AGENDA

Code Enforcement, Adjustments and Appeals Board
City of St. Augustine, Florida
Alcazar Room
Tuesday, September 13, 2022 at 3:00 p.m.

Regular Agenda

1. **Roll Call**
2. **Swearing in of Staff**
3. **General Public Comments for Items Not on the Agenda**
4. **Approval of Minutes**
   a. Regular Meeting Minutes from August 9, 2022.
5. **Disclosure of Ex-Parte Communications**
6. **Building Code Variances**
7. **New Violations**
   a. CE2022-0217 — Valerie Lee Properties LLC
      38 White St. East
      Violation Hearing
   b. CE2021-0311 — 117 Colon Avenue LLC
      117 Colon Ave
      Violation Hearing
8. **Assignment of Fines**
9. **Fine Reduction Requests**
10. **Cases in Lien**
11. **Cases in Compliance**

12. City Attorney Items

(None)

13. Other Business

(None)

14. Adjournment

Notices: In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the Code Enforcement, Adjustments and Appeals 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 market

CITY OF ST. AUGUSTINE, FLRIDA

Code Enforcement, Adjustments and Appeals Board Meeting
August 9, 2022

The Code Enforcement, Adjustments and Appeals Board met in formal session at 3:00 P.M., Tuesday, August 9, 2022, in the Alcazar Room at City Hall. The meeting was called to order by Larry Weeks, Chairman, and the following were present:

1. ROLL CALL

Larry Weeks, Chairman
Thomas Day, Vice Chairman
Jan Marie Kelly
Marilyn Meade Garrett
CeCe Reigle
Karen Valachovic
Irvin Rubin

Staff Present:

Richard Thibault, Assistant City Attorney
Amy Skinner, Director, Planning & Building Department
Richard "Buddy" Schauland, Building Official
Barry Fox, Code Enforcement Manager
Robert van Mierop, Code Enforcement Officer
Curtis Boles, Code Enforcement Officer
Morganne Pratten, Code Enforcement Officer, recording
Emily Howington, Administrative Coordinator

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2. SWEARING IN OF STAFF

3. GENERAL PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA

4. APPROVAL OF MINUTES (July 12, 2022)

Corrections to the minutes were mentioned regarding the previous meetings attendance, a grammar correction, and a correction to the fine amount.

MOTION

Jan Kelly moved to approve the minutes with corrections. The motion was seconded by Karen Valachovic and approved by a unanimous voice vote.

5. DISCLOSURE OF EX-PARTE COMMUNICATIONS

(None)

6. BUILDING CODE VARIANCES

DRAFT

(none)

7. REVIEW OF NEW CASES

(none)

8. REVIEW OF PREVIOUSLY HEARD CASES

a. CE2022-0208

The Vestry of Trinity Church of St. Augustine, Inc.
2 Artillery Lane, St. Augustine, FL 32084
Compliance Hearing

Assistant City Attorney Richard Thibault requested recusal of Irvin Rubin on the matter. Irvin Rubin recused himself from the case.

Barry Fox recapped the case and explained that The Vestry of Trinity Church of St. Augustine Inc. has come into compliance for the violation Ch 25, Section 25-56 tree removal and replacement, by satisfying their fine of $5,000 on July 19th, 2022.

Mr. Fox requested that the case be closed for compliance by the board.

Chairman weeks asked Mr. Thibault if there needed to be public comment. Mr. Thibault replied they could, but since it was a compliance hearing it was not necessary.

Chairman Weeks asked if there were board questions for Mr. Fox. Finding none he asked for a motion to close the case for compliance. Karen Valachovic motioned to approve, Marilyn Garret seconded, the motion passed unanimously.

a. CITY ATTORNEY ITEMS

(None)

b. OTHER BUSINESS

(None)

c. ADJOURNMENT

Meeting was adjourned at 3:04 P.M.

Larry Weeks, Chairperson

Morganne Pratten, Code Enforcement Officer, Recording

DRAFT

CITY OF ST. AUGUSTINE
MEMORANDUM

TO: **Code Enforcement, Adjustments & Appeals Board (CEAAB)**

DATE: **September 13, 2022**

SUBJECT: **Case Number: CE2022-0217**

RESPONDENT: **Valerie Lee**

LOCATION: **38 White Street East Parcel Number 158230 0000**

VIOLATION: **Chapter 8, Section 8-608**
Construction without a permit

BACKGROUND INFORMATION:

On Friday, May 27, 2022, I received a call from building inspector Sam Matthews who advised me that there were exterior stairs leading to a second floor balcony, all of which was being built on the west elevation of the building at the above address. I verified that there were no building permits for that address and posted a "Stop Work" order. I contacted the property owner and advised her that she needed to obtain a building permit to get the job completed and inspected. Specifically, I advised her to contact Shelley Clayton on May 31, 2022 for instructions as to how to obtain a permit.

As of July 26, 2022, the property owner had not initiated the permit process, and a certified Notice of Violation was issued. The Notice set states that building plans for the permit must be submitted within ten days of the receipt of the Notice. The Unites States Postal Service verified that the Notice of Violation was delivered on July 29, 2022. On August 8, 2022, the property owner submitted a permit application which was reviewed, determined to be incomplete, and it was denied. On August 9, 2022, the property owner was advised via email that the application was denied, and the email included instructions on properly submitting a permit application. As of August 29, 2022, the property owner has not submitted a permit application.

Robert van Mierop
Code Enforcement Officer

Sec. 8-608. - Permit required.

It shall be unlawful for any person, firm, or corporation to construct, erect, alter, repair, or demolish any building within the city without first obtaining a permit therefor from the planning and building department, and upon the payment of such reasonable fees adopted by the city. The building official is empowered to revoke any such permit upon a determination that the construction, erection, alteration, repair, or demolition of the building for which the permit was issued is in violation of, or not in conformity with, the provisions of the city building codes. Installation, replacement, removal, or metering of any load management control device is exempt from and shall not be subject to the permit process and fees otherwise required by this section.

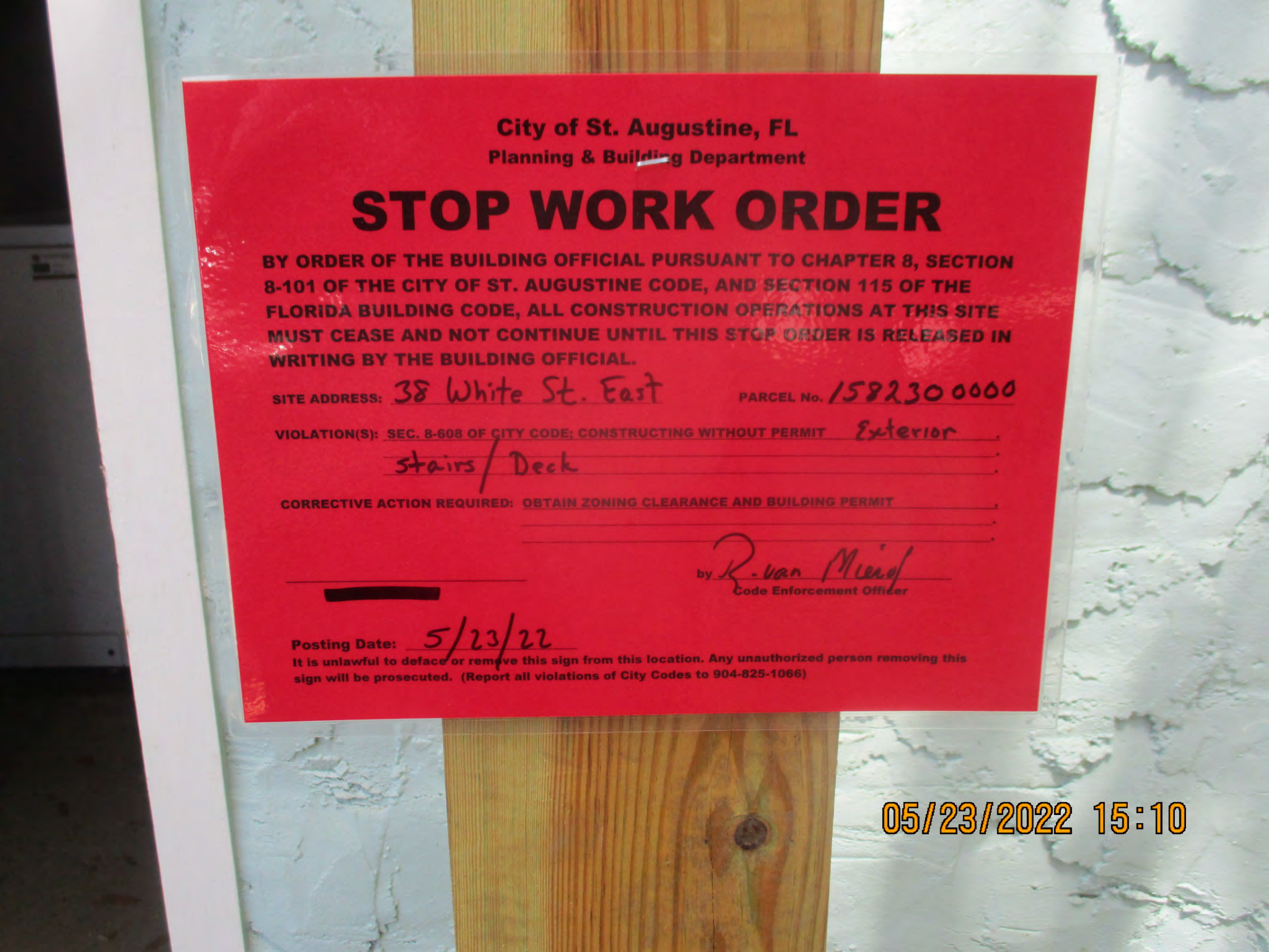
05/23/2022 14:46

05/23/2022 14:46

05/23/2022 14:46

05/23/2022 14:47

05/23/2022 14:48



City of St. Augustine, FL

Planning & Building Department

STOP WORK ORDER

BY ORDER OF THE BUILDING OFFICIAL PURSUANT TO CHAPTER 8, SECTION 8-101 OF THE CITY OF ST. AUGUSTINE CODE, AND SECTION 115 OF THE FLORIDA BUILDING CODE, ALL CONSTRUCTION OPERATIONS AT THIS SITE MUST CEASE AND NOT CONTINUE UNTIL THIS STOP ORDER IS RELEASED IN WRITING BY THE BUILDING OFFICIAL.

