76,079	\$147,000	\$0	\$0	\$304,257	\$304,257	\$0	\$304,257
2011	\$85,237	\$76,194	\$161,000	\$0	\$0	\$322,431	\$322,431	\$0	\$322,431
2010	\$64,942	\$76,309	\$182,000	\$0	\$0	\$323,251	\$323,251	\$0	\$323,251

Building Information

Building	1	Roof Structure	Wood Truss
Actual Area	2730	Roof Cover	Modular Metal
Conditioned Area	2730	Interior Flooring	
Actual Year Built	1980	Interior Wall	
Use	Stores (Retail)	Heating Type	
Style	04	Air Conditioning	
Class	N	Bedrooms	
Exterior Wall	Concrete Block	Baths	
Roof Structure	Wood Truss		

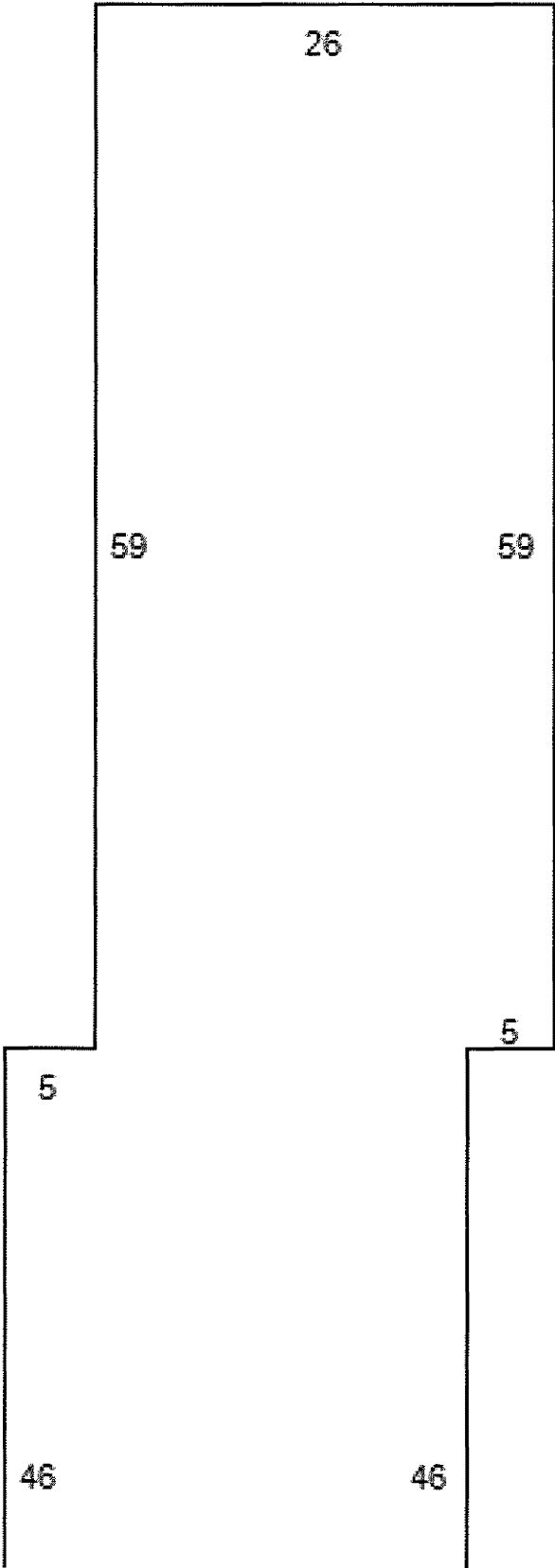
Category	Type	Pct
Exterior Wall	Concrete Block	100%
Roofing Structure	Wood Truss	100%
Roofing Cover	Modular Metal	100%
Frame	Masonry	100%
Plumbing	2 Fixtures	100%
Electrical	Minimum	100%

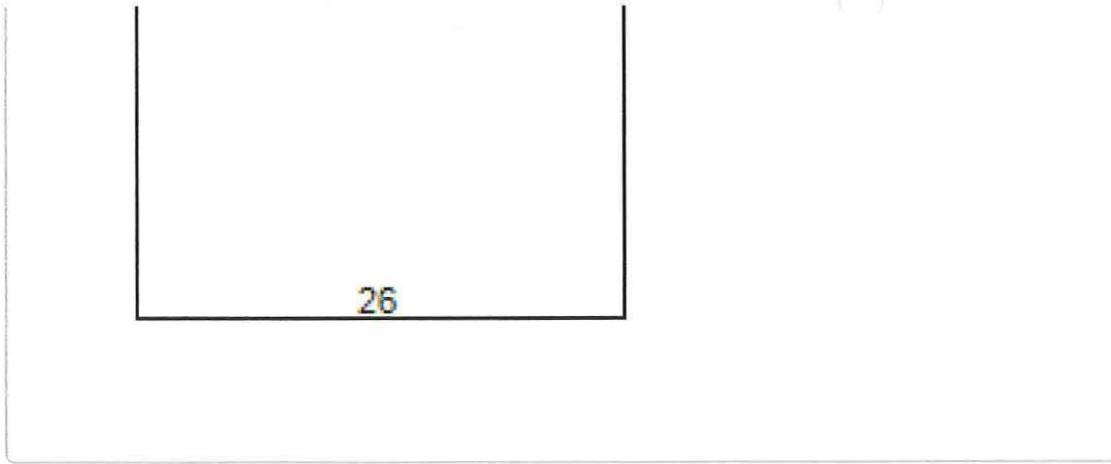
Foundation	Concrete Perimeter Footing	100%
Condition	Very Poor	100%

Description	Conditioned Area	Actual Area
BASE AREA	2730	2730
Total SqFt	2730	2730

Sketch Information

	Room Type
	Base





Extra Feature Information

Code Description	BLD	Length	Width	Height	Units
Stable (Average Cost)	0	0	0	0	4050
Stable (Average Cost)	0	0	0	0	800
Metal Fence 6'	0	0	0	0	560
Stable (Average Cost)	0	0	0	0	4870
Canopy (Commercial)	0	0	0	0	316
Wood Fence (Commercial)	0	0	0	0	175
Concrete Paving (Commercial)	0	0	0	0	2351

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Stores	140	200	28000	SF	\$420,000

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
7/5/2018	7/3/2018	\$100.00	CERTIFICATE OF TITLE	4574	1769	U	I	95 RIBERIA STREET LLC	MEREDITH PAUL M PA
	6/20/2009	\$0.00	OTHER INSTRUMENT	3209	841	U	I	CANEVARI FREDERICK J VS:	95 RIBERIA STREET LLC
	5/5/2009	\$0.00	LIS PENDENS	3192	1870	U	I	CANEVARI FREDERICK J	95 RIBERIA STREET LLC
	8/15/2008	\$0.00	CORRECTIVE DEED	3116	857	U	I	GAMSEY STUART	95 RIBERIA STREET LLC
	7/16/2008	\$700,000.00	WARRANTY DEED	3106	1121	U	I	GAMSEY STUART	RIBERIA STREET LLC
	9/15/2004	\$650,000.00	WARRANTY DEED	2281	1690	Q	I	COLEE ALMARIE P	GAMSEY STUART

No data available for the following modules: Exemption Information.

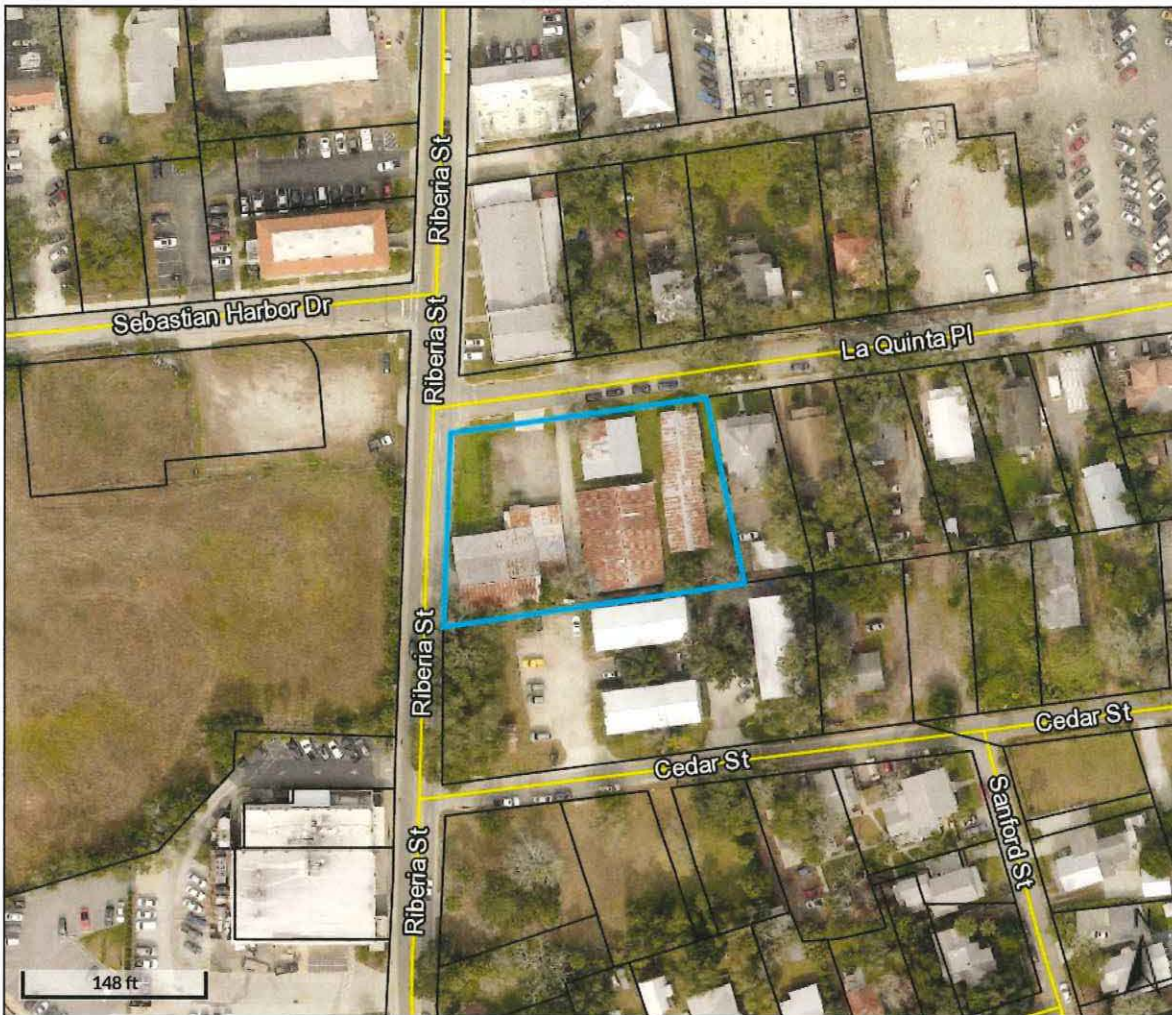
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Overview



Legend

□ Parcels

Parcel ID	2019200000	Physical Address	115 LA QUINTA PL	Building Value	\$69,319	Last 2 Sales			
Property Class	1100 - Stores	Mailing Address	SAINT AUGUSTINE	Extra Feature Value	\$34,011	Date	Price	Reason	Qual
Taxing District	City of St Augustine	Address	MEREDITH PAUL M PA PO BOX 792685 NEW ORLEANS LA 70179-2685	Total Land Value	\$420,000	7/16/2008	\$700000	11	U
Acres	0.64			Just Value	\$523,330	9/15/2004	\$650000	01	Q
				Total Deferred	N/A				
				Assessed Value	\$523,330				
				Total Exemptions	N/A				
				Taxable Value	\$523,330				

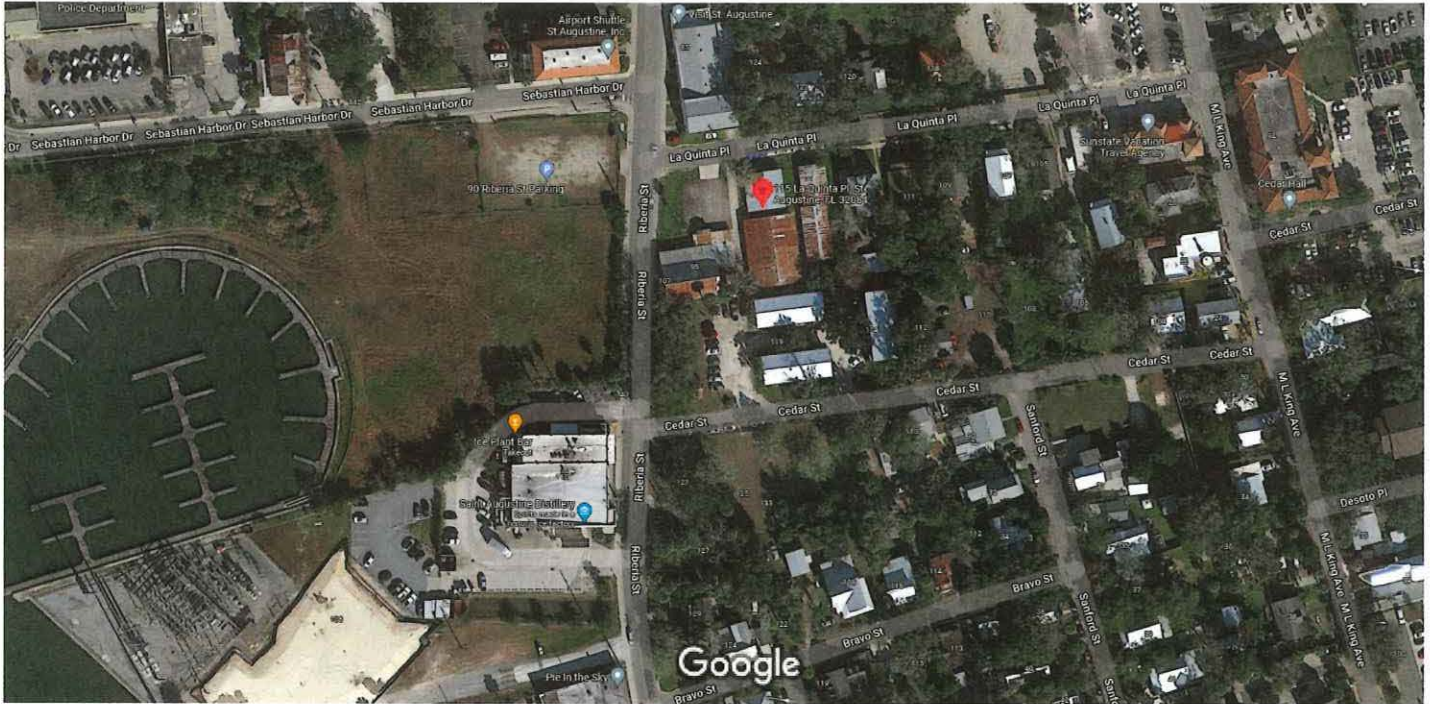
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Date created: 10/8/2021

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GEOSPATIAL

Google Maps 115 La Quinta Pl



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115 La Quinta Pl

St. Augustine, FL 32084



Directions



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Nearby



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phone



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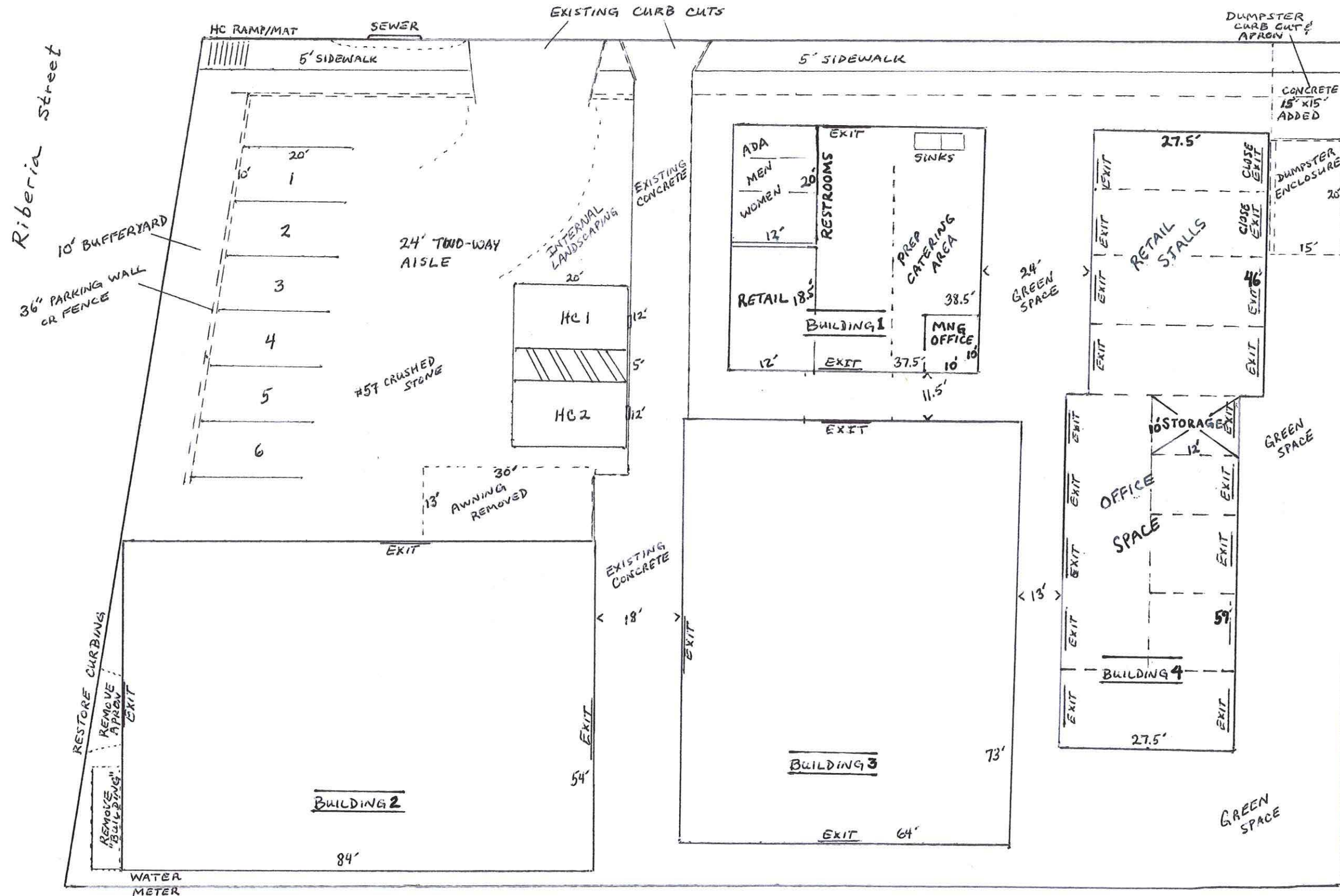


VMRJ+4R St. Augustine, Florida

Photos

LA Quinta Place

KARL & BRENDA BAIRD
115 La Quinta Place



PARKING SUMMARY:

RETAIL:
Bldg 1 = 222 sf @ $\frac{1}{300}$ = 5 spaces
Bldg 4 = 1265 sf @ $\frac{1}{300}$ = 5 spaces

Office:
Bldg 1 = 100 sf @ $\frac{1}{400}$ = 4 spaces
Bldg 4 = 1602.5 sf @ $\frac{1}{400}$ = 4 spaces

VENUE
Bldg 2 } COMBINED @ $\frac{4}{120}$ = 30 spaces
Bldg 3 } MAX 120 people

TOTAL 39 spaces:
- on site 8 spaces
REQUEST: off site 31 spaces

SCALE

0' 10' 20'

Impervious ADDED (HC parking) (sidewalk)
Impervious REMOVED (Riberia building entrance) (awning)



CITY OF
ST. AUGUSTINETM
EST. 1565
NATION'S OLDEST CITY

Conservation Overlay Zone Development

Item 6 (a) (continued to December meeting and will be readvertised)

2021-0140

Rob Garrison – Applicant/Owner

95 Dolphin Drive

To approve a new dock with a boatlift, gangway, and floating dock in Conservation Overlay Zone 1.

