

**CITY OF ST. AUGUSTINE CITY COMMISSION
REGULAR MEETING AGENDA
MONDAY, MARCH 24, 2025 - 5:00 PM
ALCAZAR ROOM**

1. CALL TO ORDER

- ◆ Roll Call
- ◆ Moment of Silence and Pledge of Allegiance

2. ADMINISTRATIVE ITEMS

- ◆ Modification and Approval of REGULAR AGENDA

3. SPECIAL PRESENTATIONS, RECOGNITIONS AND PROCLAMATIONS

- 3.A. Proclamation 2025-15:** Proclaims the month of April 2025 as Landscape Architecture Month. *(N. Sikes-Kline, Mayor)*
- 3.B.** Presentation of the American Flag to the family of 2019 Order of La Florida Award Recipient, Mr. Tom Rahner. *(M. Wissel, Communications Director)*

4. PUBLIC COMMENTS FOR GENERAL PUBLIC COMMENTS OR FOR AGENDA ITEMS NOT REQUIRING A SEPARATE PUBLIC HEARING

- ◆ 3 minutes per individual

5. CONSENT AGENDA

6. APPEALS

7. GENERAL PUBLIC PRESENTATIONS, ITEMS OF GREAT PUBLIC IMPORTANCE, AND OTHER ITEMS REQUIRING PUBLIC HEARINGS

(PRESENTATIONS (MAXIMUM OF 10 MINUTES PER PRESENTATION)). PRESENTATIONS FOR COMMISSION MEETINGS MUST BE PRESENTED TO THE CITY MANAGER FOR APPROVAL NO LATER THAN TEN (10) WORKING DAYS PRIOR TO THE NEXT CITY COMMISSION MEETING. A PRESENTATION SUPPORT SERVICES REQUEST (AVAILABLE ON THE CITY'S WEBSITE) MUST ACCOMPANY ALL PRESENTATIONS.

- 7.A. General Public Presentations**
- 7.B. Items of Great Public Importance**
- 7.C. Other Items Requiring Public Hearing**

8. ORDINANCES AND RESOLUTIONS - PUBLIC HEARING REQUIRED

8.A. Ordinances - Second Reading

- 8.A.1. Ordinance 2025-03:** Amends the Future Land Use Designation of approximately 0.08 acres of property from City of St. Augustine Residential Low Density to City Commercial Low Intensity at 4 Locust Street. *(A. Skinner, Director Planning and Building)*
- 8.A.2. Ordinance 2025-04:** Establishes the zoning designation of approximately 4.39 acres of property from undesignated to City Open Land (OL) at 179 State Road 16. *(A. Skinner, Director Planning and Building)*

8.B. Ordinances - First Reading (only if required by law)

8.C. Resolutions - Public Hearing (only if required by law)

9. ORDINANCES AND RESOLUTIONS – NO PUBLIC HEARING REQUIRED

9.A. Ordinances - First Reading

- 9.A.1. Ordinance 2025-05:** Amends the Zoning Designation of 0.34 acres of property from City of St. Augustine Residential Single family-one (RS-1) to City Planned Unit Development (PUD) at 10 Carrera Street. *(A. Skinner, Director Planning and Building)*

9.B. Resolutions

- 9.B.1. Resolution 2025-06:** Modifies the requirements, nomination and approval process, and deadlines for Citizenship Awards. *(M. Wissel, Communications Director)*
- 9.B.2. Resolution 2025-08:** Sets the dates for the 2025 Nights of Lights Celebration. *(I. Lopez, City Attorney)*
- 9.B.3. Resolution 2025-09:** Supports the grant application under the Florida Inland Navigation District's Waterways Assistance Program for funding of a kayak launch at Eddie Vickers Park. *(J. Perkins, Neighborhood Services and CRA Manager)*
- 9.B.4. Resolution 2025-10:** Allows the St. Augustine Fire Department to apply for grant funds for a firefighting vessel. *(C. Pacetti, Deputy Chief St. Augustine Fire Department)*
- 9.B.5. Resolution 2025-11:** Authorizes a Construction and Maintenance agreement between the Florida Department of Transportation (FDOT) and the City of St. Augustine (COSA) for Seawall Improvements. *(J. Beach, Chief Resilience Officer/Deputy Director, Utilities and Public Works)*

10. STAFF REPORTS AND PRESENTATIONS

- 10.A. Vehicles for Hire (Ch27) and Franchises (Sightseeing Motor Vehicles Franchise, Ch14) Ordinance Update.** *(R. Franklin, Assistant City Manager)*

11. ITEMS BY CITY ATTORNEY

12. ITEMS BY CITY CLERK

12.A. Reminder of Open Positions on Boards and Committees. *(D. Galambos, City Clerk)*

13. ITEMS BY CITY MANAGER

14. ITEMS BY MAYOR AND COMMISSIONERS

15. ADJOURN

NOTICES: In accordance with Florida Statute 286.0105: "if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 (TDB) or 1-800-955-8770 (V) via Florida Relay Services. 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.

CONSENT AGENDA -

- CA.1.** Preview of upcoming Commission meetings.
- CA.2.** **THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING: NONE.**
- CA.3. Reminder of Upcoming Meetings:**
- April 14, 2025 5:00PM—Regular City Commission Meeting
 - April 28, 2025 3:00PM—Community Redevelopment Agency Meeting
 - April 28, 2025 4:30PM—Adelaide Sanchez Award Presentation to the Sisters of St. Joseph
 - April 28, 2025 5:00PM—Regular City Commission Meeting
- CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:**
- January 13, 2025, Regular City Commission Meeting
 - February 10, 2025, Regular City Commission Meeting
- CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S):**
- 14 Fancher Court—Holistic Investments LLC
- CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION. (COMMISSION APPROVAL REQUIRED). (TO BE READ AT A SUBSEQUENT MEETING). NONE.**
- CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.**
- CA.8.** Approval of Expenditure from Federal Confiscation Funds to purchase a Coil Vending Machine. (*J. Michaux, Chief of Police*)

End Consent Agenda



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

Whereas, landscape architecture is a multifaceted profession that encompasses the analysis, design, planning, management, and stewardship of the natural and built environment, playing a crucial role in shaping the spaces where people live, work, and play; and

Whereas, landscape architects design and create community masterplans, walkable neighborhoods, multimodal transportation networks, green stormwater systems, and accessible spaces such as public plazas, parks, schools, residential common areas, playgrounds, and trails that lead to active lifestyles and healthy communities; and

Whereas, landscape architects, as licensed professionals, have consistently demonstrated their commitment to public health, safety, and welfare by designing accessible and safe public spaces, promoting active lifestyles, and fostering resilient and sustainable outdoor environments in St. Augustine; and

Whereas, St. Augustine acknowledges the impact of landscape architects in addressing climate change and biodiversity through innovative and sustainable design practices, creating resilient and green infrastructure to withstand and respond to severe weather events, ultimately reducing the burden on state and local funds for disaster recovery efforts; and

Whereas, Landscape Architecture Month is an opportunity to reflect on the profession's transformative impact on public health, safety, and welfare through the thoughtful design, analysis, management, and stewardship of the natural and built environments in St. Augustine, contributing to the overall well-being of its residents.

NOW THEREFORE, the City Commission of the City of St. Augustine hereby proclaims the month of **April 2025** as **LANDSCAPE ARCHITECTURE MONTH** in the City of St. Augustine and encourages its citizens to acknowledging their role in creating inviting and safe spaces that contribute to the state's economy, while simultaneously preserving the environment and ecological systems

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of St. Augustine to be affixed this 22nd day of April in the year of our Lord two thousand and twenty-four and the four hundred and fifty-eighth year of the founding of St. Augustine, the Nation's Oldest City.

Nancy Sikes-Kline, Mayor

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: City Commission

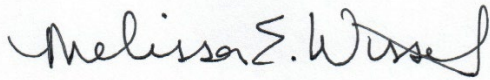
DATE: March 24, 2025

RE: American flag presented to the family of 2019 Order of La Florida Award Recipient, Mr. Tom Rahner

With the passing of Mr. Tom Rahner, 2019 Order of La Florida Award Recipient, and in keeping with our flag protocol to honor former elected officials and notable figures when they die, the City of St. Augustine flew the American flag in front of City Hall on Wednesday, January 29, 2025.

The Rahner family will be in attendance to accept the flag as presented by the City Commission.

Respectfully,

A handwritten signature in black ink that reads "Melissa E. Wissel". The signature is fluid and cursive, with the first name "Melissa" being more prominent.

Melissa Wissel
Communications Director

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: March 12, 2025

RE: **Ordinance 2025-03 – Amending the Future Land Use Designation of approximately 0.08 acres of Property from City of St. Augustine Residential Low Density to City Commercial Low Intensity at 4 Locust Street – Second Reading and Public Hearing**

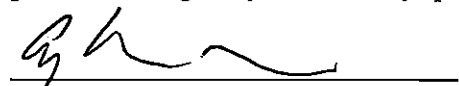
The property at 4 Locust Street includes one (1) parcel near the intersection of Locust Street and San Marco Avenue in the Abbott Tract neighborhood. The current proposed use of the property is a residential short-term rental upstairs and approximately 900 square feet of retail space downstairs.

During the review process of the change of use for the proposed retail space downstairs it was noted that the existing commercial zoning for the property [Commercial Low-Two (CL-2)] was inconsistent with the designated Comprehensive Plan land use of Residential Low Density. Upon further research it was noted that the commercial zoning designated (CL-2) for the property has likely been in place since 1988 and that the residential land use was changed and assigned in error during the 2020 Comprehensive Plan update process. The correct corresponding land use for the property should be Commercial Low Intensity. This is consistent with the land use for the San Marco Avenue commercial corridor.

The Planning and Zoning Board (PZB) reviewed this application on February 4, 2025, and made a recommendation to amend the future land use of this property from the city designation of Residential Low Density back to the original Commercial Low Intensity land use.

The City Commission reviewed and passed this ordinance on First Reading on February 24, 2025. Attached you will find the Ordinance, location maps, and the packet of information regarding this application provided to the PZB. Per amended Florida Statutes requiring an economic impact analysis for Ordinances after October 1, 2023, staff has included this economic analysis, and it is attached for your information.

Please place Ordinance 2025-03 on the City Commission agenda for second reading and public hearing. If you have any questions, please let me know.



Amy McClure Skinner, AICP
Director, Planning and Building Department

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF APPROXIMATELY 0.08 ACRES OF PROPERTY LOCATED AT 4 LOCUST STREET; NORTH OF LOCUST STREET AND EAST OF SAN MARCO AVENUE AS PORTIONS OF THE ABBOTT TRACT IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT DESIGNATION OF CITY OF ST. AUGUSTINE RESIDENTIAL LOW DENSITY TO A CITY DESIGNATION OF COMMERCIAL LOW INTENSITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that a parcel of property containing approximately 0.08 acres of land, located north of Locust Street and east of San Marco Avenue as a portion of the Abbott Tract being more fully described herein, that the property's Future Land Use Map (FLUM) designation should be amended from City of St. Augustine Residential Low Density to City Commercial Low Intensity;

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

Section 1. Amending Comprehensive Plan, Future Land Use Map. The following described property, containing approximately 0.08 acres commonly known as 4 Locust Street and a portion of the Abbott Tract, and identified on the Future Land Use Map (FLUM) of City of St. Augustine as Residential Low Density, is hereby amended to the city classification of Commercial Low Intensity. This property is more fully described below.

Section 2. Legal Description of Property. The following described property commonly known as 4 Locust Street with Parcel ID #194930-0000 within the City of St. Augustine, Florida:

**ABBOTT TRACT CITY LOT 6 BLK E OR5610/268
PARCEL ID 194930-0000
HERETO AND MADE A PART HEREOF.**

Section 3. Authorization. The City Planning and Building Director is hereby authorized and directed to amend the Future Land Use Map (FLUM) of the City's Comprehensive Plan for the City of St. Augustine, Florida to reflect the FLUM amendment of the above-described land.

Section 4. Repeal of Conflicting Ordinances and Provisions of Comprehensive Plan. All ordinances or parts of ordinances in conflict herewith are hereby repealed. The remaining portions of said Comprehensive Plan for the City of St. Augustine, Florida and any associated ordinances which are not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 5. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 6. Effective Date. This ordinance shall be effective thirty-one (31) days after adoption or, if challenged within thirty (30) days after adoption, effective upon issuance of a final order by the Department of Economic Opportunity or the Administration Commission.

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2025.

ATTEST:

Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk

(SEAL)



Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of section 166.041(4), Florida Statutes. If one or more boxes are checked below under "Applicable Exemptions", this indicates that the City has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by section 166.041(4), Florida Statute will be provided in the "Business Impact Estimate" section below.

Proposed Ordinance Title/Reference:

Ordinance No.

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF APPROXIMATELY 0.08 ACRES OF PROPERTY LOCATED AT 4 LOCUST STREET; NORTH OF LOCUST STREET AND EAST OF SAN MARCO AVENUE AS PORTIONS OF THE ABBOTT TRACT IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT DESIGNATION OF CITY OF ST. AUGUSTINE RESIDENTIAL LOW DENSITY TO A CITY DESIGNATION OF COMMERCIAL LOW INTENSITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- ☒ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - ☐ Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243, Florida Statutes;
 - ☐ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
 - ☐ Sections 190.005 and 190.046, relating to statutory Community Development Districts;
 - ☐ Section 553.73, relating to the Florida Building Code; or
 - ☐ Section 633.202, relating to the Florida Fire Prevention Code.

Note: The City's provision of information in the Business Impact Estimate section below, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions above shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Section 166.041(4), Florida Statute, Sec. 166.0411, Fla. Stat., or any other relevant provision of law.

Business Impact Estimate:

- 1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

The ordinance corrects an error on the city's adopted Future Land Use Map (FLUM). The property is commercially zoned and the comprehensive plan land use was changed in error creating an inconsistency. Florida Statutes requires that comprehensive plans and applied zoning be consistent.

- 2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St. Augustine, if any:**

- (a) An estimate of direct compliance costs that businesses may reasonably incur;**
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and**
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.**

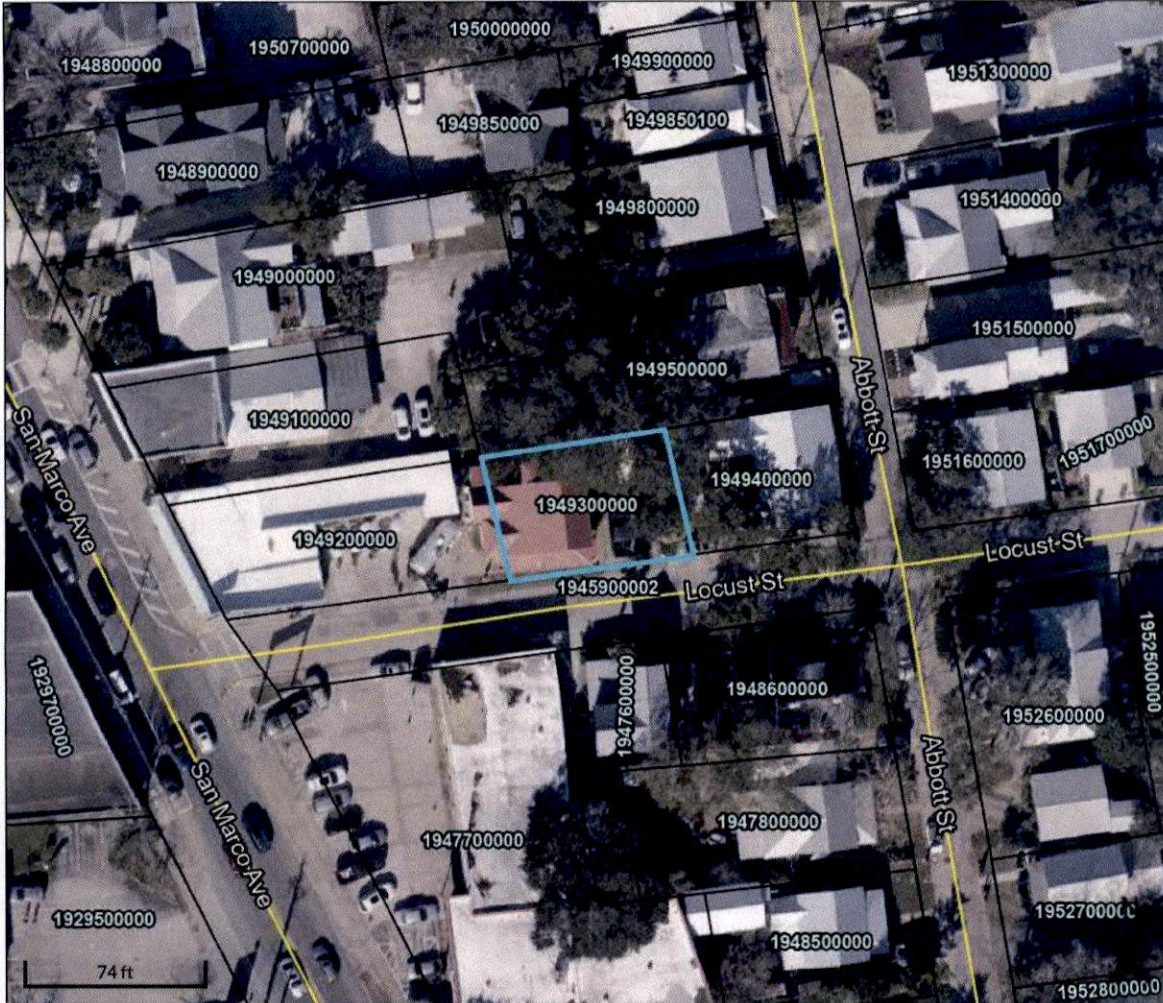
This applies to this specific property and would ensure development rights allowed by the current zoning district.

- 3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

This applies to this specific property at 4 Locust Street.

- 4. Additional information the governing body determines may be useful (if any):**

This is a corrective action.



Overview



Legend

Parcels

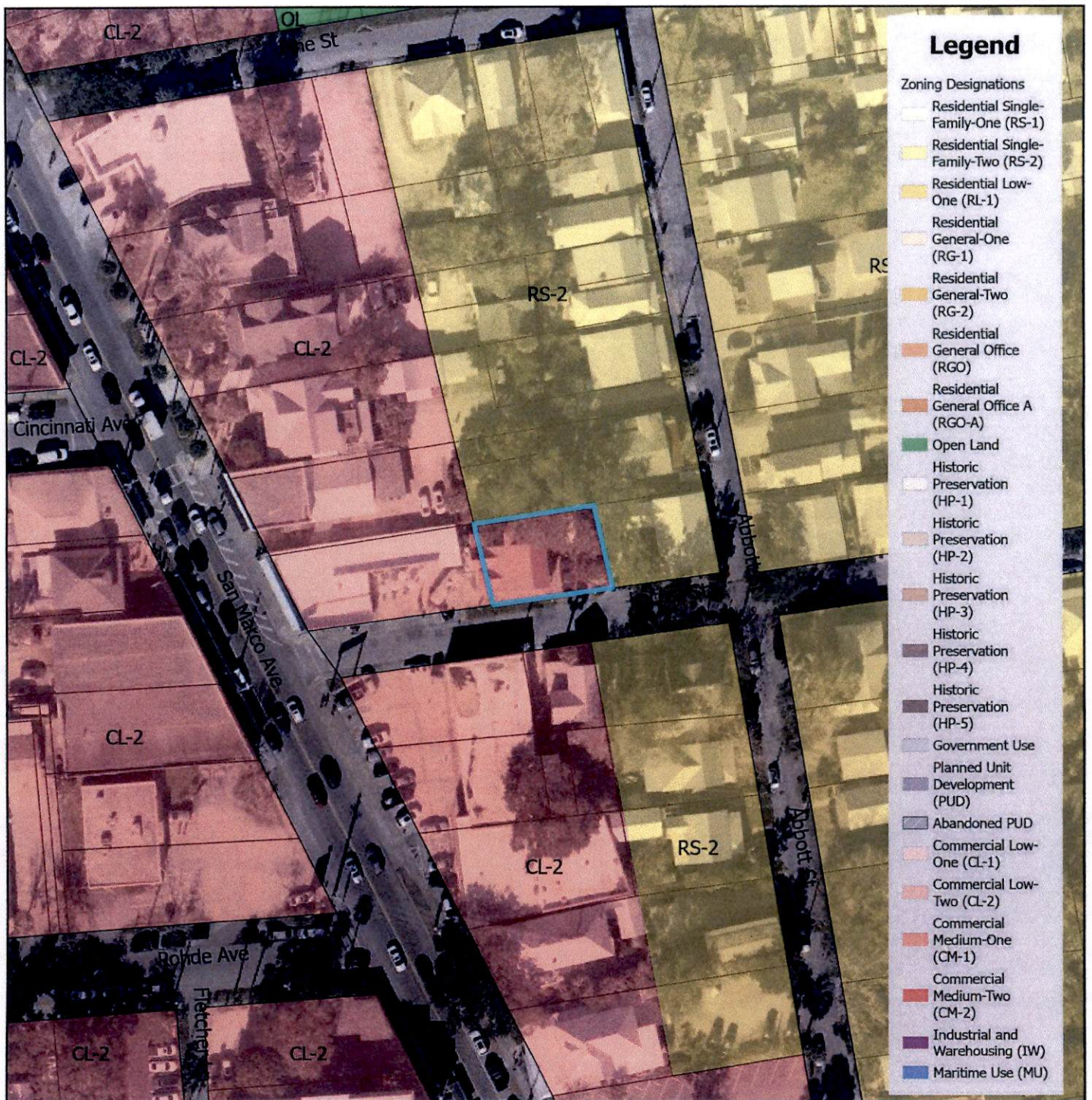
Parcel ID	1949300000	Physical Address	4 LOCUST ST	Building Value	\$261,873	Last 2 Sales			
Property Class	0800 - Multi-Family (Less than 10 Units)	Mailing Address	SAINT AUGUSTINE	Extra Feature Value	N/A	Date	Price	Reason	Qual
Taxing District	City of St Augustine	Address	SNYDER SAMUEL			8/3/2022	\$575000	01	Q
Acres	0.08		4 LOCUST ST			n/a	0	n/a	n/a
			SAINT AUGUSTINE FL	Total Land Value	\$245,700				
			32084-0000	Just Value	\$507,573				
				Total	N/A				
				Deferred Assessed Value	\$507,573				
				Total	\$50,722				
				Exemptions					
				Taxable Value	\$456,851				

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: 2/13/2025

Last Data Uploaded: 2/13/2025 12:16:03 AM

Developed by  SCHNEIDER
GEOSPATIAL



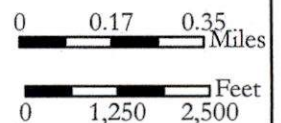
Zoning Map

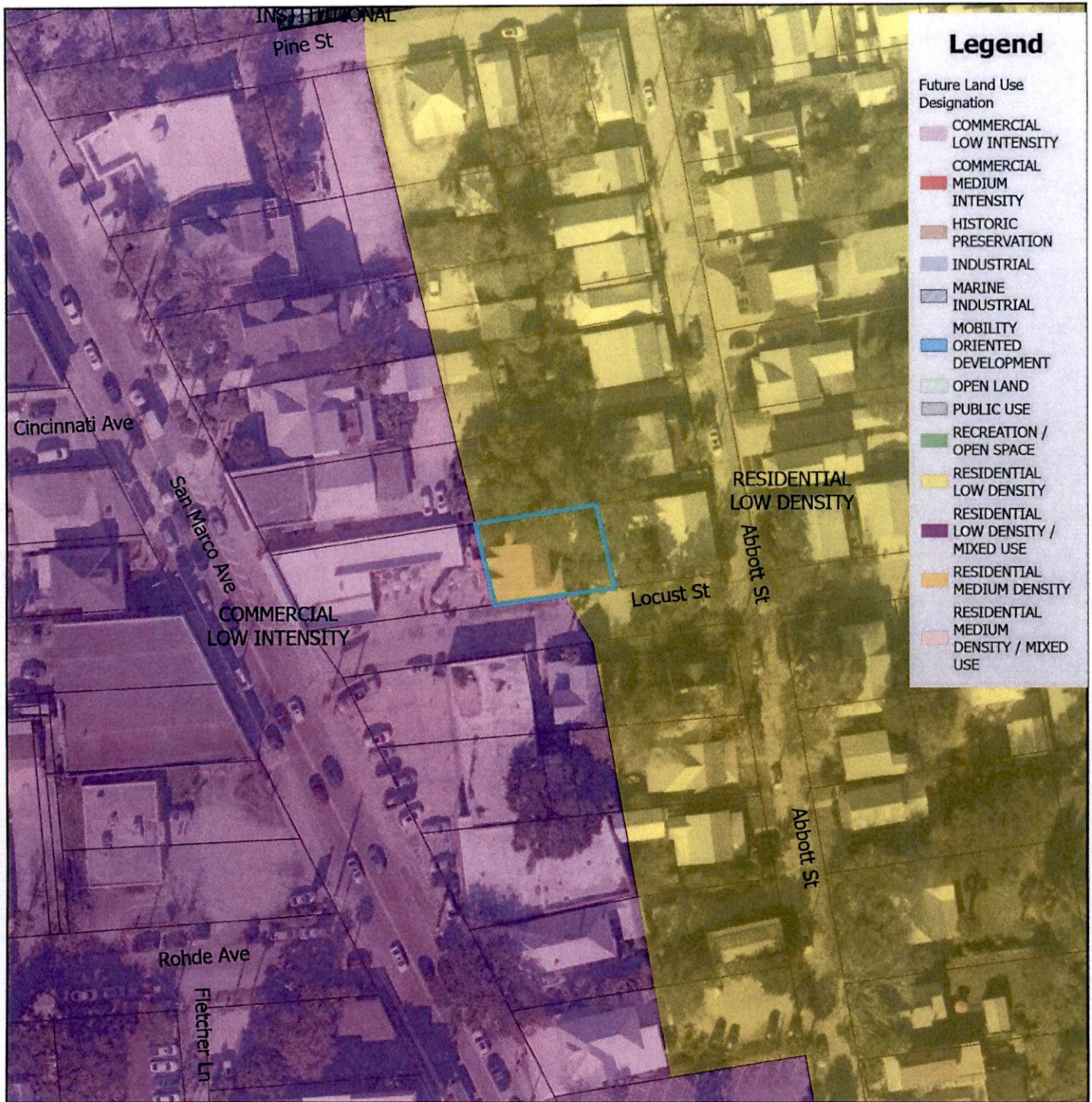
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. The City of St. Augustine disclaims all responsibility for the accuracy or completeness of the data shown hereon.