SITE ADDRESS: 38 White St. East PARCEL No. 1582300000

VIOLATION(S): SEC. 8-608 OF CITY CODE: CONSTRUCTING WITHOUT PERMIT Exterior Stairs / Deck

CORRECTIVE ACTION REQUIRED: OBTAIN ZONING CLEARANCE AND BUILDING PERMIT

by R. van Meter
Code Enforcement Officer

Posting Date: 5/23/22

It is unlawful to deface or remove this sign from this location. Any unauthorized person removing this sign will be prosecuted. (Report all violations of City Codes to 904-825-1066)

05/23/2022 15:10

05/23/2022 15:10

05/24/2022 12:29

STOP WORK ORDER
05/31/2022 10:17

CODE ENFORCEMENT DIVISION

OFFICIAL NOTICE Of CEAAB HEARING

August 29, 2022

IN THE MATTER OF: Name: Valerie Lee Properties LLC
C/O Valerie Lee
Address: 38 White Street East
Saint Augustine, FL 32084

Case #: CE2022-0217

HEREBY KNOWN AS RESPONDENT(S)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 8, Section 8-608

SITE OF VIOLATION: 38 White Street East

LEGAL DESCRIPTION: CITY OF ST AUGUSTINE LOT 1 BLK 34 DB224/584

PARCEL NUMBER: 158230 0000

The purpose of this letter is to notify you that the City of St. Augustine Code Enforcement, Adjustments & Appeals Board (CEAAB) will meet on **Tuesday, September 13, 2022, at 3:00 p.m.** in the Alcazar Room at City Hall, 75 King Street, and you have been placed on the agenda for the meeting in the matter of the following violations:

- **Construction without a permit**

This is your "**Official Notice**" for you or your representative to appear before the CEAAB to respond to your violation. The CEAAB will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, they will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is important that you be present at the meeting to address the CEAAB. If the violation is corrected and then reoccurs, or if the violation is corrected prior to the referenced hearing, this case may still be presented to the CEAAB.

In accordance with Florida Statutes 286.0105: "If any person decides to appeal any decision made by the Code Enforcement, Adjustments & Appeals Board with respect to any matter considered at this scheduled meeting, 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."

Office DEPOT®

08/29/2022 14:57

CHEVROLET
RADO
FLORIDA
231950
CITY
3 6 1 5 3 6 2 8 1
08/29/2022 14:57

CODE ENFORCEMENT DIVISION

OFFICIAL NOTICE OF CEAAB HEARING

August 29, 2022

IN THE MATTER OF:	Name:	Valerie Lee C/O Valerie Lee Properties LLC
	Address:	38 White St Saint Augustine, FL 32080
	Case #:	CE2022-0217

HEREBY KNOWN AS RESPONDENT(S)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 8, Section 8-608

SITE OF VIOLATION:	38 White Street E
LEGAL DESCRIPTION:	3-58 KILLINGSWORTH SUB OF BLK 9 CARVERS SUB ANASTASIA LOT 7 OR4384/1791
PARCEL NUMBER:	158230 0000

The purpose of this letter is to notify you that the City of St. Augustine Code Enforcement, Adjustments & Appeals Board (CEAAB) will meet on **Tuesday, September 13, 2022, at 3:00 p.m.** in the Alcazar Room at City Hall, 75 King Street, and you have been placed on the agenda for the meeting in the matter of the following violations:

- **Construction without a permit**

This is your "**Official Notice**" for you or your representative to appear before the CEAAB to respond to your violation. The CEAAB will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, they will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is important that you be present at the meeting to address the CEAAB. If the violation is corrected and then reoccurs, or if the violation is corrected prior to the referenced hearing, this case may still be presented to the CEAAB.

In accordance with Florida Statutes 286.0105: "If any person decides to appeal any decision made by the Code Enforcement, Adjustments & Appeals Board with respect to any matter considered at this scheduled meeting, 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."

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.

Barry E. Fox
Code Enforcement Manager

City of St. Augustine
Planning & Building Department
P.O. Box 210
St. Augustine, FL 32085-0210

Certified Mail Number: **7022 0410 0001 0217 4245**
7022 0410 0001 0214 4238

cc: John P. Regan, City Manager
CEAAB File

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 no 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.

AFFIDAVIT OF PRIMARY SERVICE

STATE OF FLORIDA
COUNTY OF ST. JOHNS
CITY OF ST. AUGUSTINE

Valerie Lee Properties, LLC

24 West Castillo Drive

St. Augustine, FL 32084

Respondent

CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE CASE NUMBER: CE2022-0217

I, Robert van Mierop, being duly sworn and deposed say:

1. That I am employed by the City of St. Augustine Code Enforcement Department.
2. That pursuant to Florida Statute 162.12, on August 29, 2022, I received a copy of the attached Notice of Hearing for the hearing dated September 13, 2022.
3. That on August 29, 2022, I
   ☑ Mailed said Notice by certified U. S. Mail to the respondent, at the above listed address.
4. That on _____ __, 20__, I
   ☐ Hand delivered said Notice to _____ at _____.

FURTHER, Affiant saith not.

_____
Code Enforcement Inspector

SWORN TO AND SUBSCRIBED BEFORE ME THIS ___ DAY OF _____, 20___.

Morganne E. Pratten
Notary Public, State of Florida
My Commission Expires: 20 day of March, 2026.

MORGANNE E. PRATTEN
Notary Public-State of Florida
Commission # HH 242598
My Commission Expires
March 20, 2026

AFFIDAVIT OF SECONDARY SERVICE

STATE OF FLORIDA
COUNTY OF ST. JOHNS
CITY OF ST. AUGUSTINE

Valerie Lee Properties, LLC
24 West Castillo Drive
St. Augustine, FL 32084

Respondent

CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE CASE NUMBER: CE2022-0217

I, Robert van Mierop, being duly sworn and deposed say:

1. That I am employed by the City of St. Augustine Code Enforcement Department.
2. That pursuant to Florida Statute 162.12, on August 29, 2022, I received a copy of the attached Notice of Hearing for the hearing dated September 13, 2022.
3. That on August 29, 2022, I
   ☑ Posted said Notice on the property located at
   38 White Street East, St. Augustine, FL 32080.
4. That on August 30, 2022, I
   ☑ Posted said Notice at the City of St. Augustine Clerks Office located at 75 King St., St. Augustine, FL.

FURTHER, Affiant saith not.

Robert van Mierop
Code Enforcement Inspector

SWORN TO AND SUBSCRIBED BEFORE ME THIS ___ DAY OF _____, 20___.

Morganne E. Pratten
Notary Public, State of Florida
My Commission Expires: 20th day of March, 2026.

MORGANNE E. PRATTEN
Notary Public-State of Florida
Commission # HH 242598
My Commission Expires
March 20, 2026

CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065

CODE ENFORCEMENT DIVISION

July 26, 2022

IN THE MATTER OF:	Name:	Valerie Lee C/O Valerie Lee Properties, LLC
	Address:	38 White Street East, St. Augustine, FL 32080
	Case #:	CE2022-0217

HEREBY KNOWN AS RESPONDENT(S)

OFFICIAL NOTICE OF VIOLATION

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 8, Section 608- Building construction without a permit

SITE OF VIOLATION:	38 White Street East, St. Augustine, FL 32080
LEGAL DESCRIPTION:	LEGAL DESCRIPTION: 3-58 KILLINGSWORTH SUB OF BLK 9 CARVERS SUB ANASTASIA LOT 7 OR4384/1791
PARCEL NUMBER:	158230 0000

The City of St. Augustine conducted an inspection and/or review of City records regarding the subject property on June 6, 2022 which revealed the following violations:

An external staircase and a second floor deck was being built on the west side of the structure, however there were no valid building permits at the time.

It is the Finding of the Code Enforcement Division of the Planning and Building Department of the City of St. Augustine that the Respondent shall comply with the above cited sections of the City Code of St. Augustine, Florida within **ten (10) days** of the receipt of this Notice, or a fine of **$250.00 per day** may be imposed by the Code Enforcement, Adjustments and Appeals Board. The violation may be corrected via:

Submit building plans initiating the permitting process for the above job. In the alternative, remove all unpermitted work including the stairs and the second floor deck.

It is our goal to enforce the codes and ordinances of the City and to protect the health, safety and welfare of the citizens of St. Augustine and, accordingly, your cooperation regarding this matter is greatly appreciated. If you should have any questions concerning this matter, please contact the Code Enforcement Division at (904) 825-1066.

Robert van Mierop
Code Enforcement Officer

CITY OF ST. AUGUSTINE
Planning and Building Department
P.O. Box 210
St. Augustine, FL 32085-0210
(904) 825-1066

Certified Mail Number: : 7022 0410 0001 0217 4092

7022 0410 001 0217 4115

cc: John P. Regan, City Manager
CEAAB File

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 no 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.