CITY OF ST. AUGUSTINE
STAFF REPORT & RECOMMENDATION

TO: Planning and Zoning Board

DATE: November 2, 2021

RE: **REZONING - 2019-0139**

AGENDA ITEM 7(a)

APPLICANT & OWNER William Pitzalis
c/o Old Florida Museum Holdings LLC

LOCATION 66 Lewis Boulevard / PID 119490-0000

REQUEST A request to rezone a parcel at 66 Lewis Boulevard from an expired Planned Unit Development (PUD) to Residential and general office-A (RGO-A).

APPLICABLE CODES/ORDINANCES FOR REZONING

Sec. 28-30. - Comprehensive plan amendments, rezonings and amendment of chapter.

(c) *Nature and requirements of board report.* The report and recommendations to the city commission as required by subsection (d) below shall show that the board has studied and considered:

- (1) The need and justification for the change.
- (2) The relationship of the proposed amendment or rezoning to the city's general planning program and such comprehensive plans as may from time to time be adopted by the city commission.
- (3) Consistency with the comprehensive plan.

(d) *Board report to commission.* If the board recommends approval of the amendment or rezoning, the board shall forward its recommendation and report to the city commission.

The report and recommendation of the board shall be advisory only and shall not be construed to be binding upon the city commission. If the board recommends denial of the amendment or rezoning, the property owner or other person aggrieved may proceed with an appeal to the city commission pursuant to section 28-29(g) of the City Code.

Sec. 28-167. - Residential and general office-A: RGO-A.

(a) *Intent.* This district is intended to apply to those neighborhoods designated for mixed residential and commercial uses so as to create a medium intensity residential and low intensity commercial mix of uses.

(1) *Permitted uses and structures.*

- a. Multiple-family dwellings.
- b. Professional and business offices.
- c. Restaurants, but not drive-in.
- d. Retail sales such as specialty food stores and drugs (but not supermarkets), clothing and toy and hobby shops, pet shops (but not kennel or veterinarian), bookstore and newsstand, stationery and card shops, leather goods and luggage, jewelry (including repair but not pawn shops), art and photographic supplies, TV and stereo equipment (including incidental repairs), florist or gift shop, bake shop (but not wholesale bakery), sporting goods, sundries and notions,

CITY OF ST. AUGUSTINE
STAFF REPORT & RECOMMENDATION

- business office supplies, musical instruments, records and tapes, retail sale of alcohol and similar products, with no exterior display or storage of merchandise permitted.
- e. Marina.
 - f. Museums.
 - g. Parking facilities and garages.
 - h. Bar/tavern.
 - i. Home office, private.
 - j. Hotels, motels, conference centers, convention centers and spas.
- (2) *Permitted accessory uses and structures.* See [section 28-348](#).
- (3) *Permissible uses by exception.*
- a. See section[s] [28-347](#)(1) and (2), special event venue as per [section 28-347](#)(8) only allowed as an accessory use to a principal use.
 - b. Light manufacturing, processing, packaging and fabricating.
 - c. Single-family dwellings, with minimum yard requirements as defined for zoning district RS-2 and a maximum height of thirty-five (35) feet.
- (4) *Minimum lot requirements.* As per planning and zoning board site plan review.
- (5) *Maximum lot coverage by all buildings and structures.* Fifty (50) percent.
- (6) *Minimum yard requirements.*
- a. Front, fifteen (15) feet.
 - b. Side, ten (10) feet.
 - c. Rear, ten (10) feet.
- (7) *Maximum height of structures.* Forty (40) feet.

STAFF ANALYSIS & SUMMARY

Staff does not make a recommendation on rezoning applications, the Board's role is to make a recommendation to the City Commission.

The applicant has stated that the zoning request is to allow for residential medium density and commercial uses and mixed uses, which are allowed in the RGO-A zoning district.

The property at 66 Lewis Boulevard was part of the River's Edge Planned Unit Development (PUD). The River's Edge PUD was not acted upon and has expired meaning a rezoning of the property is necessary for any type of development. The River's Edge PUD was composed of multiple properties, some of which have gone through the rezoning process, including Boomstick Motorbikes at 59 West Avenue and Georgies Fresh Market at 415 S Ponce De Leon Boulevard.

Future Land Use: The site has a future land use designation of Residential Medium Density/Mixed Use, which allows a maximum of 16 dwelling units per acre for residential uses. The requested RGO-A zoning district is a compatible zoning district with this future land use category.

STAFF RECOMMENDATION

Staff does not make recommendations concerning the rezoning of land. The Planning and Zoning Board makes formal recommendations to the City Commission regarding the rezoning of land.

Jacob Fredriksson
Senior Planner
Planning and Building Department



CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD

RECEIVED

SEP 29 2021

Application Fee: 1300.00 (plus advertising costs) Project Number: 2021-0139 Planning/Building Dept.
Receipt Number: 2208873 Meeting Date: Nov. 2, 2021
Advertising Costs: \$ _____ Paid On: _____ Receipt Number: _____

1. NAME OF APPLICANT: William Pitzalis Contact Number: 904-687-4402
Business (if applicable): Old Florida Museum Holding LLC
Address: 303B Anastasia Blvd City: St. Aug State: FL Zip: 32080
E-Mail Address: info@prmlensing.com
2. NAME OF PROPERTY OWNER: SAME Contact Number: _____
Business (if applicable): _____
Address: _____ City: _____ State: _____ Zip: _____
E-Mail Address: _____
3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
Lot: 64/66 Block: F 024366/726
Subdivision: _____ Parcel Number: 119490-0000
4. PROJECT STREET ADDRESS: 66 Lewis Blvd.
5. SPECIFIC PROPOSED USE: Multiple Family / Retail / Bus Office
6. ACTION REQUESTED:
☐ Conservation Zone Development ☐ Appeal of Staff Determination
☐ Exception ☐ Land Use Plan Amendment
☐ Variance ☒ Rezoning
☐ Other: _____
7. DESCRIPTION OF ACTION REQUESTED: Give the property a zoning
of RGO-1A

8. JUSTIFICATION FOR ACTION REQUESTED: To be compatible
with the existing Future Land Use
of Residential Medium Density Mixed Use

9. IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION:

- (a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity: _____
- (b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: _____
- (c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: _____
- (d) Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section: _____

10. PREVIOUS APPLICATIONS:

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

☐ Yes ☒ No If yes, please give date and final disposition below.

11. AGREEMENT:

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant, or a duly authorized representative with authority to bind, should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.

Signature of Applicant

Date

10/29/21

Signature of Property Owner

Date

Managing Partner LLC

10/29/21



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Detail by Entity Name

Florida Limited Liability Company
OLD FLORIDA MUSEUM HOLDINGS LLC

Filing Information

Document Number L13000033813
FEI/EIN Number 46-2210595
Date Filed 03/05/2013
Effective Date 03/06/2013
State FL
Status ACTIVE

Principal Address

2645 Dobbs Road
SAINT AUGUSTINE, FL 32086

Changed: 04/25/2017

Mailing Address

303B ANASTASIA BLVD
2536
SAINT AUGUSTINE, FL 32080

Registered Agent Name & Address

PITZALIS, WILLIAM G
47 WHITE CT
ST AUGUSTINE, FL 32080

Address Changed: 02/07/2019

Authorized Person(s) Detail

Name & Address

Title MGRM

PITZALIS REALTY MANAGEMENT, INC.
303B ANASTASIA BLVD #2536
SAINT AUGUSTINE, FL 32080

Title MGR

ENTREPRENEURS BUSINESS GROUP, INC.

PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2017-42 as follows:

Description of Work	Fee Amount
Rezoning: small scale	\$300.00 + ads & notices
Rezoning: large scale	\$1,000.00 + ads & notices
Land Use Plan Amendment: small scale	\$400.00 + ads & notices
Land Use Plan Amendment: large scale	\$1,400.00 + ads & notices
Planned Unit Development	\$400.00 or \$35.00/acre, whichever is greater. \$1,400 max + ads & notices
Zoning Variance	\$350.00 + ads & notices
Zoning Exception	\$250.00 + ads & notices
Conservation Overlay Zone Development	\$165.00 + ads & notices
Conservation Overlay Zone Development: Docks	\$330.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Preliminary Plat Approval	\$275.00 + ads & notices

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Project Address: 66 Lewis Blvd

Applicant's Name: William Pitzals Applicant's Signature: MANUEL PASTOR

Owner's Name: William Pitzals Owner's Signature: [Signature]

Instr #2017029871 BK: 4366 PG: 726, Filed & Recorded: 5/1/2017 9:39 AM #Pgs:2

Hunter S. Conrad, Clerk of the Circuit Court St. Johns County FL Recording \$18.50 Doc. D \$1,400.00



Prepared by:

Lisa M. Byers

Land Title of America, Inc.

2495 U.S. Highway 1 South

Saint Augustine, Florida 32086-6077

170196RL

Parcel Account Number: 119490-0000

(Space above for recording information)

Warranty Deed

This Indenture made this 26th day of April, 2017 BETWEEN Regina Solana, a married woman and Gerald Wilson, a married man each conveying their non-homestead property GRANTOR*, whose post office address is 2979 North 2nd Street, Saint Augustine, FL 32084, and Old Florida Museum Holdings, LLC, a Florida Limited Liability Company GRANTEE*, whose post office address is 303B Anastasia Boulevard #2536, Saint Augustine, FL 32080.

Witnesseth, that said Grantor, for and in consideration of the sum of TEN AND 00/100'S (\$10.00) Dollars and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the grantee and grantee's heirs forever the following described land located in the County of Saint Johns, State of Florida, to-wit:

Lot Sixty-four (64) of Block "F" of Wildwood Park Company's Subdivision in New Augustine, as shown by a replat of Blocks "F" and "G" of said Subdivision made by Peter Kendrick and filed and recorded on the 15th day of November 1923 in Map Book 3, Page 15, of the current Public Records of Saint Johns County, Florida.

Also: Lot Numbered Sixty-six (66) in Block lettered "F" of the Wildwood Park Company's Subdivision in the southeast portion of the Avie and Viel Grant in Section Thirty-seven (37) in Township Seven (7) South, Range Thirty (30) East, as per Plat recorded in Plat Book 1, Page 133, of the Public Records of Saint Johns County, Florida.

SUBJECT TO COVENANTS, RESTRICTIONS, EASEMENTS and RESERVATIONS of record, if any; However, this reference does not operate to reimpose same; SUBJECT TO Zoning Ordinances that may affect subject property; SUBJECT TO Taxes for the year 2017 and Subsequent Years.

THE GRANTOR WARRANTS THAT THE ABOVE DESCRIBED PROPERTY IS NOT THE GRANTOR'S HOMESTEAD AS THAT TERM IS DEFINED PURSUANT TO ARTICLE X, SECTION 4, CONSTITUTION OF THE STATE OF FLORIDA BECAUSE NEITHER THE GRANTOR NOR ANY DEPENDENTS OF GRANTOR RESIDE ON THE ABOVE DESCRIBED REAL PROPERTY OR UPON ANY REAL PROPERTY CONTIGUOUS THERETO.

BK: 4366 PG: 727

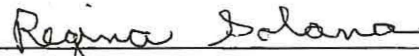
and said grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

*Singular and plural are interchangeable, as context requires.

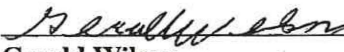
IN WITNESS WHEREOF, Grantor has hereunto set grantor's hand and seal this day and year first above written.

WITNESSES


Witness: DIRK A. SCHROEDER

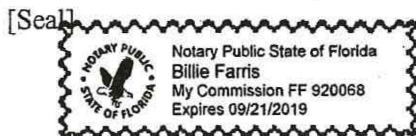

Regina Solana

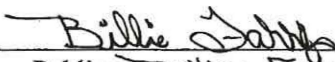

Witness: Cindy Brown


Gerald Wilson

County of Saint Johns
State of Florida

THE FOREGOING INSTRUMENT was acknowledged before me on April 26th, 2017 by Regina Solana and Gerald Wilson who is or are personally known to me or has or have produced Driver's License(s) as identification.




Notary Public: Billie Farris
My commission expires: 9-21-2019



St. Johns County, FL

2021 TRIM Notice

[2021 TRIM Notice \(PDF\)](#)

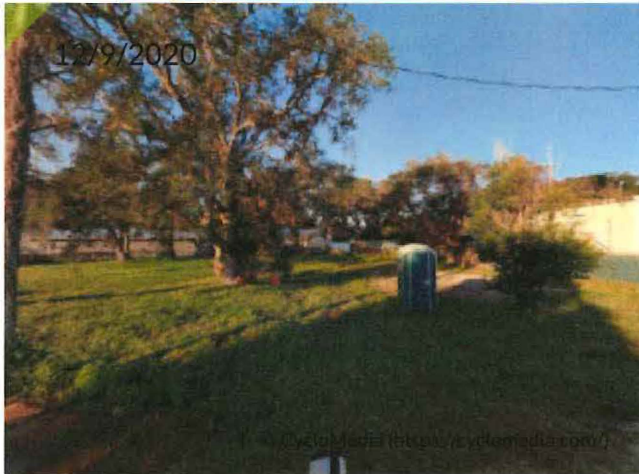
Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

[Sales Questionnaire](#)

Summary

[Clicking Image Opens Cyclomedia Viewer In a New Tab](#)



Parcel ID	1194900000
Location Address	66 LEWIS BLVD SAINT AUGUSTINE 32084-0000
Neighborhood	Ponce Boulevard South (SF) (681.03)
Tax Description*	3-15 WILDWOOD PARK LOTS 64 & 66 BLK F OR4366/726 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Vacant Residential (0000)
Subdivision	Wildwood Park, Plat Amending Blocks F &
Sec/Twp/Rng	37-7-30
District	City of St Augustine (District 452)
Millage Rate	19.4926
Acreage	0.190
Homestead	N

Owner Information

Owner Name	Old Florida Museum Holdings LLC 100%
Mailing Address	303B ANASTASIA BLVD 2536 SAINT AUGUSTINE, FL 32080-0000

Map



Valuation Information

	2021
Building Value	\$0
Extra Features Value	\$0
Total Land Value	\$141,100
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$141,100
Total Deferred	\$0
Assessed Value	\$141,100
Total Exemptions	\$0
Taxable Value	\$141,100

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2021	\$0	\$0	\$141,100	\$0	\$0	\$141,100	\$141,100	\$0	\$141,100
2020	\$3,072	\$0	\$141,100	\$0	\$0	\$144,172	\$144,172	\$0	\$144,172
2019	\$2,672	\$0	\$141,100	\$0	\$0	\$143,772	\$143,772	\$0	\$143,772
2018	\$2,672	\$0	\$141,100	\$0	\$0	\$143,772	\$143,772	\$0	\$143,772
2017	\$10,684	\$0	\$105,825	\$0	\$0	\$116,509	\$75,526	\$40,983	\$75,526
2016	\$10,684	\$0	\$105,825	\$0	\$0	\$116,509	\$68,660	\$47,849	\$68,660
2015	\$10,684	\$0	\$105,825	\$0	\$0	\$116,509	\$62,418	\$54,091	\$62,418
2014	\$10,056	\$0	\$46,688	\$0	\$0	\$56,744	\$56,744	\$0	\$56,744
2013	\$10,056	\$0	\$46,688	\$0	\$0	\$56,744	\$56,744	\$0	\$56,744
2012	\$10,056	\$0	\$46,688	\$0	\$0	\$56,744	\$56,744	\$0	\$56,744
2011	\$10,056	\$0	\$52,912	\$0	\$0	\$62,968	\$62,968	\$0	\$62,968
2010	\$10,056	\$0	\$59,138	\$0	\$0	\$69,194	\$69,194	\$0	\$69,194

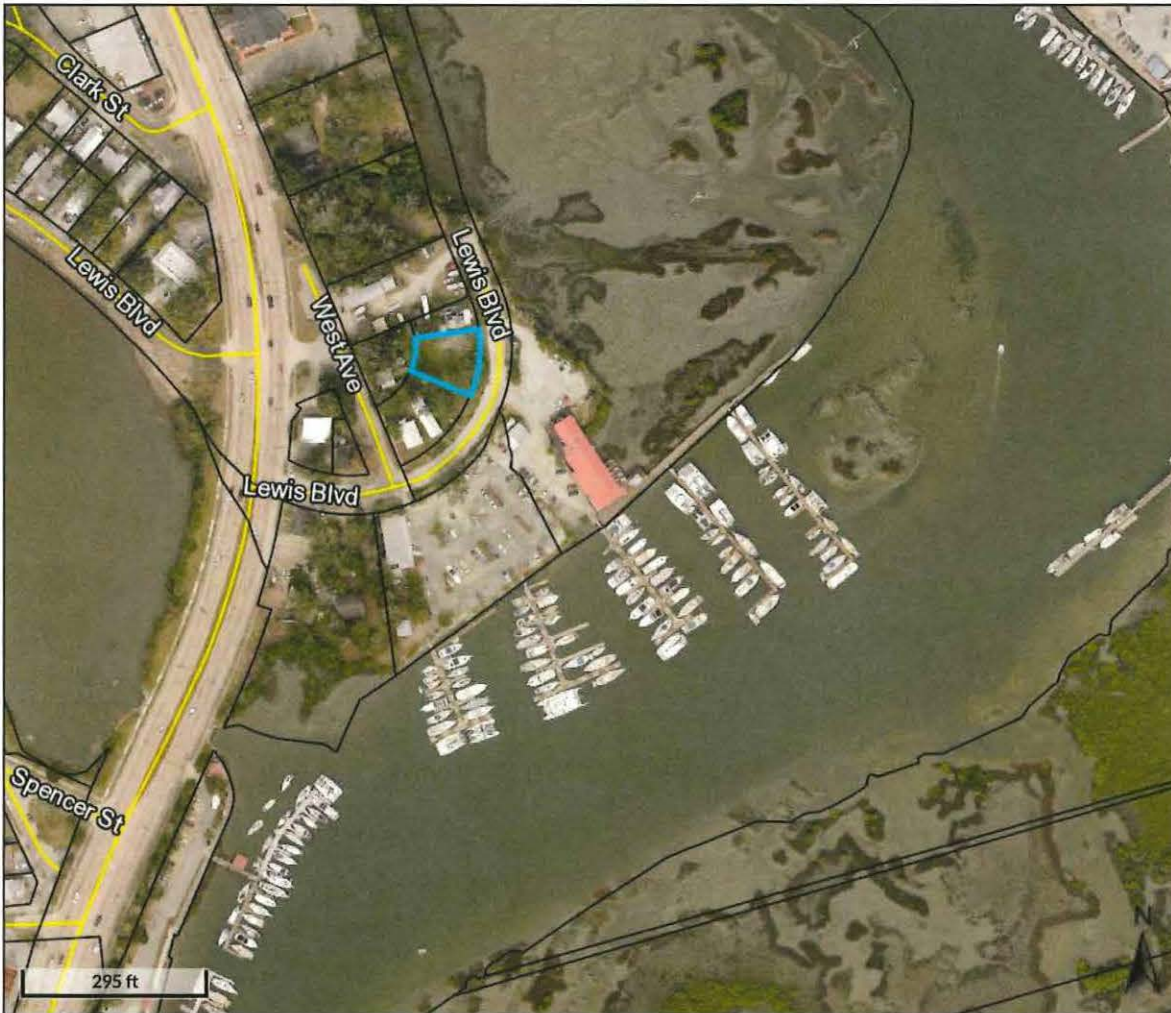
Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	83	100	8300	SF	\$141,100

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
5/1/2017	4/26/2017	\$200,000.00	WARRANTY DEED	4366	726	U	I	SOLANA REGINA & WILSON GERALD	OLD FLORIDA MUSEUM HOLDINGS LLC
	10/7/2008	\$0.00	WARRANTY DEED	3130	1566	U	I	SOLANA REGINA & WILSON GERALD	SOLANA REGINA & WILSON GERALD
	3/1/1984	\$0.00		631	85	U	I		WILSON CATHERINE ***

No data available for the following modules: Exemption Information, Building Information, Extra Feature Information, Sketch Information.



