CITY OF ST. AUGUSTINE

Planning and Zoning Board Special Meeting
October 12, 2022

The Planning and Zoning Board met in formal session Wednesday October 12, 2022, at 1:00 p.m. in the Alcazar Room at City Hall. The meeting was called to order by Mike Davis, Chairperson and the following were present:

1. Roll Call: Mike Davis, Chairperson
Charles Pappas, Vice- Chairperson
Carl Blow
Christina Griggs
Matthew Shaffer
Ashleigh Barnes

Absent: Jon DePreter, excused

City Staff: Amy Skinner, Director, Planning & Building Department
Julie Courtney, Historic Preservation Officer
Richard Thibault, Assistant City Attorney
Elyse Wiemann, Recording Secretary

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2. General Public hearings for Items Not on the Agenda

3. Modification and approval of Agenda

(None)

4. Architectural Guidelines for Historic Preservation (AGHP) Update

Ms. Skinner introduced the topic regarding the AGHP. She provided background of the AGHP and how it had evolved overtime. She noted this was considered a land development regulation and the Board was required to make a recommendation to the City Commission. She said these regulations had been in place for a long time and it had made the City very valuable as the guidelines provided rules and regulations.

4. (a) Review the draft update of the AGHP with consultant Jonathan Lammers, Historian, from Bender & Associates Architects

Jonathan Lammers noted the document had not changed from the last meeting and today was a chance for the Board to provide feedback. He noted the document was more modern and more organized with updated graphics, and internal and external links. He said the archeological styles had been updated since the last update. He said the new section that needed to be added was the Commercial storefronts and storm mitigation, which was not in the document.

Public Comment was opened.

BJ Kalaidi welcomed the two new Board members and said it was very important to include the commercial storefronts as there had been issues with some of these in the downtown area. She encouraged the Board to review this very carefully. She said this was the character of the City and it needed to be reviewed thoughtfully.

Public comment was closed.

Board Discussion:

- Vast improvement from the last manual
- Was more user friendly with different fonts and photos
- Two new sections were both great additions
- HARB would review updates on November 17th and PZB would review it again in December
- Questioned if the public would have a chance to review the updates

Ms. Courtney advised the public had access to review the document as it was posted on the City's website; however, they had not received any feedback. She said the timeline may be shifted further back due to the size and depth of the document, the comments received from staff, and the comments from the September joint meeting.
She said this meeting was to provide any additional comments.

Mr. Pappas asked where storm preparation was in the document.

Ms. Courtney noted it was in part six on page 142.

Mr. Pappas asked if the final review could be advertised in the weekly email: News and Notes to help capture people's attention.

Ms. Skinner replied in the affirmative.

Discussion continued:

- Wanted to have the datil pepper included in the plant section
- Guidelines for HARB and the historic districts had a long history but was successful
- Felt the manual update would help continue the success
- Understood the hardship to not always being able to match the material as they were not available
- Owning a historic home would have additional cost with remodeling and maintenance
- Felt the guidelines were important to help maintain the character of the City
- Asked how the AGHP applied to the zoning outside the HP districts and how it related to the Corridor

Mr. Lammers said the guidelines were specific and enforced in the HP districts. He said he hoped it would be a resource for anyone who owned a historic house.

Mr. Shaffer said he did not believe the HP zoning and the corridor did not intertwine.

Ms. Skinner noted that was correct; however, there were storefronts in the historic districts. She said they were trying to take what had been learned from the corridors and incorporate into the AGHP. She said they wanted to recognize as time had progressed some of the storefronts were now considered historic and even though they are a storefront; some were important and need to be protected. She noted that was why they were trying to expand on the architectural styles within the historic district.

Mr. Shaffer said he appreciated that some of the principles for storefronts and the other architectural designs would apply outside the HP area.

Ms. Skinner stated some concerns from the past few years related to demolition and partial demolition outside of the HP districts or National Register Districts as those could deteriorate if there were a lot of changes. She said these guidelines could be a resource to help understand the defining characteristics of the style and help maintain the integrity of the structure and increase the overall value.

Mr. Lammers said the last meeting the longest discussions were regarding materials/replacement materials and landscaping. He stated they did not want to

be as precise on the landscaping, but it should be kept to native plants and invasive plants should be avoided.

Mr. Davis advised there had been extensive discussions regarding homes that were not in the HP districts but were historic and if they should be regulated or not. He said having one home on a block that was treated differently was not the correct way to approach it.

Mr. Shaffer said some homes were designated National Register and asked if that would tie in.

Ms. Courtney said the updated AGHP guidelines would tie into the proposed partial demolition ordinance. She said they had been able to define the five character defining elements of a building. She said partial demolition review had been limited to the contributing structures within National Register districts. She said as the Code read currently, any building in the City over fifty years could be reviewed by HARB for demolition including partial demolition. She said they had tried to narrow the scope regarding what constituted partial demolition. She said having the character defining feature for each style was helpful for all building owners as that was what would be reviewed. She said there were structure within the historic district that were contributing or non-contributing and they wanted to focus on the contributing.