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet





Legend

Future Land Use Designation

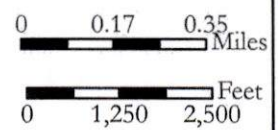
- COMMERCIAL LOW INTENSITY
- COMMERCIAL MEDIUM INTENSITY
- HISTORIC PRESERVATION
- INDUSTRIAL
- MARINE INDUSTRIAL
- MOBILITY
- ORIENTED DEVELOPMENT
- OPEN LAND
- PUBLIC USE
- RECREATION / OPEN SPACE
- RESIDENTIAL LOW DENSITY
- RESIDENTIAL LOW DENSITY / MIXED USE
- RESIDENTIAL MEDIUM DENSITY
- RESIDENTIAL MEDIUM DENSITY / MIXED USE



Future Land Use Map



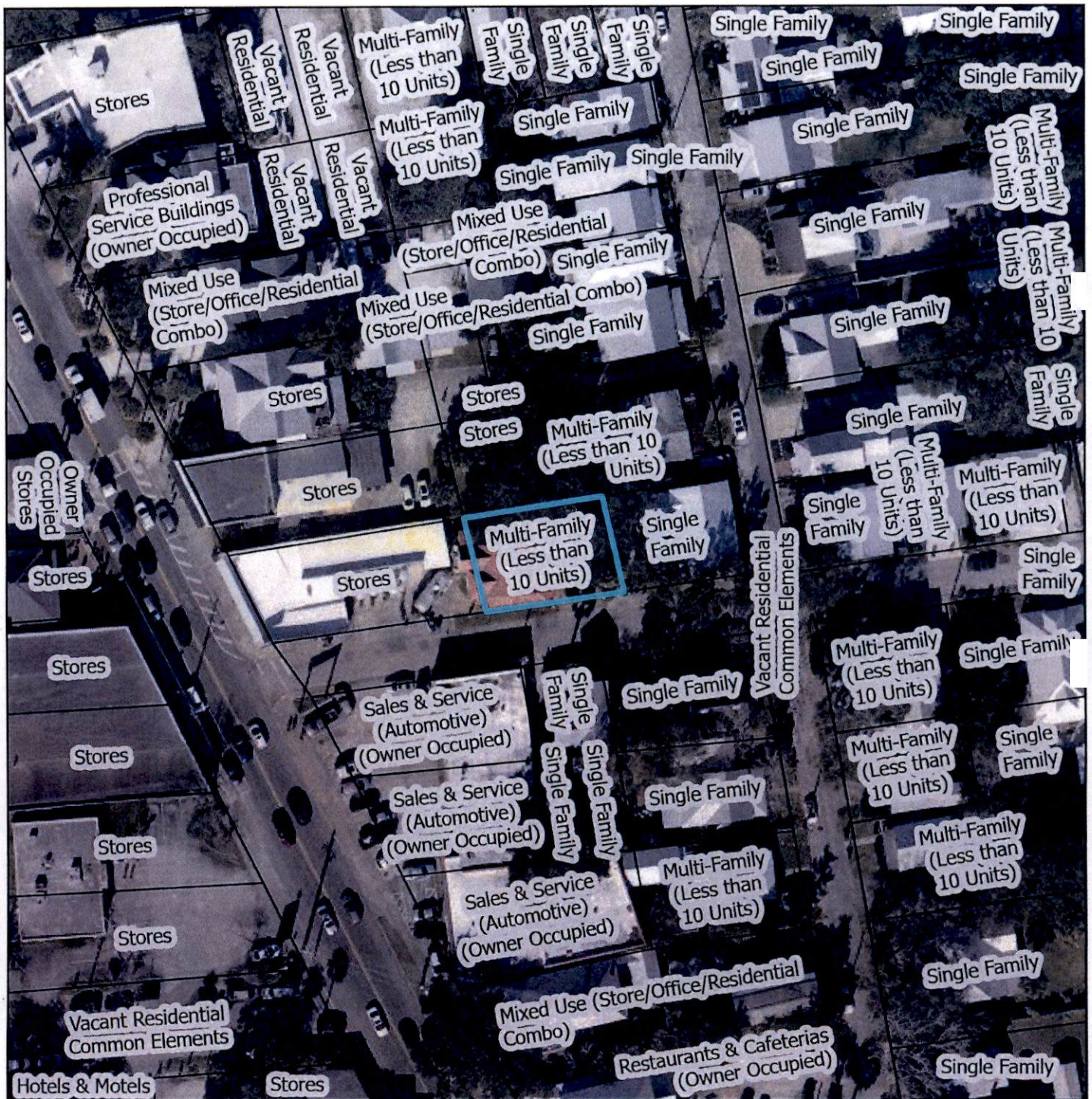
2025



City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



St. Johns County Property Appraiser Use Classification Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025



0 0.01 0.01 Miles

0 40 80 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

BEFORE THE
PLANNING AND ZONING BOARD FOR THE
CITY OF ST. AUGUSTINE, FLORIDA

TYPE OF REQUEST:

- | | |
|--|--|
| ☐ Appeal (28-29) | ☐ Preliminary Subdivision Plat Approval (23-38) |
| ☐ Conservation Overlay Zone Development (11-29) | ☐ PUD Modification/Amendment (28-30) |
| ☒ Use by Exception (28-29) | ☐ Rezoning (28-30) |
| ☐ Final Development Plan (____) | ☐ Variance (28-29) |
| ☐ Land Use Plan Amendment (28-30) | ☐ Other (____) |

IN THE MATTER OF:

Case No.: PZB2024-0116 *f PZB2024-0102*
Applicant: Samuel and Liz Snyder
Owner: Samuel Snyder
Address: 4 LOCUST ST, Saint Augustine, 32084
Parcel Number: 1949300000

Re: Use by Exception, pursuant to Section 28-2, variance, pursuant to Section 28-29, and land use plan amendment, pursuant to Section 28-30, City of St. Augustine Code, To amend the current land use from Residential Low Density to Commercial Low Intensity, to approve two (2) off-site parking spaces outside of four hundred (400) feet within the Commercial Low-Two (CL-2) zoning district as a permitted use by exception and a distance variance from 400 feet to approximately 1,000 feet.

THE PLANNING AND ZONING BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON TUESDAY, FEBRUARY 4, 2025, AND BASED ON THE TESTIMONY AND EVIDENCE, THE BOARD HAS DETERMINED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

1. Applicant is the legal owner, occupant, and/or representative of the owner/occupant of the subject property and duly submitted an application with the owner's knowledge, and was duly notified of the hearing, in accordance with Chapter 28 of the Code of the City of St. Augustine. The applicant and/or representative ☒ was present at the Tuesday, February 4, 2025, Planning and Zoning Board meeting and testified under oath, or ☐ was not present.
2. A public hearing was held, with notice given as required by law, and ☐ members of the public testified under oath, or ☒ no members of the public spoke on this issue.
3. The subject property has a land use designation of Residential Low Density, and a zoning classification of Commercial low-two (CL-2).
4. The above-described Use by Exception is subject to Section 28-2, variance is subject to Section 28-29, and land use plan amendment is subject to Section 28-30, of the Code of the City of St. Augustine.

ORDER:

Based upon the evidence presented, the Planning and Zoning Board determined that the requested action **MEETS / DOES NOT MEET** the requirements of Section 28-2, 28-29, and 28-30, City of St. Augustine Code, and **APPROVES / DENIES / CONTINUES** the Applicant's request To amend the current land use from Residential Low Density to Commercial Low Intensity, to approve two (2) off-site parking spaces outside of four hundred (400) feet within the Commercial Low-Two (CL-2) zoning district as a permitted use by exception and a distance variance from 400 feet to approximately 1,000 feet..

Subject to the following findings by the PZB:

- Recommends approval of land use plan amendment request
 - Approves off-site parking within 400' @ 43 San Marcos Ave., if
 - parking cannot be provided within 400' parking @ the Historic Downtown
- Subject to the following conditions: parking garage is a use by exception without
additional PZB review.

DONE AND ORDERED, at a public hearing on the 4th day of February,
A.D., 2025, in the Alcazar Room, 75 King Street, St. Augustine, Florida.

Case No. PZB2024-0116

REQUEST

APPROVED / DENIED / CONTINUED

Christina Tucker

Sign Name

Christina Tucker

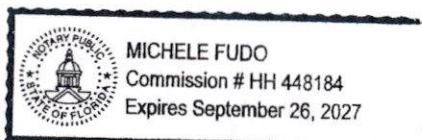
Print Name

PLANNING AND ZONING BOARD
CITY OF ST. AUGUSTINE, FLORIDA

STATE OF FLORIDA, COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Christina Tucker, who is personally known to me and who is the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same for the purposes therein expressed.

Witness my hand and official seal, this 4th day of February, A.D., 2025.



Michele Fudo
Notary Public, State of Florida



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
February 4, 2025	8.a.	PZB2024-0102
Request	Address	Parcel ID
Land Use Plan Amendment & Variance	4 Locust Street	194930-0000 [LINK TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]

Site & Background Information

Applicant:	Elizabeth & Samuel Snyder
Owner:	Samuel Snyder
Property Class: (St. Johns County Property Appraiser)	0800 – Multi-Family (Less than 10 Units)
Future Land Use Designation:	Residential Low Density
Zoning Designation:	Commercial Low-Two: CL-2 [LINK FOR DISTRICT REGULATIONS]
Acreage:	0.08
Neighborhood:	Uptown
Archaeological Zone:	IIA

Request Summary

This application is a request to change the future land use designation from Residential Low Density to Commercial Low Intensity and a variance request to the City's minimum requirements for off-street automobile parking spaces at 4 Locust Street.

The proposed retail use is located on the first floor of the existing structure at 4 Locust Street and is a total of nine hundred forty-seven (947) square feet in size. The structure also contains an intended short term rental upstairs.

The City of St. Augustine requires one (1) parking space for every five hundred (500) square feet of gross floor area for furniture, clothing, and appliance stores. This proposed commercial use is required, by the City's Code of Ordinances, to provide two (2) parking spaces, relief from this requirement is requested in the following ways:

1. Elimination of the minimum required number of automobile parking spaces. [[LINK TO SEC. 28-373](#)]
 - *No parking spaces are provided for the downstairs retail, but one (1) space is required on-site for the short term rental.*
2. Relief from the required interior maneuverability design standards, Sec. 28-368, and a reduction in the minimum required number of automobile parking spaces by one (1) space, Sec. 28-373. [[LINK TO SEC. 28-368](#)]
 - *Provision of two (2) automobile parking spaces on-site (one for each use, upstairs and down), drivers are required to either back into the parking space or back out into the Locust Street right-of-way.*
3. Elimination of the minimum required number of automobile parking spaces, Sec. 28-373, based on evidence presented that off-site parking at 43 San Marco Avenue will be utilized and is practical based on the different hours of operation for the two businesses.
 - *This is very similar to a use by exception request for off-site parking within four (400) feet, unfortunately this is not an option currently allowed by the City's Code of Ordinances as the parking facility at 43 San Marco Avenue is for the use of the business at 45 San Marco Avenue which does not leave any parking spaces in excess to lease. The only way this request fits into the City's Code is by a variance to parking requirements altogether. However, as described the parking facility may be shared based on the hours of operation.*
4. Relief from the required interior maneuverability design standards to allow for the provision of on-site parking spaces, Sec. 28-368.
 - *Approval of this request would still require the property owner to provide the minimum amount of automobile parking spaces for both the second-floor vacation rental and first floor retail use but would allow the parking setup to continue to be used as it is today.*

A positive recommendation of the land use plan amendment would further the City's goal of establishing compatible land use and zoning maps and an approval of the variance request would remove a hurdle for the licensing of a nine hundred forty-seven (947) square foot retail space at 4 Locust Street.

Consistency with the City of St. Augustine's Comprehensive Plan 2040

Goal, Policy, or Objective	Staff Analysis
Future Land Use Element [LINK TO DOCUMENT]	
Policy 2.2.1 The City's land use plan shall prioritize infill, redevelopment and mixed-use developments, as well as, compact and contiguous developments within the City of St. Augustine.	The proposed project is consistent with the City's policy to <i>prioritize</i> compact and contiguous infill development. Infill urban development means building new things or improving existing spaces in the empty or unused parts of the City. It's like filling in the gaps or spaces between buildings to make the city more complete and vibrant.
Policy 3.1.6 Adaptive reuse of historic structures shall be given priority over activities that would harm or destroy the historic value of such resources.	The proposal in this application is consistent with this City policy as it is adaptive reuse of a historic structure which, as stated by the City of St. Augustine, <i>shall be given priority</i> over activities that would negatively impact its historic value.
Policy 5.1.2 The City shall encourage infill and redevelopment through the use of higher density and intensity land use designations and mixed-use designations in appropriate locations.	This proposed project is consistent with the City's policy of <i>encouraging</i> infill and redevelopment through the use of higher density and intensity land use designations as this has been established as an appropriate location.
Objective 8.1 Protect the small town mixed use urban context to maintain its industrious and charming character.	The requests in this application stem from the existing business's desire to continue operations within the small town mixed use urban context, which is consistent with this City objective by assisting with efforts in maintaining St. Augustine's industrious and charming character.
Historic Preservation Element [LINK TO DOCUMENT]	
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.	These requests are aimed at allowing adaptive use of the structure at 4 Locust Street which is consistent with the City's goal to <i>facilitate a balance</i> of economic growth and preservation of cultural resources.

Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
Overall Goal The City will encourage accessible, energy efficient, sustainable and economically viable transportation options that meet the needs of residents, employers, employees and visitors through a variety of innovative methods that are sensitive to the environmental, historical, and cultural resources of the City of St. Augustine.	This application includes several variance requests to provide options for identifying a solution which is most consistent with the City's Overall Transportation and Mobility Goal.
Housing Element [LINK TO DOCUMENT]	
Infrastructure Element [LINK TO DOCUMENT]	

**Applicable Sections from the City of St. Augustine's Code of Ordinances
(Staff Analysis in BOLD text)**

Sec. 28-2. – Definitions. [\[LINK TO SECTION\]](#)

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. 28-373. – Required off-street parking. [\[LINK TO SECTION\]](#)

The purpose of this section is to ensure the reasonable provision of off-street, on-site parking facilities. When a building or use existing at the time of adoption of this chapter is enlarged or increased in area or capacity by adding floor area, volume or seats, off-street parking and loading as required by this chapter shall be provided for the additional floor area, volume, capacity or seats so created or used.

(d) *Minimum spaces required:*

	Use	1 Space Per Gross Floor Area (Sq. Ft.)	1 Space Per Rates Patron Capacity	Units, Seats, Rooms, Spaces	Special Requirements
(16)	Furniture, clothing, appliance store	500			

Use	1 Space Per Gross Floor Area (Sq. Ft.)	1 Space Per Rated Patron Capacity	Units, Seats, Rooms, Spaces	Special Requirements
11. Community Center	250 sq. ft.			
12. Clinic				5 per doctor/ dentist
13. Clubs, Lodges	250 sq. ft.			(Includes outside assembly/ recreation)
14. Convention Center	200 sq. ft.			
15. Daycare, child care facility				1 per employee
16. Furniture, Clothing Appliance Store	500 sq. ft.			
17. Garage, Repair			3 per bay	
18. Gym, Spa	200 sq. ft.			
19. Hospital			1.5 per 3 beds	plus as required for accessory uses
20. Hotel/ Motel Inn/ Bed and Breakfast		3 (for meeting or banquet rooms) and	1 per room	75% as required for accessory uses
21. Industrial Manufac- turing	1000 sq. ft. devoted to manufacturing, shipping or receiving			and 1 per stored company vehicle and as required for office use

Figure 1. A screenshot of Page 7 from Ordinance No. 88-37, which was adopted in June of 1988, demonstrates that the City of St. Augustine's minimum requirement for off-street automobile parking spaces for a furniture, clothing, or appliance store is the same in February of 2025.

Sec. 28-29. – Zoning exceptions, variances and appeals. [\[LINK TO SECTION\]](#)

The Planning and Zoning 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. 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
This particular property is occupied by a two-story Frame Vernacular structure constructed between 1899 and 1904, according to information from the Florida Master Site File. This is a unique disadvantage at 4 Locust Street when trying to satisfy the requirements of Sections 28-368 and 28-373 due to the layout and size of the structure.
- b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and
This disadvantage significantly limits options for use of the structure due to its impact on the owner's ability to provide code-compliant off-street parking for automobiles. Reasonable use does include adaptive reuse as it is cited within the Future Land Use Element of the City of St. Augustine Comprehensive Plan 2040.
- c. This disadvantage does not exist because of conditions created by the owner or applicant; and
The identified disadvantage, the existing structure at 4 Locust Street, was built at least one hundred and twenty (120) years ago.
- 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.
Granting these variance requests may not be contrary to the public interest, may not adversely affect other properties in the vicinity, and may be in harmony with the spirit, intent and purpose of this section.

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

- (a) *General.* This chapter may from time to time be amended, supplemented, or changed the land use plan and land use map established by the comprehensive plan may also be amended and the zoning atlas may from time to time be revised by the rezoning of land as provided in this section.
- (b) *Initiation of proposals.* An ordinance for the rezoning of land may be proposed only by the city commission or any member thereof, by the planning and zoning board or by the owner of subject property, its attorney or duly authorized agent. An amendment to this chapter may be proposed for adoption only by the city commission or any member thereof, or by the planning and zoning board. Proposals to amend this chapter shall be submitted in writing, accompanied by all pertinent information which may be required for proper consideration of the matter.

(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.

The City's Comprehensive Plan requires properties to have compatible zoning and future land use designations, which is not the case at 4 Locust Street.

(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.

Staff Recommendation

Based on a review of Sec. 28-29 and Sec. 28-30 staff finds that the Board may

- **RECOMMEND** the land use plan amendment request to the City Commission and
- **APPROVE** a variance request to minimum off-street parking requirements at 4 Locust Street / PID 194930-0000.

Staff note: If the Board recommends the land use amendment, the associated variance will be effective contingent on the adoption of the land use amendment by the City Commission

Attachments

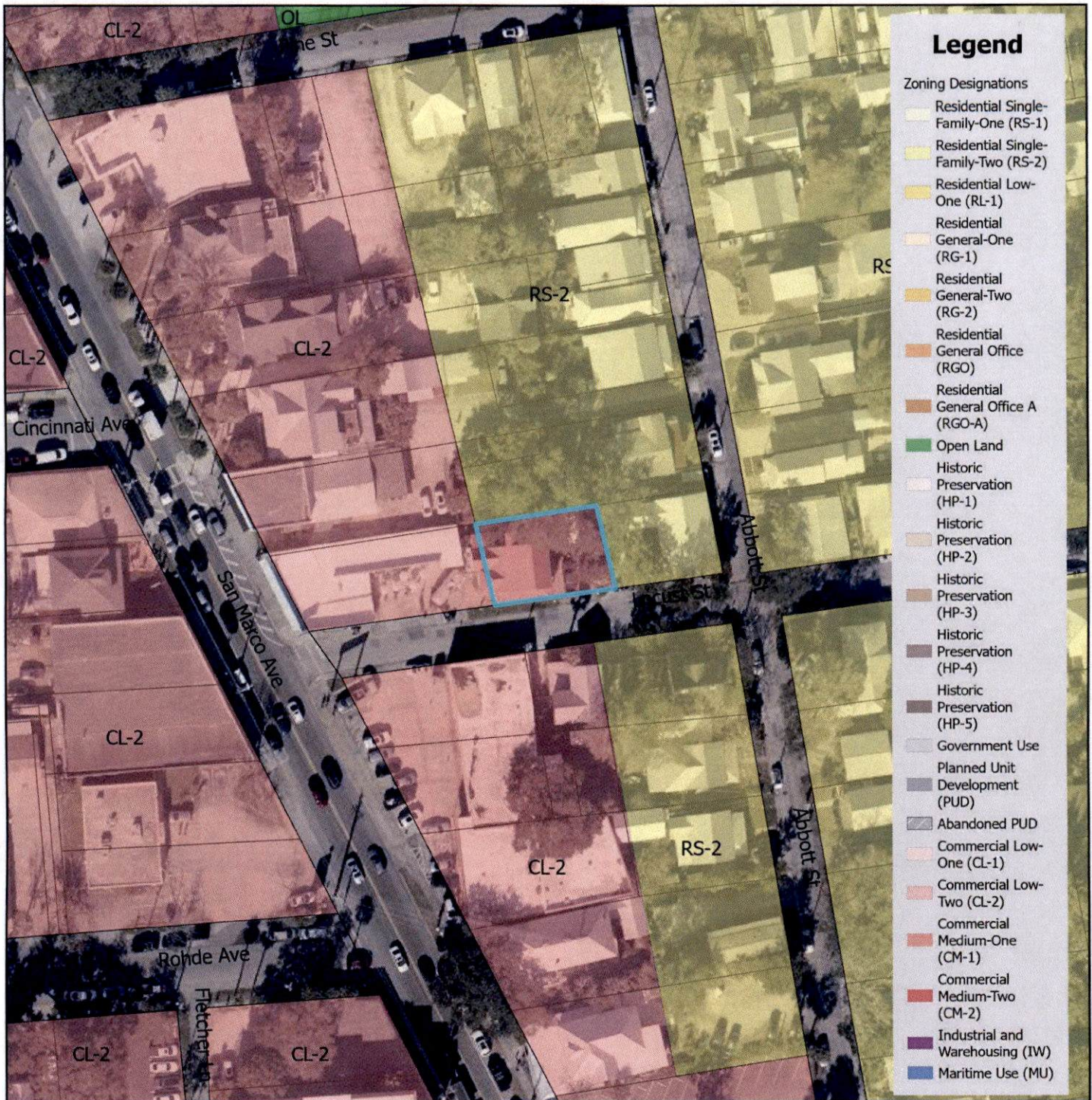
1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Zoning Map from BDAC# 99-0148
5. Proposed Site Plan and Floor Plan
6. Applicant Presentation Slides and Survey

Staff Report prepared by:

Jacob Fredriksson, CNU-A
Planning Manager
Planning and Building Department

Attachment 1:

Site Maps & Photos



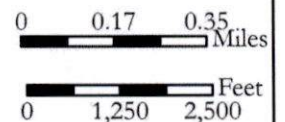
Zoning Map



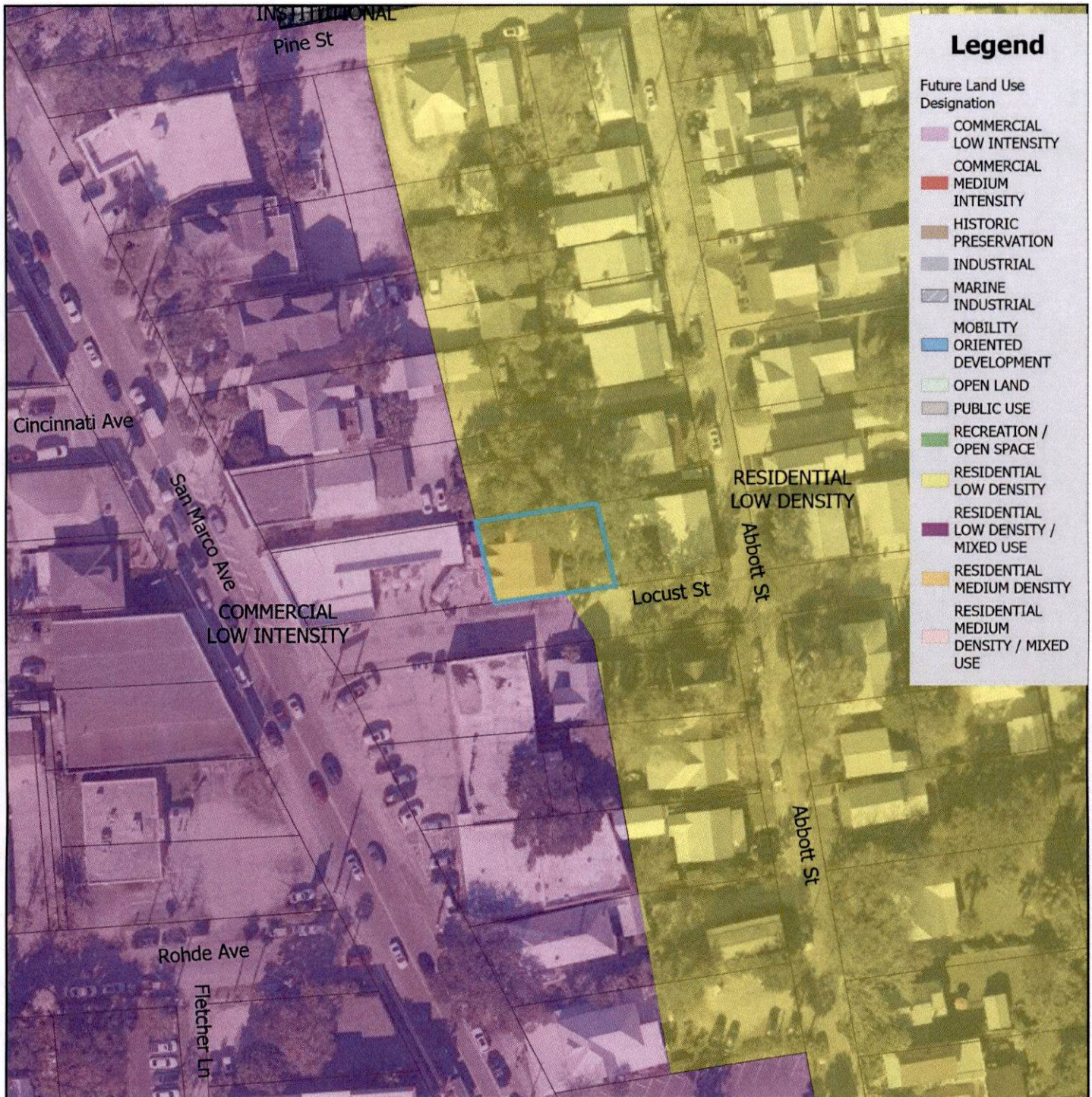
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. The City of St. Augustine disclaims all responsibility for the accuracy or completeness of the data shown hereon.