Overview



Legend

□ Parcels

Parcel ID	1194900000	Physical Address	66 LEWIS BLVD	Building Value	N/A	Last 2 Sales			
Property Class	0000 - Vacant	Mailing Address	SAINT AUGUSTINE	Extra Feature Value	N/A	Date	Price	Reason	Qual
Taxing District	City of St Augustine	Address	OLD FLORIDA MUSEUM	Total Land Value	\$141,100	4/26/2017	\$200000	37	U
Acres	0.19		HOLDINGS LLC	Just Value	\$141,100	n/a	0	n/a	n/a
			303B ANASTASIA BLVD 2536	Total Deferred	N/A				
			SAINT AUGUSTINE FL 32080-0000	Assessed Value	\$141,100				
				Total	N/A				
				Exemptions					
				Taxable Value	\$141,100				

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

Date created: 9/30/2021

Last Data Uploaded: 9/30/2021 2:17:44 AM

Developed by  Schneider
GEOSPATIAL

Google Maps 66 Lewis Blvd



Imagery ©2021 Maxar Technologies, U.S. Geological Survey, Map data ©2021 50 ft



66 Lewis Blvd

Building



Directions



Save



Nearby



Send to your phone



Share



66 Lewis Blvd, St. Augustine, FL 32084

Photos

ORDINANCE NO. 2006-14

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, ESTABLISHING THE RIVER'S EDGE PLANNED UNIT DEVELOPMENT (PUD) PURSUANT TO SECTION 28-289 OF THE CODE OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR TERMS AND CONDITIONS OF THE PUD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, s. 163.3194, Florida Statutes, requires that after a comprehensive plan, or element or portion thereof, has been adopted in conformity with this act, all development undertaken by, and all actions taken in regard to development orders by, governmental agencies in regard to land covered by such plan or element shall be consistent with such plan or element as adopted; and

WHEREAS, the City of St. Augustine Comprehensive Plan provides for a Residential Medium Density/Mixed Use land use designation, and associated use and density criteria for development within the designation; and

WHEREAS, s. 166.041, Florida Statutes, provides procedures for adoption of ordinances initiated by other than the municipality that change the actual zoning map designation of a parcel or parcels of land; and

WHEREAS, Sec. 28-289 of the Code of the City of St. Augustine provides procedures for the establishment of a Planned Unit Development (PUD); and

WHEREAS, on May 2, 2006, the City of St. Augustine Planning and Zoning Board reviewed a request for rezoning to PUD and made recommendation to the City Commission; and

WHEREAS, on May 2, 2006, the City of St. Augustine Planning and Zoning Board made recommendation to the City Commission that prior to final approval of the Planned Unit Development (PUD) the City shall be provided with an agreement or commitment from Florida Power and Light that the overhead electric lines can be relocated off-site or underground at the developer's expense;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. Establishment of Planned Unit Development. The River's Edge Planned Unit Development is hereby created for the property identified in Exhibit "A" attached hereto and incorporated herein by reference.

Section 2. Terms and Conditions of the Planned Unit Development. The terms and conditions of the River's Edge Planned Unit Development are as presented in the Third Amended PUD Narrative, attached hereto and incorporated herein by reference. The subject property shall be developed consistent with the City of St. Augustine Comprehensive Plan with the following conditions:

- 1. The effective date of the Ordinance vacating the roads shall be after the Riverwalk has either been permitted and bonded in Location (A) or bonded in Location (B) and the applicant/developer has granted the City an appropriate easement for use and access to the Riverwalk.**

2. The Riverwalk shall be designed to allow it to be tied into any future public Riverwalk to the north. The Riverwalk shall be extended to the property line to tie into any such future Riverwalk.
3. The sewerage lift station shall be relocated at the developer's expense.
4. The Riverwalk shall be operated and maintained in accordance with the standards established by the City for the San Sebastian Project.

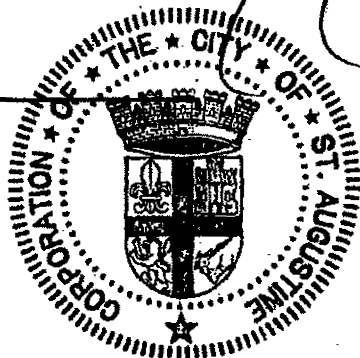
Section 3. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 4. Effective Date. That this ordinance shall take effect immediately upon approval of City of St. Augustine Ordinance No. 2006-13 by the State of Florida Department of Community Affairs or Administration Commission.

PASSED by the City Commission of the City of St. Augustine, Florida, this
14th day of August, 2006.

ATTEST:

Karen Rogers
City Clerk



[Signature]
Mayor-Commissioner

Exhibit "A"

Property contained in the River's Edge PUD:

119530-0000 – 415 South Ponce De Leon Boulevard – Minas A. Sarris Trustee, et al – Wildwood Park Lot 2 (Excluding Right-of-Way of Road 5 in DB248/174) and All of Lot 3, Block G and Part of Unsurveyed Section of 19 in DB260/19, OR1087/332 (P/R) and 1095/244, 247, 250, 253, 256.

118535-0000 – Wildwood Park Subdivision – 118540-0000 Thru 119550-0000, Part of Avice and Vail Grant, Section 37-7S-30E, MB1/133. Note: Lewis Boulevard and Davis Street Vested in City of St. Augustine Per Res. #2003-03, OR1919/84.

119440-0000 – 57 West Avenue - Eleni Demott – Wildwood Park, Lots 52 Thru 57, Block F, OR1167/316.

119490-0000 – 66 Lewis Boulevard – Margie Solana – Wildwood Park, Lots 64 and 66, Block F, OR631/85 (L/E).

119440-0580 – 59 West Avenue – William B. Barber and Janice C. Barber, et al – Wildwood Park, Lots 58 Thru 61, and Lot 62 (Excluding Part Leased in OR1338/898), Block F, OR1155/1675 and OR1219/1406.

118990-0000 – 405 South Ponce De Leon Boulevard – Phillip R. Forbes and Irene S. Forbes – Wildwood Park, Lots 52, 53, and 54, Block C (Excluding Right-of-Way of Road 5 in DB249/418), OR1565/198.

119010-0000 – 60 West Avenue – Roger W. Scharf – Wildwood Park, Lot 55, Block C, OR1374/1186.

119480-0000 – 63 West Avenue – Bernice Boynt Estate – Wildwood Park, Lots 63 and 65, Block F, OR383/304 and 1748/1262.

119510-0000 – 65 West Avenue – Bernice Boynt Estate – Wildwood Park, Lots 67, 68, and 69, Block F, OR203/172 and OR206/493.

164280-0150 – South Ponce De Leon Boulevard – San Sebastian Marine, Inc. – Marsh Land Lying East of Lewis Boulevard in Wildwood Park and South of Worley Subdivision to Waters of St. Sebastian River (Excluding North 525 Feet), OR372/88 and 1193/1457.

119550-0000 – 65 Lewis Boulevard – San Sebastian Marine, Inc. – Wildwood Park, Lots 4, 5, 6, and 7, Block G, OR369/562, 564, 435/182, and 1193/1457.

**THIRD
AMENDED
PUD NARRATIVE
FOR
PROPOSED RIVERS EDGE PUD
("THE PUD")**

INTRODUCTION

Attached is the narrative required by the City Code for the Rivers Edge PUD. The Applicant, Rivers Edge Associates, LLC, agrees to proceed with the proposed PUD in accordance with the PUD ordinance and exhibits thereto, adopted by the City Commission of the City of St. Augustine. Further, the Applicant agrees to comply with all conditions and safeguards established by the City Planning and Zoning Board or City Commission regarding the PUD.

The PUD narrative includes the following:

1. Statement of Intended Plan of Development;
2. Statement of Schedule of Development;
3. Statement Regarding Maintenance of the PUD;
4. Statement Regarding Ownership of Common Facilities;
5. Statement Regarding Conservation Zone Development, Tree Preservation and Landscaping; and
6. Miscellaneous.

1. STATEMENT OF INTENDED PLAN OF DEVELOPMENT

The PUD will be developed on approximately 17.16 acres fronting on U.S. 1 and the San Sebastian River (the "Property"). The 17.16 acres consists of 7.16 acres of uplands and approximately 10 acres of salt water marsh and wetlands.

The Property is currently developed with a marina containing seventy (70) approved slips, marina offices, two (2) restaurants, dentist's office, general contractor's office, used car lot and associated building, five (5) single family residences and a cellular tower. The cellular tower will remain in its present location and the base will be fenced and landscaped. The existing seventy (70) marina slips will remain but may be reconfigured and renovated. All other existing buildings will be demolished following approval of the PUD and, if applicable, HARB and the issuance of other necessary permits.

The PUD will be a mixed-use development consisting of ninety-nine (99) residential condominium units (situated in four (4) separate buildings), a marina with up to one hundred fifty (150) wet boat slips ("Marina"), the existing cellular tower, a commercial center consisting of a restaurant containing one hundred fifty (150) seats, dockmaster's office, public plaza, combination of retail shops and/or offices containing not more than nine thousand eight hundred ninety (9,890') square feet and riverwalk (of a width of ten feet (10') adjacent to the San Sebastian River. Ancillary uses will include a Marina drop-off site, the sale of alcoholic beverages for off-premises consumption in the dockmaster's office and retail shops and for on-premises consumption in the restaurant. The commercial center, public plaza and riverwalk will be open to the public.

The riverwalk will be relocated to the edge of the jurisdictional line if it can not be permitted in the location shown on the site plan. The plans for the expanded Marina are subject to the review and approval of the Planning and Zoning Board as Conservation Zone Development.

The existing seventy (70) marina slips will continue to be available for lease/rental by members of the general public. Twenty (20) of these slips will be reserved for transient boaters. Any additional wet slips, in excess of the existing seventy (70) slips, which are permitted and constructed by the Applicant will be reserved for and may be purchased by the owners of the condominium units. Such additional slips may be utilized by the owner and/or occupants of the owners' unit, including tenants of the unit, and by the owners and/or occupants of other condominium units. The additional slips will not be available for rental to members of the general public.

To facilitate development of the PUD, the Applicant will petition the City Commission to vacate and abandon the following public streets located within the Property:

- West Avenue from its intersection with U.S. 1 to its intersection with Lewis Boulevard; and
- Lewis Boulevard from its intersection with U.S. 1 to its intersection with the northern boundary line of Lot 46 of Block F, Wildwood Park, as per Plat in Map Book 3, Page 15 of the public records of St. Johns County, Florida

Access to the buildings and uses to be developed within the PUD will be over the entrance roads and parking areas shown on the PUD Site Plan.

The maximum height of all buildings within the PUD will be forty-eight feet (48'), which shall be measured as per the existing provisions of the City Code. Appurtenances placed above the roof level and not intended for human occupancy may be constructed to a height not to exceed sixty feet (60'). The present height of the existing cellular tower shall be maintained, unless changed by future action of the City Commission.

All buildings will be set back a minimum of twenty-five feet (25') from the edge of the jurisdictional line.

The PUD will contain three hundred thirty-seven (337) parking spaces to be allocated as follows:

Condominium Units	206 spaces
Marina Slips (150 slips less 80 slips to be reserved for condominium units and 20 reserved for transient Boaters	50 spaces
Restaurant	42 spaces
Commercial Center	28 spaces
Loading/Service	4 spaces
Additional spaces provided	<u>7 spaces</u>
TOTAL	337 spaces

The parking spaces reserved for the condominium units will be located either beneath or adjacent to the condominium buildings. The spaces reserved for the restaurant, commercial center and marina will be located adjacent to the commercial center and condominium buildings.

Water and sewer for the PUD will be provided by the City of St. Augustine.

The Applicant may install up to two (2) construction trailers and one (1) sales' trailer within the Property during the period of construction of the PUD. The construction trailers and sales' trailer shall be removed within sixty (60) days following completion of all buildings within the PUD.

2. SCHEDULE OF DEVELOPMENT

The buildings and improvements to be constructed within the PUD shall be developed in one (1) phase. Development shall be commenced within eighteen (18) months of approval of the PUD and completed within five (5) years.

For purposes of the schedule of development, the term "development" shall include construction and installation of utility lines, drainage facilities, parking areas, entrance roads, signage, boat slips, buildings, and land clearing for all such improvements. The term "commencement" means the beginning of construction and installation of utility lines, drainage facilities, parking areas, signage, boat slips, buildings and the beginning of the land clearing for all such improvements.

3. STATEMENT REGARDING MAINTENANCE OF THE PUD

The Applicant shall provide for the maintenance of the PUD as follows;

(i) Water and sewer for the PUD shall be furnished by the City of St. Augustine.

(ii) Concerning drainage, the PUD shall conform to State, City, Federal and Water Management District requirements for storm water disposal by use of appropriate site retention criteria, consisting of swales and/or curbs and gutters and detention areas.

(iii) Fire protection shall be afforded by fire hydrants, the location of which shall be shown on the utility plans to be submitted to the City.

All entrance roads and parking areas within the PUD (except the public parking area described in the Statement Regarding Ownership of Common Facilities) shall be private and constructed to City standards or equal thereto. The roads and parking areas shall be maintained by the Applicant and/or its assigns, including without limitation the condominium association.

Any and all permanent utilities within the PUD shall be screened, landscaped and located underground.

Further, the Applicant shall comply with the City's tree and landscape ordinance and the City's archeological ordinance.

4. STATEMENT REGARDING OWNERSHIP OF COMMON FACILITIES

All common facilities located within the PUD for the common use and benefit of property owners within the PUD shall be owned and maintained by the Applicant and/or its assigns, including without limitation, the condominium association. All of these common facilities, including the entrance road, drainage facilities and parking areas shall remain owned by the Applicant and/or its assigns and shall not be dedicated to the City.

In mitigation of the City Commission's approval to vacate the existing roads within the Property, including Lewis Point Boulevard which adjoins the salt water marsh, the Applicant proposes to construct for use by residents, boaters and members of the public, a commercial center, public plaza, restaurant and riverwalk. All of these facilities will be owned and maintained by the Applicant and/or its assigns.

**5. STATEMENT REGARDING CONSERVATION ZONE
DEVELOPMENT, TREE PRESERVATION AND LANDSCAPING**

CONSERVATION ZONE DEVELOPMENT

The Applicant requests approval to undertake the following development activities within Conservations Zones 1, 2 and 3;

Conservation Zone 1: Renovation of existing docking facilities and installation of a riverwalk and new docking facilities containing not more than one hundred fifty (150) wet boatslips.

Conservation Zone 2: Removal of existing structures, construction of condominium buildings of a width greater than seventy-five feet (75') and construction of a restaurant and commercial center consisting of a dockmaster's office, public plaza and combination of retail shops and offices.

Conservation Zones 2 and 3: Removal of trees greater than twenty inches (20") in diameter but less than thirty inches (30") in diameter, in certain portions of the property located outside of the footprints of the buildings shown on the PUD Site Plan. The trees to be removed shall be designated on the tree survey.

TREE PRESERVATION

The Applicant intends to preserve the vast majority of trees greater than twenty inches (20") in diameter and located outside of the footprints of the buildings shown on the PUD Site Plan. The trees to be removed shall be designated on the tree survey. All trees to be preserved shall be appropriately barricaded and root structures protected during construction, in accordance with best management practices.

LANDSCAPE PLAN

The Applicant will submit a site specific landscape plan to City Staff for review and approval by the Planning and Zoning Board and City Commission, in connection with the review and approval of the PUD.

MISCELLANEOUS

1. THIRD AMENDED PUD NARRATIVE TO CONTROL

This Third Amended PUD Narrative supercedes, controls over and replaces the PUD Narrative, First Supplement to PUD Narrative, Amended PUD Narrative and Second Amended PUD Narrative previously filed with the City Planning and Building Department on January 31, 2006, February 7, 2006, April 12, 2006, and April 28, 2006 respectively.

2. CONTINUATION OF EXISTING USES

All of the existing uses on the Property may be continued for up to one (1) year following final approval of the PUD and Land Use Plan Amendment. For purposes of this paragraph, final approval means final approval by the City Commission and the exhaustion of applicable appeal periods.

3. REVERSION TO PRIOR ZONING AND LAND USE **CLASSIFICATIONS**

If the Applicant or its assigns does not close the purchase of all of the Property within one (1) year following final approval of the PUD and Land Use Plan Amendment, the Property's zoning and land use classifications shall automatically revert to the zoning and land use classifications in effect at the time of filing with the City of the applications for rezoning to PUD and Land Use Plan Amendment. For purposes of this paragraph, final approval means final approval by the City Commission and the exhaustion of applicable appeal periods.

4. Architectural Elevations

The final architectural elevations are subject to the review and approval of the Planning and Zoning Board to ensure substantial conformity to the preliminary elevations submitted to the Planning and Zoning Board on May 2, 2006. The final landscape plans shall also be subject to the review and approval of the Planning and Zoning Board.

5. Overhead Electric Transmission Lines

The existing overhead electric transmission lines will either be moved offsite or relocated underground.

RECEIVED

AUG 04 2006

CITY CLERK

COPY OF ADVERTISEMENT

The St. Augustine Record

PUBLISHED EVERY MORNING MONDAY THROUGH FRIDAY, SATURDAY AND SUNDAY MORNING
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA,
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared **SARAH SELFRIDGE**

who on oath says that she is an Accounting Clerk of the St. Augustine Record,

a daily newspaper published at St. Augustine in St. Johns County, Florida:

that the attached copy of advertisement, being **NOTICE OF HEARING**

in the matter **ORD 06-14 PUD RIVERS EDGE**

was published in said newspaper in the issues of

AUGUST 3, 2006.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in said St. Johns County, Florida, and that the said newspaper heretofore been continuously published in said St. Johns County, Florida, each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, for a period of one year preceding the first publication of the copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing the advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 3RD day of **AUGUST 2006.**

by Sarah Selfridge who is personally known to me
or who has produced **PERSONAL KNOWN** as identification.

Patricia A. Bergquist



Patricia A. Bergquist
My Commission DD275991
Expires December 18, 2007

(Signature of Notary Public)

(Seal)

PATRICIA A. BERGQUIST

NOTICE OF PROPOSED ENACTMENT OF ORDINANCE 2005-14 BY THE CITY OF ST. AUGUSTINE, FLORIDA.

NOTICE IS HEREBY GIVEN OF A PUBLIC HEARING TO BE HELD BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE CONCERNING THE READING OF ORDINANCE 2006-14. THE PUBLIC HEARING WILL BE HELD DURING THE REGULAR CITY COMMISSION MEETING ON MONDAY, AUGUST 14, 2006, BEGINNING AT 5:00 P.M., IN THE ALCAZAR ROOM, 1ST FLOOR, WEST WING, CITY HALL, 75 KING STREET, ST. AUGUSTINE. PUBLIC COMMENTS ARE INVITED ON THE FOLLOWING MATTER:

ORDINANCE NO. 2006-14
AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, ESTABLISHING THE RIVER'S EDGE PLANNED UNIT DEVELOPMENT (PUD) PURSUANT TO SECTION 28-289 OF THE CODE OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR TERMS AND CONDITIONS OF THE PUD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Related documents may be inspected by the public at the office of the City Clerk, City Hall, Lobby B, second floor, 75 King Street, St. Augustine, FL 32084, during the hours of 8:00 A.M. and 5:00 P.M. except weekends and holidays.

All interested parties may appear at the meeting and be heard with respect to the proposed ordinance.

In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on notice. Telephone: Karen Rogers, City Clerk (904)825-1007; or 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.

Karen Rogers, City Clerk
L2176-6 Aug 3, 2006

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Planning and Zoning Board

DATE: November 2, 2021

RE: **Other Business Item 8(a)**

Discussion and recommendation regarding an Ordinance to clarify Historic Architectural Review Board (HARB) demolition and partial demolition review applicability and procedures.

This memorandum is intended to summarize previous discussions related to and changes made to an Ordinance revising the demolition and partial-demolition language in the land development code, and adding an Addendum to the AGHP to clarify the review process for demolitions and partial demolitions.

The PZB discussed this issue at both their June 1, 2021 and October 5, 2021, meetings regarding the potential impacts of demolition and partial demolition within the City's historic neighborhoods. Code updates and clarifications were discussed including potential impacts on the historic integrity of the City's National Register Districts as demolitions and partial demolitions are carried out.

At the June 1st PZB meeting the PZB requested that staff conduct additional outreach and specifically mail information letters to the over 1600 property owners that may be affected by new legislation to require design review for the new construction after demolition or partial demolition outside of the local historic districts.

Since the June meeting, the City conducted several interviews, met with the chairs of the Neighborhood Association Council, developed material posted on the city website, and conducted three (3) workshops and/or webinars related to the subject. Additionally, the city did mail information directly to over 1600 property owners, and updated the HARB at their October 21st meeting. Staff has had very few inquiries from property owners.

As part of the review and adoption of the Historic Preservation Master Plan and the updated Historic Preservation Element of the Comprehensive Plan the HARB has been discussing the issue of demolition and partial demolition. The implications of demolition on historic preservation within the community and community character also came to light after the devastating hurricanes of 2016 and 2017, and a subsequent increase in requests for demolition, partial demolition, and relocations of structures.