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

2022 TRIM Notice

2022 TRIM Notice (PDF)

Summary

Clicking Image Opens Cyclomedia Viewer In a New Tab

No Image Available

Parcel ID	1582300000
Location Address	38 WHITE ST E SAINT AUGUSTINE 32080-0000
Neighborhood	Carvers (713)
Tax Description*	3-58 KILLINGSWORTH SUB OF BLK 9 CARVERS SUB ANASTASIA LOT 7 OR4384/1791 *The Description above is not to be used on legal documents.
Property Use Code	Multi-Family (Less than 10 Units) (0800)
Subdivision	Killingsworth Subdivision, Mrs B.
Sec/Twp/Rng	58-7-30
District	City of St Augustine (District 452)
Millage Rate	19.3368
Acreage	0.090
Homestead	N

Owner Information

Owner Name	Valerie Lee Properties LLC 100%
Mailing Address	24 W CASTILLO DR SAINT AUGUSTINE, FL 32084-0000

Map

Valuation Information

	2022
Building Value	$363,149
Extra Features Value	$0
Total Land Value	$146,714
Agricultural (Assessed) Value	$0
Agricultural (Market) Value	$0
Just (Market) Value	**$509,863**
Total Deferred	$81,040
Assessed Value	**$428,823**
Total Exemptions	$0
Taxable Value	**$428,823**

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	$269,914	$0	$119,925	$0	$0	$389,839	$389,839	$0	$389,839
2020	$265,700	$0	$91,328	$0	$0	$357,028	$357,028	$0	$357,028
2019	$259,155	$0	$91,328	$0	$0	$350,483	$350,483	$0	$350,483
2018	$265,886	$0	$90,405	$0	$0	$356,291	$356,291	$0	$356,291
2017	$242,916	$0	$74,722	$0	$0	$317,638	$293,858	$23,780	$293,858
2016	$250,277	$0	$74,722	$0	$0	$324,999	$267,144	$57,855	$267,144
2015	$221,550	$0	$64,575	$0	$0	$286,125	$242,858	$43,267	$242,858
2014	$188,385	$0	$54,058	$0	$0	$242,443	$220,780	$21,663	$220,780
2013	$159,197	$0	$41,512	$0	$0	$200,709	$200,709	$0	$200,709
2012	$152,714	$0	$35,867	$0	$0	$188,581	$188,581	$0	$188,581
2011	$154,778	$0	$39,852	$0	$0	$194,630	$194,630	$0	$194,630
2010	$152,513	$0	$44,280	$0	$0	$196,793	$196,793	$0	$196,793

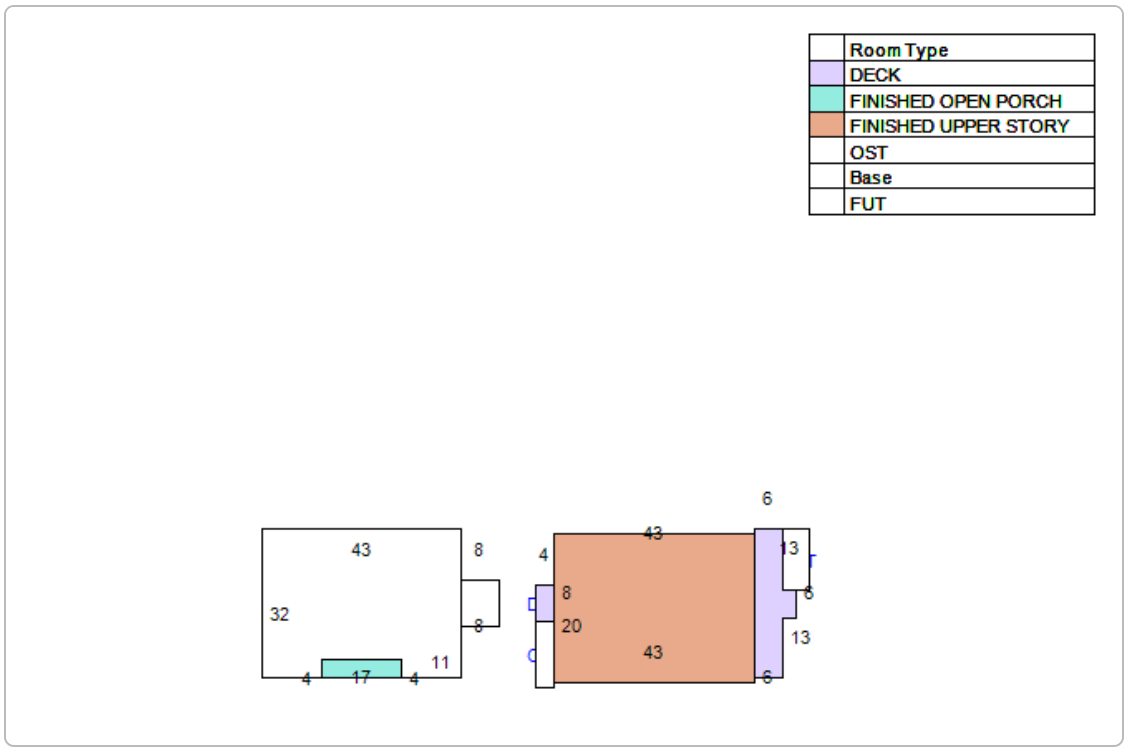
Building Information

Building	1
Year Built	1932
Actual Area	3208
Conditioned Area	2684
Use	Duplex
Style	01
Class	N
Exterior Wall	Aluminum Vinyl, Concrete Stucco
Roof Cover	Metal
Roof Structure	Gable Hip
Interior Flooring	Hardwood, Ceramic Tile
Interior Wall	Drywall
Heating Type	Air Duct
Air Conditioning	Central
Bedrooms	8
Baths	5

Description	Square Footage
FRAME UTILITY	80
BASE AREA	1308
OUTSIDE STAIRS	56
FINISHED UPPER STORY	1376
FINISHED OPEN PORCH	68
FINISHED DECK	32

FINISHED DECK	210
OUTSIDE STAIRS	78
Total SqFt	3208

Sketch Information



Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Multi-Family (Less than 10 Units)	45	77	45	EF	$146,714

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
6/6/2017	5/31/2017	$419,000.00	WARRANTY DEED	4384	1791	Q	I	PATEL ASHWIN P & RAJESHWARI A	VALERIE LEE PROPERTIES LLC
	1/20/2005	$405,000.00	WARRANTY DEED	2363	265	Q	I	CRAGGS JAMES H III,DEBORAH D	PATEL ASHWIN P & RAJESHWARI A
	8/15/2003	$310,000.00	WARRANTY DEED	2026	160	Q	I	GREGORY SUSAN JANE MITCHELL	CRAGGS JAMES H III & DEBORAH D
	7/1/2003	$0.00	WARRANTY DEED	1997	589	U	I	GREGORY ROBERT B INDIV & AS TRUSTEE	GREGORY SUSAN JANE MITCHELL
	3/15/2002	$100.00	WARRANTY DEED	1759	1140	U	I	GREGORY ROBERT B	GREGORY ROBERT B TRUSTEE
	3/1/1999	$223,000.00	WARRANTY DEED	1390	1581	Q	I	THOUSAND ROBERT R	GREGORY ROBERT B
	12/1/1982	$31,900.00		566	36	U	I		THOUSAND ROBERT R
	1/1/1980	$31,000.00		476	297	U	I		

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

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.
User Privacy Policy
GDPR Privacy Notice

Developed by Schneider GEOSPATIAL

Last Data Upload: 9/9/2022, 12:44:14 AM

Version 2.3.219

Robert Vanmierop

From: Shelley Clayton
Sent: Tuesday, August 9, 2022 5:18 PM
To: jaysroots@gmail.com
Cc: Robert Vanmierop
Subject: 38 White St E / Online Form Submittal: Building Permit Application

Importance: High

Good afternoon,

The permit submitted below for **38 White St E** was reviewed, determined to be incomplete, and has been denied. Please review the information listed below that's required to be submitted with the permit. A new permit will need to be applied for once additional information can be provided for review.

- **Code Reference - F.S. 489.103** A company does not qualify for the exemption to F.S. 489.103 and cannot be issued a permit as its own contractor. The owner must be an individual person, not a company. The proposed work must be done by a Florida licensed contractor.
- Provide property survey showing location of deck and staircase.
- Provide construction drawings for the stairs.

Regards,

Shelley Clayton
Permits Coordinator
City of St. Augustine | Planning & Building Dept.
P.O. Box 210 | St. Augustine, FL 32085
Office: 904.825.1060
Email: sclayton@citystaug.com
Web: www.CityStAug.com

Please Note: Florida has a very broad Public Records Law. Unless specifically exempt by state law, written communications to city officials or staff regarding official city business are public records available to the public and media upon request. If your email communication is related to official government business, it may therefore be subject to public disclosure.

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, August 8, 2022 8:36 AM

CITY OF ST. AUGUSTINE
MEMORANDUM

TO: **Code Enforcement, Adjustments and Appeals Board**

DATE: **September 13, 2022**

SUBJECT: **Case Number 2022-0222**

RESPONDENT: **117 Colon Avenue LLC / Tammy Palmer, Carleton Johns III**

LOCATIONS: **117 Colon Avenue**

VIOLATION: **Chapter 8, Section 608 Permit Required**

BACKGROUND INFORMATION:

Owner has converted a Boat Shed into habitable space without zoning approval and building permits.

On February 6, 1991, then owner Glenn Atkinson applied for building permit for a Boat Shed inside a RS-1 Residential Single Family zone lot. Mr. Atkinson submitted drawing showing location of Boat Shed on February 8 and was later approved on February 11, 1991.

Somewhere between 1991 and 2020 an illegal conversion was made without permits from the city.

On September 23, 2021, I spoke with owner Mrs. Palmer on removing tenant living inside Boat Shed. She asked for time because of a lease agreement being in place. I ask for a copy to be emailed to me which I never received.

On October 21, 2021, Mr. Carleton John's owner of said property, emailed me admitting to converting Boat Shed and excepts not meeting setbacks. He will need to remove Arbor as part of his compliance.