2025



Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



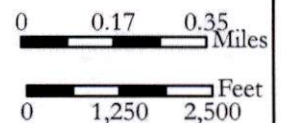
Future Land Use Map



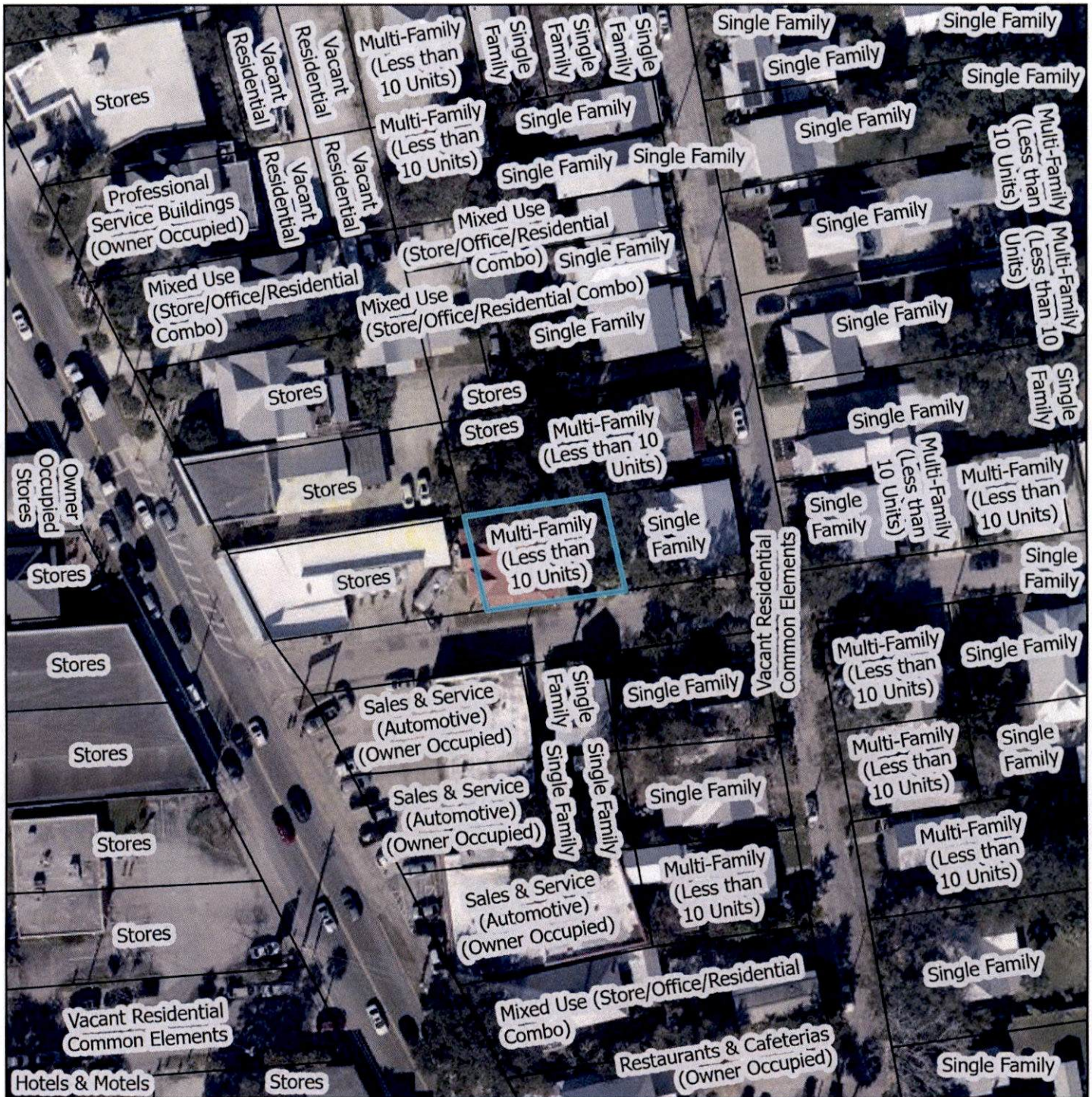
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025



Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



St. Johns County Property Appraiser Use Classification Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
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2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



0 0.01 0.01 Miles

0 40 80 Feet





FEMA Flood Zone Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
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2025



0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



Elevation Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
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2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



0 0.01 0.01 Miles

0 40 80 Feet

Attachment 2: Application



CITY OF ST AUGUSTINE

APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

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

1. NAME OF APPLICANT: Sam and Liz Snyder Contact Number: 907-903-5799

Business (if applicable): _____

Address: 4 Locust Street City: St. Augustine State: FL Zip: 32084

E-Mail Address: lizhsnyder@gmail.com

2. NAME OF PROPERTY OWNER: Samuel Snyder Contact Number: 907-903-5811

Business (if applicable): _____

Address: 44 Bay View Drive City: St. Augustine State: FL Zip: 32084

E-Mail Address: snyderaway@gmail.com

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: 6

Block: E

Subdivision: Abbott Tract

Parcel Number: 1949300000

4. PROJECT STREET ADDRESS: 4 Locust Street

5. SPECIFIC PROPOSED USE: Mercantile (downstairs)

6. ACTION REQUESTED:

☐ Conservation Zone Development

☐ Appeal of Staff Determination

☒ Exception

☐ Land Use Plan Amendment

☒ Variance

☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: _____

Preferred action is a variance to reduce parking requirements to zero.

A second, less favored action is an exception for off-site parking within 400 feet.

If an exception is required over a variance, we have received approval from the owners of Chez L'Amore to utilize two extra spaces on their property two doors down the street.

8. JUSTIFICATION FOR ACTION REQUESTED: _____

This 1901 home is zoned CL-2, but the lot is situated and previously developed to support only parking that requires cars to back out onto Locust Street. The property is bordered entirely by other properties and there is no other option for exiting onto Locust Street. It is too narrow for any other configuration.

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: _____

Front-facing car exit is not possible due to property narrowness & surrounding prop.

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

Yes. This property is zoned CL-2 and I am unable to utilize it as such due to property shape, size, and surrounding privately owned properties limiting parking.

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

We have changed nothing on this property that impacts parking conditions since purchasing in 2022

- (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. It supports the success of a small, locally owned business contributing to the local economy, and eliminates risks posed by cars backing out.

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.

Samuel Snyder

[Signature]

11/12/2024

11/12/2024

Signature of Applicant

Samuel Snyder

Date

11/12/2024

Signature of Property Owner

Date



**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.

Samuel Snyder

Elizabeth Snyder

Print name of applicant

Samuel Snyder

Elizabeth Snyder

Signature of applicant

11/12/2024

11/12/2024

Date

PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 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
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"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: 4 Locust Street, St. Augustine, FL 32084

Applicant's Name: Samuel Snyder

Elizabeth Snyder

Applicant's Signature:

Samuel Snyder
Elizabeth Snyder
Samuel Snyder

Owner's Name: Samuel Snyder

Owner's Signature:

Attachment 3:
St. Johns County Property Appraiser
Report

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](#)

2024 TRIM Notice

[2024 TRIM Notice \(PDF\)](#)

Summary

Parcel ID 1949300000
 Location Address 4 LOCUST ST
 SAINT AUGUSTINE 32084-0000
 Neighborhood Abbott Tract (606)
 Tax Description* ABBOTT TRACT CITY LOT 6 BLK E OR5610/268
 *The Description above is not to be used on legal documents.
 Property Use Code Multi-Family (Less than 10 Units) (0800)
 Subdivision Abbott Tract
 Sec/Twp/Rng 18-7-30
 District City of St Augustine (District 452)
 Millage Rate 18.72
 Acreage 0.080
 Homestead Y

[Click Here to Open Cyclomedia Viewer in a New Tab](#)


Owner Information

Owner Name [Snyder Samuel](#) 100%
 Mailing Address 4 LOCUST ST
 SAINT AUGUSTINE, FL 32084-0000

Exemption Information

Exemption Type	Status	Amount
Homestead		\$50,000

Map



Valuation Information

	2025
Building Value	\$249,836
Extra Features Value	\$0
Total Land Value	\$245,700
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$495,536
Total Deferred	\$0
Assessed Value	\$495,536
Total Exemptions	\$50,000
Taxable Value	\$445,536

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
2024	\$258,164	\$0	\$245,700	\$0	\$0	\$503,864	\$501,369	\$52,495	\$451,369
2023	\$262,328	\$0	\$224,438	\$0	\$0	\$486,766	\$486,766	\$50,000	\$436,766
2022	\$230,051	\$0	\$224,910	\$0	\$0	\$454,961	\$375,951	\$79,010	\$375,951
2021	\$164,586	\$0	\$177,188	\$0	\$0	\$341,774	\$341,774	\$0	\$341,774
2020	\$166,904	\$0	\$200,812	\$0	\$0	\$367,716	\$333,696	\$34,020	\$333,696
2019	\$150,361	\$0	\$200,812	\$0	\$0	\$351,173	\$303,360	\$47,813	\$303,360
2018	\$152,392	\$0	\$200,812	\$0	\$0	\$353,204	\$275,782	\$77,422	\$275,782
2017	\$103,691	\$84	\$160,650	\$0	\$0	\$264,425	\$250,711	\$13,714	\$250,711
2016	\$107,603	\$97	\$146,475	\$0	\$0	\$254,175	\$227,919	\$26,256	\$227,919
2015	\$93,236	\$111	\$116,944	\$0	\$0	\$210,291	\$207,199	\$3,092	\$207,199
2014	\$81,926	\$125	\$106,312	\$0	\$0	\$188,363	\$188,363	\$0	\$188,363

Building Information

Building 1
 Building Value \$249,836
 Year Built 1900
 Actual Area 2345
 Conditioned Area 1781
 Use Duplex
 Style 01
 Exterior Wall Wood

Roof Cover Metal
 Roof Structure Gable Hip
 Interior Flooring Pine Wood, Sheet Vinyl
 Interior Wall Drywall
 Heating Type Air Duct
 Air Conditioning Central
 Bedrooms 0
 Baths

Description	Square Footage
FINISHED UPPER STORY	601
OUTSIDE STAIRS	72
FINISHED SCREEN PORCH	200
BASE AREA	1057
FINISHED OPEN PORCH	245
FINISHED ENCLOSED PORCH	154

Description

Square Footage

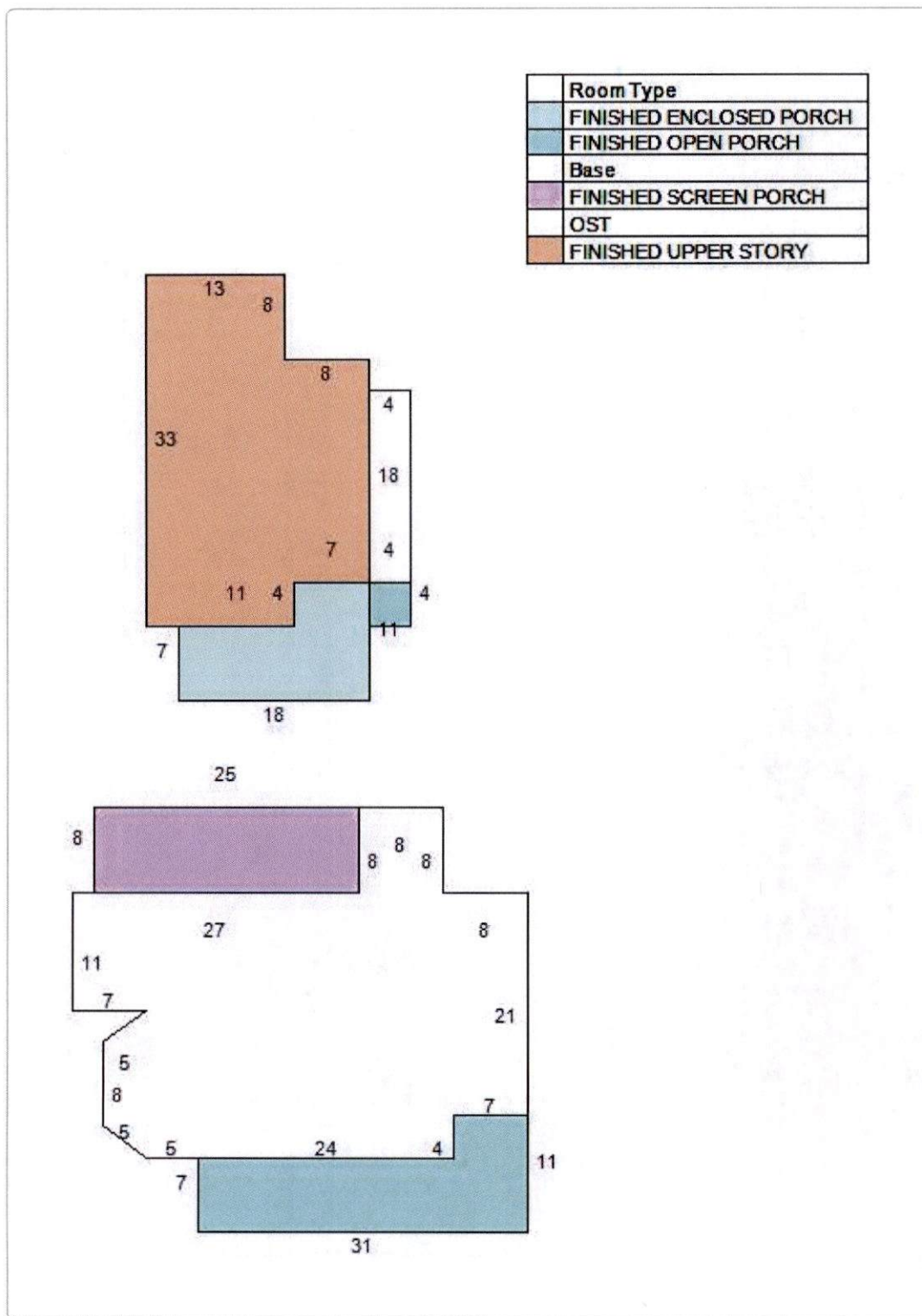
FINISHED OPEN PORCH

16

Total SqFt

2345

Sketch Information



Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Multi-Family (Less than 10 Units)	75	50	75	EF	\$245,700

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
8/3/2022	8/3/2022	\$575,000.00	WARRANTY DEED	5610	268	Q	I	BETTES HELEN L LIVING TRUST	SNYDER SAMUEL
8/10/2016	4/3/2014	\$0.00	DEATH CERTIFICATE	4237	1009	U	I	BETTES HELEN (DECD)	BETTES HELEN L LIVING TRUST
	10/26/2001	\$100.00	WARRANTY DEED	1669	1837	U	I	BETTES HELEN L	BETTES HELEN L TRUSTEE
	1/1/1979	\$0.00		429	42	U	I		BETTES HELEN L
	1/1/1979	\$0.00		427	821	U	I		

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

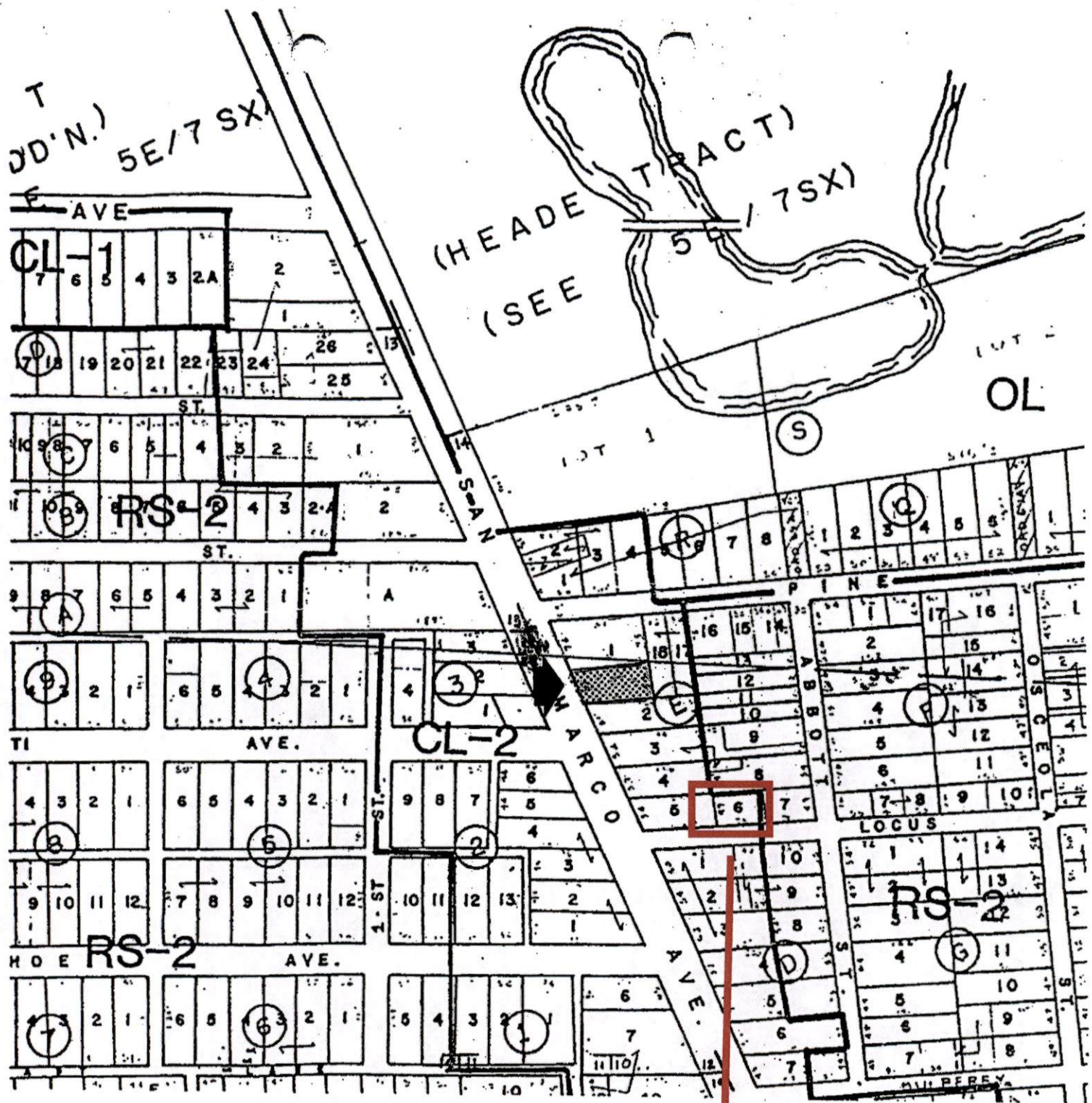
The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#) | [GDPR Privacy Notice](#)
[Last Data Upload: 12/17/2024, 9:51:13 AM](#)

Contact Us

Developed by
 **SCHNEIDER**
 GEOSPATIAL

Attachment 4:
Zoning Map from BDAC# 99-0148



75 SAN MARCO AVENUE

Staff Note: Lot 6, identified above, is the property at 4 Locust Street and is documented as having a CL-2 zoning designation. The zoning map shown here was included in BDAC# 99-0148, a use by exception request made at 75 San Marco Avenue, which was approved on March 3rd, 1999.

Attachment 5:
Proposed Site Plan and Floor Plan

Attachment 6:
Applicant Presentation Slides
and Survey

4 Locust Street: Zoning, Land Use, & Parking

...