Over a 5-year period from November 2017 to current 93 demolition permits were issued by the Planning and Building Department. The permits totaled an estimated \$878,569.00 in value. Of the 93 permits 61 were in existing National Register Districts or in potential districts in the Davis Shores area and West City. Fully 66% of the demolition permits issued were in an existing National Register District or a potential district area (See attached map).

The most demolition permits issued were in:

- Davis Shores (20),
- Lincolnville (12),
- the Town Plan (downtown) (12),
- West City (6),
- North City (5) and
- Model Land (3) and
- one (1) each in Abbott Tract, Fullerwood, and Nelmar National Register Districts

The concern for the City is the eventual loss of the historic character and integrity of these areas and the value of identity, and the local economy overall. It is an open question regarding the pace at which there will be an eventual degradation of the National Register Districts or other areas because of the loss of historic integrity.

During the November 19, 2020 HARB meeting the board provided direction to staff to continue articulating the proposed partial demolition review procedures focusing on critical building elements. There were five critical elements of the historic building envelope identified: **roofs, windows, exterior finishes, porches/balconies/stoops, and foundations**. The HARB gave feedback on which items could be considered for administrative approval and which items should require HARB approval.

The direction to staff was to include graphics and examples so that the review procedure would be clear to the public, staff, and applicants alike. This document was provided to the PZB. The goal was to encourage historic property owners to choose the path of rehabilitation and restoration of original features first and compatible new elements second. This work culminated in an Addendum document to the AGHP which is intended to provide clarity and be adopted by the City Commission. Since the October PZB meeting this addendum has been revised to try to make the application of the code in the document clearer. The revised document is attached and includes:

- A National Historic Register District map;
- A list of exempted work to identify exterior/site elements not subject to review, construction work exempted because the scope of work maintains the design and character of the feature(s) regardless of material, and a list of neighborhoods that are not impacted;
- A decision tree that generally follows the review process;
- Page headers to emphasize the main objectives on the page;
- The “next steps” reformatted and the text revised to read as a checklist;

- A brief explanation of the historic property tax exemption criteria;
- Staff approval for work within the building envelope 5 critical elements expanded to include repair/replacement of a feature when the overall design and character is maintained, regardless of material; and
- A description of the historic property tax exemption added to the key terms page.

To be enforceable, changes to the city code are also required. The proposed Ordinance was also reviewed by the PZB in October. The PZB did express some concerns related to “architectural” review of structures outside of the local historic districts. The PZB did acknowledge that it values maintaining the integrity of the seven (7) National Register Districts, and understands the critical nature of maintaining certain architectural integrity thresholds within the federally designated National Register Districts.

The PZB recognized the difficulty in administering historic preservation concepts, such as, character, texture, materials, patterns, and similar context when it comes to rehabilitating structures without guidelines. The PZB asked for more clarity, possible incentives, available information and completed surveys to identify contributing properties or properties that have potential to be contributing be more accessible to the public, and the need to better define partial demolition.

The revised Ordinance is attached including the additional changes indicated in blue. A definition of partial demolition and historic structure have been added, and other changes have been made to try to clarify requirements of the code.

As proposed:

- The full demolition of all structures 50 years old or older will still require review by HARB;
- Partial demolition is defined, and the process clarified for defined historic structures, approvals based on the nature of the work are outlined for staff and for HARB, and partial demolitions are not subject to the 30 day waiting period;
- Replacement work is reviewed for certain defined properties, but defined by the Addendum to help address compatibility, and maintaining historic character and integrity; and
- The extent of potential partial demolitions that can be anticipated allowing for “rehabilitation plans” that can be prepared to streamline the review by HARB so that a project is only reviewed once by HARB, but outlines a course of action if the scope of work changes based on the condition of the structure once work commences.

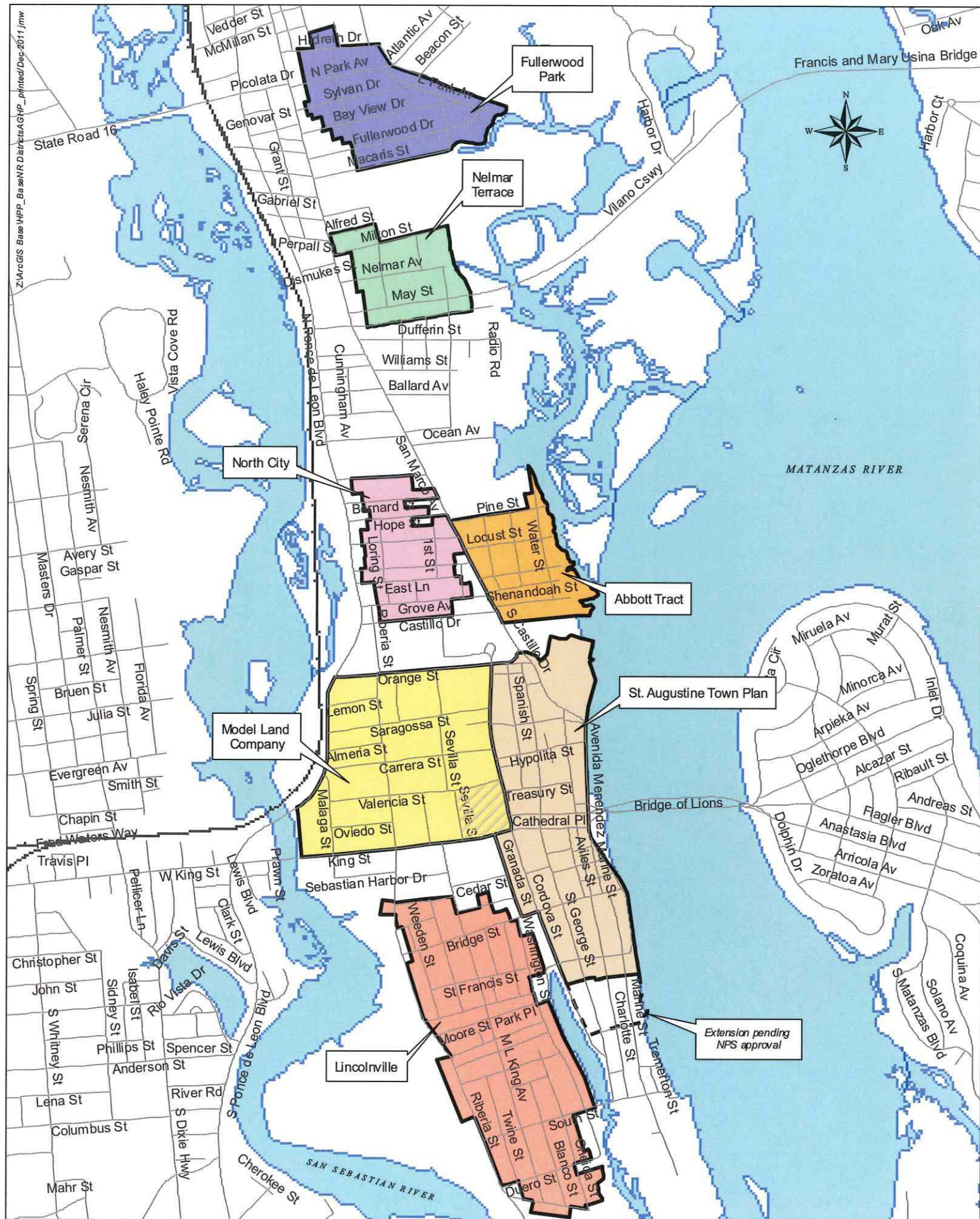
Staff recognizes that this item has been discussed extensively by HARB. The PZB is set to provide additional discussion at their regularly scheduled meeting Tuesday, November 2, 2021. Updated materials based on PZB’s discussion will be provided to the boards and the public prior to the PZB’s November meeting. Staff will continue to provide as much information on the city’s website and make information accessible and available to the public as requested.

Additionally, the AGHP is in the process of being updated and can be revised to include additional information as it becomes more clear, and available over the next year.

Thank you for your attention to this matter. If you have any questions, please call Julie Courtney at (904) 209-4283 or email at jcourtney@citystaug.com or myself at (904) 209-4320 or email at askinner@citystaug.com.



Amy McClure Skinner, AICP
Deputy Director
Planning and Building Department



St. Augustine National Register Historic Districts

ORDINANCE NO. 2021-XX

AN ORDINANCE OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, AMENDING CHAPTER 28, SECTION 28-2 ADDING DEFINITIONS RELATED TO ARCHITECTURAL TERMS, DEMOLITION AND RELOCATION; AMENDING CHAPTER 28, SECTION 28-89 REVISING AND CLARIFYING CRITERIA FOR THE REVIEW OF CERTIFICATE OR OPINION OF APPROPRIATENESS, RELOCATION OR DEMOLITION; AMENDING CHAPTER 28, SECTION 28-90 ADDING REFERENCE TO PARTIAL DEMOLITION; ADOPTING EXHIBIT “A” AS AN ADDENDUM TO THE ARCHITECTURAL GUIDELINES FOR HISTORIC PRESERVATION (AGHP); PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, § 166.041, Florida Statutes, provides for procedures for the adoption of ordinances and resolutions by municipalities; and

WHEREAS, the City of St. Augustine is recognized as the Nation’s Oldest City; and

WHEREAS, the intent of the City’s Comprehensive Plan, Historic Preservation Master Plan, and implementing land development codes and architectural guidelines are to preserve and protect historic structures, and the nature and character of the City’s historic neighborhoods; and

WHEREAS, the City Commission, the Historic Architectural Review Board, and the Planning and Zoning Board are aware that new development, code requirements, full and partial demolitions, and relocations of structures can contribute to a change in the character of the historic downtown and historic neighborhoods of the City; and

WHEREAS, the historic assets of the city contribute to the character of residential neighborhoods, quality of life, and equate to an economic value of \$2.9 billion dollars according to the 2020 publication *Resilient Heritage in the Nation’s Oldest City*; and

WHEREAS, on **November 2, 2021** the Planning and Zoning Board acting as the designated land planning agency for the City of St. Augustine recommended the included additions and revisions to Chapter 28, the Zoning Code to the City Commission; and

WHEREAS, the City Commission for the City of St. Augustine finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted consistent with the requirements of Section 166.021(4), Florida Statutes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. Amendment to Chapter 28, Article I, Section 28-2. Chapter 28, Article I, Section 28-2 is hereby amended, as follows:

“Sec. 28-2. - Definitions.

For the purpose of this chapter, certain words and terms used herein shall be interpreted to have meanings as defined below. Where words or terms are not defined, they shall have their ordinarily accepted meanings or such as the context may imply. Words used in the present tense include the future; the singular number includes the plural and the plural includes the singular. The word "shall" is mandatory; the word "may" is permissive. The word "used" or "occupied" includes the words "intended, designed or arranged to be used or occupied." The word "lot" includes the word "plot" or "parcel." The word "structure" includes the word "building" as well as other things constructed or erected on the ground, attached to something having location on the ground, or requiring construction or erection on the ground. The word "land" includes the word "marsh," "water" or "swamp." The word "map" shall mean the "Zoning Maps of the City of St. Augustine, Florida" and the "city" shall mean the City of St. Augustine, Florida, a corporation of the State of Florida.

...

Archaeological preservation ordinance refers to Chapter 6 of the St. Augustine Code of Ordinances which identifies archaeological zones that require archaeological review when the threshold of ground disturbance activity is met or exceeded with development and utility permits.

...

Architectural feature includes but is not limited to the following: architectural style, scale, massing, siting, general design, and general arrangement of the exterior of the building or structure; type and texture of exterior materials; size, type, placement, and patterns of roof(s), windows, doors, and all attached appurtenances including porches, stairs and stoop features, dormers, additions, trim details, balconies and railings or other decorative attachments.

...

Architecturally similar means having substantially the same façade design or exterior appearance using like characteristics in terms of height, mass, scale, footprint, arrangement of openings, pattern and materials.

...

Contributing property a building, site, structure or object which adds to the historical architectural qualities, historic associations or archaeological values for which a district is significant because (a) it was present during the period of significance of the district and possesses historic integrity reflecting its character at that time; (b) is capable of yielding important information about the period; or (c) it independently meets the National Register of Historic Places criteria for evaluation.

...

Design compatibility refers to new construction or alterations to a historic building or setting that preserves significant materials, features and form, and preserves the building's historic character. For alteration to a historic building, repairs using historic materials is preferred; however, there are circumstances where substitute materials that imitate historic materials may be used if the appearance and properties of the historic materials can be matched closely and no damage to the remaining historic fabric will result.

...

Façade includes the face of a building and is most commonly referred to as a street façade and/or visible façade.

...

Historic character refers to all visual aspects and physical features that comprise the appearance of historic properties and extends to the setting of historic properties to include a building's relationship to the environment and adjacent streets and buildings, landscape plantings, views, and the presence of accessory features.

Historic integrity is the authenticity of a property's identity, evidenced by the survival of physical characteristics that existed during the property's historic period including evaluation of any changes that may have occurred through time which could contribute to the building's later-acquired historic character and significance. An overall sense of past time and place are evident in the composite of seven qualities: location, design, setting, materials, workmanship, feeling and association.

Historic period is the primary timeline for which the historic building derived its historic association with an event, person, place, pattern of development or other context.

...

Historic structure including contributing properties as defined for demolition and partial demolition purposes is a structure that is 50 years old or older, in a locally established historic preservation district, individually listed as historic locally or nationally, a contributing property in a designated National Register District or a potentially contributing property surveyed, but not recognized or not in a designated National Register District.

...

In-kind features or materials means using architecturally similar material and design to convey the visual appearance of the remaining parts of the feature and finish.

...

Material deficiency refers to the inability of the building material, or a majority of building materials that comprise a feature or structure, to serve its purpose and documented as beyond repair.

...

National Register of Historic Places is the list of historic properties significant in American history, architectural, archaeology, engineering and culture maintained by the Secretary of the Interior, as established by the National Historic Preservation Act of 1966, as amended. May be significant at the local, state or federal level.

...

Partial demolition a partial demolition for purposes of proposed work on an historic structure (as defined in this code) within the City of St. Augustine is considered the removal of 50% or more of historic, individual elements of the historic building envelope (roof, walls, porches, windows, foundations) when they are not going to be replaced at all or when they are proposed to be replaced in a way that is out of character with the historic property. It also includes the removal and proposed inappropriate replacement of these historic features regardless of the percentage when they are on visible sides of the building. The design compatibility, historic character, and historic integrity of the proposed work, and existing structure should be considered.

...

Preservation the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

...

Reconstruction the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

...

Rehabilitation the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, cultural and archaeological values.

...

Relocation the act of moving a building from its original location to another site, either on the same property or to another location entirely.

...

Restoration the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work.

...

Routine maintenance and repair in terms of historic preservation means using the same materials in a way that matches the architectural style of the existing building.

...

Significant architectural feature is an architectural feature(s) that comprises the historic character of the structure and built near the same time as the building or added features and alterations that maintain the historic character of the building.

...

Technical requirement refers to performance mandates established by local, state or federal governments and their supporting regulatory documents.

...”

Section 2. Amendment to Chapter 28, Article II, Section 28-89. Chapter 28, Article II, Section 28-89 is hereby amended, as follows:

“Sec. 28-89. - Criteria for certificate or opinion of appropriateness, relocation or demolition or partial demolition review.

The criteria for opinion of appropriateness, certificate of appropriateness, relocation or demolition or partial demolition review shall be as follows:

(1) In reviewing an application ~~for a certificate of appropriateness~~, the board and/or building official and/or planning director or designee shall consider the design and appearance of the structure, including ~~the interior visible from the outside~~, front, sides, rear and roof; materials, textures and colors; plat plan or site layout, including features such as walls, walks, terraces, plantings, accessory structures, signs, lights, awnings, canopies, and other appurtenances depending on the type of application and level of detail required (See a-d below). The decision to approve or deny the proposed work ~~issue or not to issue the certificate~~ shall be based on the conformance of the proposed work to the Architectural Guidelines for Historical Preservation (AGHP) and adopted addendums ~~or applicable entry corridor design standards~~ of the City of St. Augustine as from time to time promulgated by the historic architectural review board and/or the city commission and approved by ordinance of the city commission, hereinafter referred to as 'AGHP,' and Albert Manucy's Houses of St. Augustine - 1565-1821, and the Design Standards for Entry Corridors, if applicable. ~~When reviewing a certificate of relocation of a structure, consideration will be given to the immediate surroundings and to the district or districts in which it is located or to be located.~~ The board shall not exercise any control over land use, such as governed by this chapter, or over construction, such as is governed by the building code, unless such control is within the intent and scope of this chapter.

a. In the case of an opinion of appropriateness HARB shall make a determination that the general concept, preliminary construction plans, details or specifications of a project meet the architectural requirements of the AGHP and/or Albert Manucy's Houses of St. Augustine - 1565-1821, but that the information may be insufficient to meet the requirements of a certificate of appropriateness or to obtain a building permit.

b. In the case of a certificate of appropriateness HARB shall make a final determination that the details are sufficient, construction plans are complete, and details and specifications for a project meet the AGHP and/or Albert Manucy's Houses of St. Augustine - 1565-1821 requirements. A certificate of appropriateness is required before a building permit may be issued. Only those plans and details approved by HARB may be reviewed by the Building Official during the building permit review process.

c. In the case of a certificate of relocation of a structure consideration will be given to the immediate surroundings and to the district or districts in which it is located or to be located, that the relocation of the structure will not adversely impact the city's historic preservation efforts or negatively affect the streetscape. If the building is going to be relocated on the same site, or moved to a new site in a locally designated historic preservation zoning district, then the process and plan requirements for a certificate of appropriateness also apply to the building's new location.

d. In the case of a certificate of demolition or partial demolition a determination is made that the demolition or partial demolition of the structure will or will not adversely impact the city's historic preservation efforts. The applicant may also be required to submit information on the structural condition of the building from an engineer or architect to justify the need for the demolition or the partial demolition of the structure.

(2) Before approving the plans for any proposed structure or signs located or to be located in a district, the board shall find:

- a. In the case of a proposed alteration or addition to an existing structure, that such alteration or addition will not materially impair the architectural or historic value of the structure.
- b. In the case of a proposed new structure, that such structure will not, in itself or by reason of its location on the site, materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity.
- c. In the case of a proposed new structure, that such structure will not be injurious to the general visual character of the district or districts in which it is to be located.
- d. In the case of the proposed demolition of an existing structure, or a project that constitutes partial demolition that the removal of such structure or architectural features will not be detrimental to the historic and architectural character of the city or that, balancing the interest of the city in preserving the integrity of the city and interest of the owner of the property.

1. ~~a~~ Approval of the plans for demolition in the latter event the board may issue an order ~~to~~ postponing demolition for a period of not to exceed twelve (12) months after which the owner must reapply. The board may issue a second postponement with the total postponement period not to exceed two (2) twelve (12) month periods. If the board concludes that the demolition should be postponed, it shall, before issuing any final order with respect to such postponement, afford the applicant an opportunity to appear before the board to offer any evidence ~~he~~ they may desire to present concerning the proposed order. Within the period of postponement, the board shall ascertain what the city or other agency or organization may do to preserve such structure and shall make recommendations to that effect to the city commission or otherwise cause the structure to be preserved. This section shall not apply to any permit for demolition which has been applied for, in proper form, prior to the effective date of this section.

2. If the building or structure is of exceptional significance, is a contributing property to a National Register of Historic Places District or has been individually listed on the National Register of Historic Places, the board can deny the demolition if the board finds the removal of such building or structure will be detrimental to the historic and architectural character of the city and the applicant has not proven the denial will cause an undue economic hardship.

3. The destruction of colonial buildings listed on the Florida Master Site File, designated Local Landmarks, or buildings meeting the criteria for eligibility on the National Register of Historic Places must be approved by the city commission.

4. In the case of a partial demolition the board shall find that the proposed replacement materials maintain the historic character and integrity of the structure and are compatible with the historic structure's building envelope or the removal will not compromise the overall historic character and integrity of the structure.

Additional application requirements:

1. The owner shall permit access to the subject property for the purpose of inspections and/or appraisals required by the board or preservation officer.
2. Signs required. The planning and building department shall cause a sign or signs to be posted on any land upon which an application with respect to relocation or demolition

or partial demolition has been made not less than seven (7) days in advance of the date of the public hearing at which such application is to be considered. Such sign shall show the date of construction of the existing building and be erected in full view of the public on each street side of such land. Where such land does not have frontage on a public street, such signs shall be erected on the nearest street right-of-way with an attached notation indicating generally the direction and distance to the land concerning which a public hearing is scheduled. Such sign shall be posted in full view of the public and shall be maintained by the applicant until final determination has been made by the board or city commission.