Mr. Shaffer said there was not an additional layer of restrictions, but had the material and criteria needed for review when it went before the Board. He said when there was a contributing structure in the National Register district or if an individual building that were designated, it added another layer of restrictions.

Ms. Courtney said PZB was looking to incorporate the demolition language and the AGHP update as a whole for the City Commission to review as they tied together. She said individually contributing buildings, and the buildings in the HP Zoning districts were all treated the same under the AGHP and would be reviewed for the demolition. She said any historic local landmarks were also included.

Mr. Lammers said just like building codes evolved overtime, so did the historic guidelines and were not the same from City to City.

Ms. Barnes asked what issues the document was aimed to fix.

Mr. Lammers said it was an old document which was difficult to read and there needed to be more graphics, illustrations, and links; as well as replacement materials as St. Augustine stressed authenticity. He said also updating the architectural styles since the surveys stopped in the 1900's and this would help to bring it forward.

Ms. Courtney said there had been an improvement as it was now more user friendly for developers and staff with clarification for the different sections, pictures, diagrams, and terms. She said overall making the document more relevant especially with the flood mitigation issues would help assist homeowners. She said the existing AGHP focused on the Colonial buildings, which was relevant to the City but post 1821, did not have much information and the City had more post 1821 buildings.

Ms. Skinner said they would provide an updated schedule. She said there would be a deadline for comments and encouraged the Board to send in any comments, in order to provide an updated document.

5. Other Business

Mr. Pappas inquired about the status of the food truck vendor ordinance.

Mr. Thibault said the final draft ordinance was almost ready and would most likely be presented in December.

Mr. Davis asked if staff noticed a full agenda could the meetings start sooner, as most meetings went to at least 7:00 p.m. if not longer.

Ms. Skinner asked if anyone had an issue with changing the meetings to 1:00 p.m. She said she could speak with the City Clerk and see if that was a possibility.

Mr. Davis asked each Board member if 1:00 p.m. was better for them.

Mr. Blow said he was fine with the change; however, it might be difficult for applicants or members of the public to attend.

There was no objection from anyone on the Board about changing the time to 1:00 p.m. start time for the regular meetings.

Ms. Skinner suggested in order to provide ample time to the public, perhaps the change could start in January 2023. She said she would discuss with the City Clerk to find out how to proceed.

Mr. Davis reminded the Board members if they were unable to attend a meeting to inform Ms. Skinner in advance to avoid not having a quorum.

Ms. Skinner asked the Board if they wanted to move towards a more electronic format. She said with the long agendas it required a lot of paper and copies. She said the Code Enforcement Board was strictly electronic and HARB was a hybrid. She said links to the packet could be sent and tablets would be provided at the meeting. She stated they could provide a minimal packet to avoid the large packets. She noted it cost the City between $30,000.00-$50,000.00 yearly for copies.

Mr. Pappas said he preferred a hardcopy, but it could be minimized. He said if there were several items with the same criteria and it did not need to be duplicated.

Ms. Griggs was not opposed to using a tablet but asked if it were possible to take a tablet with them to use for comments, notes or questions.

Ms. Barnes was not opposed to using a tablet.

Mr. Shaffer said he used his hardcopy but electronic would be fine if they were able make notes. He asked if tablets were available.

Ms. Skinner said the City Clerk had tablets and they would be provided during meetings. She said the tablets could not be removed from the meeting room.

Ms. Courtney noted packets for HARB and PZB were uploaded to the website and those could be viewed there digitally. She said HARB was hybrid and only key documents were printed

Mr. Pappas said a lot of the plans received were scans and asked if applicants could be asked to submit digital copies of the plans.

Ms. Skinner said that was a critical component and would work on that.

Mr. Blow said he liked having a hardcopy when reviewing applications but thought digital packets made a lot of sense.
Mr. Davis said he was in favor of both but knew the types of applications that were the most contentious and was willing to print the parts out that he needed.

Mr. Pappas said if possible, could each Board member have their own packet online to make notes and comments on and when they arrived could receive it to use during the meeting.

Ms. Skinner advised everything was public record.

Mr. Davis said using the City tablets were best.

Mr. Thibault agreed and said they would not want public records on their personal devices.

Mr. Davis said the Board could try digital packets for the next few months and revisit the topic at the February or March meeting.

Ms. Griggs said if there was a place where their notes could be saved or email that would be beneficial.

Ms. Skinner said she would look into it and confirm how they would move forward for the December meeting. She said this could be implemented in January.

6. Next Scheduled Meeting Dates
6. (a) Tuesday, November 1, 2022, 2:00 pm - Planning and Zoning Board (PZB) Regular Meeting

6. (b) Thursday, November 17, 2022, 1:00 pm - Historic Architectural Review Board (HARB) Regular Meeting

6. (c) Tuesday, December 6, 2022, 2:00 pm - Planning and Zoning Board (PZB) Regular Meeting

7. Adjournment

MOTION

Mr. Pappas MOVED to adjourn the meeting. The motion was SECONDED by Mr. Davis and APPROVED BY UNAMINOUS VOICE VOTE.

Having no further business, Mr. Davis adjourned the meeting at 2:10 P.M.[1]

Mike Davis, Chairperson

[1] Transcribed by Elyse Wiemann