Sam and Liz Snyder, Owners/Applicants

Contents

- CL-2: Feeling versus zoning
 - Comparable Uptown examples
 - Parking options
 - Resident feedback
 - Future Land Use versus Zoning
-

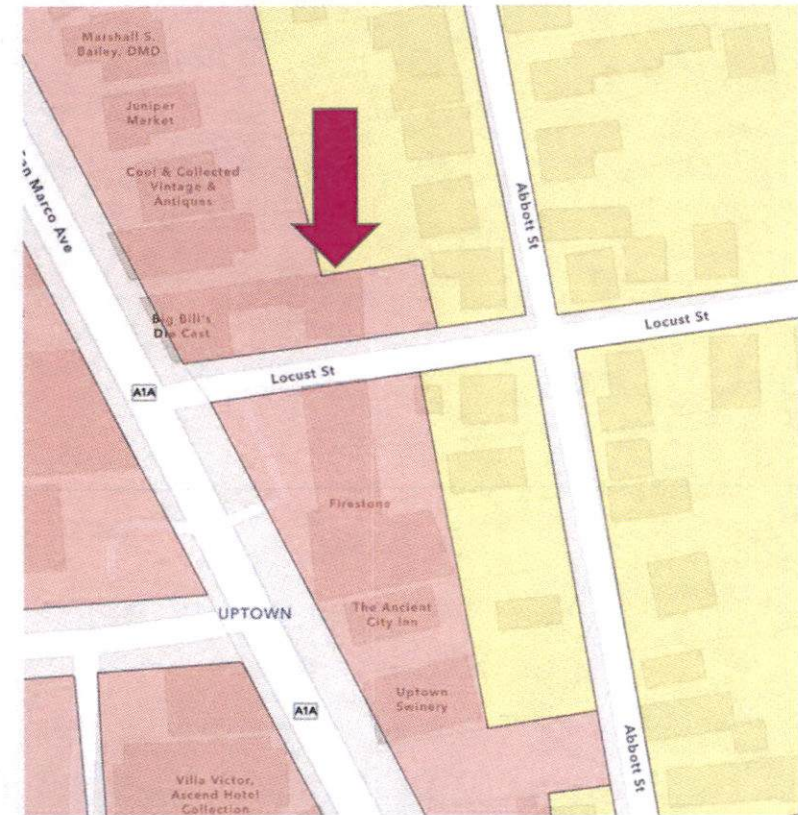
4 Locust Street is zoned CL-2

4 Locust Zoning Map

Zoning Districts

-  Residential Single-Family-One (RS-1)
-  Residential Single-Family-Two (RS-2)
-  Residential Low-One (RL-1)
-  Residential General-One (RG-1)
-  Residential General-Two (RG-2)
-  Residential General Office (RGO)
-  Residential General Office A (RGO-A)
-  Open Land
-  Historic Preservation (HP-1)
-  Historic Preservation (HP-2)
-  Historic Preservation (HP-3)
-  Historic Preservation (HP-4)
-  Historic Preservation (HP-5)
-  Government Use
-  Planned Unit Development (PUD)
-  Abandoned PUD
-  Commercial Low-One (CL-1)
-  Commercial Low-Two (CL-2)
-  Commercial Medium-One (CM-1)
-  Commercial Medium-Two (CM-2)
-  Commercial Tourist Attraction (CTA)
-  Industrial and Warehousing (IW)
-  Maritime Use (MU)
-  No City Zoning Designation
-  others

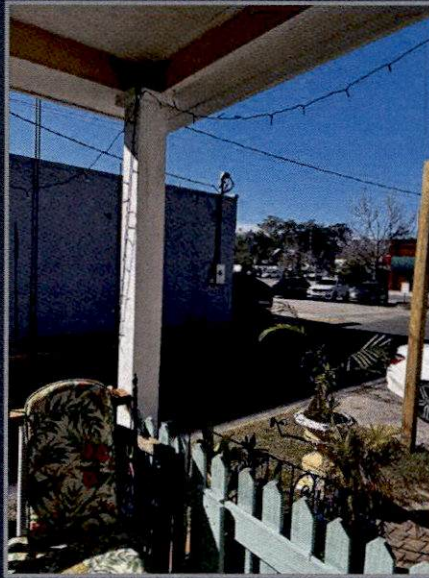
Parcels



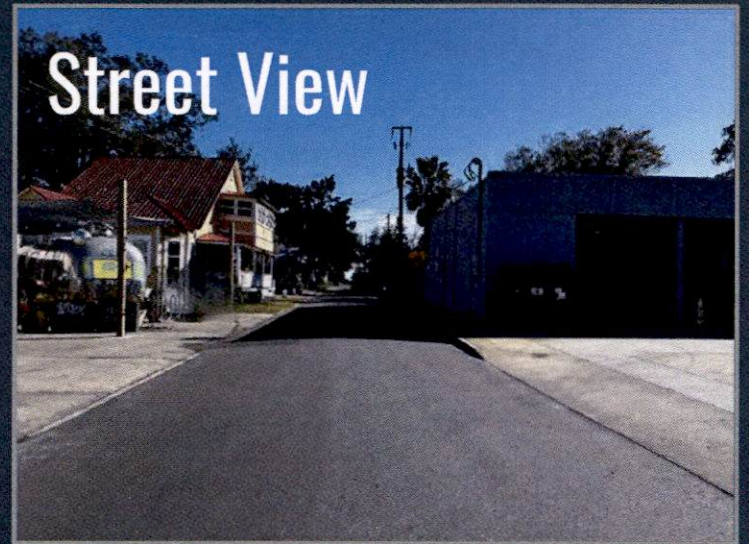
Accessed via City of St. Augustine DataHub,
Jan. 25 2025

It also *feels* CL-2

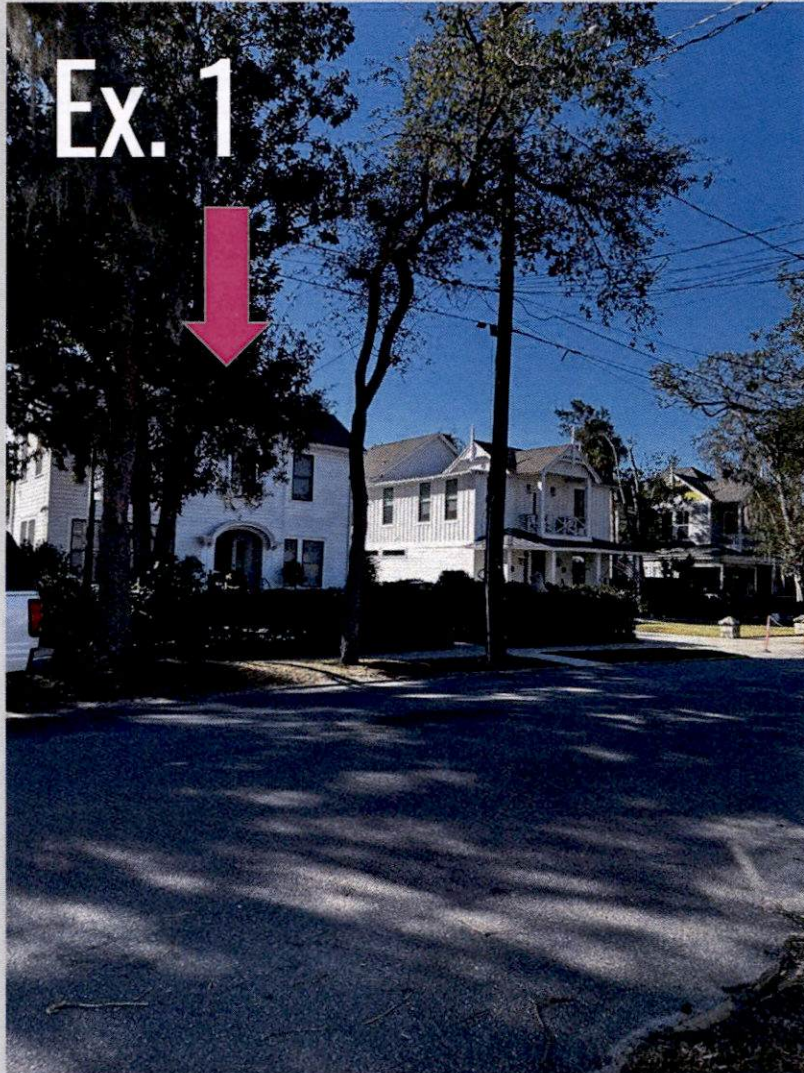
Porch View



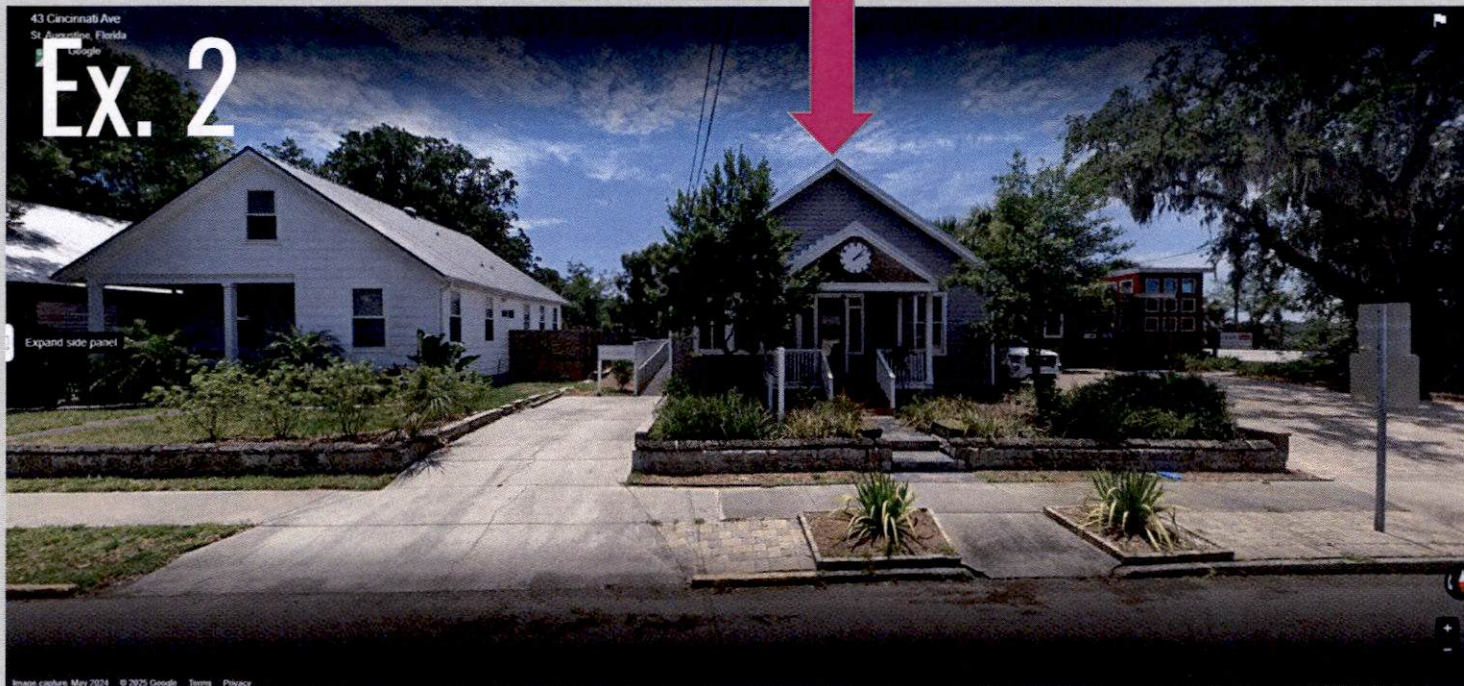
Street View



**Using it as CL-2 is
consistent with other Uptown businesses
and Comprehensive Plan goals**



- White house with arched entry is 5 Rohde Ave, zoned CL-2 and operating as a business
- House to left (yellow) is zoned CL-2 but appears to be a residence
- House to right (white) is zoned residential and is an STR
- San Marco Avenue is two blocks to the left



- 43 Cincinnati Avenue is two blocks in from Ponce de Leon and operates as a business
- Another business operates to the right
- An STR is the white house to the left, zoned commercial

Even more interspersing of businesses and residences in houses along Sanchez Ave and throughout Uptown

**An approved parking solution is needed
to allow for reasonable use**

Parking Options in Order of Preference of Owner and Majority of Neighbor Respondents (see next slide)

1. No additional parking required
 - a. Anticipated customers are primarily existing San Marco Ave visitors
2. Allow use of current driveway
 - a. Utilize available parking
3. Allow use of parking during off hours at 45 San Marco Avenue
 - a. It's within the allowed distance
 - b. Business at 4 Locust hours will operate when 45 San Marco is closed
4. Allow use of parking at the parking garage
 - a. Not preferred, but can meet needs

Neighbor Feedback

- Sent a survey directly to Uptown neighbors and asked them to share freely
- Survey also shared to all members of the St. Augustine Uptown Neighborhood Association (SAUNA)
- Overwhelming support for approving a parking option for retail shop at 4 Locust Street
 - 19 respondents from neighborhood
 - 17 in favor of using the building as zoned
 - 18 support at least one of the presented parking options
 - All options: 9
 - Driveway only: 2
 - Offsite only: 2
 - No parking required only: 5

Neighbor Quote

Mission creep into our neighborhood. We are becoming trapped and are unable during high density crowds to leave our neighborhood by car from Locust into San Marcos . By expanding into our neighborhood we are continuing to prevent egress by residents and emergency vehicle access. We must have leadership to protect uptown residents and the Abbott historical tract.

Against it.

Neighbor Quotes

I fully support MuMu Vintage (or other similar retail business) operating out of the downstairs level of 4 Locust St. for several reasons. First, it and other vintage stores would continue to make Uptown a destination for vintage shopping which is great for our beloved historical neighborhood. Second, it is a great addition to and congruent with the other businesses in and around Spinster Abbott's and neighboring blocks/businesses. As a result, it will be a low impact business as it relates to parking. Most likely, the majority of MuMu customers will be customers already on foot, visiting other businesses in the Uptown neighborhood. Third, we do not need or want another short term vacation rental in the Abbott Tract! We need more real neighbors to preserve the uniquely warm and neighborly vibe of the Abbott Tract. Knowing the owners and their mission, MuMu would be a great neighbor! Finally, what Sam and Liz Snyder have done to create community-minded energy and activities in our neighborhood is amazing and should be applauded, not discouraged. I trust and support them in all of their entrepreneurial endeavors for which they have assumed great risk and made enormous personal investments beyond money - blood, sweat and tears. Saint Augustine needs more small business owners like them.

Neighbor Quotes

I fully support having a retail shop operating out of the downstairs of 4 Locust. We love having a bunch of great shops all in the same area, and it makes sense to have a fun, unique local business right next to another fun, unique local business that we love and that has done so much to improve our neighborhood. I very, very much prefer to have a beautiful shop there where I can buy things for our home and for gifts rather than to have yet another Airbnb.

Neighbor Quotes

When I bought this house in 2009, I was thrilled to be moving into a mixed use community that was more common and historically accurate. I fully support having businesses and retail establishments in Abbott Tract, including this vintage shop.

Neighbor Quotes

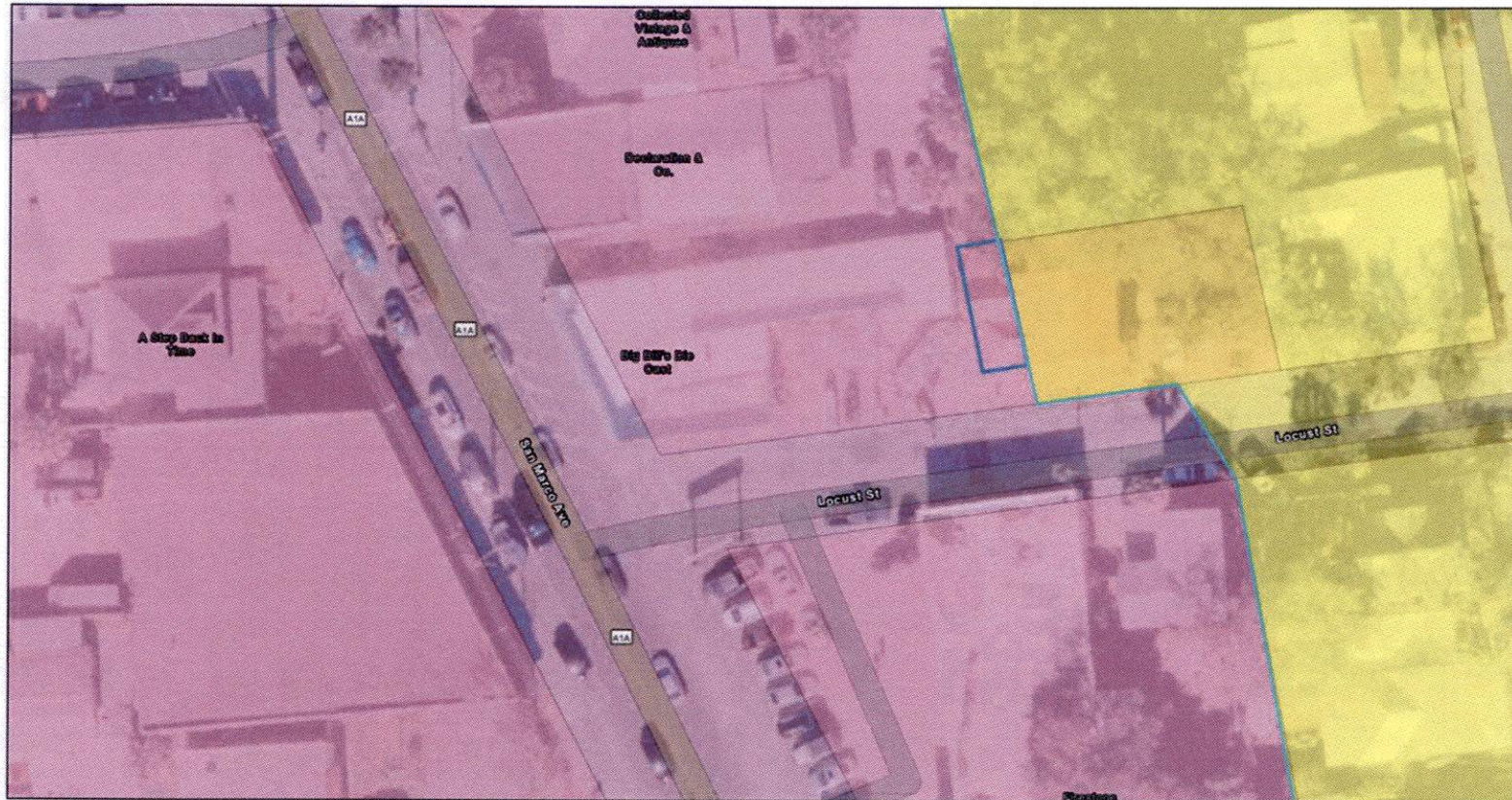
Please help to support small businesses trying to make it in St. Augustine, it has been a challenging time for all of us.
Thank you!

Spinsters and Mumu's are good neighbors not just commercial neighbors. They create the perfect example of residential and commercial working together for solutions and existing together.

Having a shop at 4 Locust improves the character and utility of our neighborhood. Part of what we love about living here is the ability to walk to the beautiful local businesses nearby. We specially moved to our street because we could walk to things. We very much would love to have another unique local business to be able to support and visit.

I hope to attend. The fact that the property was built in the style of a residential house is not significant as brought up by one of the board members. There are plenty of properties along San Marco that were built as homes and are now businesses.

ArcGIS Web Map



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Future Land Use

COMMERCIAL LOW INTENSITY

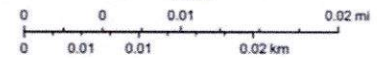
RESIDENTIAL LOW DENSITY

Zoning Districts

Residential Single-Family-Two (RS-2)

Commercial Low-Two (CL-2)

1:392



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What are your general thoughts about a retail shop operating out of the downstairs unit?	What are your thoughts regarding the various parking options?	Do you have any other thoughts you'd like to share for our Feb. 7 meeting?	Do you have any insights regarding past commercial use at 4 Locust or insights regarding similar uses of houses for commercial space in nearby areas?
1 When I bought this house in 2009, I was thrilled to be moving into a mixed use community that was more common and historically accurate. I fully support having businesses and retail establishments in Abbott Tract, including this vintage shop.	I'll support any option that facilitates this business. My preference would be to maintain the look of the current driveway because it matches the aesthetic of the neighborhood.	Part of making this town into one that is good for residents includes having local businesses, like Spinsters Abbott's and the vintage shops, prosper without interference. If we were discussing putting in a CVS, I'd feel differently. This is a locally owned and operated business providing goods mostly for locals.	All over downtown and uptown there are historic homes used for dental, accounting, and law offices. I love this about our town. We don't have to get in a car and drive to an ugly shopping strip for services. I'd much rather have retail and service options spread around within walking distance of our home. In fact, I'd rather have more small commercial entities than more vacation rentals.
2 Mimi Vintage is a perfect compliment to the shop located at Spinsters Abbott's and Snakebird Vintage.	I believe visitors to Mumi are already patronizing the uptown area and there does not need to be parking specifically for Mumi. The parking lot at Chez L'Amour does seem to be a good second option.	Mumi should be viewed as part of the cluster of shops located at the adjacent property. They share common guests along with the rest of the Uptown Shopping District.	
3 I am in favor of this proposed usage.	I don't see any reason why a retail shop at this location should need additional parking. It's part of a retail corridor along San Marco that is utilized almost exclusively by pedestrian traffic. I am in favor of the City granting a variance to eliminate parking requirements for this location.	This is exactly the type of business that the City should be encouraging within this neighborhood. It's low impact, low volume, will not cause significant traffic changes, and is completely in keeping with the character of the existing commercial development in the area. I would urge the City to facilitate the permitting for this and similar businesses.	As noted above, this area is filled with similar businesses, and has become a small but important shopping district within the City. Many of these businesses operate out of houses, rather than dedicated commercial buildings. It's a charming and desirable feature of this neighborhood, and this proposed usage is absolutely in keeping with the character of the address, the street, and the area generally.
4 I think it's wonderful	Sam and Liz should be able to keep the parking the way it is	No	They already have parking. It doesn't make sense to rip up that nice driveway.
5 I fully support having a retail shop operating out of the downstairs of 4 Locust. We love having a bunch of great shops all in the same area, and it makes sense to have a fun, unique local business right next to another fun, unique local business that we love and that has done so much to improve our neighborhood. I very, very much prefer to have a beautiful shop there where I can buy things for our home and for gifts rather than to have yet another Airbnb.	I would think that the vast majority of customers to Mumi would already have parked somewhere else to go to the other shops nearby. I would support any type of parking variance or exemption/exception that would allow a shop to operate there.	Having a shop at 4 Locust improves the character and utility of our neighborhood. Part of what we love about living here is the ability to walk to the beautiful local businesses nearby. We specially moved to our street because we could walk to things. We very much would love to have another unique local business to be able to support and visit.	I think part of the beauty and fun of living in a historic neighborhood is seeing how these old houses can be reborn and repurposed into thoughtful, beautiful spaces that we can all enjoy.

6 Mission creep into our neighborhood. We are becoming trapped and are unable during high density crowds to leave our neighborhood by car from Locust into San Marcos . By expanding into our neighborhood we are continuing to prevent egress by residents and emergency vehicle access.	I am not for any of them	Same as my general thoughts. Unable to copy and paste.	Should not be happening. See general thoughts.
We must have leadership to protect uptown residents and the Abbot historical tract.			
7 I have no problem	Any parking option? Other than parking on Locust is fine with me.		
8 Very low impact. Quiet and considerate owners. This use is very appropriate. A successful business here will keep the house in good repair and is an asset to the neighborhood.	Should provide a variance for nine required. This is not a destination business. Patrons are in the area for the food service businesses and shops on San Marco. Mumu will add few if any cars to the neighborhood.	Support good local businesses! They are the lifeblood of a healthy mixed community. I've lived here 35 years and the great businesses we have now make this the most vibrant I've seen the Abbott tract in all those years.	
9 I fully support MuMU Vintage (or other similar retail business) operating out of the downstairs level of 4 Locust St. for several reasons. First, it and other vintage stores would continue to make Uptown a destination for vintage shopping which is great for our beloved historical neighborhood. Second, it is a great addition to and congruent with the other businesses in and around Spinnster Abbott's and neighboring blocks/businesses. As a result, it will be a low impact business as it relates to parking. Most likely, the majority of MuMu customers will be customers already on foot, visiting other businesses in the Uptown neighborhood. Third, we do not need or want another short term vacation rental in the Abbott Tract! We need more real neighbors to preserve the uniquely warm and neighborly vibe of the Abbott Tract. Knowing the owners and their mission, MuMu would be a great neighbor! Finally, what Sam and Liz Snyder have done to create community-minded energy and activities in our neighborhood is amazing and should be applauded, not discouraged. I trust and support them in all of their entrepreneurial endeavors for which they have assumed great risk and made enormous personal investments	I would support any of the three parking options. My first choice would be use of the driveway as is. The cobblestone design of the driveway is not only beautiful, matching others in the Abbott Tract, but helps with drainage issues. The fact that Sam and Liz researched and presented multiple potential solutions to the board regarding the current parking issue, speaks volumes about their collaborative spirit and desire to make things work for all stakeholders, including those of us who live in the neighborhood. I hope the board members take that into consideration as a good faith effort to collaboratively solve this problem. I applaud the chairperson acknowledging and thanking them for this effort at the first public meeting.	This may not be helpful relative to rules and process but when I step back and distill all this down as I understand it, the city is trying to guard against 2 cars backing out of a driveway that has ample parking spaces to meet regulations? As a neighbor who drives by there multiple times a day, I don't get it. At all.	It seems there are more businesses operating out of houses than not in our neighborhood! It is charming and preserves St. Augustine's historical vibe to repurpose these amazing structures in this way.