3. Mailed notices. Not less than ten (10) days in advance of the date of the required public hearing(s) at which an application for a certificate of demolition or partial demolition is to be considered, the time and place of the public hearing shall be posted by United States mail by the applicant to all owners of real property within one hundred fifty (150) feet of the boundaries of the land upon which the application is made. For the purpose of notice requirements to adjoining owners within one hundred fifty (150) feet, the names and addresses shall include information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the application date. Such list prepared for any required public hearing with the historic architectural review board, if appealed, shall also be used for a required public hearing with the city commission. A record of the date on which the list was compiled shall be provided to and maintained by the planning and building department.

4. Applications for a certificate of demolition, including partial demolition shall be presented to the historic architectural review board by the property owner or representative.

5. Applications for partial demolition of buildings listed in the National Register of Historic Places, contributing or potentially contributing to a historic district in the National Register of Historic Places, listed as a local landmark pursuant to this code, listed as a potential landmark identified in the Historic Preservation Element of the Comprehensive Plan, Master Plan or identified by historic preservation planning staff as culturally significant within the recent past, may apply for the demolition of additional components of the building as part of a more comprehensive rehabilitation plan. Staff may require that the application be reviewed as a full demolition with required documentation, appropriate condition assessment and a rehabilitation plan, recognizing that applicants may encounter unforeseen building damage, site conditions, flood mitigation obstacles, or other significant and demonstrable reasons justifying a more extensive partial demolition as part of the rehabilitation. As a condition of In issuing a certificate of demolition or partial demolition, the board may include approval of both the partial demolition and potential related additional demolition and its require the rehabilitated replacement design under one application be approved by the board and that no permit be issued for the demolition of said structure until This will allow the approval of drawings sufficient for a building permit and that all necessary requirements for the new construction of a new building related to the demolition or partial demolition have been are submitted for the new construction permitting review and approval by staff.

6. As a condition of issuing a certificate of demolition, including partial demolition the board may require, at the applicant's expense, salvage and preservation of significant building materials, architectural details and ornaments, fixtures, and the like for reuse in

restoration of other historic properties. The board may also require at the applicant's expense the recording of the structure for archival purposes prior to demolition or partial demolition. The recording may include, but shall not be limited to, photographs and measured drawings.

7. If an owner/applicant fails to appear for three historic architectural review board meetings, the application may be considered as withdrawn.

e. In the case of any proposed new or altered sign, that the sign will not materially impair the architectural or historic value of any structure to which it is attached, nor any adjacent structure, and that such sign is consistent with the architecture of the building and the historical character of the area.

f. The board shall not have the authority to consider interior arrangements.

...”

Section 3. Amendment to Chapter 28, Article II, Section 28-90. Chapter 28, Article I, Section 28-2 is hereby amended, as follows:

“Sec. 28-90. - Administration and records.

(a) Any necessary building or demolition (full or partial) permit and/or certificate of occupancy shall not be issued unless the building official and/or the planning director or designee reviews the application for compliance with and/or the historic architectural review board approvesal the application for a certificate of appropriateness. Such permit shall be subject to the terms of such approval as well as other necessary provisions of this Code.

(b) Applications for certificates of appropriateness shall be submitted through the office of the building official and/or planning director and shall include, in duplicate, all plans, elevations and other information necessary to determine the appropriateness of the features to be passed upon.

(c) Prior to issuance or denial of a certificate of appropriateness required by the board, the board shall take such action as may reasonably be required to inform the owners of any property likely to be materially affected by the application and shall give the applicant and such owners an opportunity to be heard. The board shall hold a public hearing concerning each application.

(d) Every decision of the board and/or building official and/or planning director or designee in passing upon plans for structures or signs located or to be located in the district shall be in the form of a written order stating the finding of the board, its decisions and reasons therefor.

(e) The board shall not disapprove any plans without giving its recommendations for changes necessary to be made before the plans will be reconsidered. Such recommendations may be general in scope, and compliance with them shall qualify the plans for reconsideration by the board.

(f) An appeal may, within thirty (30) days thereafter, be taken by any aggrieved person to the city commission from the board's action in granting or denying an opinion or certificate of

appropriateness, relocation or demolition or partial demolition. The appeal shall be as prescribed in section 28-29(g). Any appeal from the decision of the city commission shall be heard by the circuit court of the county, on writ of certiorari, as in the case of any other zoning decision from the city commission. All orders to approve certificates of demolition, except for partial demolition, shall become effective on the 31st day following the date of the rendered order, unless this waiting period is specifically granted a written waiver by the city commission or city manager. The owner-applicant of an order to approve a demolition certificate may request a hardship waiver to the city manager for emergency humanitarian reasons including the health and safety of the occupants of a structure in need of immediate emergency repairs, renovation or reconstruction. In the alternative, the owner-applicant of an order to approve a demolition certificate may request a waiver from the city commission if the delay in demolishing the structure would create an undue burden on the owner-applicant that would be greater than the public interest served in preserving the thirty-day waiting period. All decisions to grant or deny the waiver shall be rendered in writing within five days of the decision, mailed by standard U.S. mail to the owner-applicant and posted on the city's website. The decision of the city manager or city commission shall serve as the final administrative appeal of the waiting period.

(g) Any decision of the historic architectural review board certified by the planning director to be in conflict with a determination or decision of the planning and zoning board or of the board of adjustments and appeals; shall be reviewed by the city commission in the same manner as an appeal and the commission shall review the determination of the historic architectural review board, and the decision of the planning and zoning board or board of adjustments and appeals as to which it is certified to be in conflict and shall determine whether the decision of the historic architectural review board should be affirmed, modified or reversed and the decision of the commission shall supersede the decision reviewed. All affected persons shall be notified of the hearing by the city commission in the same manner as that provided for appeals from decisions of the planning and zoning board. The hearing before the commission shall be de novo.”

Section 4. Adopting attached Exhibit “A”. The attached Exhibit “A”, “5 Critical Elements of the Historic Building Envelope” is adopted as an addendum to the Architectural Guidelines for Historic Preservation (AGHP).

Section 5. Inclusion in Code. The City Commission intends that the provisions of this ordinance shall become and shall be made part of the Code of the City of St. Augustine, that repealed language shall be removed and that the sections of this ordinance may be re-numbered or re-lettered and that the word ordinance may be changed to section, article or other such appropriate word or phrase in order to accomplish such intentions.

Section 6. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 8. Effective Date. This ordinance shall become effective ten (10) days after passage, pursuant to § 166.041(4), Florida Statutes.

.....
PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2021.

ATTEST:

Tracy Upchurch, Mayor-Commissioner

Darlene Galambos, City Clerk
(SEAL)

Exhibit “A”

The attached Exhibit A includes an Addendum to the Architectural Guidelines for Historic Preservation (AGHP) that outlines the process and defines the limits of work to a building envelope and the five (5) critical elements that relate to the defining features of an historic structure for proposed demolition and partial demolition.

This is intended to provide guidance and direction to the Historic Architectural Review Board (HARB), staff and the public as to what is considered demolition, partial demolition and what Historic Preservation Staff can approve administratively, and what needs to be reviewed by the HARB.

This is in an effort to provide a framework for consistency, and maintain the character and integrity of the City's historic neighborhoods.

EXTERIOR BUILDING RENOVATIONS FOR HISTORIC PROPERTIES IN ST. AUGUSTINE

How the City Preserves Historic Buildings and Neighborhoods

If you own a building that is a local landmark, listed in the National Register, or is a contributing property to a National Register Historic District and you are doing exterior demolition work, the attached standards will guide you through the process. These review standards were put in place to safeguard the enduring economic benefits of historic properties and quality of life for residents and visitors.

A "HISTORIC PROPERTY" MEETS ONE OR MORE OF THESE CRITERIA:

LOCAL LANDMARK...

A building, object, site, or structure of the highest historical, architectural, cultural, or archaeological importance and whose demolition, removal, relocation, or alteration would constitute an irreplaceable loss to the character and quality of the city. A list of these resources is on file with city staff and available on the city's website.

NATIONAL REGISTER...

The official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources. Designated historic resources may be a building, district, object, site, or structure that meets the criteria of significance and integrity. A list and a map of these buildings is on file with city staff and available on the city's website.

CONTRIBUTING STRUCTURE...

Adds to the historical or traditional cultural associations, historic architectural qualities, or archeological values for which a property or district is significant. Each of the city's National Register Historic Districts has a list and a map of contributing and non-contributing resources. Buildings marked Contributing and/or Contributing but Altered are considered designated buildings. These records are on file with city staff and available on the city's website. Some areas have been surveyed and indicate potentially contributing properties, but are not in a defined district.



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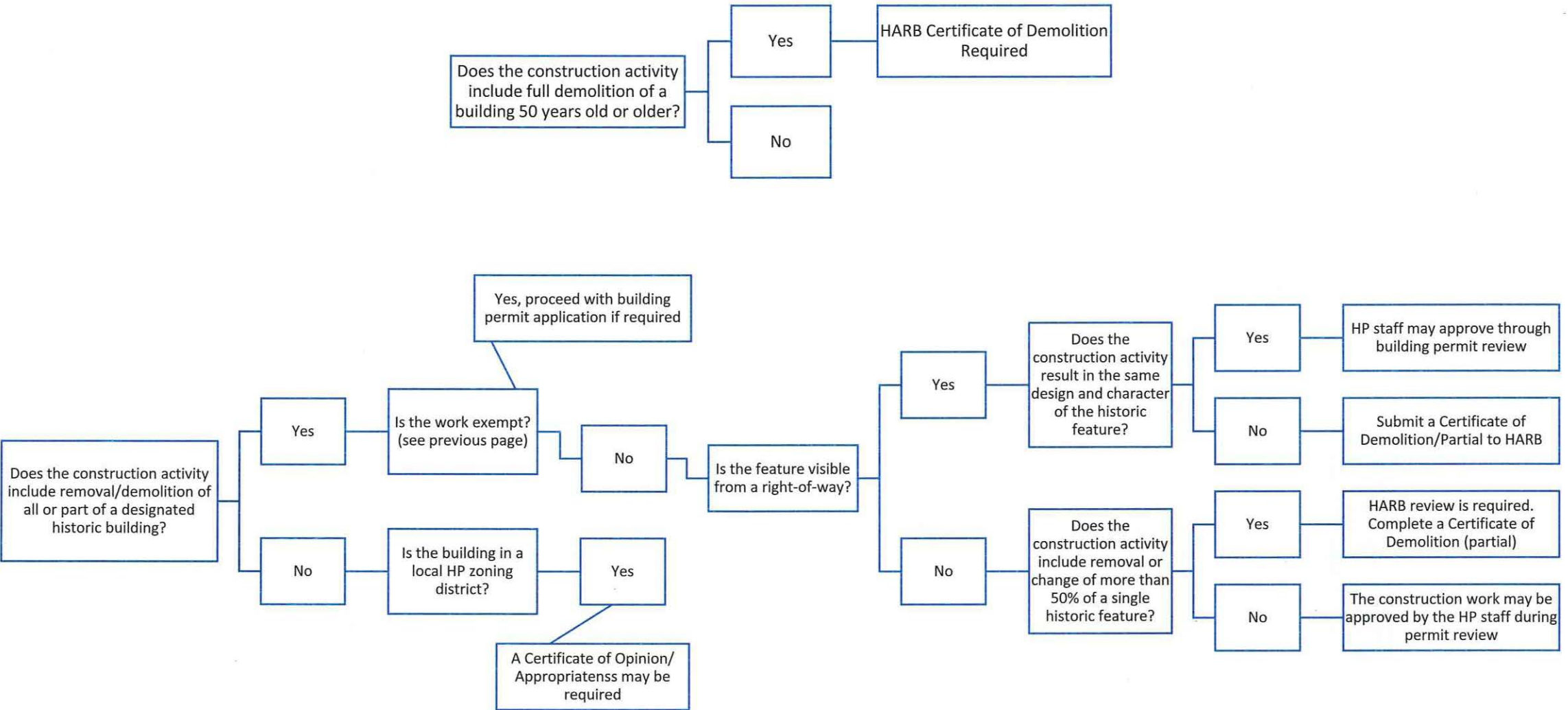
SCOPE OF WORK EXEMPTED FROM THIS REVIEW PROCESS:

Certain construction work is considered routine repair and maintenance or is not a type of improvement subject to this policy

Note that if the property is zoned Historic Preservation 1, 2, 3, 4, or 5 or situated on Anastasia Boulevard, King Street, or San Marco Avenue the property is not given these exemptions because they are regulated by the full extent of the Architectural Guidelines for Historic Preservation or the Design Standards for Entry Corridors. Other properties in other historic neighborhoods are exempt.

- ✓ Landscaping materials or other yard elements
- ✓ Sidewalks and driveways
- ✓ Fences
- ✓ Pools
- ✓ Paint color
- ✓ Adding screening or other porch enclosures when the historic porch will remain intact
- ✓ Alterations to detached accessory structures (garage, mechanical, or storage structures)
- ✓ Installation or removal of any utility or mechanical systems
- ✓ Repair of damaged building elements with the same character of design even if using the same material is not available or feasible
- ✓ Removal of porches, foundations, and chimneys required for a flood mitigation project if they will be replaced in similar character
- ✓ Removal of non-historic elements (ex: a building feature that is not 50-years old or older)
- ✓ Any new construction not associated with demolition work on a historic building
- ✓ Constructing any accessibility features when not associated with the full demolition of a historic building
- ✓ Construction or partial demolition on properties in undesignated areas such as West Augustine, North City, Lighthouse Park, and Davis Shores unless locally landmarked or listed individually in the National Register or a potentially contributing property

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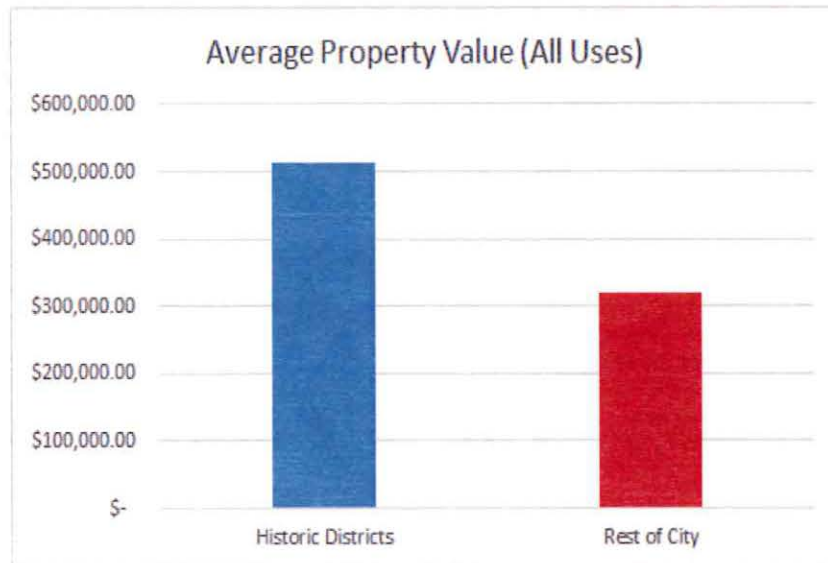
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PURPOSE AND OBJECTIVE:

To encourage the preservation of the historic building envelope which characterizes the St. Augustine citywide landscape.

In some cases, partial demolition is warranted and when combined with standards of review the construction work can result in an improved appearance that balances the existing historic character of the building. To accomplish this, city staff and the HARB will have ability to review the design of the replacement features within the scope of the partial demolition work. This applies only to designated historic structures. It does not apply to undesignated buildings and in-fill development on vacant or developed lots regardless of location (except for HP zoning districts and entry corridors). This process is an opportunity for staff and the HARB to encourage property owners to recognize and celebrate the unique and original features of their historic building.

The standards for review apply to designated historic buildings including local landmarks, contributing buildings to a National Register Historic District, and buildings individually listed in the National Register. This is a small minority of the buildings in the city, and the property owners of these structures are valued for their stewardship. Currently there is a total of 1,659 designated buildings which is about 20% of the buildings in the city. The historic districts are only 7% of the city's land mass. These districts currently include the St. Augustine National Register Historic District, Model Land Company, Lincolnville, Abbott Tract, North City, Nelmar Terrace, and Fullerwood Park.



PlaceEconomics in *Resilient Heritage in the Nation's Oldest City*, 2020

Incremental demolition of historic buildings or reconstruction of historic buildings from the inside out can eventually threaten the validity of the National Register Historic Districts. For example, Lincolnville has gone from a concentration of 81% of historic buildings to 67% when just considering full demolition, which could be greater if buildings that have lost integrity through partial demolition are included. The purpose of these review standards is to increase the city's ability to protect and preserve the historic resources of the city's built environment, enhance the city's historic integrity, and promote an authentic and livable community amid changing economic and environmental circumstances (City of St. Augustine Comprehensive Plan, Historic Preservation Goal).

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127 Oneida Street before and after rehabilitation which used the 10-yr historic property tax exemption* to reduce the taxable value by almost \$150,000

Property values in the historic districts account for 41% of the city's assessed property values, and their value increases more than other areas of the city so it is in their individual financial interests to preserve the historic character of their buildings.

or district is no longer historic this incentive would not be available to current and future property owners across the city. Also, a 2020 economic study in *Resilient Heritage in the Nation's Oldest City* found that heritage tourism is driven largely by the volume of historic resources. A reduction of 10% of historic buildings in the city results in a 2% loss of visitor parties, and a reduction of 50% of historic buildings in the city results in 34% loss of visitor parties. The quality of life for residents and visitors alike would be negatively impacted without the community's commitment to historic preservation.

The Historic Preservation Master Plan includes specific tasks related to the goal to minimize demolition of historic buildings and provide clear guidance to applicants of the review process. Designated historic properties and contributing properties to a district are eligible for tax benefits. If the building

Recognizing and celebrating significant features of a building discourages loss of integrity from incompatible alterations on designated historic buildings, protects the validity of the city's historic districts, contributes to the unique character of the city, and preserves their contribution to the local economy.

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REVIEW CHECKLIST

If you own one of St. Augustine's historic buildings and need to make exterior changes this process provides guidance to encourage preservation of the historic character that makes your building and St. Augustine unique. Preservation standards accepted nationally and recognized in the St. Augustine Architectural Guidelines for Historic Preservation were used to establish protocols in this document. Emergencies and damage from natural disasters will be handled on a case-by-case basis with officials.

- ☐ Confirm the property is a local landmark, contributing or potentially contributing to a National Register District, or individually listed in the National Register
- ☐ Preservation staff will review the scope of work using photos, a sketch building and site plan, and material details submitted by the owner/applicant
- ☐ If the work is routine repair and maintenance, or otherwise exempt, no additional paperwork beyond the building permit is required
- ☐ If the work is a demolition activity that requires the HARB approval, a Certificate of Partial Demolition is required
- ☐ Administrative reviews are described in this document and general guidance for approvable alterations is provided
- ☐ HARB reviews require a Certificate of Appropriateness for properties in the local HP zoning districts or a Certificate of Demolition/Partial Demolition
- ☐ The HARB meetings are public hearings and comprised of City Commission-appointed volunteer experts in related fields of historic preservation. Meetings are held once per month and application deadlines occur once per month, generally a month prior to the hearing. A staff report will supplement the application materials and be presented to the HARB for its review.
- ☐ The HARB will approve, approve with conditions, deny, or continue the application to an additional hearing date as applicable
- ☐ When the construction/demolition work is approved a building permit may be submitted, and the permit will proceed through the regular review process. Any conditions set by ordinance or the HARB must be satisfied prior to issuance of the building permit.
- ☐ As an incentive to encourage preservation strategies, historic preservation staff may assist with an historic preservation tax exemption application*
- ☐ The applicant is responsible for obtaining all other necessary approvals related to the project such as zoning requirements related to lot coverage, building setbacks, height, tree removal etc. as well as any archaeology review, building, fire, right-of-way, and utility codes
- ☐ The administrative decision (staff reviews) and/or the HARB determination on an application may be appealed as per city ordinance

***If a property is being restored, rehabilitated, or renovated according to preservation guidelines an ad valorem tax exemption for the dollar value of qualifying improvements may be applied that results in a reduction to the property's taxable value for a period of ten years. Improvements must meet a minimum threshold and can include a full or partial rehabilitation.**

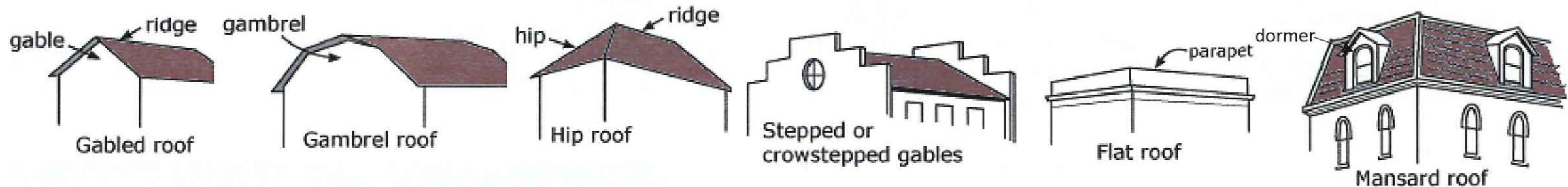
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5 CRITICAL ELEMENTS OF THE HISTORIC BUILDING ENVELOPE:

FOR LANDMARK, NATIONAL REGISTER, AND CONTRIBUTING OR POTENTIALLY CONTRIBUTING BUILDINGS TO DESIGNATED NATIONAL REGISTER HISTORIC DISTRICTS

Feature descriptions are taken from the National Park Service Technical Preservation Services publication of the Secretary of the Interior's Standards for Rehabilitation

Roof: the form of the roof (gable, hipped, gambrel, flat, shed, mansard, etc.) is significant as are its decorative and functional features (appurtenances like cupolas, parapets, chimneys, dormers and soffit elements), roofing material, and size, color, and patterning.