December 9, 2021, owner was guided to remove the structure or relocate the structure applying for all necessary permits. It was also explained that he has a right to apply to the PZB for a setback variance for a guesthouse, but staff would recommend denial to the board.

On July 19, 2022, I mailed out an official Notice of Violation to (Tammy Palmer co-owner with Carleton John's) to remove all unpermitted work from the Boat Shed.

Respectfully Submitted,

Curtis Boles
Code Enforcement Inspector

Sec. 8-608. - Permit required.

It shall be unlawful for any person, firm, or corporation to construct, erect, alter, repair, or demolish any building within the city without first obtaining a permit therefor from the planning and building department, and upon the payment of such reasonable fees adopted by the city. The building official is empowered to revoke any such permit upon a determination that the construction, erection, alteration, repair, or demolition of the building for which the permit was issued is in violation of, or not in conformity with, the provisions of the city building codes. Installation, replacement, removal, or metering of any load management control device is exempt from and shall not be subject to the permit process and fees otherwise required by this section.

RESIDENTIAL
SPEED
LIMIT
20
SLOW
CHILDREN
AT PLAY

117 Colon Street

DANGER

DO NOT ENTER

BY ORDER OF THE BUILDING OFFICIAL THIS BUILDING HAS BEEN DECLARED UNSAFE FOR HUMAN OCCUPANCY.

PURSUANT TO CHAPTER 8, SECTION 8-301 OF THE CITY OF ST. AUGUSTINE MUNICIPAL CODE, IT IS UNLAWFUL FOR ANY PERSON TO ENTER, OCCUPY OR RESIDE IN THIS BUILDING.

PLANNING AND BUILDING DEPARTMENT:

Building Official

by Curtis Boles
Code Enforcement Officer

Posting Date: August 10, 2022

It is unlawful to deface or remove this ... Any unauthorized person removing this sign will be prosecuted.

DANGER

CODE ENFORCEMENT DIVISION

OFFICIAL NOTICE OF CEAAB HEARING

August 29, 2022

IN THE MATTER OF: Name: Tammy Palmer
C/O 117 Colon Ave LLC
Address: 117 Colon Ave
Saint Augustine, FL 32084

Case #: CE2021-0222

HEREBY KNOWN AS RESPONDENT(S)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 8, Section 8-608

SITE OF VIOLATION: 117 Colon Avenue

LEGAL DESCRIPTION: 3-136 SARATOGA LAKE LOTS 17 & 18 BLK 1 OR4816/1869

PARCEL NUMBER: 1500200000

The purpose of this letter is to notify you that the City of St. Augustine Code Enforcement, Adjustments & Appeals Board (CEAAB) will meet on **Tuesday, September 13, 2022, at 3:00 p.m.** in the Alcazar Room at City Hall, 75 King Street, and you have been placed on the agenda for the meeting in the matter of the following violations:

- **Construction without a permit**

This is your "**Official Notice**" for you or your representative to appear before the CEAAB to respond to your violation. The CEAAB will conduct a hearing, in accordance with F.S. 162.07, concerning your case and, subsequently, they will issue findings of fact and may order corrective action and compliance by a specific date. Again, we believe it is important that you be present at the meeting to address the CEAAB. If the violation is corrected and then reoccurs, or if the violation is corrected prior to the referenced hearing, this case may still be presented to the CEAAB.

In accordance with Florida Statutes 286.0105: "If any person decides to appeal any decision made by the Code Enforcement, Adjustments & Appeals Board with respect to any matter considered at this scheduled meeting, 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."

If you have any questions concerning this correspondence, please contact the Code Enforcement Inspector indicated below.

Barry E. Fox
Code Enforcement Manager

City of St. Augustine
Planning & Building Department
P.O. Box 210
St. Augustine, FL 32085-0210

Certified Mail Number: **7022 0410 0001 0217 4269**
7022 0410 0001 0217 4252
7022 0410 0001 0217 4221

cc: John P. Regan, City Manager
CEAAB File

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 no 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.

AFFIDAVIT OF PRIMARY SERVICE

STATE OF FLORIDA
COUNTY OF ST. JOHNS
CITY OF ST. AUGUSTINE

117 Colon Avenue LLC., C/O Tammy D. Palmer

117 Colon Avenue

Saint Augustine, FL 32080

Respondent

CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE CASE NUMBER: CE2021-0222

I, Curtis Boles, being duly sworn and deposed say:

1. That I am employed by the City of St. Augustine Code Enforcement Department.
2. That pursuant to Florida Statute 162.12, on August 29, 2022, I received a copy of the attached Notice of Hearing for the hearing dated September 13, 2022.
3. That on July 19, 2022, I
   ☑ Mailed said Notice by certified U. S. Mail to the respondent, at the above listed address.
4. That on _____ __, 20__, I
   ☐ Hand delivered said Notice to _____ at _____.

FURTHER, Affiant saith not.

_____
Code Enforcement Inspector

SWORN TO AND SUBSCRIBED BEFORE ME THIS 9 DAY OF September, 2022.

_____
Notary Public, State of Florida
My Commission Expires: 28 day of August, 2026.

EMILY HOWINGTON
Notary Public-State of Florida
Commission # HH 305930
My Commission Expires
August 28, 2026

AFFIDAVIT OF SECONDARY SERVICE

STATE OF FLORIDA
COUNTY OF ST. JOHNS
CITY OF ST. AUGUSTINE

117 Colon Avenue LLC., C/O Ta
117 Colon Avenue
Saint Augustine, FL 32080
Respondent

CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE CASE NUMBER: CE 2021-0222

I, Curtis Boles, being duly sworn and deposed say:

1. That I am employed by the City of St. Augustine Code Enforcement Department.
2. That pursuant to Florida Statute 162.12, on August 29, 2022, I received a copy of the attached Notice of Hearing for the hearing dated September 13, 2022.
3. That on August 29, 2022, I
   ☑ Posted said Notice on the property located at 117 Colon Avenue.
4. That on August 29, 2022, I
   ☑ Posted said Notice at the City of St. Augustine Clerks Office located at 75 King St., St. Augustine, FL.

FURTHER, Affiant saith not.

Curtis Boles
Code Enforcement Inspector

SWORN TO AND SUBSCRIBED BEFORE ME THIS 9 DAY OF September, 2022.

Emily Howington
Notary Public, State of Florida
My Commission Expires: 28 day of August, 2026.

EMILY HOWINGTON
Notary Public-State of Florida
Commission # HH 305930
My Commission Expires
August 28, 2026

CITY OF ST. AUGUSTINE
CODE ENFORCEMENT DIVISION
75 King Street
St. Augustine, FL 32084
904-825-1065

CODE ENFORCEMENT DIVISION

July 19, 2022

IN THE MATTER OF:	Name:	117 Colon Avenue LLC. C/O Tammy D. Palmer
	Address:	117 Colon Avenue Saint Augustine, FL 32080
	Case #:	CE2021-0222

HEREBY KNOWN AS RESPONDENT(S)

OFFICIAL NOTICE OF VIOLATION

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida

Code Section: Chapter 8, Section 8-608 – Permit required.

SITE OF VIOLATION:	117 Colon Avenue, St. Augustine, FL 32080
LEGAL DESCRIPTION:	3-136 SARATOGA LAKE LOTS 17 & 18 BLK 1 OR4816/1869
PARCEL NUMBER:	1500200000

The City of St. Augustine conducted an inspection and/or review of City records regarding the subject property on September 23, 2021 which revealed the following violations:

- **Owner converted a shed into habitable space without permits, in violation of Chapter 8, Section 8-608.**

It is the Finding of the Code Enforcement Division of the Planning and Building Department of the City of S. Augustine that the Respondent shall comply with the above cited sections of the City Code of St. Augustine, Florida, **no later than fifteen (15) days** after receipt of this notice, or **a fine of $250.00 per day may be imposed** by the Code Enforcement, Adjustments and Appeals Board. The violation may be corrected via the following actions:

- **Remove all unpermitted work from the shed and apply for the proper permits through the Planning and Building Department.**

Notice of Violation
CE2021-0222

It is our goal to enforce the codes and ordinances of the City and to protect the health, safety and welfare of the citizens of St. Augustine and, accordingly, your cooperation regarding this matter is greatly appreciated. If you should have any questions concerning this matter, please contact the Code Enforcement Division at (904) 825-1066.

Curtis Boles
Code Enforcement Officer

CITY OF ST. AUGUSTINE
Planning and Building Department
P.O. Box 210
St. Augustine, FL 32085-0210
(904) 825-1066

Certified Mail Number: 7022 0410 0001 0217 3972
7022 0410 0001 0217 4016
7022 0410 0001 0217 4054

cc: John P. Regan, City Manager
CEAAB File

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 no 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.