10 No opposition at all - fits in well with this unique neighborhood small business	How wonderful it would be if the business owners who have larger off-site parking in this and other similar neighborhoods were willing to provide access during their non-business hours, perhaps request a reasonable parking fee, or rent spaces to businesses with fewer options. Access to the garage, vacant lots, etc - the same with reasonable, affordable parking fees. Needs to go: The predatory towing companies in St Augustine are pure evil - as are the businesses that are colluding with them! They demand cash payment, on the spot, and are extraordinarily abusive to friends, neighbors, and patrons of local businesses. They destroy the spirit of a neighborhood and have ruined many an evening for many people -	Please grant the requests of this local small business. They exemplify the importance of respect, collaboration and support of local residents, strive to create a spot for neighbors to gather, socialize, meet new people, learn, listen and just simply have a very nice time, together! That is except when a giant, garish blood thirsty tow truck with a large diesel engine sits stalking its prey and ruins the day of an unwitting traveler to the historic areas of St Augustine!	Commercial use in neighborhood settings perhaps should only be permitted within the single block off commercial thoroughfares, and may need to be granted on a case-by-case basis ensuring they are locally owned and operated - deny establishment of chains, franchises, big box enterprises in the historic and neighborhood settings.
11 Retail provides good to the community, supports surrounding businesses, and bolsters local economy. Small business is more personal and communally interactive than an STR.	Parking options are feasible	N/a	N/a
12 Strongly In favor. I think it adds to our neighborhood vibe and provides an interesting retail option for the neighborhood and visitors	I am in favor of eliminating the parking requirement altogether	I hope to attend. The fact that the property was built in the style of a residential house is not significant as brought up by one of the board members. There are plenty of properties along San Marco that were built as homes and are now businesses.	
13 I think it is a great idea, we are trying to build Uptown into an area that both locals and tourists want to visit. In addition, I don't like the idea that the owners do not have an option to use their property as they deem fit.	The owners should be able to use their driveway for parking.	Please help to support small businesses trying to make it in St. Augustine, it has been a challenging time for all of us. Thank you!	No
14 Excited to have another great option Uptown.	Sam and Liz have always been courteous neighbors who create solutions that enhance the neighborhood. I trust their solutions will be sufficient.	None	None
15 I think it is a great addition to the neighborhood	I think the option that makes the most sense would be to eliminate the need for off street parking. Many tourists already park in our neighborhood on gray curb. I would much rather people who are contributing to local businesses within our neighborhood to park here rather than to just park to walk downtown.	No	No

16 Positive - would like to focus on the livability of this town. Feel that a store that attracts locals and guests as part of the uptown neighborhood is a positive. Prefer a store at that location over an airbnb. Would feel differently deeper in the Abbott tract, but that location is good for a store down below in my opinion.	All seem viable. Curious on the no backing out requirement as an impediment to the existing location, will research on my own. But seems that onsite would be the best.	No knowledge of prior usage as I moved here late 2020. Seems that this should have been uncovered earlier in permitting process and not changed mid stream.
17 Against it	Three cars stacked in a one lane driveway is absurd. Renting from the restaurant or the garage is fine, but these options are available already, and people park in the neighborhood anyway. Where does the owner of the business park?	To my knowledge, it was a home before, and a lady rented the apartment above. We got our house because the person before us wanted to turn it into a bed and breakfast but wasn't allowed to by the city. He dropped his bid on our house and we were able to purchase it. How is this situation different?
18 It would be a great addition to uptown. Mumu fits perfectly there and it would be enriching the area.	A lot of people that come to spinsters abbotts find a place to park and walk to it so having the vintage shop will make no difference with parking or access to it. People are there walking around regardless just the same as all the other shops in uptown & downtown.	There are other commercial/multi family homes in the uptown area that operate other types of businesses out of them and this should be no different.
19 From a zoning perspective, I think that it falls well within the Residential Typology that already helps define the San Marco Avenue corridor. The design standards of the San Marco Corridor state that: "The reason for allowing and encouraging the use of this development (Residential Typology) is to preserve the current character of the south area of the San Marco corridor, which mixes residential and commercial development types in a single block." And specifically, Mumu Vintage contributes to the narrative of the San Marco area as historically being a destination for the vintage and thrift community. I welcome Mumu to the area happily. They have become familiar neighbors that are indistinguishable from our residential neighbors.	1/ There current parking alongside the residential/commercial building is permeable and preferable to solid surface parking which would create more runoff into the neighborhood. 2/ The clients of Mumu I would assume are many of the same clients as Spinsters Abbots, I don't think that Mumu will create a new parking necessity. The parking provided for Mumu is better suited for staff of Mumu and loading and unloading inventory. 3/ Should it be used for a STR the car congestion in that area would increase and be counter productive in providing a safe environment for everyone that uses the Locust Street corridor.	Spinsters and Mumu's are good neighbors not just commercial neighbors. They create the perfect example of residential and commercial working together for solutions and existing together. Go back to current Corridor Standards, that include and encourage Residential Typology.



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
February 4, 2025	8.b.	PZB2024-0116
Request	Address	Parcel ID
Land Use Plan Amendment, Use by Exception, & Variance	4 Locust Street	194930-0000 [LINK TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]

Site & Background Information

Applicant:	Elizabeth & Samuel Snyder
Owner:	Samuel Snyder
Property Class: (St. Johns County Property Appraiser)	0800 – Multi-Family (Less than 10 Units)
Future Land Use Designation:	Residential Low Density
Zoning Designation:	Commercial Low-Two: CL-2 [LINK FOR DISTRICT REGULATIONS]
Acreage:	0.08
Neighborhood:	Uptown
Archaeological Zone:	IIA

Request Summary

This application is a request to change the future land use designation from Residential Low Density to Commercial Low Intensity and a use by exception request for off-site parking at the Historic Downtown Parking Facility for a proposed commercial use at 4 Locust Street.

- The use by exception request also requires Board approval of a variance request to increase the four hundred (400) foot distance limitation for off-site parking to just under one thousand (1,000) feet.

The proposed retail use is located on the first floor of the existing structure at 4 Locust Street, and which is a total of nine hundred forty-seven (947) square feet in size. The structure also contains an intended short term rental upstairs.

The City of St. Augustine requires one (1) parking space for every five hundred (500) square feet of gross floor area for furniture, clothing, and appliance stores. [[LINK TO SEC. 28-373](#)]

A positive recommendation of the land use plan amendment would further the City's goal of establishing compatible land use and zoning maps and an approval of the use by exception request would remove a hurdle for the licensing of a nine hundred forty-seven (947) square foot retail space at 4 Locust Street.

Staff Analysis

Applicable Sections from the City of St. Augustine's Code of Ordinances (Staff Analysis in BOLD text)

Sec. 28-2. – Definitions. [[LINK TO SECTION](#)]

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. 28-371. - 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.

Sec. 28-373. – Required off-street parking. [\[LINK TO SECTION\]](#)

The purpose of this section is to ensure the reasonable provision of off-street, on-site parking facilities. When a building or use existing at the time of adoption of this chapter is enlarged or increased in area or capacity by adding floor area, volume or seats, off-street parking and loading as required by this chapter shall be provided for the additional floor area, volume, capacity or seats so created or used.

(d) *Minimum spaces required:*

	Use	1 Space Per Gross Floor Area (Sq. Ft.)	1 Space Per Rates Patron Capacity	Units, Seats, Rooms, Spaces	Special Requirements
(16)	Furniture, clothing, appliance store	500			

Sec. 28-29. – Zoning exceptions, variances and appeals. [\[LINK TO SECTION\]](#)

(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.

(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

This particular property is occupied by a two-story Frame Vernacular structure constructed between 1899 and 1904, according to information from the Florida Master Site File. This is a unique disadvantage at 4 Locust Street when trying to satisfy the requirements of Sections 28-368 and 28-373 due to the layout and size of the structure.

In addition to the site constraints, the owner must look beyond four hundred (400) feet of the property to provide off-street automobile parking spaces due to its location along San Marco Avenue in the Uptown neighborhood and near the historic downtown. This adjacent neighborhoods to the San Marco Avenue commercial corridor are predominantly zoned for single-family use which limits options for the provision of automobile parking spaces.

- b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and **This disadvantage significantly limits options for use of the structure due to its impact on the owner's ability to provide code-compliant off-street parking for automobiles. Reasonable use does include adaptive reuse as it is cited within the Future Land Use Element of the City of St. Augustine Comprehensive Plan 2040.**

This disadvantage of the existing structure as well as the property's location not being within four hundred (400) feet of a commercial parking lot with excess spaces to lease significantly limits options for use of the structure due to its impact on the owner's ability to provide code-compliant off-street parking for automobiles.

- c. This disadvantage does not exist because of conditions created by the owner or applicant; and **The identified disadvantage, the existing structure at 4 Locust Street, was built at least one hundred and twenty (120) years ago.**
- 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. **Granting these variance requests may not be contrary to the public interest, may not adversely affect other properties in the vicinity, and may be in harmony with the spirit, intent and purpose of this section.**

Staff Recommendation

Based on a review of Sec. 28-29 staff finds that the Board may

- **RECOMMEND** the land use plan amendment request to the City Commission,
- **APPROVE** the variance request to the distance limitation of four hundred (400) feet for off-site parking, and
- **APPROVE** the use by exception request for two (2) off-site parking spaces within the Historic Downtown Parking Facility to allow for the proposed commercial use at 4 Locust Street / PID 194930-0000.

Staff note: If the Board recommends the land use amendment, the associated variance will be effective contingent on the adoption of the land use amendment by the City Commission.

Attachments

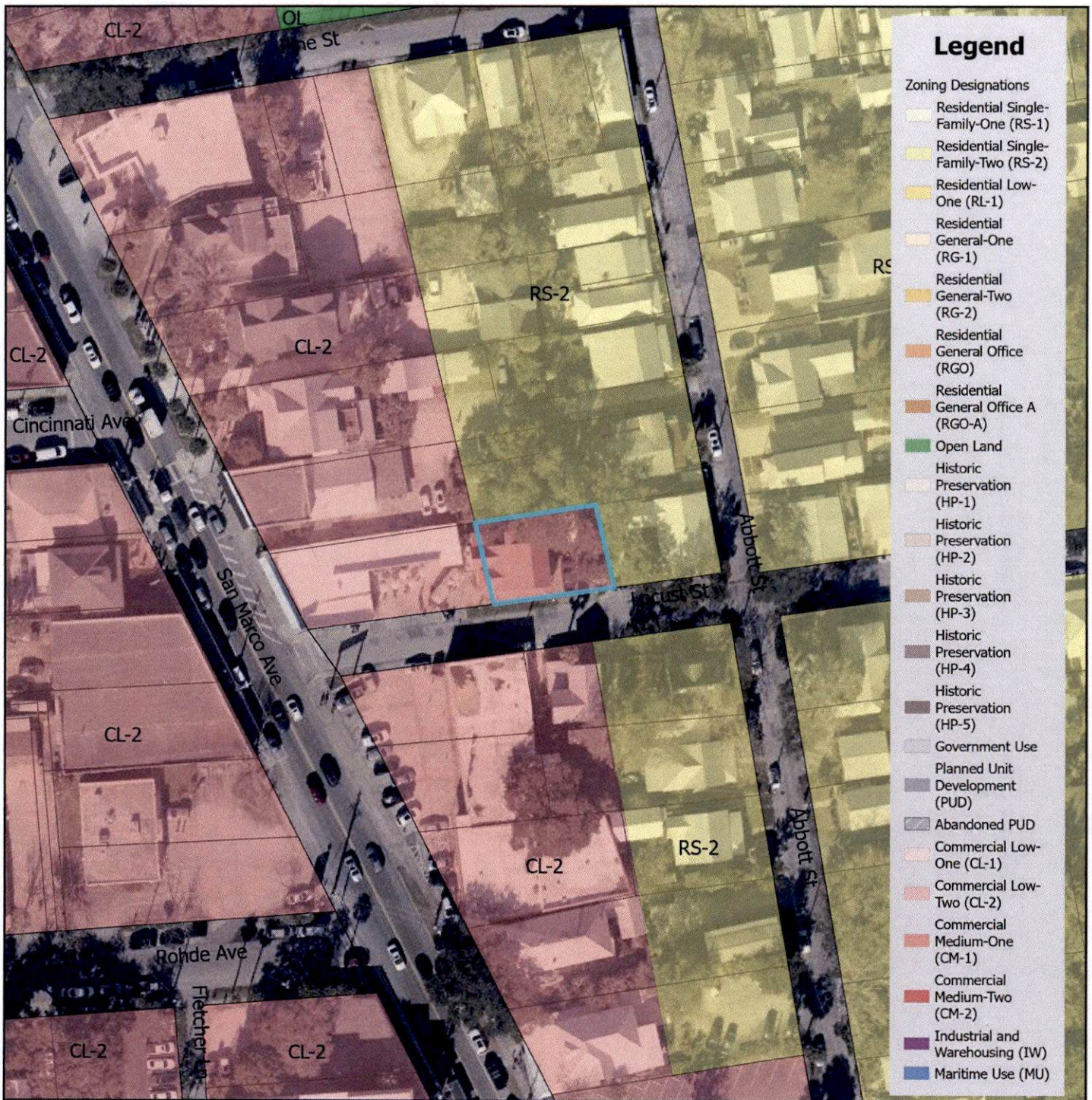
1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Zoning Map from BDAC# 99-0148
5. Proposed Site Plan and Floor Plan

Staff Report prepared by:

Jacob Fredriksson, CNU-A
Planning Manager
Planning and Building Department

Attachment 1:

Site Maps & Photos



Zoning Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
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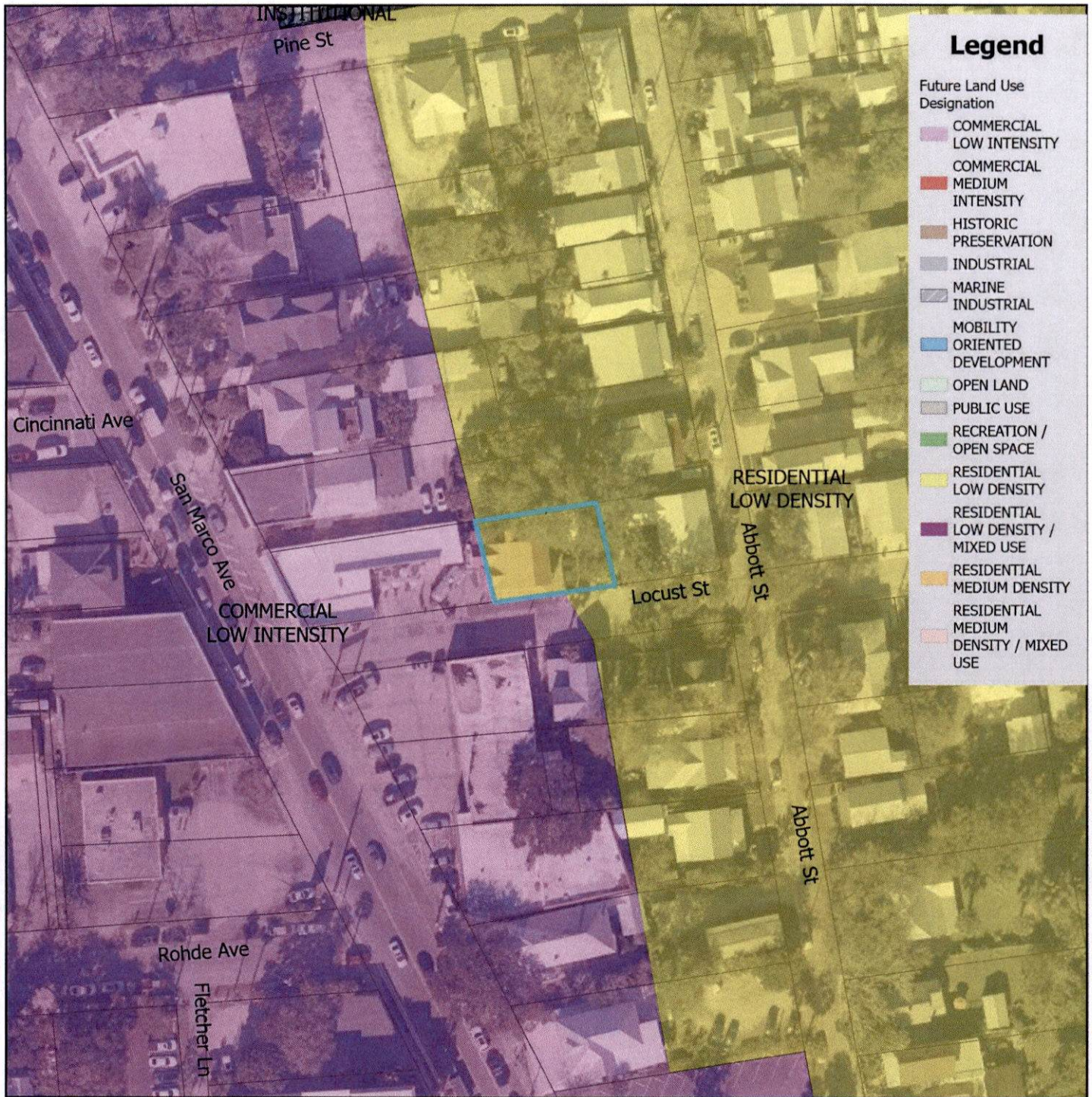
2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



0 0.17 0.35 Miles

0 1,250 2,500 Feet



Legend

Future Land Use Designation

- COMMERCIAL LOW INTENSITY
- COMMERCIAL MEDIUM INTENSITY
- HISTORIC PRESERVATION
- INDUSTRIAL
- MARINE INDUSTRIAL
- MOBILITY ORIENTED DEVELOPMENT
- OPEN LAND
- PUBLIC USE
- RECREATION / OPEN SPACE
- RESIDENTIAL LOW DENSITY
- RESIDENTIAL LOW DENSITY / MIXED USE
- RESIDENTIAL MEDIUM DENSITY
- RESIDENTIAL MEDIUM DENSITY / MIXED USE



Future Land Use Map



City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025

0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet





Legend

Flood Zones FEMA

- AE
- VE

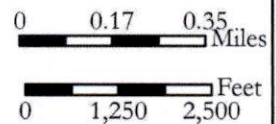


FEMA Flood Zone Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025



Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



Elevation Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. The City of St. Augustine disclaims all responsibility for the accuracy or completeness of the data shown herein.

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



0 0.01 0.01 Miles

0 40 80 Feet

Attachment 2: Application



CITY OF ST AUGUSTINE

APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

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

1. NAME OF APPLICANT: Sam and Liz Snyder Contact Number: 907-903-5799

Business (if applicable): _____

Address: 4 Locust Street City: St. Augustine State: FL Zip: 32084

E-Mail Address: lizhsnyder@gmail.com

2. NAME OF PROPERTY OWNER: Samuel Snyder Contact Number: 907-903-5811

Business (if applicable): _____

Address: 44 Bay View Drive City: St. Augustine State: FL Zip: 32084

E-Mail Address: snyderaway@gmail.com

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: 6

Block: E

Subdivision: Abbott Tract

Parcel Number: 1949300000

4. PROJECT STREET ADDRESS: 4 Locust Street

5. SPECIFIC PROPOSED USE: Mercantile (downstairs)

6. ACTION REQUESTED:

☐ Conservation Zone Development

☐ Appeal of Staff Determination

☒ Exception

☐ Land Use Plan Amendment

☐ Variance

☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: _____

Preferred action is a variance to reduce parking requirements to zero.

A second, less favored action is an exception for off-site parking within 400 feet OR an exception to the city apron requirement and prohibition of vehicle back-out. If off site parking is required over a variance, we have received approval from the owners of Chez L'Amour to utilize two extra spaces on their property two doors down the street during the hours of 9-5pm when they are not open.

Or, we request the city allow us to utilize our current, well-installed driveway apron and driveway.

8. JUSTIFICATION FOR ACTION REQUESTED: This 1901 home is zoned CL-2, but the lot is situated and previously developed to support only parking that requires cars to back out onto Locust Street. The property is bordered entirely by other properties and there is no other option for exiting onto Locust Street. It is too narrow for any other configuration. Cars have been backing out without event for years. And current, beautiful apron is in excellent shape. If parking can't be allowed, our back-up plan is to rent parking from Chez L'Amour..

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 APPPLICATIONS:

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.

We are awaiting review for a variance with respect to parking, but were advised we also submit an exception request.

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.

Samuel Snyder

Signature of Applicant

11/12/2024

[Signature]

Date

11/12/2024

Date

11/12/2024

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.

Samuel Snyder

Elizabeth Snyder

Print name of applicant

Samuel Snyder

A handwritten signature in blue ink, appearing to be 'E. Snyder'.

Signature of applicant

11/12/2024

11/12/2024

Date

PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 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
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"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: 4 Locust Street, St. Augustine, FL 32084

Applicant's Name: Samuel Snyder

Elizabeth Snyder

Applicant's Signature: Samuel Snyder

Owner's Name: Samuel Snyder

Owner's Signature: _____

Attachment 3:
St. Johns County Property Appraiser
Report

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](#)

2024 TRIM Notice

[2024 TRIM Notice \(PDF\)](#)

Summary

Parcel ID 1949300000
Location Address 4 LOCUST ST
SAINT AUGUSTINE 32084-0000
Neighborhood Abbott Tract (606)
Tax Description* ABBOTT TRACT CITY LOT 6 BLK E OR5610/268
**The Description above is not to be used on legal documents.*
Property Use Code Multi-Family (Less than 10 Units) (0800)
Subdivision Abbott Tract
Sec/Twp/Rng 18-7-30
District City of St Augustine (District 452)
Millage Rate 18.72
Acreage 0.080
Homestead Y

[Click Here to Open Cyclomedia Viewer in a New Tab](#)

Owner Information

Owner Name [Snyder Samuel](#) 100%
Mailing Address 4 LOCUST ST
SAINT AUGUSTINE, FL 32084-0000

Exemption Information

Exemption Type	Status	Amount
Homestead		\$50,000

Map



Valuation Information

	2025
Building Value	\$249,836
Extra Features Value	\$0
Total Land Value	\$245,700
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$495,536
Total Deferred	\$0
Assessed Value	\$495,536
Total Exemptions	\$50,000
Taxable Value	\$445,536

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
2024	\$258,164	\$0	\$245,700	\$0	\$0	\$503,864	\$501,369	\$52,495	\$451,369
2023	\$262,328	\$0	\$224,438	\$0	\$0	\$486,766	\$486,766	\$50,000	\$436,766
2022	\$230,051	\$0	\$224,910	\$0	\$0	\$454,961	\$375,951	\$79,010	\$375,951
2021	\$164,586	\$0	\$177,188	\$0	\$0	\$341,774	\$341,774	\$0	\$341,774
2020	\$166,904	\$0	\$200,812	\$0	\$0	\$367,716	\$333,696	\$34,020	\$333,696
2019	\$150,361	\$0	\$200,812	\$0	\$0	\$351,173	\$303,360	\$47,813	\$303,360
2018	\$152,392	\$0	\$200,812	\$0	\$0	\$353,204	\$275,782	\$77,422	\$275,782
2017	\$103,691	\$84	\$160,650	\$0	\$0	\$264,425	\$250,711	\$13,714	\$250,711
2016	\$107,603	\$97	\$146,475	\$0	\$0	\$254,175	\$227,919	\$26,256	\$227,919
2015	\$93,236	\$111	\$116,944	\$0	\$0	\$210,291	\$207,199	\$3,092	\$207,199
2014	\$81,926	\$125	\$106,312	\$0	\$0	\$188,363	\$188,363	\$0	\$188,363