When the current exterior feature has existed on the building for more than fifty years, HARB approval is required to:

- ❖ remove and change the following traditional roof coverings: clay or concrete tile, stamped metal shingle or diamond-patterned shingle systems
- ❖ remove decorative or functional features visible from a right-of-way
- ❖ change the configuration, shape and/or pitch on facades visible from a right-of-way
- ❖ and/or to remove 50% or more of the total roof structure (excluding roof sheathing)
- ❖ use a colored metal roofing material (ex: blue metal roof)

HARB approval will be based on:

- ✓ An evaluation of how removal of the feature impacts the overall historic character of the building and historic integrity of the city. Can the building still convey a unique sense of time and place? Is the roof or roof feature significant enough that it should not be altered unless proven technically and/or materially required?

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Sample historic roofing materials:



Wood shingle roof



Diamond-patterned roof



Stamped metal shingle roof



Clay tile roof

- ✓ The design compatibility of the proposed work to ensure continuity of the building's historic value. Specifically, is the prominent character of the historic roof still the dominant visible feature; is there subtle but visible distinction of the new roof feature/element from the historic roof feature; does the new element match the size, scale, material/pattern of the historic roof?

Historic Preservation Staff will have the ability to approve the following during regular permit review:

- ✓ routine roof and trim repairs not meeting the above thresholds
- ✓ removal of a decorative or functional feature not visible from a right-of-way
- ✓ replacement of roof sheathing up to 100% of the roofed areas for existing asphalt shingle roofs, galvalume/sheet metal type roof, and other modern roof cladding

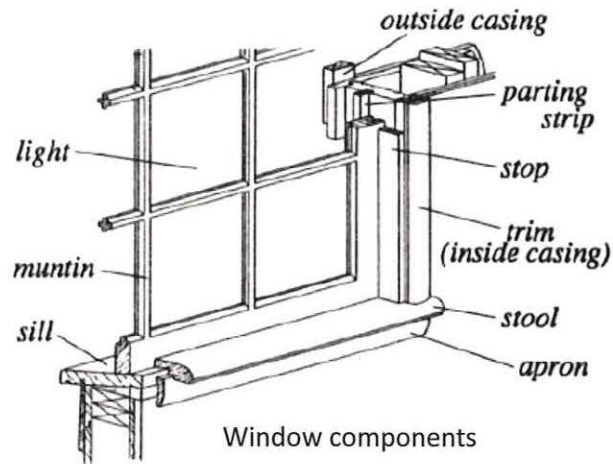
Example: Full replacement of any asphalt shingle or metal roof with a new asphalt shingle roof or metal roof (respectively) using a traditional color will be approved administratively



Historically this building had a clay barrel tile roof matching the barrel tile still evident on the lower parapet roof.

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Windows: window materials and how the window operates (e.g. double hung, casement, awning, or hopper) are significant as are its components (sash, muntins, pane configuration, sills, mullions, casings, or brick moulds) and related features such as historic shutters/awnings.



When such features have existed on the building for more than fifty years, HARB approval is required to:

- ❖ remove and change window design, or change their operational direction (ex: up/down sash to swing) on facades visible from a public right-of-way
- ❖ and/or to remove 50% or more of all the building's windows (visible or not) unless the replacement window matches the character and design of the existing window (regardless of material)

HARB approval will be based on:

- ✓ An evaluation of how removal of the feature impacts the overall historic character of the building and historic integrity of the city. Can the building still convey a unique sense of time and place? Is the window feature or design significant enough that it should not be altered unless proven technically and/or materially required?
- ✓ Window condition assessment and consideration of replacement cost and life service of the replacement window versus the repair cost and life service of the original window (see photo caption next page)
- ✓ The design compatibility of the proposed work to ensure continuity of the building's historic value.



*The window design is described by the number of glass panes called 'lites' as shown in these examples. These patterns are not interchangeable because they are unique to the style of the building. Traditional wood, vertical sash windows:
Left is a 6/6 divided lite and right is a 2/2 divided lite*

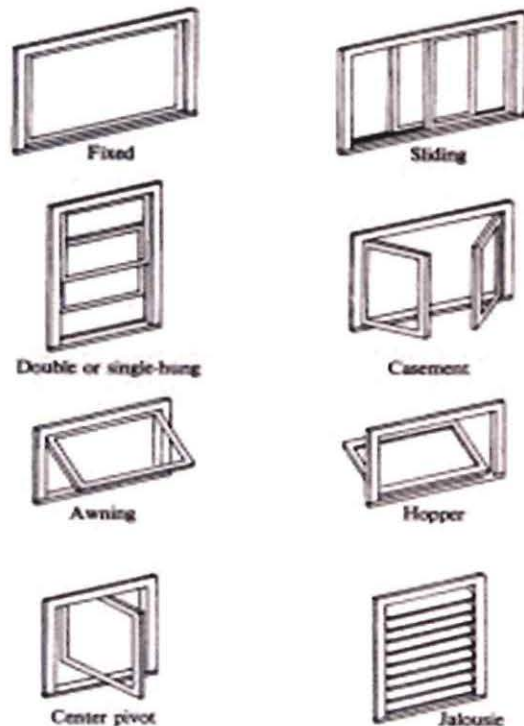
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Historic Preservation Staff will have the ability to approve the following during regular permit review:

- ✓ repair and maintenance of windows not meeting the above threshold
- ✓ replacement of windows with windows that match the historic design and character (regardless of materials)
- ✓ replacement of windows on facades not visible from a right-of-way under the 50% threshold
- ✓ replacement of non-historic windows with windows that match the design character of the building

Example: Removing a ranch-style picture window on a historic frame vernacular house and installing any vertical sash-type window will be approved by historic preservation staff

Example: Window replacements that use characteristic exterior molding and muntin profiles may be approvable even if using different materials



Window operation types



Hands-on training for DIY-ers

*See <https://savingplaces.org/stories/preservation-tips-tools-retrofitting-historic-windows#.X-4YhNhKh3A> and <https://austinhistorical.com/services/residential-window-restoration/> for data and analysis.

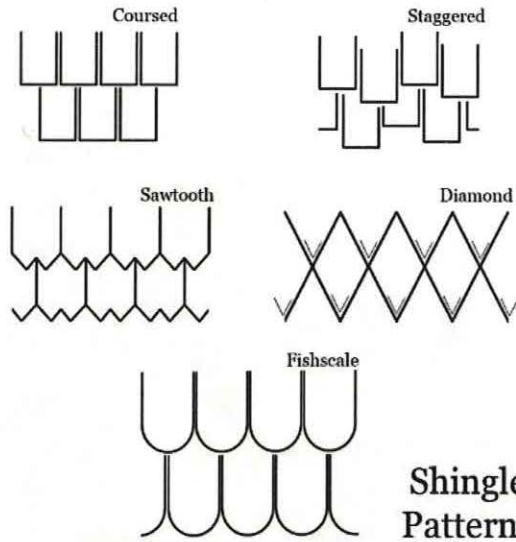


Original 3/1 and 4/1 lite vertical sash windows replaced with 1/1 across the entire building and will require HARB approval if the building is designated historic.

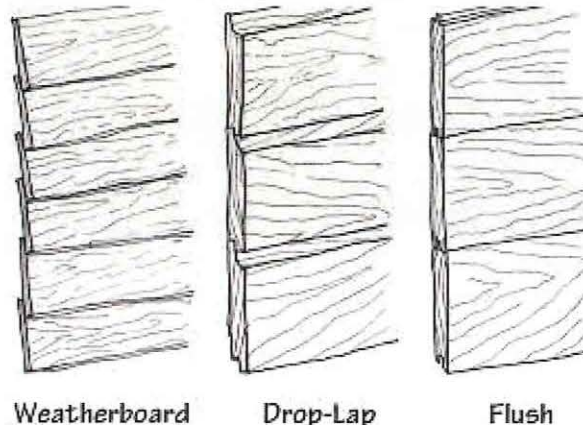
*Historic windows can be repaired and restored to last longer than the average replacement window. Therefore, when considering the lifetime cost of a window the original will be less expensive. Prices can range from \$500 to over \$1000 for restoration, comparable to replacement windows with a negative economic and historic impact.**

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Exterior finishes: wood and masonry exterior features (walls, siding, brackets, railings, cornices, window and door surrounds, steps, and columns) and repetitive exterior detailing are important in defining the overall historic character of a building.



Sample wood siding profiles that contribute to the unique scale and pattern on a historic building:



When the current exterior features have existed on the building for more than fifty years, HARB approval is required to:

- ❖ remove and change wood and/or masonry wall finishes on facades visible from a public right-of-way
- Example: removing wood horizontal siding, brick or brick veneer, stucco, coquina/coquina concrete and changing to a different material or pattern requires HARB approval
- ❖ and/or to remove 50% or more of these exterior features unless the replacement matches the character and design of the existing feature (regardless of material)

HARB approval will be based on:

- ✓ An evaluation of how removal of the feature impacts the overall historic character of the building and historic integrity of the city. Can the building still convey a unique sense of time and place? Is the finish material and/or design significant enough that it should not be altered unless proven technically and/or materially required?
- ✓ The design compatibility of the proposed work to ensure continuity of the building's historic value. Specifically, is the prominent character of the exterior still the dominant visible feature and does it match the size, scale, material and/or pattern of the historic exterior?

Historic Preservation Staff will have the ability to approve the following during regular permit review:

- ✓ Repair and maintenance of wall cladding when it does not meet the above threshold
- Example: Removing singular elements/portions of the exterior finish that is deteriorated beyond repair and replacing it with the same design will be approved administratively regardless of material.
- ✓ Repair or replacement of features on facades not visible from a right-of-way
 - ✓ Replacement of non-historic exterior features that match the design character of the building

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Example: Removing asbestos siding and restoring/replacing traditional horizontal siding underneath will be administratively approved if it does not compromise the structural stability of the building



Traditional wood, coursed shingle finish. *Changing the shingle pattern to a staggered design would change the character of the historic building from Shingle Style to a Bungalow or Arts and Crafts*



Historic masonry finishes can be simple or highly detailed and have unique stucco texture



The siding on this building was altered (ca. 1930-50s) and shows the impact of replacement finishes that change the scale and detail of the building's historic character. Restoring the Queen Anne siding would be a staff-approvable request. Also note for reference the scale of historic horizontal siding shown on the adjacent historic building.

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Porches, balconies, stoops, loggias: these functional and decorative features along with their materials and features (doors, transoms, pilasters, columns, balustrades, stairs, roofs, canopies) are important in defining the overall historic character of a building.



Wrap-around porch with columns and balusters



When such features have existed on the building for more than fifty years, HARB approval is required to:

- ❖ remove a historic porch, balcony, or stoop
- ❖ and/or to remove 50% or more of their materials and features
- ✓ *Exception: see staff approval for flood mitigation project*

HARB approval will be based on:

- ✓ An evaluation of how removal of the feature impacts the overall historic character of the building and historic integrity of the city. Can the building still convey a unique sense of time and place? Is the feature significant enough that it should not be altered unless proven technically and/or materially required?

Example: Reconstructing a balcony or porch that is deteriorated beyond repair with similar materials and design may be approvable and recommended for an expedited hearing.

- ✓ The design compatibility of the proposed work to ensure continuity of the building's historic value. Specifically, is the prominent character of the existing porch/balcony/stoop still the dominant visible feature and do changes match the size, scale, material/pattern of the historic feature?

Example: Removing a balcony and constructing a larger balcony that maintains scale, design, and materials of the building may be approvable.

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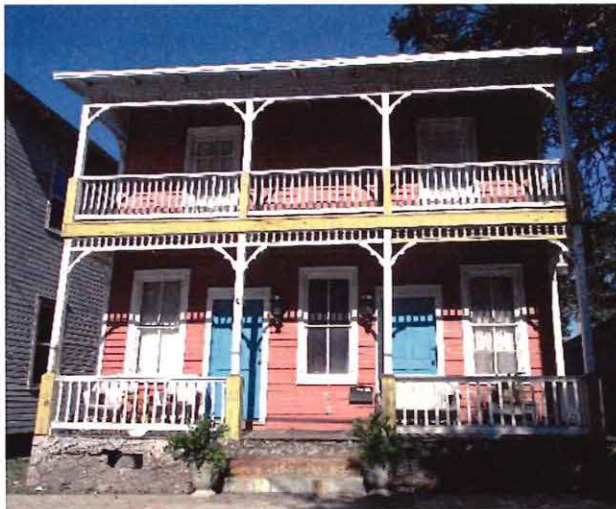
Historic Preservation Staff will have the ability to approve the following during regular permit review:

- ✓ Repair and maintenance of porches/balconies/stoops when it does not meet the above threshold
- ✓ Repair or replacement of porches/balconies/stoops facades not visible from a right-of-way
- ✓ Replacement of non-historic exterior features that match the design character of the building
Example: Restoring an enclosed porch to an open/screened porch will be staff approved if using/reinforcing the historic character of the building.
- ✓ Removal of porches or stoops when necessary for a flood mitigation project if using a best-practice approach

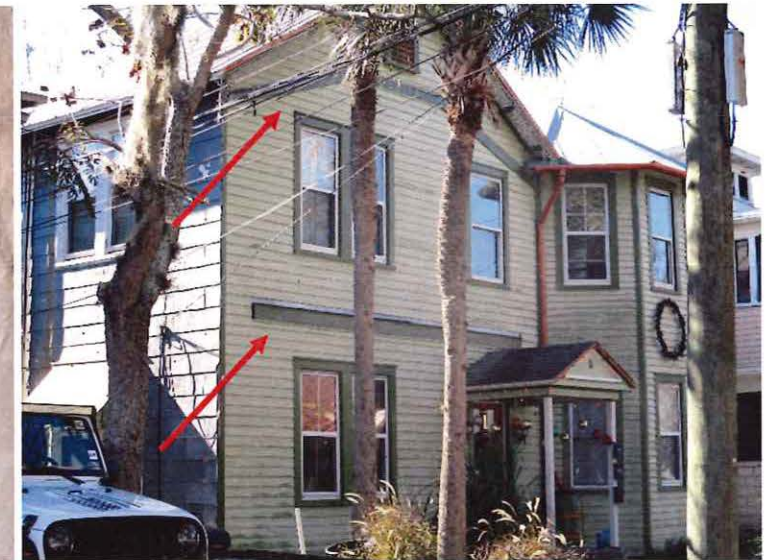
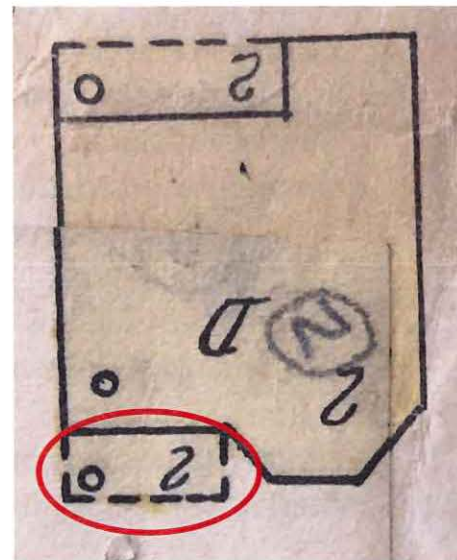
Example: Constructing a new but similar porch at the elevated location will be staff approved if it is context-sensitive and uses compatible materials.



Centered porch with turned balusters and folk-style bracketed posts



Two-story front porch undergoing repairs that are in-kind with its historic character which could be approved by staff.



Evidence on the Sanborn map (left) and the building shows there used to be a historic two-story frame porch likely removed ca. 1930-1950s when asbestos siding was added. Reconstructing a compatible porch could be approved by staff.

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Foundations: structural systems and visible features of such systems are important in defining the overall historic character of a building including the materials (wood, metal, and masonry), the type of system, and its features such as posts and beams, masonry columns, above-grade stone or masonry foundation walls or piers.



Coquina concrete block is a material unique to St. Augustine

When such features have existed on the building for more than fifty years, HARB approval is required to:

- ❖ Removing and changing the foundation type (ex: brick pier to stem wall) or exterior material (ex: brick to concrete masonry unit/block)
- ❖ and/or to remove 50% or more of the above-grade foundation system **unless replaced with the same design and character**
- ✓ *Exception: see staff approval for flood mitigation project*

HARB approval will be based on:

- ✓ An evaluation of how removal of the foundation impacts the overall historic character of the building and historic integrity of the city. Can the building still convey a unique sense of time and place? Is the original foundation significant enough that it should not be altered unless proven technically and/or materially required?
- ✓ The design compatibility of the proposed work to ensure continuity of the building's historic value. Specifically, is the prominent character of historic foundation still the dominant visible feature and do changes match its size, scale, material/pattern?

Historic Preservation Staff will have the ability to approve the following during regular permit review:

- ✓ Repair and maintenance of foundations that do not meet the above threshold



A new brick pier foundation matches historic materials and scale

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A building elevation project revealed unique coquina stone piers (background) along with traditional brick piers (foreground)

Example: Constructing a replacement brick pier foundation that restores structural soundness and matches the original design will be staff approved.

Example: Replacing a singular, deteriorated brick pier with a matching brick pier in the same basic location will be staff approved.

- ✓ Removal of a foundation when necessary for a flood mitigation project if using a best practice approach

Example: Constructing a new but similar foundation using the same materials and scale will be approved by staff.

NOTE: Archaeological review may be required for any work that includes ground disturbances, consult the City Archaeologist and Archaeological Preservation Ordinance for more information.



Foundation (and porch) was removed to allow for the building to be elevated to a new floor height for a flood mitigation project.

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The following information is presented as a reference to assist property owners in identifying the unique characteristics of their historic building. It is not a full representation of the types of buildings in St. Augustine but rather a set of limited examples with features that are easily identifiable and referenced in this document.