PROPERTY APPRAISER
Eddie Creamer

St. Johns County, FL

2021 TRIM Notice

Sales Questionnaire Form

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

Summary

Clicking image Opens Cyclomedia Viewer in a New Tab

12/4/2020

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

Parcel ID	1500200000
Location Address	117 COLON AVE SAINT AUGUSTINE 32084-0000
Neighborhood	Saratoga Lake (708)
Tax Description*	3-136 SARATOGA LAKE LOTS 17 & 18 BLK 1 OR4816/1869 *The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	Saratoga Lake, Unit One Of
Sec/Twp/Rng	60-7-30
District	City of St Augustine (District 452)
Millage Rate	19.4926
Acreage	0.320
Homestead	N

Owner Information

Owner Name	117 Colon Avenue LLC 100%
Mailing Address	119 SOUTHWIND CIR SAINT AUGUSTINE, FL 32080-5351

Map

Valuation Information

	2021
Building Value	$98,160
Extra Features Value	$3,587
Total Land Value	$129,220
Agricultural (Assessed) Value	$0
Agricultural (Market) Value	$0
Just (Market) Value	**$230,967**
Total Deferred	$17,941
Assessed Value	**$213,026**
Total Exemptions	$0
Taxable Value	**$213,026**

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
2020	$92,342	$3,757	$97,561	$0	$0	$193,660	$193,660	$0	$193,660
2019	$83,447	$3,862	$97,561	$0	$0	$184,870	$174,254	$10,616	$174,254
2018	$85,976	$3,731	$88,516	$0	$0	$178,223	$158,413	$19,810	$158,413
2017	$72,345	$3,633	$68,034	$0	$0	$144,012	$144,012	$0	$144,012
2016	$74,442	$3,783	$68,034	$0	$0	$146,259	$146,259	$0	$146,259
2015	$75,491	$4,000	$68,034	$0	$0	$147,525	$147,525	$0	$147,525
2014	$73,024	$4,216	$68,034	$0	$0	$145,274	$145,274	$0	$145,274
2013	$74,010	$4,433	$68,034	$0	$0	$146,477	$146,477	$0	$146,477
2012	$60,666	$2,866	$68,034	$0	$0	$131,566	$131,566	$0	$131,566
2011	$62,592	$2,978	$75,594	$0	$0	$141,164	$141,164	$0	$141,164
2010	$63,555	$3,120	$83,993	$0	$0	$150,668	$47,095	$150,668	$0

Building Information

Building	1
Actual Area	2307
Conditioned Area	1460
Actual Year Built	1949
Use	Single Family Residence
Style	01
Class	N
Exterior Wall	Aluminum Vinyl
Roof Structure	Gable Hip

Roof Structure	Gable Hip
Roof Cover	Cement Fiber Shingle, Composite Shingle
Interior Flooring	Hardwood, Sheet Vinyl
Interior Wall	Drywall
Heating Type	Air Duct
Air Conditioning	Central
Bedrooms	0
Baths	

Category	Type	Pct
Exterior Wall	Aluminum Vinyl	100%
Roofing Structure	Gable Hip	100%
Roofing Cover	Composite Shingle	80%
Roofing Cover	Cement Fiber Shingle	20%
Interior Walls	Drywall	100%
Interior Flooring	Hardwood	80%
Interior Flooring	Sheet Vinyl	20%

Heating Type	Air Duct	100%
Air Conditioning	Central	100%
Frame	Wood Frame	100%
Plumbing	5 Fixtures	100%
Electrical	Average	100%
Foundation	Concrete Perimeter Footing	100%
Floor System	Wood Frame	100%
Condition	Average	100%

Description	Conditioned Area	Actual Area
BASE AREA	1172	1172
FRAME UTILITY	0	112
FINISHED OPEN PORCH	0	66
FINISHED CARPORT	0	399
FINISHED DECK	0	238
FRAME ADDITION	288	288
FINISHED OPEN PORCH	0	32
Total SqFt	1460	2307

Extra Feature Information

Code Description	BLD	Length	Width	Height	Units
Shed	0	0	0	0	64
Garage Unfinished (Average)	0	20	14	0	280
Lean-To Shelter	0	20	14	0	280
Residential Fence	0	0	0	0	1

Land Information

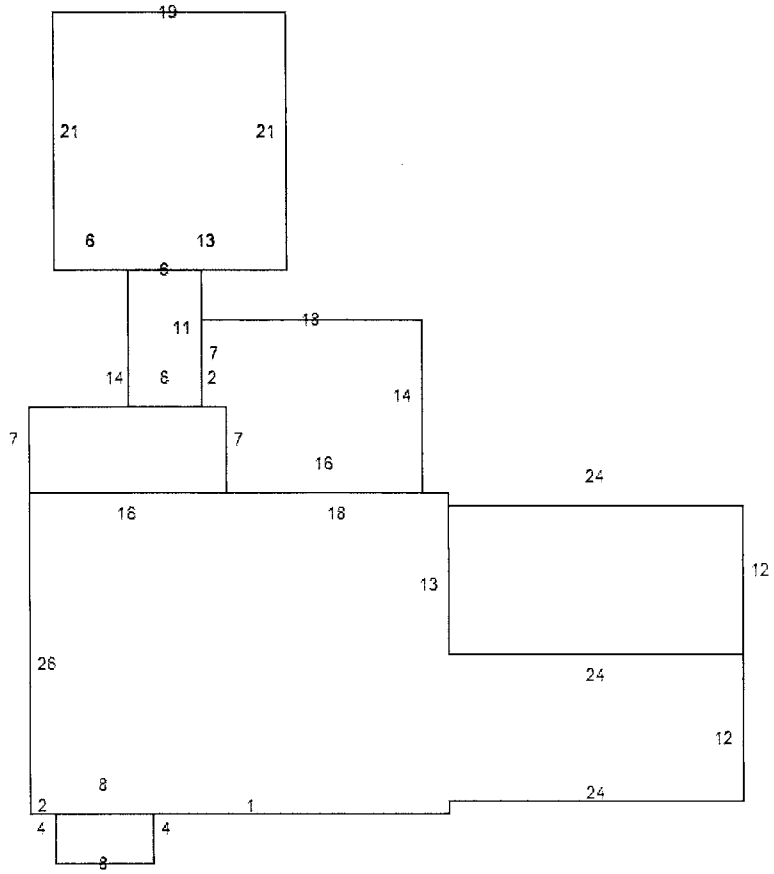
Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	142	100	142	EF	$129,220

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
10/22/2019	7/16/2018	$100.00	WARRANTY DEED	4816	1869	U	I	PALMER TAMMY D ETAL FRANK CARLETON JOHNS III	117 COLON AVENUE LLC
6/7/2012	5/24/2012	$72,100.00	WARRANTY DEED	3570	1952	U	I	WELLS FARGO BANK NA	PALMER TAMMY D ETAL FRANK CARLETON JOHNS III
4/30/2012	4/20/2012	$0.00	QUIT CLAIM DEED	3554	986	U	I	FEDERAL NATIONAL MORTGAGE ASSN	WELLS FARGO BANK NA
3/30/2012	3/27/2012	$0.00	CERTIFICATE OF TITLE	3542	928	U	I	ATKINSON-HAZELTON GERI ETAL	FEDERAL NATIONAL MORTGAGE ASSN
	7/27/2010	$0.00	LIS PENDENS	3337	1761	U	I	WELLS FARGO BANK NA	ATKINSON-HAZELTON GERI ETAL
	5/5/2010	$0.00	ORDER DET HX REAL P	3319	1451	U	I	ATKINSON GLENN F (DECD)	ATKINSON-HAZELTON GERI ETAL
	5/5/2010	$0.00	WILL	3319	1449	U	I	ATKINSON GLENN F (DECD)	HAZELTON GERI ATKINSON ETAL
	1/1/1978	$18,000.00		371	523	U	I		ATKINSON GLENN F,ROSE

Sketch Information

	Room Type
	Base
	FAD
	FUT
	DECK
	FINISHED OPEN PORCH
	FINISHED CARPORT



No data available for the following modules: Exemption Information.

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.

User Privacy Policy
GDPR Privacy Notice

Last Data Upload: 9/23/2021, 12:06:41 AM

Version 2.3.147

Developed by Schneider GEOSPATIAL

City of St. Augustine, Florida

Planning and Building Department

P.O. Drawer 210 • 75 King Street St. Augustine, Florida 32085 (904) 825-1065

Permit Number 91-0077-001

WHITE • BUILDING INSPECTOR CANARY • PROPERTY APPRAISER PINK • CONTRACTOR CARD • JOB SITE

1. Contractor (Name of Business) _____
   State Certification/Registration Number _____

2. Property Owner GLENN ATKINSON
   Address _____ City _____ State _____

3. Lot 17 + 18 Block 1
   Subdivision SARATOGA LAKE Parcel Number 150020-0000

4. PROJECT STREET ADDRESS 117 COLON AVE

5. *SPECIFIC PROPOSED USE OF PROPERTY/STRUCTURES(S)*
   ☒ Residential # of units 1
   ☐ Commercial (Specify) _____ # of units _____
   ☐ Other (Specify) _____ # of units _____

6. ☒ **PERMIT** ☐ **SPECIAL INSPECTION**
   ☐ Archaeological ☒ Building ☐ Demolition ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Sign

7. TYPE OF WORK ☐ New ☒ Addition ☐ Renovation/Remodeling
   Heated/Cooled Area _____ Sq. Ft. Non-Heated/Cooled Area 280 Sq. Ft.
   Description of Work or Purpose of Special Inspection _____
   14' X 20' BOAT SHED

8. VALUATION OF CONSTRUCTION $ 1000

9. Contractors/Subcontractors	State Certification/Registration No.	Permit Fees
Archaeological Surcharge		7.50
Building		30.00
Demolition		
Electrical		
Mechanical		
Plumbing		
Sign		
Other		
Other		
TOTAL PERMIT FEE		$ 37.50

10. Work will be performed by:
   ☒ Owner/builder. I hereby affirm that I am exempt from the Construction Contracting Law as an owner/builder as described in Section 489.103.7 Exemptions, F.S. Violation of Section 489.103.7 F.S. is a misdemeanor of the first degree. I, as owner of the property will do the work or will contract portions to licensed contractors, and the structure is not intended or offered for sale. The Construction Contracting Law does not apply to an owner of property who builds or improves thereon, and does such work himself provided that such improvements are not intended or offered for sale.
   ☐ Property Owner with licensed contractor. I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. The Construction Contracting Law does not apply to an owner of property who builds or improves thereon and who contracts such projects with a licensed contractor.
   ☐ Licensed Contractor. I certify that I am a licensed contractor in accordance with the Construction Contracting Law of Florida. I also certify that I will only employ licensed subcontractors in accordance with the Construction Contracting Law of Florida.