Building Information

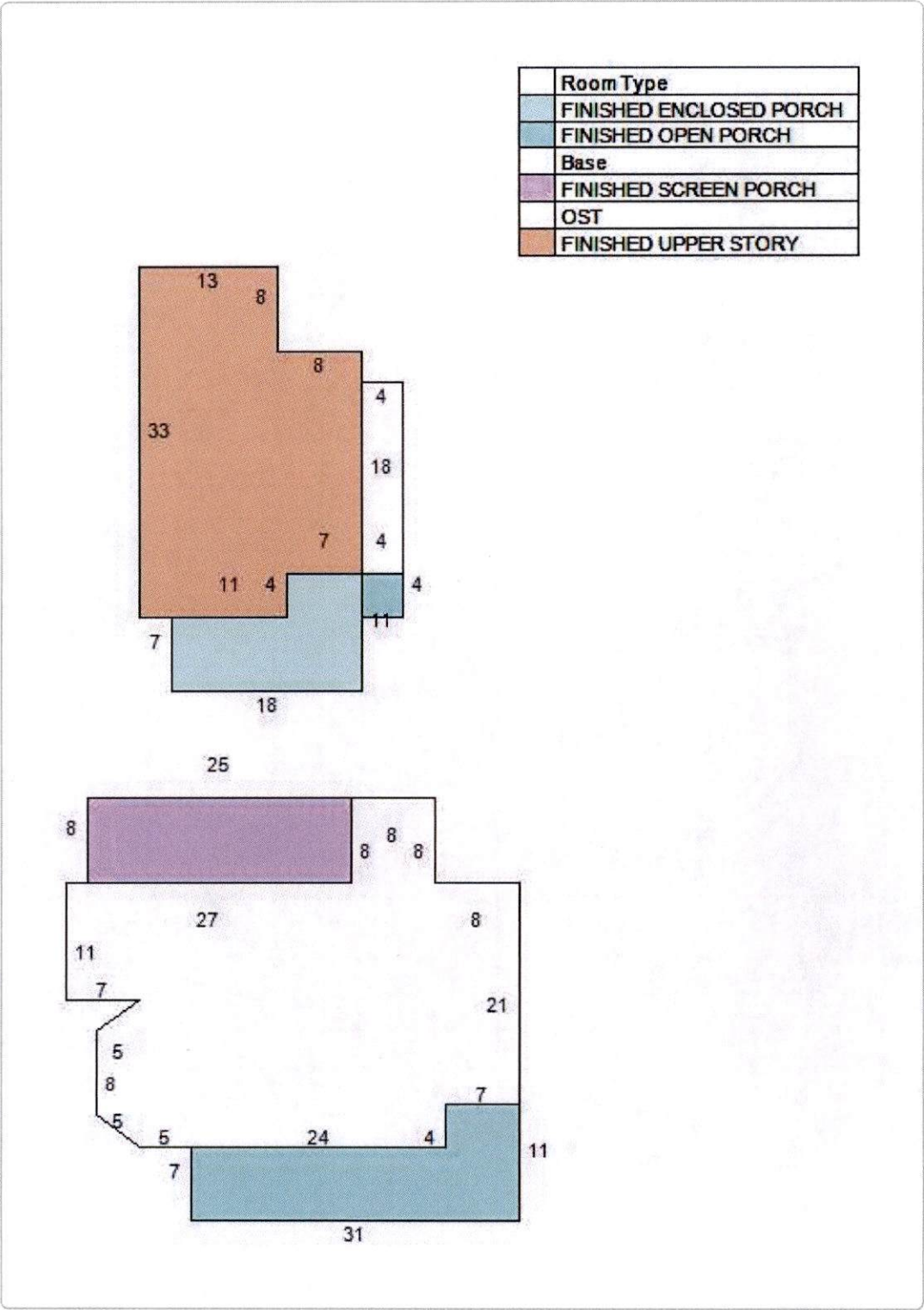
Building 1
 Building Value \$249,836
 Year Built 1900
 Actual Area 2345
 Conditioned Area 1781
 Use Duplex
 Style 01
 Exterior Wall Wood

Roof Cover Metal
 Roof Structure Gable Hip
 Interior Flooring Pine Wood, Sheet Vinyl
 Interior Wall Drywall
 Heating Type Air Duct
 Air Conditioning Central
 Bedrooms 0
 Baths

Description	Square Footage
FINISHED UPPER STORY	601
OUTSIDE STAIRS	72
FINISHED SCREEN PORCH	200
BASE AREA	1057
FINISHED OPEN PORCH	245
FINISHED ENCLOSED PORCH	154

Description	Square Footage
FINISHED OPEN PORCH	16
Total SqFt	2345

Sketch Information



Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Multi-Family (Less than 10 Units)	75	50	75	EF	\$245,700

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
8/3/2022	8/3/2022	\$575,000.00	WARRANTY DEED	5610	268	Q	I	BETTES HELEN L LIVING TRUST	SNYDER SAMUEL
8/10/2016	4/3/2014	\$0.00	DEATH CERTIFICATE	4237	1009	U	I	BETTES HELEN (DECD)	BETTES HELEN L LIVING TRUST
	10/26/2001	\$100.00	WARRANTY DEED	1669	1837	U	I	BETTES HELEN L	BETTES HELEN L TRUSTEE
	1/1/1979	\$0.00		429	42	U	I		BETTES HELEN L
	1/1/1979	\$0.00		427	821	U	I		

No data available for the following modules: 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](#)

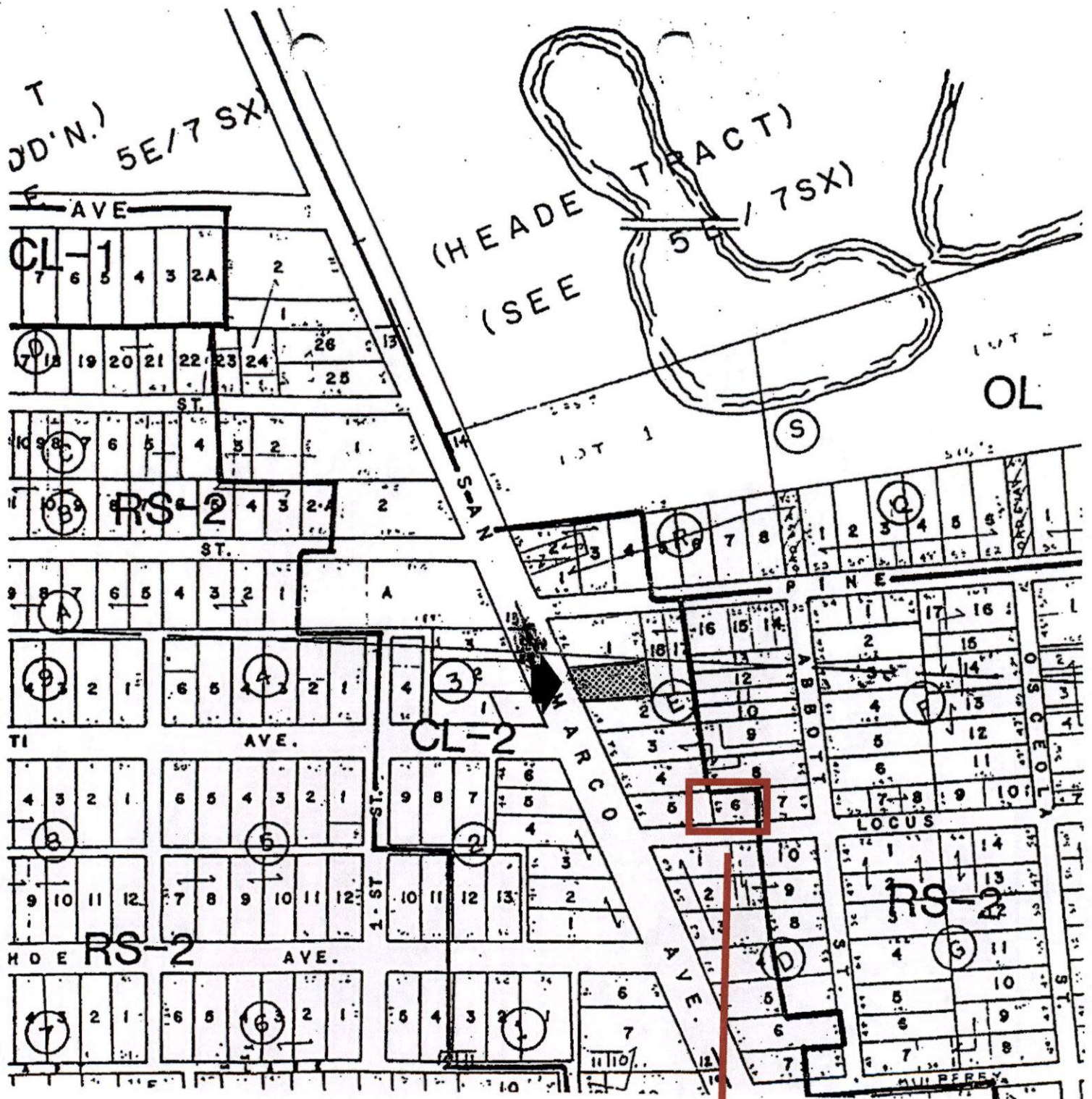
[Last Data Upload: 12/17/2024, 9:51:13 AM](#)

Contact Us

Developed by



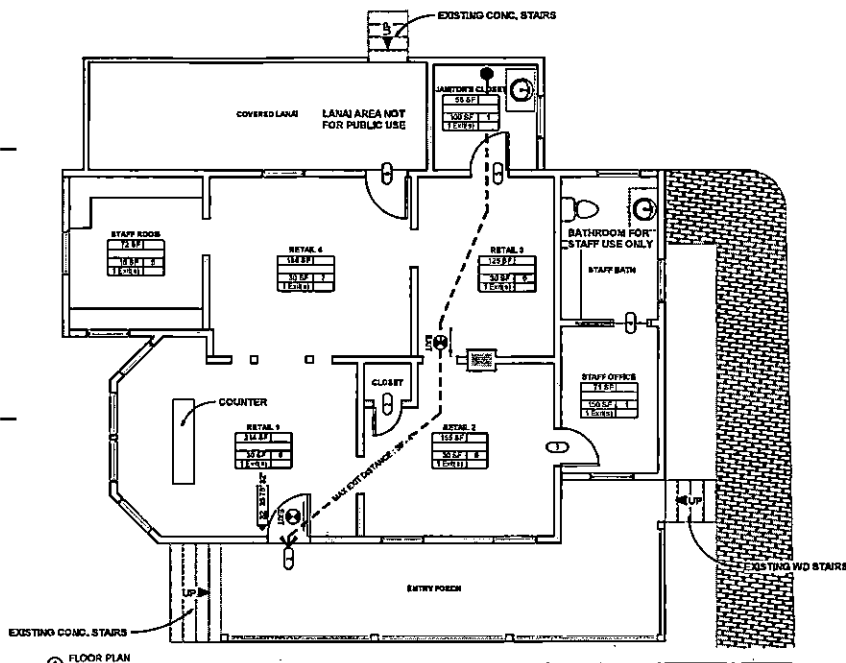
Attachment 4:
Zoning Map from BDAC# 99-0148



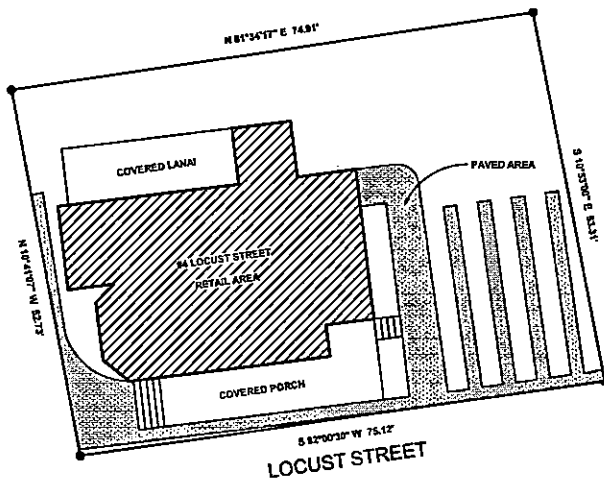
75 SAN MARCO AVENUE

Staff Note: Lot 6, identified above, is the property at 4 Locust Street and is documented as having a CL-2 zoning designation. The zoning map shown here was included in BDAC# 99-0148, a use by exception request made at 75 San Marco Avenue, which was approved on March 3rd, 1999.

Attachment 5:
Proposed Site Plan and Floor Plan



1 FLOOR PLAN
1/4" = 1'-0"



2 SITE PLAN
1/8" = 1'-0"

SURVEY PROVIDED TO OPEN CITY ARCHITECTURE BY OWNER. OPEN CITY ARCHITECTURE ASSUMES NO LIABILITY FOR THE ACCURACY OF THIS SURVEY.

CODE LEGEND

NOT NORMALLY OCCUPIED - ACCESSORY USE AREAS EXCLUDED FROM BUILDING OCCUPANT LOAD CALCULATIONS	
ROOM OCCUPANCY LABEL	
OFFICE	OCCUPIED AREA
RETAIL 1	ROOM NAME
RETAIL 2	OCCUPANCY CLASSIFICATION
RETAIL 3	ROOM FUNCTION OF SPACE
RETAIL 4	OCCUPANT LOAD
RETAIL 5	TOTAL REQUIRED EXIT WIDTH
	OCCUPANT LOAD FACTOR
	NUMBER OF EXITS REQUIRED

NOTE: SOME SPACES MAY NOT UTILIZE ALL ASPECTS OF THE TWO.

ROOM OR SUITE EXIT LEVEL

NUMBER OF OCCUPANTS EXITING FROM SPACE	
GROUP REFERENCE (IF APPLICABLE)	
PROVIDED EXIT WIDTH	
REQUIRED EXIT WIDTH, 34" UNO	

BUILDING EXIT OR STAIR LEVEL

NUMBER OF OCCUPANTS EXITING FROM SPACE	
GROUP REFERENCE (IF APPLICABLE)	
PROVIDED EXIT WIDTH	
REQUIRED EXIT WIDTH, 34" FOR DOORS, 44" FOR STAIRS, UNO	

FIRE SEPARATION RATING

SMOKE PARTITION	
1-HOUR FIRE PARTITION	
2-HOUR FIRE PARTITION	
3-HOUR FIRE PARTITION	
4-HOUR FIRE PARTITION	
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98-HOUR FIRE PARTITION	
99-HOUR FIRE PARTITION	
100-HOUR FIRE PARTITION	

FIRE EXTINGUISHER CABINET	
VERIFY LOCATIONS WITH FIRE MARSHALL AND ARCHITECT	
MAXIMUM EXIT TRAVEL DISTANCE	
ROOM DIAGONAL DISTANCE	
ROOM OR SUITE EXIT PATH	

EXIT SPACE SYMBOLS	

CODE INFORMATION

APPLICABLE CODES & STANDARDS

2021 FLORIDA BUILDING CODE, 8th EDITION
2021 FLORIDA FIRE PREVENTION CODE, 10th EDITION
FLORIDA ACCESSIBILITY CODE 2021

JURISDICTION =	CITY OF SAINT AUGUSTINE
USE GROUP =	RETAIL
CONSTRUCTION TYPE =	CHANGING OF USE
CLASSIFICATION OF WORK =	NOT REQUIRED 903.2.1.2
FIRE PROTECTION SYSTEMS	NOT REQUIRED
AUTOMATIC SMOKE EXHAUST SYSTEM	NOT REQUIRED
MANUAL FIRE ALARM SYSTEM	NOT REQUIRED
SMOKE ALARMS	PROVIDED
FIRE EXTINGUISHERS =	FOR NFPA 10

HAZARD OF CONTENTS - ALL CONTENTS, INCLUDING ASSEMBLY AND STORAGE OCCUPANCIES ARE CLASSIFIED AS LOW HAZARD (FFC NFPA 101 8.2.2.2)

FIRE RATED CONSTRUCTION	RATINGS REQUIRED PER CHAPTER 806
EXTERIOR WALLS	0 HR. EXISTING
LOAD BEARING WALLS - EXTERIOR	0 HR.
LOAD BEARING WALLS - INTERIOR	0 HR.
PRIMARY STRUCTURAL FRAME	0 HR.
COLUMNS SUPPORTING TWO STORY ASSEMBLY	0 HR.
COLUMNS SUPPORTING STAIR ENCLOSURE	0 HR.
NON-BEARING WALLS - INTERIOR	0 HR.

CHAPTER 8 (806)

NO VERTICAL OPENINGS CONNECT THE FIRST AND SECOND FLOORS (806.2)
NO STAIRWELL REQUIRED (806.3)
AUTOMATIC FIRE ALARM PROVIDED (806.4.1)
INTERCONNECTED SMOKE ALARMS (806.4.2)

USE GROUP B:

TRAFFIC AREA PER FLOOR =	8,000 SF
TOTAL STRUCTURES (RETAIL AREA & RECREATION LEVEL) =	1,000 SF
WORK AREA (RETAIL AREA) =	967 SF
ALLOWABLE HEIGHT =	1 STORY - 10 FT
ACTUAL HEIGHT (RETAIL AREA) =	1 STORY - 10 FT
SECCOCCUPANT LOAD: PER FFC TABLE 100.4.1.2 (NFPA TABLE 1.2.2 & 4.2.1.7)	
RETAIL 1	314 SQ FT @ 30 SQ FT (GROSS) = 10
RETAIL 2	133 SQ FT @ 30 SQ FT (GROSS) = 4
RETAIL 3	120 SQ FT @ 30 SQ FT (GROSS) = 4
RETAIL 4	180 SQ FT @ 30 SQ FT (GROSS) = 6
RETAIL 5	80 SQ FT @ 30 SQ FT (GROSS) = 3
STAFF'S CLOSET	12 SQ FT @ 10 SQ FT (GROSS) = 1
STAFF ROOM	72 SQ FT @ 10 SQ FT (GROSS) = 7

TOTAL

33 OCCUPANTS

REMARKS OF EXISTING - CHAPTER 13 (FFC NFPA TABLE 1.2.1)

MINIMUM WIDTH OF EXISTING COMPONENTS PROVIDED

DOORS = 32" DOORS = 32"

MAX. TRAVEL DISTANCE (TABLE 100.4.1.2 NFPA 101) 220 FEET

ACTUAL TRAVEL DISTANCE 303 FEET

TABULAR NUMBER OF EXITS (PER NFPA 101) 1 EXIT

NUMBER OF EXITS PROVIDED 1 EXIT

NO ADA ACCESS RAMP REQUIRED FOR 2019 ADA STANDARDS FOR ACCESSIBLE DESIGN CYS 34.101 NEW CONSTRUCTION AND ALTERATIONS.

(IF) DISPROPORTIONALITY (A) ALTERATIONS MADE TO PROVIDE AN ACCESSIBLE PATH OF TRAVEL TO THE ALTERED AREA SHALL BE OWNED DISPROPORTIONALITY TO OVERALL ALTERATION WHEN THE COST EXCEEDS 20% OF THE COST OF THE ALTERATION TO THE PRIMARY FUNCTION AREA.

NO ALTERATIONS MADE TO THE PRIMARY FUNCTION AREA.

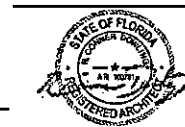
Door Schedule			
Door Number	Width	Height	Comments
1	2'-11 3/4"	6'-6"	MAIN ENTRY DOOR (DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS)
2	2'-0"	6'-6"	
3	2'-0"	6'-6"	
4	2'-0"	6'-6"	
5	2'-0"	6'-6"	
6	2'-11 3/4"	6'-6"	DOOR TO REMAIN CLOSED/ LOCKED DURING BUSINESS HOURS

ALL DOORS EXISTING



**Open City
Architecture**

Open City Architecture, LLC
P.O. BOX 840101
Saint Augustine, FL 32080
T. 904.770.5277
oc@opencityarchitecture.com



First Floor Retail Space

4 Locust Street
Saint Augustine, FL 32084

MARK	DATE	DESCRIPTION
Issued:	11.11.24	
Scale:	As Indicated	
Drawn By:	8F	

Copyright Project Number
Life & Safety

Life & Safety Plan / Site
Plan

A001

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: March 12, 2025

RE: **Ordinance 2025-04 – Establishing the Zoning Designation of approximately 4.39 acres of Property from undesignated to City Open Land (OL) at 179 State Road 16 – Second Reading and Public Hearing**

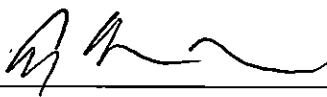
The property at 179 State Road 16 includes one (1) parcel on the south side of State Road 16 near the San Sebastian River bridge. The current use of the property is a Florida Power and Light (FPL) substation. The current substation has been upgraded, and FPL is in the process of increasing resiliency and security of the site.

During the review process of the latest improvements to the site, which included a bulkhead within a city Conservation Overlay Zone it was determined that a city zoning district had not been assigned to the property. When the city updated its Comprehensive Plan in 2020 a land use designation was given to the property of Open Land as part of the adoption of the Future Land Use Map (FLUM), however a corresponding zoning district was not established for the property. The OL zoning district is consistent with the existing Open Land land use designation.

The Planning and Zoning Board (PZB) reviewed this application on February 4, 2025, and made a recommendation to assign the city's Open Land (OL) zoning district to this property. The City Commission reviewed and passed this ordinance on First Reading on February 24, 2025. Attached you will find the Ordinance, location maps, and the packet of information regarding this application provided to the PZB.

Per amended Florida Statutes requiring an economic impact analysis for Ordinances after October 1, 2023, staff has included this economic analysis, and it is attached for your information.

Please place Ordinance 2025-04 on the City Commission agenda for second reading and public hearing. If you have any questions, please let me know.



Amy McClure Skinner, AICP
Director
Planning and Building Department



Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of section 166.041(4), Florida Statutes. If one or more boxes are checked below under "Applicable Exemptions", this indicates that the City has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by section 166.041(4), Florida Statute will be provided in the "Business Impact Estimate" section below.

Proposed Ordinance Title/Reference:

Ordinance No.

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING APPROXIMATELY 4.39 ACRES OF PROPERTY LOCATED AT 179 STATE ROAD 16 IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT UNDESIGNATED CLASSIFICATION TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- ☒ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - ☐ Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243, Florida Statutes;
 - ☐ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
 - ☐ Sections 190.005 and 190.046, relating to statutory Community Development Districts;
 - ☐ Section 553.73, relating to the Florida Building Code; or
 - ☐ Section 633.202, relating to the Florida Fire Prevention Code.

Note: The City's provision of information in the Business Impact Estimate section below, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions above shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Section 166.041(4), Florida Statute, Sec. 166.0411, Fla. Stat., or any other relevant provision of law.

Business Impact Estimate:

- 1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

The ordinance corrects an error on the city's zoning map. The property has a land use designation of Open Land, but was not assigned a corresponding zoning designation. It is currently undesignated. Florida Statutes requires that comprehensive plans and zoning maps be consistent.

- 2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St. Augustine, if any:**

- (a) An estimate of direct compliance costs that businesses may reasonably incur;**
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and**
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.**

This applies to this specific property and ensures consistent land use and zoning district designations for the property.

- 3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

This applies to this specific property at 179 State Road 16.

- 4. Additional information the governing body determines may be useful (if any):**

This is a corrective action.

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING APPROXIMATELY 4.39 ACRES OF PROPERTY LOCATED AT 179 STATE ROAD 16 IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT UNDESIGNATED CLASSIFICATION TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that property identified by the referenced legal description as containing approximately 4.39 acres of land, located south of State Road 16 at 179 State Road 16 being more fully described herein, should be rezoned;

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

Section 1. The following described property, containing approximately 4.39 acres of land, located south of State Road 16 at 179 State Road 16 within the City of St. Augustine, and identified by the referenced legal description, is hereby rezoned from currently undesignated to the City of St. Augustine classification of Open Land (OL).

Section 2. Legal Description of Property. The following described property located at 179 State Road 16 and within the City of St. Augustine, Florida:

**3-149 SANTA ROSA SUB ALL BLK 31 (EX R/W BY
ORDER OF TAKING IN CIRCUIT COURT MINUTE
BOOK 5 PG 424 & DEED IN OR94/432)(EX ADD'L R/W
TO FDOT IN OR1462/ 1783) OR189/99 &
3168/633(ANNEX) HERETO AND MADE A PART
HEREOF.**

Section 3. Authorization. The City Planning and Building Director is hereby authorized and directed to change the Zoning Atlas for the City of St. Augustine, Florida to reflect the rezoning of the above-described land.

Section 4. Repeal of Conflicting Ordinances and Provisions of Comprehensive Plan. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 6. Effective Date. This ordinance shall be effective ten (10) days after adoption.

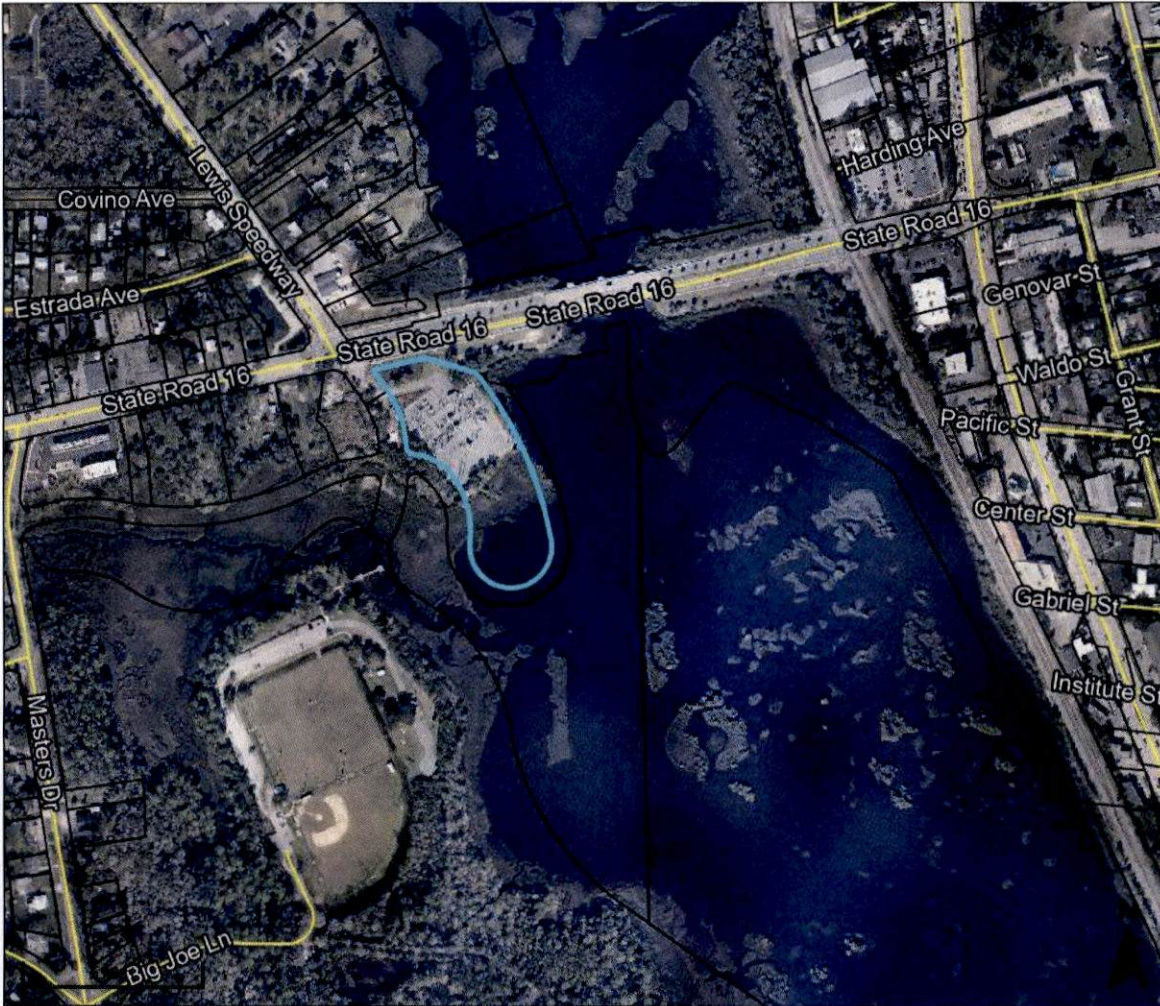
PASSED by the City Commission of the City of St. Augustine, Florida, this
_____ day of _____, 2025.