Character defining features:

Asymmetrical two-story front building face façade with multiple roof pitches

Opening patterns: Paired wood, 2/2 vertical sash windows and single doors

Novelty wood horizontal siding mixed with coursed shingle siding

Note porch locations, size/scale, form

Porch posts that are a combination of turned and bracketed design

Porch railing design

Stoop location and materials

Foundation is obscured by contemporary screening but is likely a pier system

(Roof cladding is not historic so other materials could be allowable)



Character defining features:

Asymmetrical one-story form

Shed roofs in opposing position

Horizontal lines and brick stamped finish

Metal 1/1 vertical sash windows and corner windows

Likely a slab on grade foundation

(Roof cladding is not a prominent visual character)

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Character defining features:

Three-block massing with central vertical chimney
Gable and parapet roof types with clay tile exterior
A unique stucco finish and texture
Arched windows with fanlights on top
Open entry porch and stoop framed with square piers
Plaster detailing along top of building face/facade
Likely a stem wall foundation



Character defining features:

Front face of the building is divided in three-bay in a symmetrical fashion
A large shed roof dormer sits on the second floor and the overall roof is a gable roof with metal crimp exterior finish
Front porch (historically enclosed) with knee-wall under a shed roof supported by block columns (the porch could be fully opened with minimal impact)
Simple single pane windows with no dividers
Horizontal siding
Stoop has been altered to accommodate a ramp and is easily reversible
Pier foundation

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Character defining features:

Symmetrical design under single gable roof with composition shingles

Wood 6/1 vertical sash windows with operable louvered shutters

Entry stoop is a classical design

Brick façade is in a running bond pattern (unpainted) with distinguishable window lintels using a different brick pattern

Likely a continuous wall foundation



Character defining features:

Asymmetrical façade pattern under single hipped roof with metal crimped roof

Wood 1/1 vertical sash windows with inset of stained glass and arched lintel

Rough/rusticated, unpainted, concrete block exterior building elements

Open porch is under the main roof and has wood brackets and trim at the top

Entry stoop with matching block piers

Likely a continuous wall foundation

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KEY TERMS AND PRESERVATION PRINCIPLES

Archaeological Preservation Ordinance refers to Chapter 6 of the St. Augustine Code of Ordinances which identifies archaeological zones that requires archaeological review when the threshold of ground disturbance activity is met or exceeded with development and utility permits.

Architectural feature includes but is not limited to the following: architectural style, scale, massing, siting, general design, and general arrangement of the exterior of the building or structure; type and texture of exterior materials; size, type, placement, and patterns of roof(s), windows, doors, and all attached appurtenances including porches, stairs and stoop features, dormers, additions, trim details, balconies and railings or other decorative attachments.

Architecturally similar means having substantially the same façade design or exterior appearance using like characteristics in terms of height, mass, scale, footprint, arrangement of openings, and pattern.

Contributing property a building, site, structure or object which adds to the historical architectural qualities, historic associations or archaeological values for which a district is significant because (a) it was present during the period of significance of the district and possesses historic integrity reflecting its character at that time; (b) is capable of yielding important information about the period; or (c) it independently meets the National Register of Historic Places criteria for evaluation.

Design compatibility refers to new construction or alterations to a historic building or setting that preserves significant materials, features and form, and preserves the building's historic character. For alterations to a historic building, repairs using historic materials is preferred; however, there are circumstances where substitute materials that imitate historic materials may be used (i.e. unavailability of historic materials or skilled craftspeople, inherent flaws in the original material, or code-mandated changes) if the appearance and properties of the historic materials can be matched closely and no damage to the remaining historic fabric will result. For new construction and additions, the materials and form should be harmonious with the historic building with just enough differentiation from the historic building to not be jarringly out of place or too similar to be confused as part of the original historic fabric.

Façade includes the face of a building and is most commonly referred to as a street façade and/or visible façade

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Historic character refers to all visual aspects and physical features that comprise the appearance of historic properties and extends to the setting of historic properties to include a building's relationship to the environment and adjacent streets and buildings, landscape plantings, views, and the presence of accessory features.

Historic integrity is the authenticity of a property's identity, evidenced by the survival of physical characteristics that existed during the property's historic period including evaluation of any changes that may have occurred through time which could contribute to the building's later-acquired historic character and significance. An overall sense of past time and place are evident in the composite of seven qualities: location, design, setting, materials, workmanship, feeling, and association.

Historic period is the primary time line for which the historic building derived its historic association with an event, person, place, pattern of development or other historic context.

Historic Preservation Property Tax Exemption is an exemption for qualifying properties (designated historic structures) from ad valorem taxes levied by the City of St. Augustine on 100% of the assessed value of the improvements to real property for 10 years. To qualify, the improvements must be at least \$20,000 or 50% of the assessed value of the structure before improvements, whichever is less. A minimum of 25% of the proposed improvements must be to the exterior or foundation of the structure. Flood mitigation projects, partial restoration projects, and full adaptive use projects may be eligible.

Material deficiency refers to the inability of the building material, or a majority of building materials that comprise a feature or structure, to serve its purpose and documented as beyond repair.

National Register of Historic Places is the list of historic properties significant in American history, architectural, archaeology, engineering and culture maintained by the Secretary of the Interior, as established by the National Historic Preservation Act of 1966, as amended. May be significant at the local, state, or federal level.

Preservation: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

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Reconstruction: The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation: The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, cultural and archaeological values.

Relocation: The act of moving a building from its original location to another site, either on the same property or to another location entirely.

Restoration: The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work.

Routine maintenance and repair in terms of historic preservation means using the same materials in a way that matches the architectural style of the existing building.

Significant architectural feature is an architectural feature(s) that comprises the historic character of the structure and built near the same time as the building or added features and alterations that maintain the historic character of the building.

Technical requirement refers to performance mandates established by local, state, or federal governments and their supporting regulatory documents.

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U.S. Department of the Interior: Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Please see attached for your information.

**City of St. Augustine
2040 Comprehensive Plan**

Historic Preservation Element Adopted Goals, Objectives, and Policies

City of St. Augustine Comprehensive Plan 2040

Historic Preservation Element Goals, Objectives and Policies

Note: Unless indicated proposed Goals, Objectives and Policies replace previously adopted.

July 2020

Historic Preservation Element

Goals, Objectives and Policies

Chapter 163.3177 F.S. Optional Element

Historic Preservation Summary

The Historic Preservation Element is an optional comprehensive plan element under Florida's Local Government Community Planning Act (Chapter 163, Florida Statutes). The City is recognized as the oldest, continuously occupied European settlement in the continental United States. Its colonial connections to Spain and England are unique. The desire to protect, preserve, understand, and promote the unique cultural crossroads that St. Augustine represents prompted the City to include a Historic Preservation Element as part of the City's Comprehensive Plan. To this end, the Historic Preservation Element contains a historical development outline, inventory of cultural resources, and a set of Goals, Objectives, and Policies to establish preservation needs.

The Historic Preservation Element serves as a guide for the development and use of land within the City of St. Augustine. This includes recognizing all aspects of preservation of the city and identifies the very real threats to the historic built environment, archaeological record, and its unique characteristics. The historic Spanish Colonial Town Plan, and the surrounding historic residential neighborhoods, and commercial corridors need to be considered from a preservation perspective as time moves forward.

Order of Issues and Page References

Cultural Resource Inventory	1-3
Preserving Historic Structures	4-7
Preserving Archaeological Resources	8-10
Preserving Community Character	11-13
Economic Incentives	14-15
Community Awareness and Promotion	16-19
Hazard Mitigation	20-22
Administration of Programs and Policies	23-28

Historic Preservation Element

Goals, Objectives and Policies

Chapter 163.3177 F.S. Optional Element

Overall HP Goal

The overall goal of the City's historic preservation program is to protect and preserve the historic resources of the city's built and archaeological environment, understand and enhance the City's historic integrity, and promote an authentic, livable community amid changing economic and environmental circumstances.

Cultural Resource Inventory

HP Goal 1

Update and maintain a cultural resource inventory of the city to evaluate the status of known cultural resources, identify undocumented cultural resources, identify threatened resources, and to prioritize documentation needs and designation recommendations.

HP Objective 1.1

Conduct a phased inventory of the city's cultural resources to include a historic structure survey, archaeological sites survey, and windshield survey to evaluate the condition of existing resources and assess the significance of unrecorded cultural resources within the next five (5) years.

HP Policy 1.1.1

New historic structure surveys will include West Augustine, Oyster Creek, and neighborhoods in the Fort Mose area where there is little existing documentation, while previous surveys in the National Register Historic Districts will be updated.

HP Policy 1.1.2

Identify locations of potential archaeological remains, including submerged resources, and inventory all the previous archaeological investigations completed by the City.

HP Policy 1.1.3

Complete a comprehensive windshield survey of the city to identify unrecorded cultural resources such as potential historic districts and landmarks, objects and scenic vistas, and viewsheds.

HP Policy 1.1.4

Resources formally surveyed will be documented in professional survey programs and geospatial databases.

HP Objective 1.2

Evaluate and prioritize resource designation, documentation, and preservation planning efforts in accordance with significance, threat, and institutional capacity.

HP Policy 1.2.1

Establish a method to identify historic and archaeological resources as either significant, contributing, or non-contributing, and apply the data towards current local historic districts or future designations.

HP Policy 1.2.2

Develop and maintain an endangered sites and properties list to include properties facing deterioration, properties and archaeological sites within areas subject to greater development pressures, flooding and erosion hazards, properties transferred from a tax sale, and unique buildings which may have a historic use that is not viable in its current zoning designation. The list can be compiled from resource surveys, building inventories, demolition permits, and other inspections or citations.

HP Policy 1.2.3

Plan a strategy for prioritized documentation of the most significant and/or threatened resources which may include partnerships with the St. Augustine Historical Society, Florida Division of Historical Resources, the University of Florida Preservation Institute: St. Augustine, Florida Public Archaeology Network, and St. Augustine Neighborhood Associations. Resources may include original Spanish colonial structures, unique structures threatened from flooding (such as the D.P. Davis buildings), architecturally significant mid-century modern buildings, and archaeological resources.

HP Policy 1.2.4

Prioritize national and local designation of historic districts and landmarks based on physical or environmental threats and/or cultural significance, which may include concentrations of post-WWII neighborhoods, structures associated with the Civil Rights Movement, and Native

American and Spanish colonial archaeological sites, other themes deemed important to the City's heritage.

HP Goal 2

Promote the city's diverse history in a manner that is inclusive and accessible by using information from cultural resource inventories to increase local pride and community support of historic preservation activities.

HP Objective 2.1

Encourage community participation and broaden the documentation methods in user-friendly platforms to provide community members with information and tools to support preservation of the city's diverse cultural resources.

HP Policy 2.1.1

Provide survey inventories and related information to city staff and the public in an interactive geospatial web application which can be used in public and private planning projects, excluding specific locations of archaeological resources in accordance with state law.

HP Policy 2.1.2

In partnership with the oral history program of the St. Augustine Historical Society, efforts should be made to collect oral histories representing the diverse role St. Augustine's citizens have played in shaping the city's history.

HP Policy 2.1.3

Develop character studies for historic neighborhoods to build on the neighborhood workbooks that identify important physical and historical development patterns of an area, which can be presented to the public in a digital platform for user-friendly access.

HP Policy 2.1.4

Identify and document thematic surveys to document cultural histories that are tied to more than one geographic location. Thematic surveys may include African American cultural and development patterns, mid-century modern architecture, and the city's first major historic preservation movement.

Preserving Historic Structures

HP Goal 3

Preserve and protect the historic and authentic character of St. Augustine to minimize the demolition of older, historic buildings and structures.

HP Objective 3.1

Increase threshold requirements for certificate of demolition applications for buildings that meet the criteria for exceptional significance and supplement the review process for undue economic hardship.

HP Policy 3.1.1

Applications for demolition may require documentation that reasonable efforts were made to explore whether an alternative use could support preservation of the structure without requiring substantial modification to the historic character of the property.

HP Policy 3.1.2

Applications for demolition may require documentation demonstrating the sale of the property or relocation of the structure is not technically or financially feasible to support preservation of the structure.

HP Policy 3.1.3

Applications for demolition may require documentation that an undue economic hardship exists, which includes evidence that is supplied by the applicant and evaluated on its own merit.

HP Policy 3.1.4

For more complex projects, the city may conduct an independent assessment of a property proposed for demolition and seek reimbursement from the applicant(s). This assessment could evaluate overall condition and structural soundness, the potential costs associated with rehabilitation or adaptive reuse, and the evidence provided for the undue economic hardship.

HP Policy 3.1.5

To encourage preservation through rehabilitation and compatible additions, replacement of new construction can be limited to a 10 to 15% increase in footprint or gross floor area of the existing structure.

HP Objective 3.2

Encourage compliance with demolition review requirements considering community awareness and limitations on after-the-fact demolition applications for all applicable properties.

HP Policy 3.2.1

Implement a process to provide notice to new business tenants and new property owners of the demolition review requirements and historic preservation incentives if they occupy buildings subject to the certificate of demolition requirement, which can be informed with data collected when new utility accounts are opened.

HP Policy 3.2.2

An owner may be required to reconstruct the building envelope including its footprint, height (with possible adjustment for floodplain elevation), form, materials and details when demolition is undertaken prior to receiving approval for demolition that is subject to the certificate of demolition requirement. To be effective, this requirement would need to be tied to a property's deed.

HP Policy 3.2.3

Consider adopting in the Land Development Code the authority to require a waiting period between the date of the demolition and the date that a building permit and/or a Certificate of Occupancy can be issued on the property when a demolition is undertaken prior to receiving approval for demolition that is subject to the certificate of demolition requirement. The delay period could be waived if the Building Department is satisfied that the demolished building posed a threat to public safety.

HP Objective 3.3

Reduce demolition-by-neglect typically associated with a building or structure that is determined to be in a hazardous condition. Examples may include a building or feature subject to collapse and cause injury, unstable structural elements that are no longer able to carry loads safely, or conditions that make a building susceptible to water damage.

HP Policy 3.3.1

Apply provisions in the building code that require correction of unsafe conditions for older and historic structures, and provide notice to property owners or business tenants related to the demolition review requirements and historic preservation incentives.

HP Objective 3.4

Provide assistance for properties identified on the endangered properties list that are in distress due to deterioration.

HP Policy 3.4.1

Identify the most severely deteriorated structures and attempt to contact the property owner to determine the obstacles that prevent maintenance and rehabilitation. Potential assistance may include design and technical preservation recommendations as well as providing information regarding economic incentives, preservation funding programs, and zoning opportunities that can support the long-term preservation of the structure.

HP Objective 3.5

Evaluate financial mechanisms that could support the preservation and rehabilitation of privately owned historic properties that are culturally significant or are fifty years old or older.

HP Policy 3.5.1

A mechanism, such as a mitigation bank or historic preservation trust fund, should be created. Potential funding sources may include contributions from property owners seeking new construction that adversely impacts historic buildings or archaeological remains. Financial contributions would partially offset the community's loss by providing funding for the preservation of properties with equal cultural value elsewhere in the City. Adverse impacts can include cases of demolition-by-neglect or an after-the-fact demolition application, which will be officially recorded in the deed until satisfied.

HP Objective 3.6

Provide zoning opportunities to encourage adaptive reuse of properties that meet the criteria of exceptional significance, which would allow an alternative use outside the limitations set by zoning designations. In these cases, there must be a balance between preservation of the building's historic integrity and the character of the surrounding context.

HP Policy 3.6.1

A process to request a historic preservation re-zoning application or variances can be created which requires the property owner to document that the building faces unique threats to its continued preservation within the current zoning requirements. There must be documentation that the new use provides a greater financial benefit and does not require substantial modification to the historic character of the property.

HP Policy 3.6.2

Properties which are not designated as historic within the criteria of exceptional significance may be required to seek designation as a local landmark or contributing to a local district which will designate the building as eligible for financial incentives and apply regulatory review of building alterations.

Preserving Archaeological Resources

HP Goal 4

Preserve and interpret St. Augustine's fragile and irreplaceable archaeological resources by providing sufficient support to the Archaeology Program, and also enhance opportunities to minimize or offset adverse impacts to archaeological resources.

HP Objective 4.1

To improve the staff's ability to meet the goals of the Archaeology Program and meet professional standards in accordance with the Archaeological Preservation Ordinance, the City shall maintain a staff of archaeologist(s) and seek future funding for additional curatorial and collection management staff to meet the US Department of the Interior curation standards.

HP Policy 4.1.1

Sustain and grow the Archaeology Program's volunteer efforts, which is essential to support the city's responsibilities for historic preservation through excavation, lab analysis, and long-term curation. Opportunities for training volunteers to perform advanced archaeological skills will be pursued.

HP Policy 4.1.2

Explore funding options and academic partnerships to supplement staff with internships, post-doctoral research candidates, and part-time staff who can be integrated within the existing field and laboratory work schedules.

HP Policy 4.1.3

Enhance access to Archaeology Program data by creating digital inventories, maintaining geospatial databases, producing timely reports summarizing archaeological investigations, and curating older collections of artifacts and records to meet professional standards for the ethical custodianship of St. Augustine's cultural resources.

HP Objective 4.2

Implement opportunities to minimize the adverse impacts of development projects on archaeological resources.

HP Policy 4.2.1

Conduct archaeological assessments early in a project's planning phase to provide an opportunity for the City Archaeologist(s) to comment on potential adverse project impacts that can be avoided with acceptable project alternatives.

HP Policy 4.2.2

Based on data obtained from an updated archaeological survey and inventory, an evaluation of the current Archaeological Zones can determine whether the geographic boundaries of each zone should be updated to reflect current archaeological knowledge and historic information.

HP Policy 4.2.3

To minimize impacts to significant archaeological resources in Zone I, which is the oldest and highest concentrated area of below-ground resources, the city should consider limiting some types of construction. Significant disturbance includes underground garages, basements, and excessively destructive foundation systems. Consideration should also include an evaluation of the impacts to archaeological remains created by underground stormwater retention.

HP Policy 4.2.4

Provide information to business tenants and property owners within archaeological zones about review requirements for project planning and new construction, which is regulated by the Archaeological Preservation Ordinance. The creation of new utility accounts may be a way to gauge when notices should be sent.

HP Policy 4.2.5

For projects that require an archaeological review within the parameters set by the Archaeological Preservation Ordinance, the City will explore mechanisms to discourage and deter applicants who complete projects without notification and/or approval from the City Archaeologist(s).

HP Objective 4.3

Provide a financial mechanism to support the preservation and interpretation of archaeological resources.

HP Policy 4.3.1

A mechanism, such as mitigation bank or historic preservation trust fund, should be created. Potential funding sources may include contributions from property owners seeking new construction on a parcel that adversely impacts archaeological features to offset the community loss by providing funds for the preservation and interpretation of resources. Adverse impacts can include cases of an after-the-fact archaeology review applications or conducting work without complying with archaeological monitoring stipulations.

Preserving Community Character

HP Goal 5

Preserve and enhance the authentic features of St. Augustine's heritage and scale of the built environment in the distinctive neighborhoods, districts, structures, buildings, and vistas to strengthen St. Augustine's ability to convey the heritage of the city's diversity and development patterns.

HP Objective 5.1

Encourage preservation of the overall character of historic areas by evaluating opportunities to designate each of the National Register of Historic Places neighborhoods as local historic preservation conservation districts and implement overlay or supplemental land development regulations designed to maintain the relationship of buildings along the streetscape and to each other. This approach can guide and encourage compatible new construction without requiring review by HARB to potentially address the form, mass and scale of buildings relative to adjacent properties and established patterns of the neighborhood.

HP Policy 5.1.1

The use of zoning tools is a community driven option and requires neighborhood participation and input. If supported by each neighborhood through the public meeting process, the zoning requirements can be expanded to include basic design elements such as materials and fenestration patterns.

HP Policy 5.1.2

The boundaries of zoning overlay districts, and what is regulated, should be identified with support of the neighborhood and include support from property owners, HARB, the PZB and the City Commission.

HP Policy 5.1.3

Provide clearly illustrated design guidelines to assist property owners in understanding building terminology and the character-defining features of the neighborhoods to build on a neighborhood character study when overlay or historic preservation conservation districts are established.

HP Objective 5.2

Encourage the preservation and protection of the overall character of older and historic areas by maintaining visual continuity along streetscapes and scenic vistas.

HP Policy 5.2.1

Consideration should be given to incorporating skyline, vista and viewshed restrictions to mitigate the impact of new development on historic resources including districts, sites, and individually designated National Register historic properties.

HP Objective 5.3

Influence redevelopment patterns to be compatible with the scale of the surrounding built environment through zoning designations that promote consistency with the streetscape or district's existing character and use zoning to promote adaptive re-use of older and historic structures.

HP Policy 5.3.1

Use information gathered in the neighborhood character studies to identify buildings or areas with a distinct character and evaluate whether the current zoning designation promotes new construction that is consistent with that character in terms of building footprint, setbacks, and height to evaluate the potential for changes to the zoning designation.

HP Policy 5.3.2

Use information gathered to identify properties that may have a historic use that is not viable in its current zoning designation based on the building character which contrasts with the surrounding character or building uses in the zoning district to provide a list of potential properties that may seek zoning incentives to support their long-term preservation.

HP Objective 5.4

Integrate preservation into the commercial thoroughfares and nodes which already includes King Street, San Marco Avenue and Anastasia Boulevard as important commercial and transportation thoroughfares through the city identified in the Design Standards.