11. **I hereby agree to perform the above permitted work according to the approved plans and specifications which are considered part of this agreement and part of the Public Record of the City of St. Augustine. I further agree to comply with all applicable local codes and ordinances, and that written approval for deviations from the approved plans will be obtained prior to making any changes in the work being performed.**

THIS PERMIT IS VALID for a period of one (1) YEAR FROM DATE OF ISSUE. THIS PERMIT IS VOID IF WORK IS NOT BEGUN WITHIN SIX (6) MONTHS FROM DATE OF ISSUE.

FAILURE TO COMPLY WITH THE MECHANICS' LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR BUILDING IMPROVEMENTS.

Glenn Atkinson — 2-11-91
Signature of Contractor or Owner/Builder — Date

John — 2-11-91
Building Official or Authorized Signature — Date Issued

INSPECTION APPROVAL RECORD

THIS CARD MUST BE POSTED AT THE FRONT OF THE JOB IN PLAIN SIGHT

PROJECT STREET ADDRESS _____ PERMIT NUMBER _____

INSPECTION	DATE	APPROVED BY
ELECTRIC T-POLE		
SLAB MONO POUR	2-26-91	JB
BEAMS/COLUMNS		
SEWER CONNECTION		
POTABLE WATER CONNECTION		
FIRE SYSTEM WATER CONNECTION		
CURB CUTS		
DRIVEWAY PRE-POUR		
PARKING LOT PRE-POUR		
UNDERGROUND ELECTRIC		
ROUGH PLUMBING		
ROUGH MECHANICAL		
ROUGH ELECTRIC		
FRAME		
INSULATION		
PLUMBING TOP OUT		
DRYWALL		
DRIVEWAY FINAL*		
PARKING LOT FINAL*		
RETENTION POND FINAL*		
FINAL PLUMBING*		
FINAL MECHANICAL*		
FINAL ELECTRIC*		
FINAL BUILDING*	5-13-91	TAS
FINAL LANDSCAPING*		
FPL POWER RELEASE		
SWIMMING POOL		
PRE-GUNITE		
PRE-DECK		
PRE-PLASTER		
FINAL		
H.P. DISTRICT		
SIGN		

***IF PERMIT IS COMBINATION TYPE ALL APPLICABLE FINALS MUST BE SIGNED BEFORE FINAL IS COMPLETE.**

BUILDING SHALL NOT BE OCCUPIED UNTIL CERTIFICATE OF OCCUPANCY IS ISSUED.

INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE

TO SCHEDULE INSPECTIONS CALL (904) 825-1065

Southern Graphics Co., 4/90/500

RECEIVED
FEB 06 1991
Planning/Building Dept

CITY OF ST. AUGUSTINE
A10 - APPLICATION FOR BUILDING PERMIT

BDAC Project No. 91-007

PLEASE PRINT OR TYPE

1. NAME OF APPLICANT Glenn Atkinson Daytime Telephone 824-1994
   Business (if applicable) NA
   Address 117 Colon Ave City St. Aug. State Fl. Zip 32095
2. NAME OF PROPERTY OWNER SAME Daytime Telephone
   Business (if applicable) NA
   Address SAME City State Zip
3. LEGAL DESCRIPTION OF PROJECT PROPERTY
   Lot 17 + 18 Block 1
   Subdivision Saratoga Lake Parcel Number 1150170-0000
4. PROJECT STREET ADDRESS 117 Colon Ave.
5. ZONING CLASSIFICATION RS-1 ARCHAEOLOGICAL ZONE NO
6. SPECIFIC PROPOSED USE OF PROPERTY/STRUCTURE(S)
   - ☒ Residential # of units 1
   - ☐ Commercial (Specify) # of units
   - ☐ Other (specify) # of units
7. TYPE OF APPLICATION ☒ Permit ☐ Special Inspection
8. TYPE OF PERMIT ☒ Building ☐ Electrical ☐ Mechanical ☐ Plumbing
9. TYPE OF PROPOSED WORK ☒ New Construction ☒ Addition ☐ Renovation/Remodeling
   Heated/Cooled Area of Proposed Work 0 sq. ft. Non-heated/Cooled Area of Proposed Work 280 sq. ft.
   Description of Proposed Work or Purpose of Special Inspection
   14' X 20' boat shed
10. VALUATION OF CONSTRUCTION (Labor and Materials) $ Material $1,000. ±.
11. CONTRACTORS/SUBCONTRACTORS

		STATE CERTIFICATION OR REGISTRATION NUMBER
Building		
Electrical		
Mechanical		
Plumbing		
Other		

12. AGREEMENT

Application is hereby made for a Permit, Special Inspection or Plan Review consistent with the Building Codes of the City of St. Augustine. I agree to pay all required fees and that the permit will be issued after applicable fees are collected by the City. Permit Processing and Plan Check Fees are not refundable.

I agree to perform all work in accordance with project plans, specifications, and related details, which are considered a part of this permit agreement, and to comply with building codes and zoning ordinances of the City of St. Augustine. Any alterations or deviations from the plans and specifications will be reviewed and approved by the City in writing before such changes or deviations can be made. This application, when approved by the Building Official, will be valid for 90 days from the date of approval. If a permit is not issued within 90 days of the approval, this application shall expire and a new application must be initiated.

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

FAILURE TO COMPLY WITH THE MECHANICS' LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR BUILDING IMPROVEMENTS.

13. Glenn Williamson 2/6/91

SIGNATURE OF APPLICANT OR PROPERTY OWNER — DATE

STAFF USE ONLY

A. CONTRACTOR LICENSE STATUS

License Valid	☐ Yes	☐ No
Bond Current	☐ Yes	☒ No
Insurance Current	☐ Yes	☐ No
W/C Current	☐ Yes	☐ No

NOTICE OF COMMENCEMENT

Required	☐ Yes	☐ No
Received	☐ Yes	☐ No

B. TYPE OF FEE — Amount

Permit Processing Fee	$
Plan Check Fee	
Archaeological Surcharge	7.50
Building Permit Fee	30.00
Demolition Permit Fee	
Electrical Permit Fee	
Mechanical Permit Fee	
Plumbing Permit Fee	
Other	
Other	
Other	
TOTAL To Issue Permit	$ 37.50

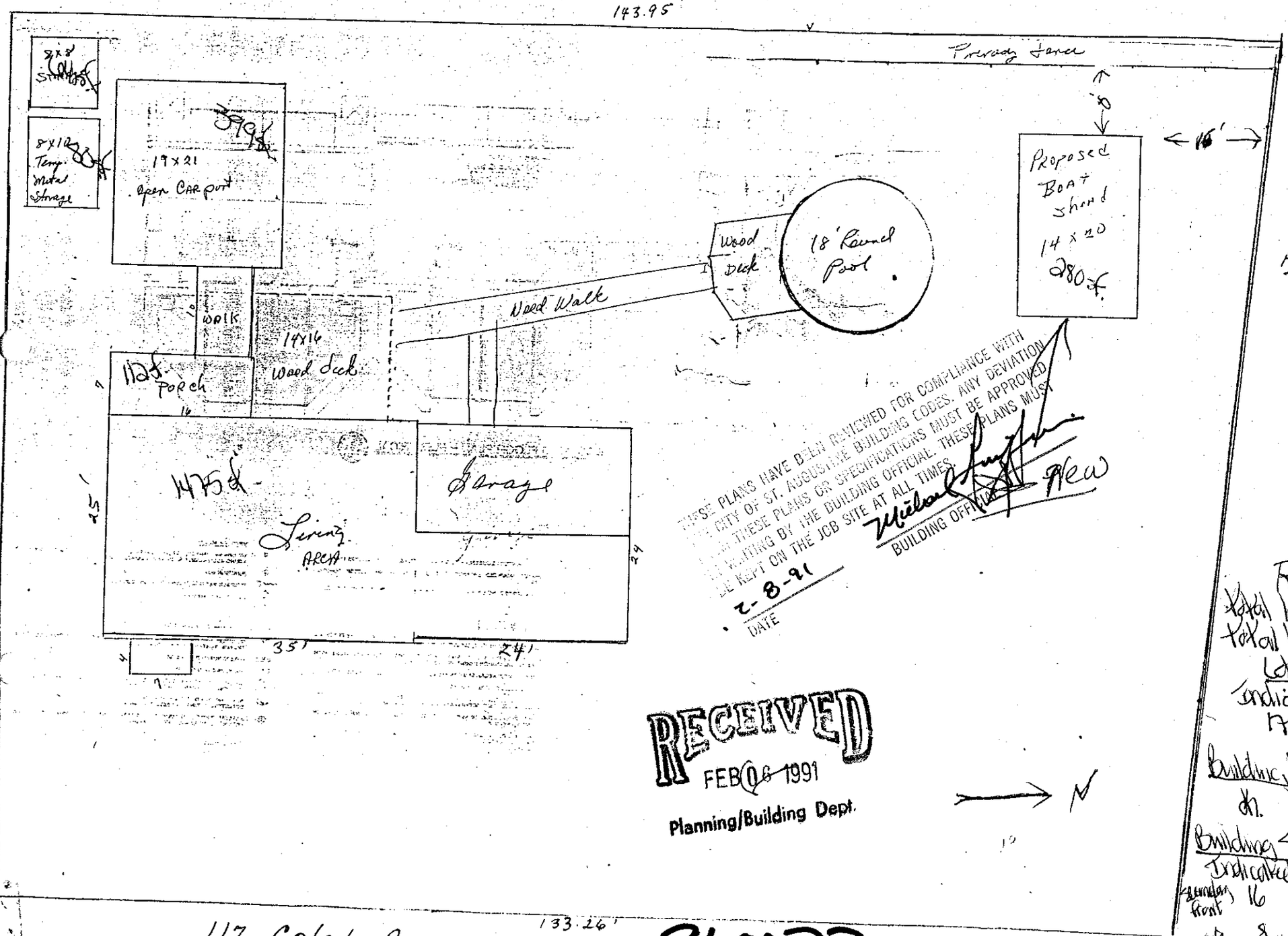
Receipt No. PB00998 Date Paid 2-11-91

C. Michael Griffin 2-8-91

BUILDING OFFICIAL OR AUTHORIZED SIGNATURE — DATE

D. Permit Number 001 Date Issued 2-11-91

Southern Graphics Co. 12/90/1000



House & Garage = 1451
CARPORT & PORCH = 589
Pool + Shed = 598
Proposed Boat Shed = 280
2718
19.6%