ATTEST:

Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk

(SEAL)



Overview



Legend

□ Parcels

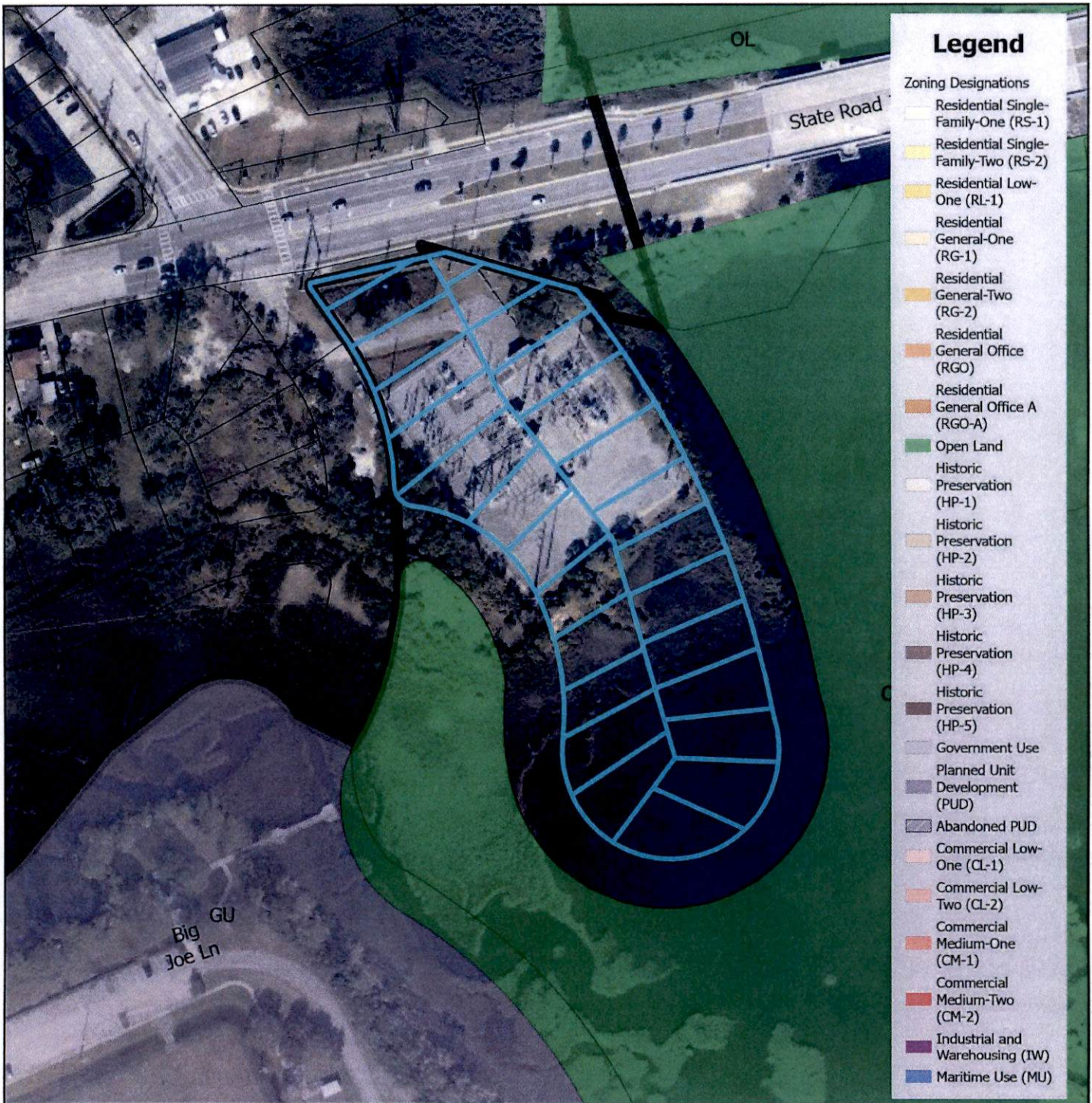
Parcel ID	0932200000	Physical Address	179 STATE ROAD 16	Building Value	N/A	Last 2 Sales			
Property Class	9100 - Utilities	Address	SAINT AUGUSTINE	Extra Feature Value	\$24,047	Date	Price	Reason	Qual
Taxing District	City of St Augustine	Mailing Address	FLORIDA POWER & LIGHT CO	Total Land Value	\$67,742	n/a	0	n/a	n/a
Acres	4.39		PROPERTY TAX-PSX/JB	Just Value	\$91,789	n/a	0	n/a	n/a
			700 UNIVERSE BLVD	Total Deferred	N/A				
			JUNO BEACH FL 33408-0000	Assessed Value	\$91,789				
				Total Exemptions	N/A				
				Taxable Value	\$91,789				

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: 2/13/2025

Last Data Uploaded: 2/13/2025 12:16:03 AM

Developed by  SCHNEIDER
GEOSPATIAL



Zoning Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. The City of St. Augustine disclaims all responsibility for the accuracy or completeness of the data shown hereon.

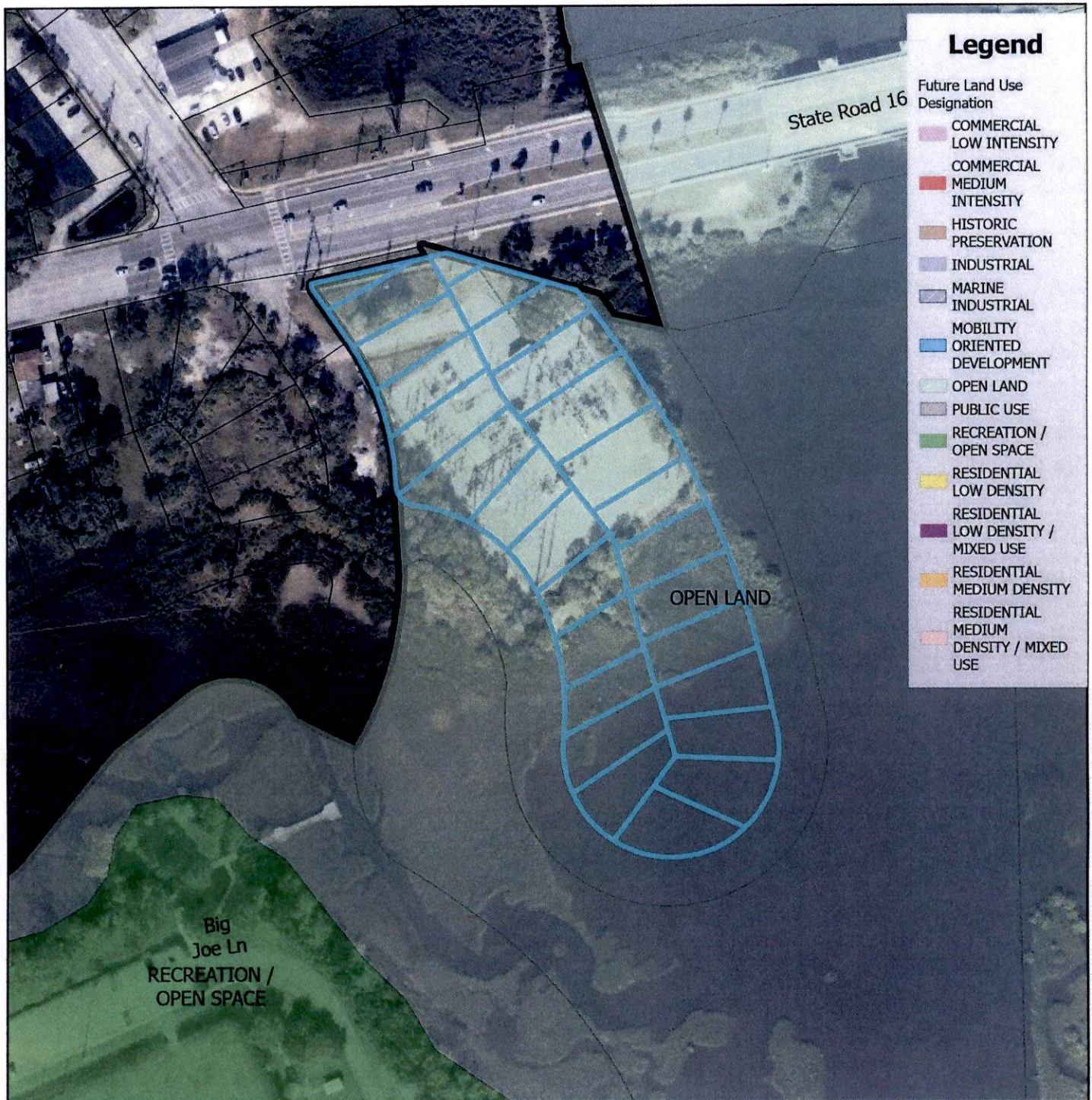
2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



0 0.17 0.35 Miles

0 1,250 2,500 Feet



Legend

Future Land Use Designation

- COMMERCIAL LOW INTENSITY
- COMMERCIAL MEDIUM INTENSITY
- HISTORIC PRESERVATION
- INDUSTRIAL
- MARINE INDUSTRIAL
- MOBILITY ORIENTED DEVELOPMENT
- OPEN LAND
- PUBLIC USE
- RECREATION / OPEN SPACE
- RESIDENTIAL LOW DENSITY
- RESIDENTIAL LOW DENSITY / MIXED USE
- RESIDENTIAL MEDIUM DENSITY
- RESIDENTIAL MEDIUM DENSITY / MIXED USE



Future Land Use Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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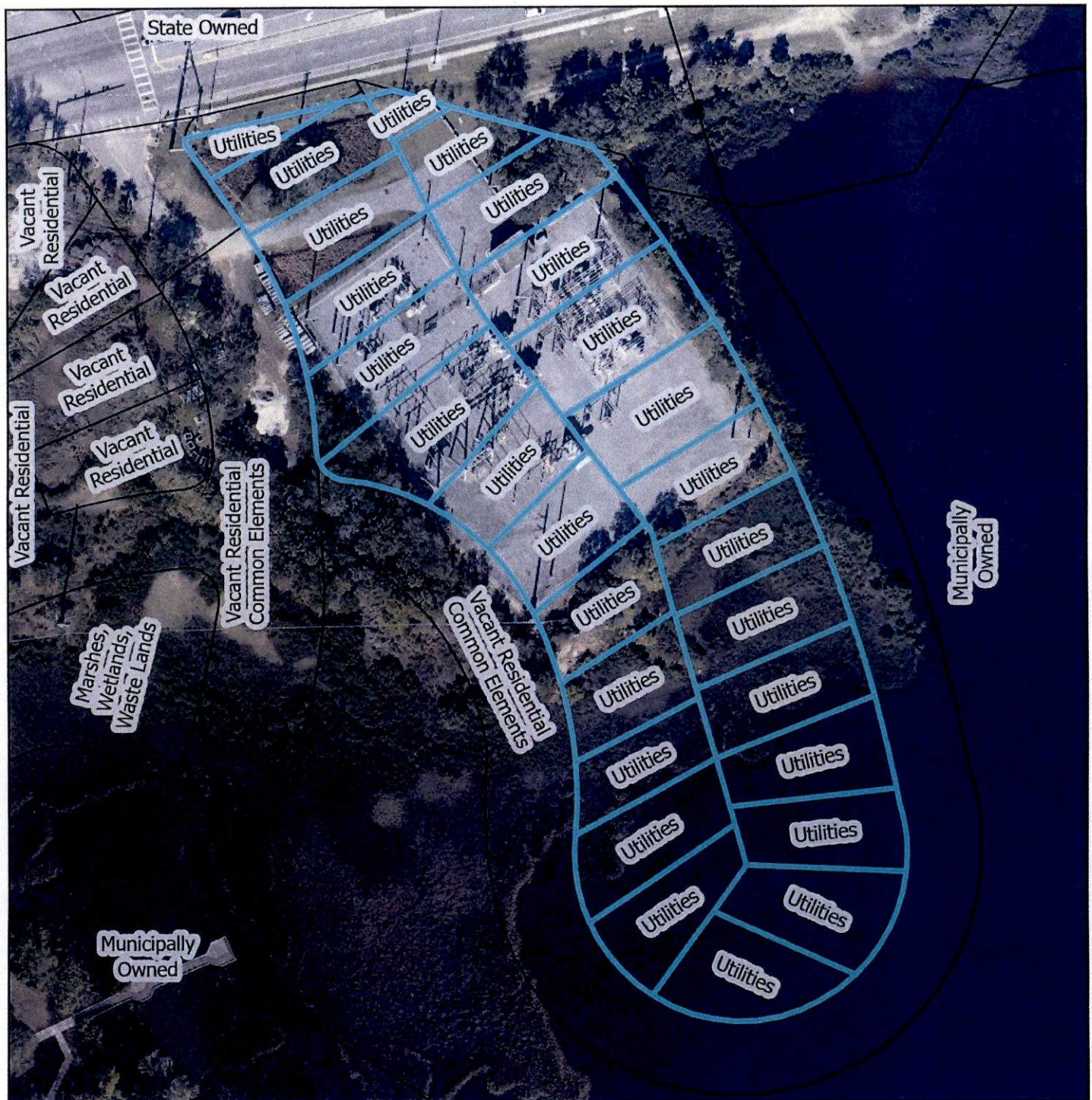
2025



0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



St. Johns County Property Appraiser Use Classification Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



0 0.01 0.01 Miles

0 62.5 125 Feet

BEFORE THE
PLANNING AND ZONING BOARD FOR THE
CITY OF ST. AUGUSTINE, FLORIDA

TYPE OF REQUEST:

- | | |
|---|--|
| ☐ Appeal (28-29) | ☐ Preliminary Subdivision Plat Approval (23-38) |
| ☒ Conservation Overlay Zone Development (11-29) | ☐ PUD Modification/Amendment (28-30) |
| ☐ Use by Exception (28-29) | ☒ Rezoning (28-30) |
| ☐ Final Development Plan (____) | ☐ Variance (28-29) |
| ☐ Land Use Plan Amendment (28-30) | ☐ Other (____) |

IN THE MATTER OF:

Case No.: PZB2024-0115
Applicant: Florida Power & Light Company
Owner: Florida Power & Light Company
Address: 179 SR 16, Saint Augustine, FL, 32084
Parcel Number: 0932200000

Re: Conservation Overlay Zone Development pursuant to Section 11-29 and rezoning pursuant to Section 28-30, City of St. Augustine Code, To approve a rezoning to Open Land: OL and approve the construction of a retaining wall within Conservation Overlay Zone 2.

THE PLANNING AND ZONING BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON TUESDAY, FEBRUARY 4, 2025, AND BASED ON THE TESTIMONY AND EVIDENCE, THE BOARD HAS DETERMINED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

1. Applicant is the legal owner, occupant, and/or representative of the owner/occupant of the subject property and duly submitted an application with the owner's knowledge, and was duly notified of the hearing, in accordance with Chapter 28 of the Code of the City of St. Augustine. The applicant and/or representative ☒ was present at the Tuesday, February 4, 2025, Planning and Zoning Board meeting and testified under oath, or ☐ was not present.
2. A public hearing was held, with notice given as required by law, and ☐ members of the public testified under oath, or ☒ no members of the public spoke on this issue.
3. The subject property has a land use designation of Open Land, and no current zoning classification.
4. The above-described Conservation Overlay Zone Development is subject to Section 11-29 and rezoning is subject to Sec. 28-30 of the Code of the City of St. Augustine.

ORDER:

Based upon the evidence presented, the Planning and Zoning Board determined that the requested action ~~MEETS~~ / **DOES NOT MEET** the requirements of Section 11-29 and Section 28-30, City of St. Augustine Code, and APPROVES / **DENIES** / **CONTINUES** the Applicant's request To approve a rezoning to Open Land: OL and approve the construction of a retaining wall within Conservation Overlay Zone 2.

Subject to the following findings by the PZB:

- Recommends approval of rezoning request to Open Land
- district: OL.
-

Subject to the following conditions:

- Approves Conservation Overlay Zone development request.
-
-

DONE AND ORDERED, at a public hearing on the 4th day of February,
A.D., 2025, in the Alcazar Room, 75 King Street, St. Augustine, Florida.
Case No. PZB2024-0115 **REQUEST** **APPROVED / DENIED / CONTINUED**

Christina Tucker
Sign Name

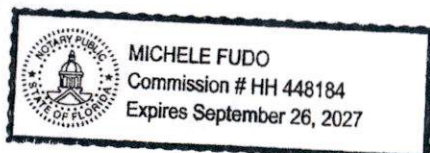
Christina Tucker
Print Name

PLANNING AND ZONING BOARD
CITY OF ST. AUGUSTINE, FLORIDA

STATE OF FLORIDA, COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Christina Tucker, who is personally known to me and who is the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same for the purposes therein expressed.

Witness my hand and official seal, this 4th day of February, A.D., 2025.



Michele Fudo
Notary Public, State of Florida



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
February 4, 2024	10.a.	PZB2024-0115
Request	Address	Parcel ID
Rezoning & Conservation Overlay Zone Development	179 State Route 16	093220-0000 [LINK TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]

Site & Background Information

Applicant: Gregg A. Hall
c/o Florida Power & Light

Owner: Florida Power & Light

Property Class:
(St. Johns County
Property Appraiser) 9100 – Vacant Residential

**Future Land Use
Designation:** Open Land

Zoning Designation: Not Assigned

Acreage: 4.39

Neighborhood: Ravenswood

Archaeological Zone: N/A

Request Summary

This is a request for a rezoning and [Conservation Overlay Zone \(COZ\) development](#). 179 State Route 16 was annexed into the City with Ordinance No. 2008-14 but was never assigned a land use or a zoning designation. During the 2020 Comprehensive Plan update process the city did assign the property an Open Land land use designation, but did not establish a compatible zoning district for the property.

Because of this application submittal the city is taking the opportunity to request that the property be assigned the compatible Open Land (OL) zoning district.

Approval of COZ 2 development request would allow for the construction of a ten (10) foot high flood wall at the approximate location of the existing chain link fence.

Staff Analysis

Consistency with the City of St. Augustine's Comprehensive Plan 2040

Comprehensive Plan Element	Goal, Policy, or Objective	Staff Analysis
Future Land Use		
Historic Preservation		
Conservation and Coastal Management	Policy 1.3.4 The City shall consider reserving the floodplain as undisturbed, intended for conservation, open space and/or passive recreational uses to preserve the natural flow of runoff, as feasible and unless such reservation denies all reasonable use of the property.	The applicant is proposing to keep the existing drainage pattern. This is consistent with Policy 1.3.4.
	Policy 1.3.1 The City shall protect the natural functions of the 1% annual chance flood zone (100-year flood zone) so that the flood-carrying and flood storage capacity are maintained by implementing and enforcing floodplain regulations and reviewing development proposals for the presence of impacts on floodplains.	176 SR 16 is within Flood zone AE – 1% Annual and X. The construction of a flood wall has the potential to the flood-carrying and flood storage capacity of the site. This is inconsistent with Policy 1.3.1
Recreation and Open Space		

Transportation and Mobility		
Housing		
Infrastructure		

FLUE Objective 6.7

Open Land Categories: The open land category is established for very low density development adjacent to more environmentally sensitive land. It is also established for the long-term protection and preservation of lands that contain valuable and threatened natural resources, such as wetlands, environmentally sensitive lands, floodplains, protected or unique ecological communities, and areas for recreational uses.

FLUE Policy 6.7.1

Open Land (Very Low Density)

This district is intended to apply to areas which are sparsely developed and including uses as normally found in environmentally sensitive areas away from urban activity, but landward of the most restrictive jurisdictional line. It is intended that substantial residential, commercial or industrial development shall not be permitted in the district.

Single Family dwellings including mobile homes are allowed at two dwelling units per acre; Appropriate activities and land uses within environmentally sensitive areas, include but are not limited to, water related activities and uses, and passive recreation activities and similar uses may occur. Other uses Maximum lot coverage of 20%; maximum height restriction of 35 feet.

Review of Applicable City of St. Augustine Code of Ordinances (Staff Analysis in BOLD text)

The Planning and Zoning Board [shall review all applications for development in COZ 1 and 2](#). Permits for structures and uses located within Conservation Overlay Zone 1 shall be issued only for such structures and uses which have received permits under provisions of applicable federal and state regulations and will be issued only for those structures and related uses such as fishing piers and catwalks, boardwalks, boat docks, boathouses, boat ramps, marinas, and marine railways, as well as dredging and filling, which are determined to be to the benefit of the public as a whole and which are determined as having no significant negative impact on natural systems, by either individual or cumulative effect. The planning and zoning board is [authorized to impose limitations](#) in the nature and manner of construction and/or use so as to avoid damage to adjacent salt marshes and the vegetative communities contained therein, to eliminate any harm to the animal, fish or shellfish contained therein, to avoid blocking or disrupting vistas and scenic opportunities, and to enhance those vistas and scenic opportunities which are determined to benefit the public as a whole.

Sec. 11-29. – Standards for review. [\[LINK TO SECTION\]](#)

(c) Applications for development in Conservation Overlay Zones shall be evaluated according to the following criteria:

(1) Site specific location

The property at 179 SR 16 has approximately six hundred and thirty-five (635) linear feet of natural shoreline located along the San Sebastian River. The applicant is proposing the installation of a 10-foot-high concrete security and flood wall placed in the approximate location of the existing chain link fence.

(2) The site's relationship to adjacent properties, bodies of water and surrounding conservation zones.

The property is within Conservation Overlay Zone 1, 2, and 3 with the proposed flood wall construction in Zone 2. East of the property is the SR 16 bridge spanning the San Sebastian River and west of the property is a vacant lot with uplands and salt marsh.

(3) Natural and proposed drainage patterns.

St. Johns County iMap [\[LINK\]](#) indicates that within the fenced area of the substation the elevation is approximately 6-feet. The north portion is approximately 5 feet at the northwest corner and 6 feet along the northeast corner. Along the eastern, southern and western boundaries of the parcel the elevation drops to around 2.5 feet at the shoreline. The application indicates the proposed drainage will mimic the existing conditions and there will be no change to the proposed outfall. The application includes a proposed underdrain and French drain system to reduce the amount of surface water runoff by allowing for some of the water to be percolated into the ground.

(4) Effect of point and nonpoint discharge in the marine environment.

The application states there will be no change to existing discharge.

(5) Proposed soil stabilization and erosion control methods.

The application states:

The earthwork for the project is very limited as the project consists of the installation of a precast concrete security wall. A 4' rock apron is proposed on the outside of the wall to provide stabilization from the minimal earth work needed to install the wall foundation. Additionally, a level riprap spreader in combination with the outfall "bubble up" structure is proposed to reduce the velocity of the outfall and create a shallow sheet flow condition and mimic existing sheet flow conditions.

The Environmental Assessment Report 7.0 Erosion and Sediment Controls submitted with the application states:

Construction activities that are within 50 ft. of wetlands will **require** the installation of silt screens or floating turbidity barriers to prevent the offsite movement of sediment.