HP Policy 5.4.1

Provide design and planning assistance to encourage revitalization of the major thoroughfares and other, smaller commercial connectors in a manner that recognizes the unique character of these areas to preserve broader aspects of the city's authentic heritage.

HP Policy 5.4.2

A variation on the Main Street program tailored to unique needs of the city could be developed to encourage façade improvements and supplement the Design Standards and Architectural Guidelines for Historic Preservation where they are already in place.

Economic Incentives

HP Goal 6

Provide financial tools and economic incentives to encourage more voluntary participation in preservation and rehabilitation of cultural resources.

HP Objective 6.1

Develop a strategy to establish a funding mechanism that promotes preservation and conservation of cultural resource activities that may include property acquisition or conservation, maintenance and rehabilitation of older or historic structures, and interpretation programs.

HP Policy 6.1.1

Pursue amendments to the Tourist Development Tax and Tourist Impact Tax programs that would allow municipal administration and authority within the collection area and to expand the allowable expenditures to include broader historic preservation and archaeological activities.

HP Policy 6.1.2

Develop the framework to allow implementation of a preservation mitigation bank where funds are contributed from required mitigation assessments and other allowable sources to enable financial support for rehabilitation of privately owned older and historic structures.

HP Policy 6.1.3

Determine whether a revolving fund or similar program that purchases endangered historic properties for resale to owners with preservation covenants can be developed and operated. This program could be supplemented with low-interest loans or grants to new owners for the costs of rehabilitation, as well as design assistance by volunteer architects and design professionals.

HP Objective 6.2

Property owners in St. Augustine have access to economic incentive programs including the Historic Preservation Property Tax Exemption (ad valorem) program, the Federal Rehabilitation Tax Credit program for commercial properties, and the 2013 Lincolnville Community Redevelopment Area (LCRA) for qualifying properties. The city will continue to support and promote these programs and will also continue to evaluate opportunities to provide additional incentives.

HP Policy 6.2.1

Reducing development and permit fees is an incentive that should be considered to encourage redevelopment of distressed historic properties or to simply reward compatible rehabilitation work. A fund may need to be established to offset building permit fees for projects that take advantage of the city's financial incentive programs.

HP Policy 6.2.2

The city should create preservation reinvestment opportunities and identify and promote other financial incentive programs that can benefit historic preservation, economic development, and neighborhood revitalization which can include strategically pairing funding available through the St. Johns County Housing and Community Development Division or other affordable housing programs with local funding incentives to encourage reinvestment.

HP Policy 6.2.3

Any new incentives should be focused to address specific areas so that they serve to generate private growth and investment in the surrounding area in a manner that fits the larger planning goals of the city.

HP Policy 6.2.4

Historic preservation incentive brochures should be made available that can be shared with new tenants and property owners.

HP Policy 6.2.6

An education session should be conducted annually or biannually on available incentive programs. HARB member participation should be encouraged and reported to the Florida Division of Historical Resources CLG division on the annual CLG report.

Community Awareness and Promotion

HP Goal 7

Increase community awareness of the city's historic preservation program and celebrate the value and diversity of the city's heritage with support from local institutions, organizations, groups and community members.

HP Objective 7.1

Improve the visible identity and documentary efforts of St. Augustine's cultural resources and increase access to the city's cultural resource inventory.

HP Policy 7.1.1

The installation of signage identifying each historic neighborhood or place should be expanded beyond the locally-designated Historic Districts and Lincolnville. This can include decorative street signs, directional signs, gateway signs, historical markers at significant sites, etc., and should be undertaken utilizing consistent graphics for clear visual identity. Descriptive information and labels will be based on documentary information to ensure its authentic representation of St. Augustine heritage.

HP Policy 7.1.2

Signage can be linked to digital media and supplemented by mobile access to the city's cultural resource inventory. Archaeological sites will be excluded to avoid unintended exposure that can pose risks to the site's preservation.

HP Policy 7.1.3

The City will use the cultural resource inventory and previous survey recommendations to support new nominations of significant archaeological sites, historic structures, objects and districts to be listed in the National Register of Historic Places which provides formal documentation of the city's cultural resources, enhances their appreciation and understanding as well as demolition review under local ordinance. The properties identified as eligible for potential National Register designation will be shared with the community to determine if property owners support moving forward with the formal designation process.

HP Policy 7.1.4

Given the enormity of the remaining archaeological resources in the city and particularly in the Town Plan Historic District, a prioritized list should be developed based upon clearly defined parameters including recognition of unique spatial and temporal boundaries. When appropriate, this task should include updating listed properties, specific districts, to include contributing archaeological resources as well.

HP Objective 7.2

Improve existing print and multi-media materials and develop new materials and programming to share general historic preservation resources and information about the city's preservation program across multiple audiences.

HP Policy 7.2.1

Increase opportunities for public interpretation programs adjacent to current archaeological excavation sites which can include digital media accessible from remote mobile devices.

HP Policy 7.2.2

St. Augustine historic preservation division staff should work closely with organizations and educational institutions to expand resources for lecture topics such as neighborhood history and revitalization; available historic preservation incentive programs; flood and hazard preparedness; and what to do in the event of an archaeological find.

HP Policy 7.2.3

Provide training to educate realtors, builders, and architects or other professionals on the city's historic districts and neighborhoods, preservation procedures, preservation incentives and financial benefits. This can be implemented by the historic preservation staff as part of realtor board training.

HP Policy 7.2.4

Develop hands-on workshops focused on building preservation topics such as window restoration, masonry repointing, and architectural design. This can be completed in conjunction with professional consultants, contractors, and architects in coordination with local non-profits and filmed or streamed for web viewing.

HP Policy 7.2.5

Print materials should be made available to the general public and also provided directly to new tenants and property owners that includes information about HARB, historic designation, preservation incentives, the Certificate of Appropriateness and Certificate of Demolition processes, hazard mitigation resources, as well as archaeological review requirements and the protocol for unexpected archaeological finds. A similar pamphlet can be developed for any adopted Historic Preservation Districts or similar areas. These pamphlets could be distributed by realtors and the city to new property owners as part of a welcome package.

HP Policy 7.2.6

Walking tours and podcasts describing the Historic Districts and publicly accessible archaeological sites should be developed. This same information should be included in tour brochures made available at the Visitor's Center and City Hall.

HP Policy 7.2.7

Develop a social media presence with accounts for historic preservation activities to provide posts of preservation accomplishments and archaeological findings and news. Solicit print and broadcast outlets for opportunities to share information on current events and activities in addition to their requests for comments on specific projects.

HP Policy 7.2.8

Improve the information and organization of the city's website and multi-media resources for the historic preservation division to include links for preservation-related activities and events, current excavations under the city's archaeology program, archaeological review procedures, preservation incentives, current development reviews under the HARB, helpful preservation resources such as the Florida Master Site File, National Park Service Preservation Briefs, and information on National Register listings, among others.

HP Objective 7.3

Increase awareness of how historic preservation positively affects the city and celebrate historic preservation achievements in the community.

HP Policy 7.3.1

Recognize the achievements of successful projects, individuals and groups that have had a positive impact on preserving the city's architectural, archaeological and cultural heritage through an awards ceremony.

HP Policy 7.3.2

Provide a recap of the city's historic preservation efforts. This can include a report on completed surveys, new Historic Districts, the number of applications processed, archaeological digs completed, artifacts conserved and other city-sponsored initiatives. This recap should be posted on the City website and shared in the opening remarks at a preservation themed event.

HP Policy 7.3.3

The city should continue applying for grant funds through the Florida Division of Historical Resources and awards from the Florida Trust for Historic Preservation while seeking to diversify and broaden these opportunities. There are also multiple national programs and designations beyond the National Register that could enhance the city's visibility and distinction which increases funding considerations. Wider promotion of the city's resources will help generate awareness of its significance and increase the opportunity to address potential threats facing the city with state and national leaders.

Hazard Mitigation

HP Goal 8

Prioritize the protection of cultural resources in the larger context of the city's disaster management and resiliency planning efforts to include hazard mitigation, preparedness, response, and recovery methods that support the long-term protection and preservation of the historic structures, objects, and sites in the city.

HP Objective 8.1

Continue to incorporate historic preservation as a priority into the city's disaster planning and resiliency strategies while accumulating data and analysis that can be used to develop a historic preservation hazard mitigation plan.

HP Policy 8.1.1

Expand the cultural resource inventory to identify cultural resources threatened by natural hazards including tropical cyclone events, flooding, erosion, and sea level rise based on previous studies, maps, and any new information that is developed. Prioritize documentation of the most severely threatened resources. Include identifying the key historical and physical attributes of a property or site and/or identification of the area's sensitivity to potential hazards.

HP Policy 8.1.2

Evaluate the potential financial impacts of a disaster to the community's cultural resources including the potential impacts to the community's heritage tourism economy.

HP Policy 8.1.3

The historic preservation division staff should participate in the task force meetings of the St. Johns County Emergency Management Division and Local Mitigation Strategy development to identify the vulnerability of cultural resources to hazards and help prioritize mitigation projects that are eligible for funding.

HP Policy 8.1.4

Specific protection measures for cultural resources under stewardship of the City of St. Augustine will be developed to mitigate the impact of a potential hazard and provide leadership to encourage other property owners to follow suit. A specific plan should be undertaken for the archaeological laboratory which contains archival documentation and sensitive artifacts.

HP Policy 8.1.5

Update and maintain information that is readily available to communities and property owners to better understand their level of risk from the specific hazards that have a higher likelihood in St. Augustine, including flooding and storms to encourage community support and participation in disaster planning programs. Geospatial data can be an important tool to convey multiple layers of information.

HP Objective 8.2

Identify clear policies that address flood mitigation and historic preservation in the community to recognize the significant vulnerability of the city to flooding and sea level rise.

HP Policy 8.2.1

Prepare Design Guidelines for Flood Mitigation as a stand-alone document or a chapter in the AGHP. If incorporated into the existing AGHP, the AGHP should be reviewed and updated so its recommendations and requirements are consistent and do not conflict with flood and wind mitigation recommendations.

HP Policy 8.2.2

Define acceptable building elevation heights relative to the Base Flood Elevation (BFE) or Design Flood Elevation (DFE) and/or construction types.

HP Policy 8.2.3

Identify appropriate materials and design considerations for higher foundations and extended stairs as well as acceptable water-resistant materials for flood prone areas.

HP Objective 8.3

Develop procedures to respond and recover from a disaster that preserves historic fabric and character.

HP Policy 8.3.1

Identify preservation partners from adjacent communities, volunteers and the county or state representatives who will be able to assist in the review of preservation issues and provide information regarding preservation assistance programs in the event of an impending disaster.

HP Policy 8.3.2

In the aftermath of a disaster, it is important to identify opportunities for historic preservation advocates and emergency management personnel responsible for recovery activities to protect historic resources. Sharing the cultural resource inventory and disaster mitigation techniques for historic structures can help inform recovery personnel of the city's preservation goals.

HP Policy 8.3.3

To better protect historic resources, building inspection staff will be familiar with historic preservation requirements and be able to access preservation representatives in an emergency in an effort to process expedited permit reviews.

HP Policy 8.3.4

Planning and Building Department staff can be authorized to approve minor repairs and stabilization measures without formal HARB review to expedite stabilization and provision of a weather-tight building enclosure and reduce the administrative burden on property owners. The AGHP or hazard mitigation design guidelines can provide specific examples of appropriate stabilization measures and repairs.

HP Policy 8.3.5

Establish a plan that promotes repair and re-use of historic materials and components vulnerable to high winds and flooding such as porches, railings, windows, shutters, fences, and decorative plaster and wood interior features, etc. This can also be promoted as a sustainable option to disposal. To be effective, training collection personnel and providing educational materials or programs will be a key component.

HP Policy 8.3.6

The City will develop information to guide property owners during the recovery phase including what they should and can do to protect their properties and return to normal. Websites, brochures and/or pamphlets should be readily available for distribution during preparation of an impending hazard and in the immediate aftermath of an event.

HP Policy 8.3.7

Recommended strategies for mitigation and repairs of historic resources should be provided as well as information regarding the availability of historic preservation technical and financial assistance to encourage property owners to conduct sensitive repairs and reduce the unnecessary loss of historic materials.

Administration of Programs and Policies

HP Goal 9

Preserve and enhance St. Augustine's cultural resources and collections with continued leadership and stewardship within the city administration when evaluating future development for city projects.

HP Objective 9.1

Integrate preservation into all aspects of city planning initiatives that may impact cultural resources in older neighborhoods, historic districts, archaeological sites and heritage tourism programs and resources under city stewardship.

HP Policy 9.1.1

Include historic preservation staff in planning initiatives to help determine the potential impact of the city's proposed development activity on resources identified in the cultural resource inventory. Following an assessment of the proposed project and potential level of impact, it can then be brought to HARB for review as appropriate and/or further research by the archaeology staff to determine if any alternatives or mitigation actions can be considered.

HP Policy 9.1.2

Inter-departmental cooperation will be facilitated when structures or sites will be impacted from development activities to include Public Works and Utility Department permits with ground penetrating activity that requires review by and coordination with the City Archaeologist(s).

HP Policy 9.1.3

The City of St. Augustine is a steward of many cultural resources including the archaeological collections and archives, terrestrial and submerged sites, historic buildings and structures, objects, and landscape features. Historic preservation will continue to be a goal when considering the planning and design of public properties, facilities, spaces, and infrastructure including condition assessments, documentation measures, and management plans.

HP Policy 9.1.4

A restrictive covenant should be required on property sold by the City of St. Augustine to protect historical architectural and archaeological resources. Based upon the nature of the property. The covenant could include limiting construction areas to protect archaeological resources from damage, requiring HARB review of exterior alterations and/or prohibition of demolition of significant features or elements.

HP Policy 9.1.5

Continue to support staff positions of the Historic Preservation Division and professional development opportunities to manage the responsibilities outlined herein while advancing their ability to implement programs and policies that meet or exceed professional standards in the cultural resource preservation field.

HP Policy 9.1.6

Financial resources to supplement the city's budget and staff will continue to be pursued including state and national grant programs, partnerships with educational institutions, and related cultural organizations.

HP Objective 9.2

Maintain designation as a Certified Local Government with the Florida Division of Historical Resources and the National Park Service under the Department of the Interior.

HP Policy 9.2.1

Perform responsibilities of the Certified Local Government guidelines and agreement and maintain a positive standing by submitting monthly reports and meeting grant reporting requirements when applicable.

HP Goal 10

Facilitate a balance of economic growth and the preservation, continued use, and adaptive use of cultural resources with programs and policies that are user-friendly and responsive to the needs of the community.

HP Objective 10.1

Conduct a regular evaluation of the city's historic preservation program to include tasks in the Historic Preservation Master Plan as a means of identifying priorities and measuring the program's progress.

HP Policy 10.1.1

An annual report and work plan for the upcoming year will be developed by HARB and/or PZB in a public workshop. Tasks from the work plan and other identified needs can be assessed for human resources and budget needs while providing a public forum each year to ensure the priorities of the preservation program are achieved.

HP Objective 10.2

Promote preservation programs to encourage affordable housing in historic neighborhoods.

HP Policy 10.2.1

Partnerships should be developed with community housing organizations to encourage affordable and low-income housing in historic neighborhoods including possible incentive programs.

HP Policy 10.2.2

Compliance with historic preservation standards can place an undue economic burden on low and moderate income households by requiring the installation of specific materials when there are less costly options available. Provide a means for HARB approval in instances where conformance would place a financial hardship to individuals meeting income standards when the basic form and rhythm can be preserved and the work will not irreversibly affect the building's historic character.

HP Objective 10.3

Continue administration of the municipal tax exemption for historic properties and seek other opportunities to encourage private investment in historic preservation.

HP Policy 10.3.1

See also other specific policies related to other opportunities for historic preservation investment and community revitalization and other methods to increase awareness about historic preservation incentives.

HP Objective 10.4

Revise the Historic Architectural Review Board ordinance and zoning chapter definitions, historic preservation applications, demolition review procedures, and associated meeting procedures to incorporate proposed revisions of the Historic Preservation Master Plan as they are approved or implemented. Other updates generated from changes to the Architectural Guidelines for Historic Preservation or other new policies may be required.

HP Policy 10.4.1

Historic resources should be easily identified in a city-wide, geo-spatial database indicating the need for HARB and/or archaeological review as part of a permit or HARB application process.

HP Policy 10.4.2

Clarify preservation standards and definitions that are not clearly defined in the ordinance such as definitions, process of designation of local and national historic districts, designation and administration of local landmarks, demolition review thresholds, corresponding implications from other ordinances, documentation of undue economic hardship, and procedures for identifying and pursuing a case of demolition-by-neglect.

HP Policy 10.4.3

Provide clear explanations of review requirements and processes associated with a demolition application to include a worksheet with a submission checklist and requirements for a building condition assessment and economic hardship when required.

HP Policy 10.4.4

Provide clear details on the variety of requirements that may be attached as a condition to approval of a demolition application including instructions for the Florida Master Site File, measured archival drawings, photography. The level of required documentation may be adjusted based upon the significance of the historic resource.

HP Policy 10.4.5

The demolition review procedures may be modified for buildings that are not designated which may include a preliminary determination as whether or not a property that is 50 years old or older is potentially eligible for local Landmark listing prior to HARB review. If HARB concurs

during the public meeting that the property is not eligible for local landmark or other designation, the building may be granted demolition approval with or without conditions. Alternatively, if the HARB determines the property may be eligible for designation the full demolition review will be required.

HP Policy 10.4.6

Design review by HARB may be required for designated local landmarks in order to balance the property's eligibility for zoning and financial incentives with historic preservation goals.

HP Policy 10.4.7

The administrative review authority of the historic preservation staff may be expanded for minor applications based on the type of alteration and its conformance with the AGHP, significance of the property, location of the property, and existing conditions with the provision that staff may determine that HARB review is required.

HP Policy 10.4.8

A requirement for applicants to provide both paper and digital photographs and application materials at the time of submission should be put in place to facilitate sharing of information with HARB members and the public, while minimizing staff time associated with scanning. For applicants who do not or are unable to comply consistent with department procedure.

HP Policy 10.4.9

HARB application materials should be posted online to allow neighbors to understand proposed property alterations and choose whether or not to attend and participate in the HARB meeting, voicing either support or opposition. This would increase the transparency associated with the HARB review process and, in cases in which HARB recommends design alterations, also serves to demonstrate the benefits of the process.

HP Objective 10.5

Revise the Architectural Guidelines for Historic Preservation (AGHP) to include changes in materials and technology and additional design guidelines and requirements to incorporate proposed revisions of the Historic Preservation Master Plan as they are approved or implemented. Other updates generated from changes to the city ordinances or other new policies may be required.

HP Policy 10.5.1

The AGHP should provide property owners an expectation of what will and will not be approved by HARB as part of the review process by addressing the issues relevant to today's property owners. This is often best accomplished via illustrations of appropriate and inappropriate alternatives, supplemented by descriptions in layman's language. Historic district guidelines written specifically for a district can often best address local character and issues and can be chapters added to the city-wide AGHP or a stand-alone document.

HP Policy 10.5.2

New building materials and technologies have either been introduced or gained in popularity increasing the likelihood that they will be considered by owners, design professionals, and contractors as they make improvements to properties. These include alternative wood and window products as well as technology such as generators. Although perhaps not appropriate in all locations, instances in which they might be appropriate should be identified in the AGHP.

HP Policy 10.5.3

The AGHP can provide review criteria using design principles in a manner consistent with the building and/or context area when architectural style is not prescribed as the method of regulating new construction. Using architectural style can promote a specific ambience within a district, however it can create imitations of historic buildings and a false sense of history in conflict with the Secretary of the Interior's Standards for Rehabilitation.

HP Policy 10.5.4

Hazard mitigation or flood mitigation design guidelines for historic preservation that may be adopted can be incorporated into the AGHP or as a stand-alone document.

HP Policy 10.5.5

Sustainable practices and design methods should be incorporated in the AGHP wherever possible to assist property owners in making educated decisions to improve their property's energy performance and reduce environmental impact.

HP Policy 10.5.6

The implementation of recommendations that promote the preservation of historic properties should be evaluated in tandem with the city's overall environmental conservation goals and approach to sea level rise (perils of flood).

HP Policy 10.5.7

The administrative review authority of the historic preservation staff may be expanded for minor applications and will need to be added to the AGHP to provide staff the detailed review criteria.