Total # 13,860

Reduced Scale

Total lot area - 13860 sf.
Total building area - 2410 sf
Lot Coverage
Indicated 17%
Allowed 25%

Building Height
Indicated 15' - 0"
Allowed 35'

Building Setbacks

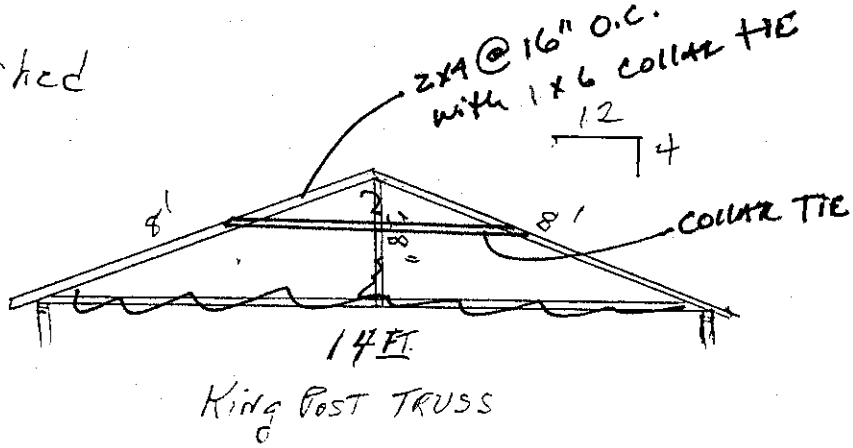
	Indicated	Required	Approved
Boundary Front	16	10	AM 2/7/91
Side	8	3	

Glenn Atkinson

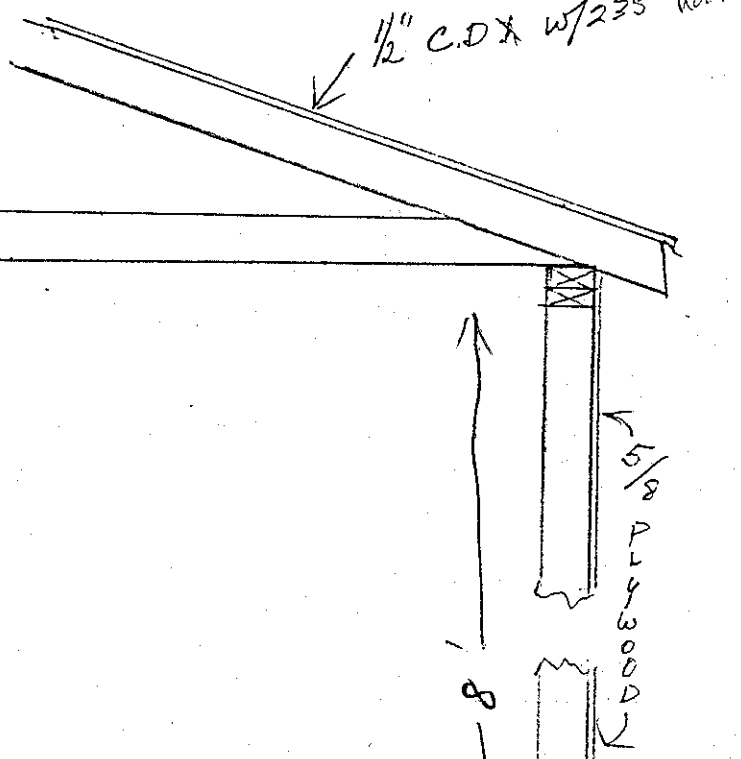
117 Colon Ave.

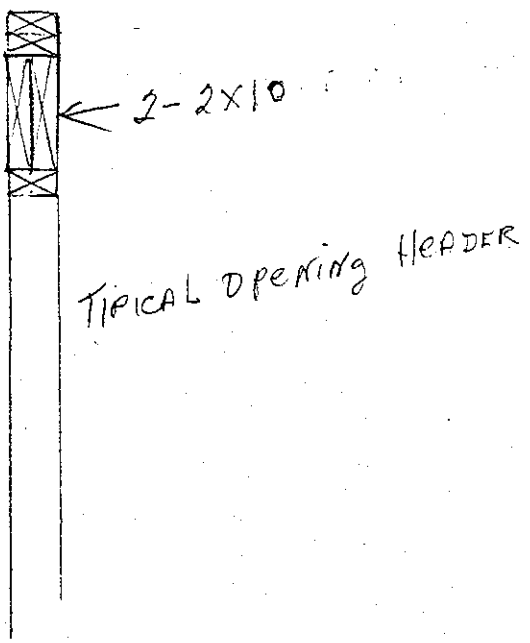
91-0077

14FT X 20FT – Boat Shed

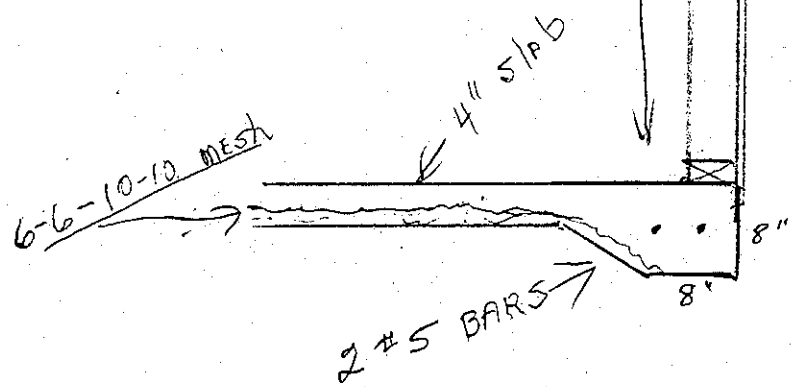


King Post Truss





TIPICAL OPENING HEADER



RECEIVED
FEB 06 1991
Planning/Building Dept

St. Aug. FL. 117 Colon Ave C. Atkinson

Meredith H. Randolph

From: Curtis Boles
Sent: Thursday, October 21, 2021 8:52 AM
To: Meredith H. Randolph
Subject: FW: 117 Colon Ave

Add to file, case still moving forward.

Thanks,
C Boles

From: Carleton Johns <carleton@taterfarms.com>
Sent: Thursday, October 21, 2021 8:45 AM
To: Amy Skinner <askinner@citystaug.com>
Cc: Curtis Boles <cboles@citystaug.com>; tammyp@crowncommercial.com
Subject: 117 Colon Ave

Amy,
I am the owner of the home at 117 Colon Ave, and we converted an existing detached enclosed garage into a guest house but did not go through the proper permitting steps first. I'm working through getting the proper approvals now but the first hurdle appears to be that this existing garage does not meet the not meet the 15' setback as the survey shows it is only 12.4'. This is a corner lot with a 6' white vinyl fence on the property line which abuts a dirt alley with Kyle's seafood as our across the alley neighbor. (see attached survey) I'm hoping that since we back up to a commercial property that we would be able to get a setback variance in some way. Please call me with any questions or let me know how you can help guide me through this situation.
Thanks,
Carleton Johns

TO THE PLAT
RECORDS OF

F.I.P. 1/2"
NO ID

COLON AVENUE 50' R/W
20' ASPHALT PAVEMENT

50.29' (M)
50.29' (P)

0.5' HADER CURB

5' CONCRETE WALK

S28°46'00"E 133.53' (M)
S28°46'E 83.26' (P)
S28°46'E 50' (P)

F.I.R. 5/8"
NO ID

ON LINE

22.9'
22.6'
12.5

COVERED ENTRY

LOT 17
BLOCK 1

LOT 18
BLOCK 1

1 STORY
VINYL SIDING
117

23.8
24.4
33.6
33.0
0.8
17.6
7.0
16.1
14.3
FRAME PORCH
A/C

CONCRETE

18.7
23.4
CARPORT
23.4
18.7

8.3
8.4
FRAME SHED

RIO VISTA AVENUE

N67°21'59"E (M)
N67°20'E 100.57' (P)

REMOVED
CONVERT TO GUEST HOUSE

CONC.
2.3'
2.2'
14.2'
17.1
FRAME GARAGE
20.2
0.9
5.1'
12.4'

S.I.R.C. 5/8"
FIRST COAST
LB 7261

6" W.F. (TYPICAL)
LOT DISTANCE ILLEGIBLE ON PLAT

N28°46'W 50' (P) 49.88' (M)
N28°49'33"W 144.31' (M)

15.00' (P)
14.63' (M)

0.2' NE

15' ALLEY
10'+/- DIRT ROAD IN ALLEY R/W

SCALE: 1" = 30'

Y NOTES:
INGS ARE BASED ON PLAT WITH THE NORTHEAST LINE
LOTS 17 & 18, BLOCK 1, BEING S28°46'E.
OUND UTILITIES, FOUNDATIONS OR OTHER
VEMENTS WERE NOT LOCATED BY THIS SURV
TO THE FEDERAL EMERGENCY MANA
PANEL NO. 12109C 0312 H,
TY DESCRIBED HEREON AR
ERFORMED WITHOU
CH. TITLE OR
SHOWN

Meredith H. Randolph

From: Curtis Boles
Sent: Tuesday, November 2, 2021 7:19 AM
To: Meredith H. Randolph
Subject: FW: 117 Colon Ave zoning issue

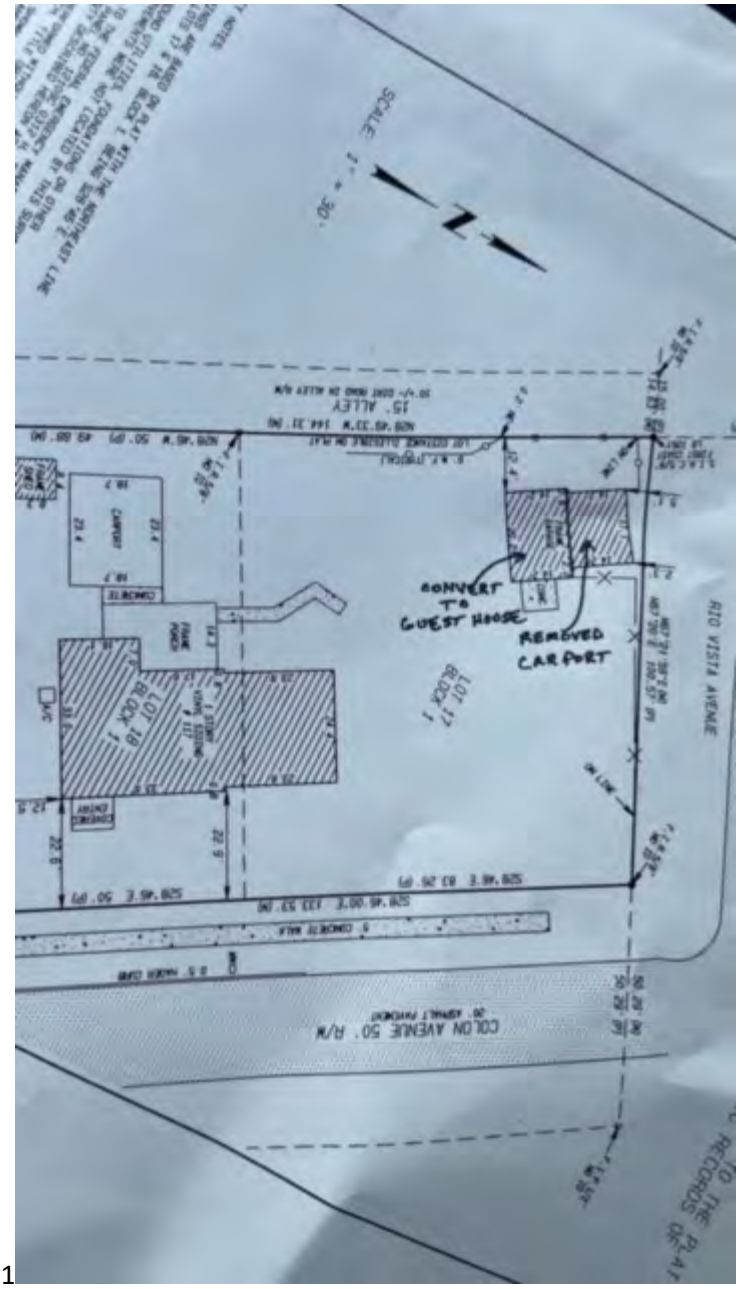
Add to file.

Thanks,
C Boles

From: Carleton Johns <carleton@taterfarms.com>
Sent: Monday, November 1, 2021 5:06 PM
To: Amy Skinner <askinner@citystaug.com>
Cc: Curtis Boles <cboles@citystaug.com>; tammyp@crowncommercial.com
Subject: 117 Colon Ave zoning issue

2nd attempt to contact you…

Amy,
I am the owner of the home at 117 Colon Ave, and we converted an existing detached enclosed garage into a guest house but did not go through the proper permitting steps first. I'm working through getting the proper approvals now but the first hurdle appears to be that this existing garage does not meet the not meet the 15' setback as the survey shows it is only 12.4'. This is a corner lot with a 6' white vinyl fence on the property line which abuts a dirt alley with Kyle's seafood as our across the alley neighbor. (see attached survey) I'm hoping that since we back up to a commercial property that we would be able to get a setback variance in some way. Please call me with any questions or let me know how you can help guide me through this situation.
Thanks,
Carleton Johns



904-540-1671

Get [Outlook for iOS]

Meredith H. Randolph

From: Curtis Boles
Sent: Monday, November 29, 2021 2:55 PM
To: Meredith H. Randolph
Subject: Fwd: 117 Colon zoning and setbacks

Add to file.

Get Outlook for iOS

From: Carleton Johns <carleton@taterfarms.com>
Sent: Monday, November 29, 2021 12:29:44 PM
To: Amy Skinner <askinner@citystaug.com>
Cc: Curtis Boles <cboles@citystaug.com>; Tammy Palmer <tammyp@crowncommercial.com>
Subject: 117 Colon zoning and setbacks

Amy,
I'm the property owner of 117 Colon Ave which currently has some code violations. As I stated in my previous email there is a set back issue on an existing structure that we need to try to resolve and I was told to contact you to determine the correct action. I've been trying to get in contact with you for nearly 2 months now via emails and phone messages to no avail. Code enforcement has graciously granted us a pause in taking action while we tried to clear up the issues with your Dept. but unfortunately they can no longer delay without sending us to the board. Please contact me to let me know how you would like me to proceed with the issues described in previous communications.
Thank You,
Carleton Johns
904-540-1671

Get Outlook for iOS

 THESE Are The CONTRACTUAL RESERVATIONS THRU 7-26-22.

Inbox as of December 8, 2021, 4:12 PM

Guest	Check-in	Check-out	Property	Guests	Contact Information
Sal Decarlo expediaIntegrated	12/10/2021	12/12/2021	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+1 (772) 879-2796* *You're welcome*
Dawn Weatherly Vrbo	12/19/2021	12/23/2021	Charming Tiny House (HA - 7130918)	2 adults 1 child	*+(122)-523-55413*
missy brown Vrbo	12/27/2021	12/29/2021	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+1 (941) 445-0879* *Hi Tammy. We are so excited to visit St Augustine month! What is ...*
Kim Khanh Nguyen Vrbo	12/29/2021	1/2/2022	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+(167)-843-18190* *Welcome*
susan conley Vrbo	1/3/2022	1/6/2022	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+1 (863) 214-1822*
Kristen Angello Vrbo	1/7/2022	1/9/2022	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+(172)-743-76054* *Glad he picked ours*
jessie schmeltz Vrbo	1/14/2022	1/17/2022	Charming Tiny House (HA - 7130918)	2 adults 2 children	*+(194)-172-55125*
Brenda Lupo Vrbo	1/20/2022	1/23/2022	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+1 (954) 673-6870* *Welcome Brenda.*
Michelle Zinn expediaIntegrated	2/4/2022	2/6/2022	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+(181)-361-30790* *Welcome*

Denver Jennings Vrbo	2/10/2022	2/14/2022	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+1 (828) 337-6514* *Welcome*
cynthia buehler expediaIntegrated	3/10/2022	3/13/2022	Charming Tiny House (HA - 7130918)	2 adults 0 children	*+(160)-366-70626* *Welcome*
Lillian Dye expediaIntegrated	7/22/2022	7/26/2022	Charming Tiny House (HA - 7130918)	3 adults 0 children	*+(131)-721-30505* *Welcome*

Meredith H. Randolph

From: Curtis Boles
Sent: Thursday, December 9, 2021 1:21 PM
To: Meredith H. Randolph
Subject: Fwd: 117 Colon Ave

Get Outlook for iOS

From: Amy Skinner <askinner@citystaug.com>
Sent: Thursday, December 9, 2021 1:15:14 PM
To: Carleton Johns <carleton@taterfarms.com>
Cc: Curtis Boles <cboles@citystaug.com>; tammyp@crowncommercial.com <tammyp@crowncommercial.com>; Tracey Mullins <tmullins@citystaug.com>; Jacob Fredriksson <jfredriksson@citystaug.com>
Subject: RE: 117 Colon Ave

Carleton,

I apologize for such a delay in getting back with you. I had assumed that you were in the process of resolving the issue, and I should not have.

The best way to resolve the issue is to move the structure the 3 feet to meet the 15 foot setback to the side/rear of the property.

A variance can only be granted if you can demonstrate a hardship to the Planning and Zoning Board (PZB). The size of your property actually exceeds the minimum lot size by approximately 1,000 square feet, and there does not appear to be any unique circumstance of the property to justify the variance.

You also have to demonstrate that the situation was not created by you, which the PZB may be able to say that it was.

It is always within your right to apply to the PZB for a setback variance for the guesthouse, however I feel confident that staff would recommend denial. This also requires that all adjacent property owners are notified within 150 feet, signs are posted in the yard and an advertisement is included in the paper. The deadline for the January 4th PZB meeting is this Friday, December 9 by the end of the work day.

A fillable application is online and a site plan, a description of the situation and a justification for the need must be submitted with the application. The application fee is $350, plus the cost of advertising.

I have copied Tracey and Jacob in our office on this email. They are the best people to coordinate with to submit an application if that is how you wish to proceed.

Thank you, and I apologize again for such a delay.

Amy Skinner

Amy McClure Skinner, AICP
Deputy Director

City of St. Augustine | Planning and Building Department
75 King Street, Lobby B
P.O. Box 210 | St. Augustine, FL 32085
Office: 904-209-4320 | Fax: 904-209-4335
Email: askinner@citystaug.com
Web: www.CityStAug.com

From: Carleton Johns <carleton@taterfarms.com>
Sent: Thursday, October 21, 2021 8:45 AM
To: Amy Skinner <askinner@citystaug.com>
Cc: Curtis Boles <cboles@citystaug.com>; tammyp@crowncommercial.com
Subject: 117 Colon Ave

Amy,
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