The applicant should demonstrate the location of the four (4) feet of rock apron in relation to the jurisdictional wetland line and trees.

(6) Impact on floodplain.

The property is within two flood zones: X - 0.2 PCT ANNUAL CHANCE FLOOD HAZARD and AE-1% ANNUAL BFE 6.0 NAVD88. Portions of the substation within the proposed flood wall are within the AE flood zone. The applicant does not give the top of wall elevation of the proposed flood wall however if the elevation is above 6.0 feet the flood wall would reduce the flood-carrying and flood storage capacity of the site.

The applicant should provide top of wall elevations to determine floodplain impacts.

(7) Impact of development on vegetative and animal communities.

The site is surrounded by salt and brackish water marsh on three sides. Aerial images and the Florida Fish and Wildlife Marine Resources GIS Map Viewer [\[LINK\]](#) show an oyster bed in the waters of the San Sebastian east of the property. As the applicant does not appear to be expanding the footprint of the site, propose to change existing drainage patterns, or to decrease water quality, impacts to these communities should not increase.

The applicant stated:

Since the substation is existing and the wall is proposed within the limits of the existing substation footprint, no impacts to vegetative and animal communities is anticipated.

The Environmental Assessment Report 4.1 Threatened and Endangered Species submitted with the application indicates the area is located within the USFWS consultation area for the West Indian manatee (*Trichechus manatus*) and within USFWS designated core foraging area for the wood stork (*Mycteria americana*) colonies. One Gopher Tortoise burrow was observed on the property and the gopher tortoise should be relocated if impacts cannot be avoided and would require a permit from FWC.

(8) Potential for contaminated drainage, storage of pollutants and the use of poisonous chemicals and materials.

The application states:

Since the existing drainage patterns and outfall are proposed and there is no additional use and or impervious area proposed, the potential for such materials remains the same with the proposed security/flood surge protection wall.

(9) Effect of shade on vegetation and shellfish.

The site is surrounded by salt and brackish water marsh on three sides. Aerial images and the Florida Fish and Wildlife Marine Resources GIS Map Viewer [\[LINK\]](#) show an oyster bed in waters of the San Sebastian east the property. As the applicant does not appear to be expanding the footprint of the site, propose to change existing drainage patterns, or to decrease water quality so the impact to these communities should not increase.

(10) Effect of boat wake and boat traffic on manatees, vegetation, shellfish and wildlife, as well as shoreline erosion.

N/A

(11) Impact of development on shoreline by linear feet and percent of site.

179 SR 16 has approximately six hundred and thirty-five (635) linear feet of natural shoreline located along the San Sebastian River. The applicant is proposing the installation of a 10-foot-high concrete security and flood wall placed in the approximate location of the existing chain link fence. The wall would be inland of jurisdictional wetland line but in close proximity to the wetlands especially along the eastern and southern property boundaries.

(12) Impact of development on vistas and scenic opportunities by linear feet, height, mass and percent of site.

179 SR 16 has approximately six hundred and thirty-five (635) linear feet of natural shoreline located along the San Sebastian River. The applicant is proposing the installation of a 10-foot-high concrete security and flood wall placed in the approximate location of the existing chain link fence. The wall would be inland of jurisdictional wetland line but in close proximity especially along the eastern and southern property boundaries.

The application states:

The wall will be installed within the uplands and within the existing substation foot print, therefore no impacts vista and scenic opportunities are anticipated.

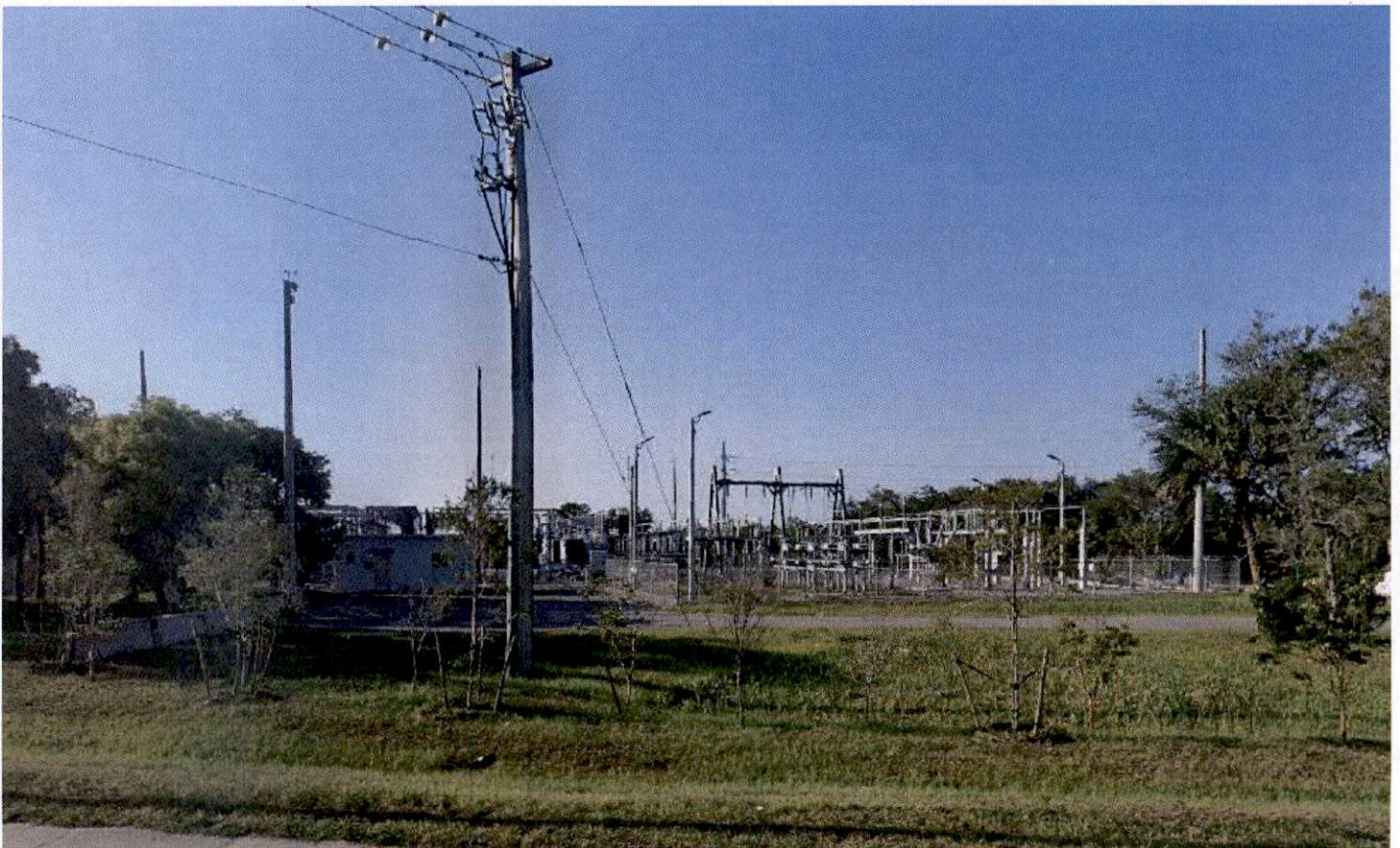


Figure 1. Photo of the property at 179 SR 16.

- (13) Existing amounts of native plants and proposed retention and use of native plants for landscape and open space purposes.

The application states:

The wall will be installed within the uplands and within the existing substation foot print, no additional landscaping is proposed and existing native vegetation is proposed to remain.

However, The Environmental Assessment Report 5.0 Tree Presence submitted with the application states:

The presence of trees within the subject area was assessed to determine the potential need for tree removal or trimming permits. Golder assessed the tree presence and/or canopy cover in the subject area through observations made during the site visit. Trees are present in the vicinity of the subject property and within the boundaries of the proposed substation expansion and stormwater retention area. Section 25-56 of the City of St. Augustine Code states: "It shall be unlawful for any person directly or indirectly to cut down, destroy, remove or effectively destroy by damaging any tree in the city without first obtaining a permit as herein provided. This requirement shall apply to all trees three (3) inches or larger dbh., and to Southern Red Cedar trees (*Juniperus silicicola*) more than two (2) feet tall or having a trunk diameter at a point three (3) inches above ground level of more than one (1) inch."

It is likely that a tree removal permit will be required. The applicant should clarify if tree removal will be required and to provide a tree survey indicating tree locations, dbh, species, and whether to be removed or retained. Any tree meeting the definition of a significant tree in Sec. 11-27 will require approval from the Planning and Zoning Board.

- (14) Impact of development on plant and animal habitat and potential loss in acres and percent of site.

The application states:

The wall will be installed within the uplands and within the existing substation foot print, therefore no impacts on plant and animal habitat and/or potential loss in acres are anticipated.

- (15) Impact of development on water quality. Water quality objectives will be presumed to have been met if runoff water is routed to a surface water management system permitted by the St. Johns River Water Management District or to a treatment facility that is equivalent to the water quality treatment criteria (water retention/detention) of the water management district. (An engineer or landscape architect licensed in the State of Florida is required to certify that the treatment facility is equivalent to the district's criteria.)

The application states:

There is no added impervious areas therefore no change in the existing water quality of the site.

- (16) Impact of development on shellfish and on commercial and sport fish and waterfowl.

The Florida Fish and Wildlife Marine Resources GIS Map Viewer [\[LINK\]](#) indicate that shellfish harvesting is prohibited in all seasons in this area.

(17) Specific conditions applicable to docks. In addition to the considerations listed in subsections (1) through (16) herein, no boathouse, roofed structure or wall shall be constructed on any dock. This section shall not prohibit the use of bumpers or similar structures built at or near the water line and below deck elevation to protect the dock from damage caused by moored vessels. The deck of any private boat dock shall not exceed six (6) ~~eight~~ (8) feet in height above mean high water. Boatlifts mounted on docks, or constructed on or adjacent to a dock, shall be limited to a capacity of twelve thousand (12,000) pounds or less. All boatlifts shall be low profile boatlifts or no profile boatlifts, and no boats in excess of thirty-two (32) feet in length shall be allowed on a boatlift. In addition, the maximum height, excluding masts, antennas and other non-occupiable features, of a boat suspended in a boatlift shall not exceed six (6) ~~eight~~ (8) feet above the gunwale (gunnel); whereby, the gunwale (gunnel) is defined as the upper edge of the side of the ship or boat. A low-profile boatlift is a boatlift for a single watercraft in which no part of the boatlift shall exceed three (3) feet above the deck. A no profile boatlift is a boatlift for a single watercraft in which no part of the boatlift shall protrude above the deck.

N/A

Sec. 28-30. - Comprehensive plan amendments, rezonings and amendment of chapter. [\[LINK TO SECTION\]](#)

- (a) General. This chapter may from time to time be amended, supplemented, or changed the land use plan and land use map established by the comprehensive plan may also be amended and the zoning atlas may from time to time be revised by the rezoning of land as provided in this section.
- (b) Initiation of proposals. An ordinance for the rezoning of land may be proposed only by the city commission or any member thereof, by the planning and zoning board or by the owner of subject property, its attorney or duly authorized agent. An amendment to this chapter may be proposed for adoption only by the city commission or any member thereof, or by the planning and zoning board. Proposals to amend this chapter shall be submitted in writing, accompanied by all pertinent information which may be required for proper consideration of the matter.
- (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. 28-246. - Open lands district: OL.

Intent. This district is intended to apply to areas which are sparsely developed and including uses as normally found in environmentally sensitive areas away from urban activity. It is intended that substantial residential, commercial or industrial development shall not be permitted in the OL district; but lands in such district may be rezoned to the proper district to accommodate such uses when conditions warrant rezoning.

(1) *Permitted uses and structures:*

- a. Marinas, bait and tackle shops.
- b. Intermediate care facilities.
- c. Outdoor market.
- d. Commercial recreational facilities.
- e. Game preserves, wildlife management areas, fish hatcheries and refuges, watershed, water reservoirs and wells.
- f. Churches, monasteries, convents, temporary revival establishments, cemeteries, columbariums, crematories, mausoleums and memorial structures and monuments.
- g. Schools, colleges and universities with conventional academic curriculums.
- h. Housing for the elderly.
- i. Single-family dwellings on individual lots provided that no subdivision plat shall be recorded for such use in this district.
- j. Day nurseries and kindergartens (see [section 28-347\(2\)](#)).
- k. Governmental uses.
- l. Professional and business offices.
- m. Museums.
- n. The sale of wine, vinous spirits or vinous liquors for religious or sacramental purposes; however, the sale of said wine, vinous spirits or vinous liquors shall be in compliance with F.S. § 564.03 and any rules or regulations of the Division of Alcoholic Beverages and Tobacco of the State of Florida Department of Business Regulation or its successor.
- o. Home-based business.

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

(3) *Permitted uses by exception:*

- a. See [section 28-347](#).
- b. Radio or television broadcasting office, studio, transmitter, antenna and line-of-sight relay device.
- c. Racetrack for vehicles or animals.
- d. Animal hospital, veterinary clinic, animal boarding place, fur farm, dog kennel, provided no structure for the housing of animals shall be located within two hundred (200) feet of any residence.
- e. Caretaker residence.
- f. Commercial hunting or fishing camp.
- g. Mobile home on individual lots provided that no subdivision plat shall be recorded for such use in this district.
- h. Restaurant and refreshment stand (but not drive-in).
- i. Public Airport, if not GU zoning.
- j. Not-for-profit clubs.
- k. Travel trailer park.
- l. Sale of antiques, gift, souvenir and craft shops.
- m. Mobile food dispensing vehicle as per [section 28-347\(9\)](#).

- n. Mobile food truck court as per [section 28-347\(9\)](#).
- (4) *Minimum lot requirements:*
 - a. Single-family dwelling or mobile home on individual lot:
 - 1. Minimum lot width, one hundred (100) feet.
 - 2. Minimum lot area, one-half acre.
 - b. Other permitted or permissible uses or structures. None.
- (5) *Maximum lot coverage by all buildings:*
 - a. Single-family dwelling and mobile homes on individual lot and accessory building thereto, ten (10) percent.
 - b. Other permitted or permissible uses and accessory buildings thereto, twenty (20) percent.
- (6) *Minimum yard requirements.* All uses and structures:
 - a. Front, fifteen (15) feet.
 - b. Side, twenty (20) feet.
 - c. Rear, twenty (20) feet.
- (7) *Maximum height of structures.* Thirty-five (35) feet.

Sec. 28-344. - Essential public services.

Essential public services may be permitted in any zoning district, provided the location of such essential services are approved by the zoning board. Essential public services are hereby defined as, and are limited to, certain installations of water, sewer, gas, telephone or electrical systems and similar installations; provided, however:

- (1) This section shall not be deemed to permit the location in a district of such major installations as electrical or gas generating plants, sewage treatment plants, water pumping or aeration facilities and other similar major installation, unless such facilities were constructed or construction was started prior to the adoption of this chapter [April 28, 1975]. This section shall not be deemed to permit the erection of structures for commercial activities such as sales of related merchandise or collection of bills in districts from which such activities would otherwise be prohibited.
- (2) Government uses. High intensity uses, such as fire stations, water pumping facilities, major utility facilities or substations, unless permitted or permitted by exception within a zoning district, must be located on property designated as a government use district as per [section 28-266](#).
 - a. Government administrative offices and similar low intensity uses are permitted in any zoning district which allows office uses as permitted uses and are permitted by exception in all other zoning districts.
- (3) Public parks and recreation. Public parks and recreation facilities are permitted uses within all zoning districts.
- (4) Railroads. Railroad tracks and rights-of-way are a permitted use by exception within all zoning districts. Accessory uses, such as offices, storage yards and maintenance facilities, must be located within zoning districts that allow such use as a permitted use or permitted use by exception.

Staff Recommendation

Based on a review of Sec. 28-30 staff finds that the Board may **RECOMMEND** the rezoning request at 179 State Route 16 / PID 093220-0000 to the City Commission as this substation is an existing and long-term use on this property

Review of Section 11-29 is the responsibility of the Planning and Zoning Board for the proposed development within Conservation Overlay Zone 1 and 2. This application is for the construction of flood wall 179 SR 16 / PID 093220-0000.

Staff requests that the applicant

1. Demonstrate the location of the four (4) feet of rock apron in relation to the jurisdictional wetland line and trees.
2. Provide top of wall elevations to determine floodplain impacts.
3. Clarify if tree removal will be required and to provide a tree survey indicating tree locations, dbh, species, and whether to be removed or retained.
 - a. Removal of significant trees, as defined in Sec. 11-27, will require approval from the Planning and Zoning Board.

Attachments

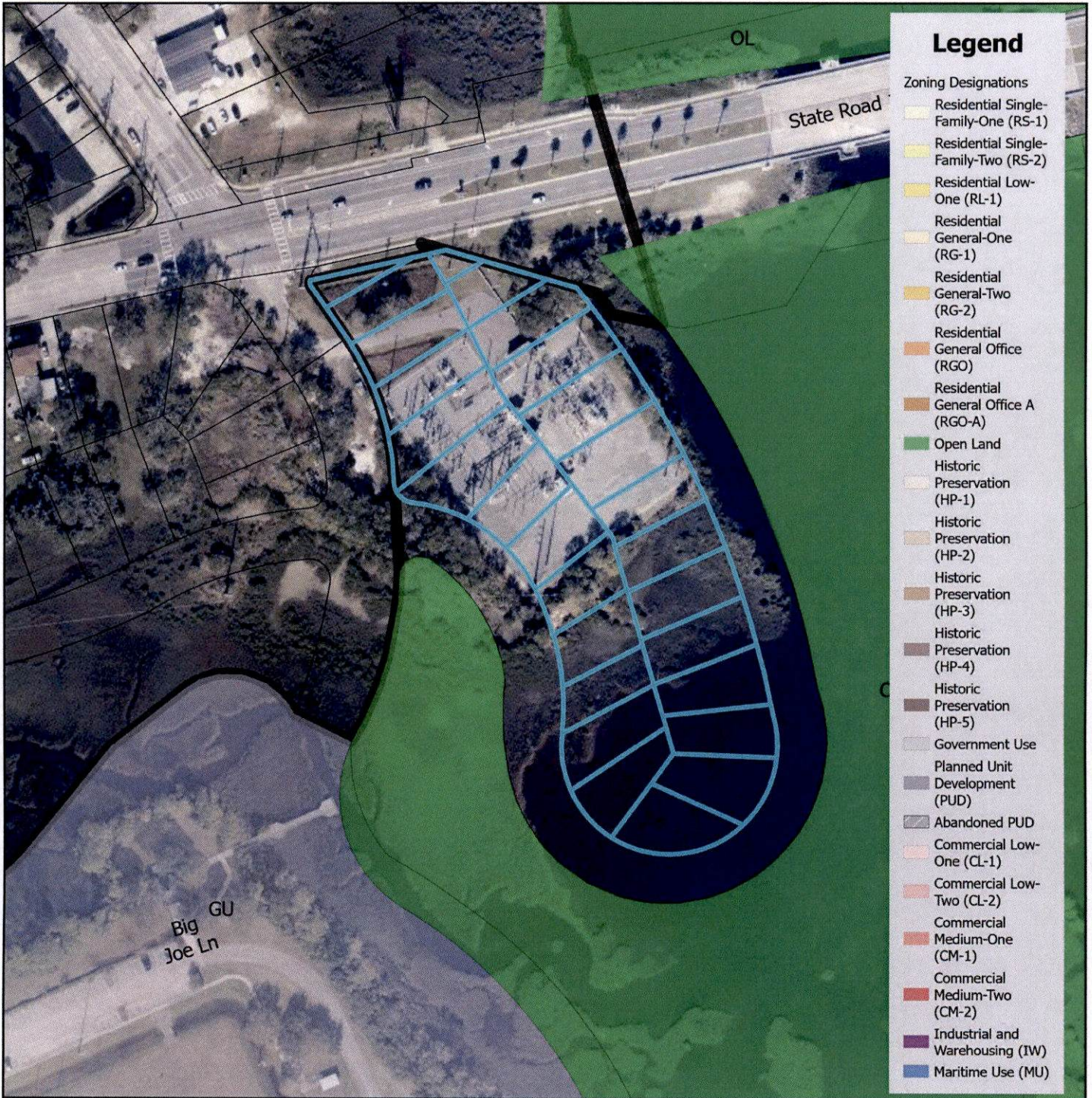
1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Supplemental Information

Staff Report prepared by:

Jacob Fredriksson, CNU-A
Planning Manager
Planning and Building Department

Attachment 1:

Site Maps & Photos



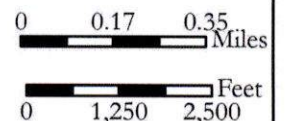
Zoning Map

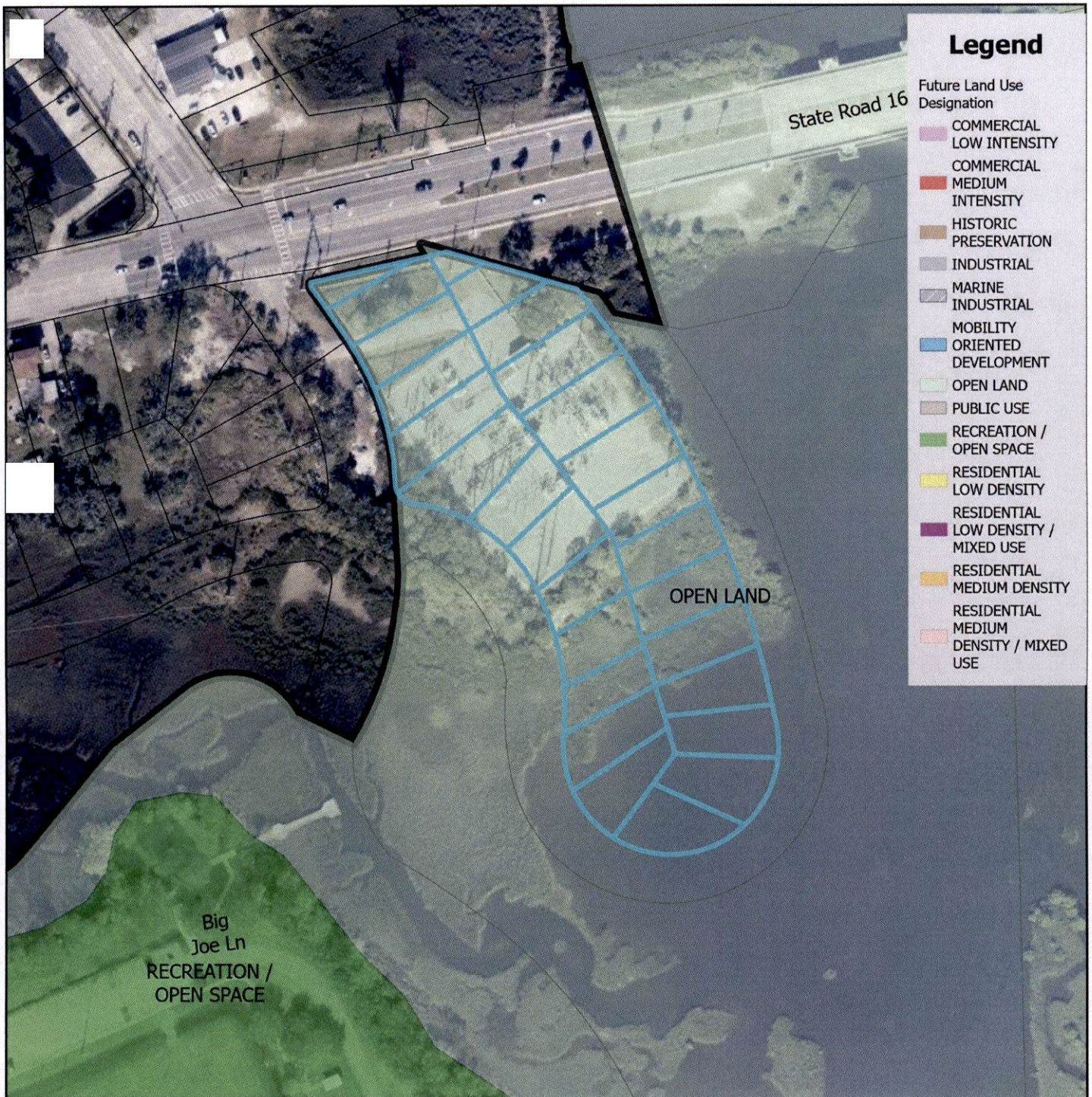
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. The City of St. Augustine disclaims all responsibility for the accuracy or completeness of the data shown hereon.

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet





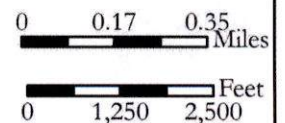
Future Land Use Map



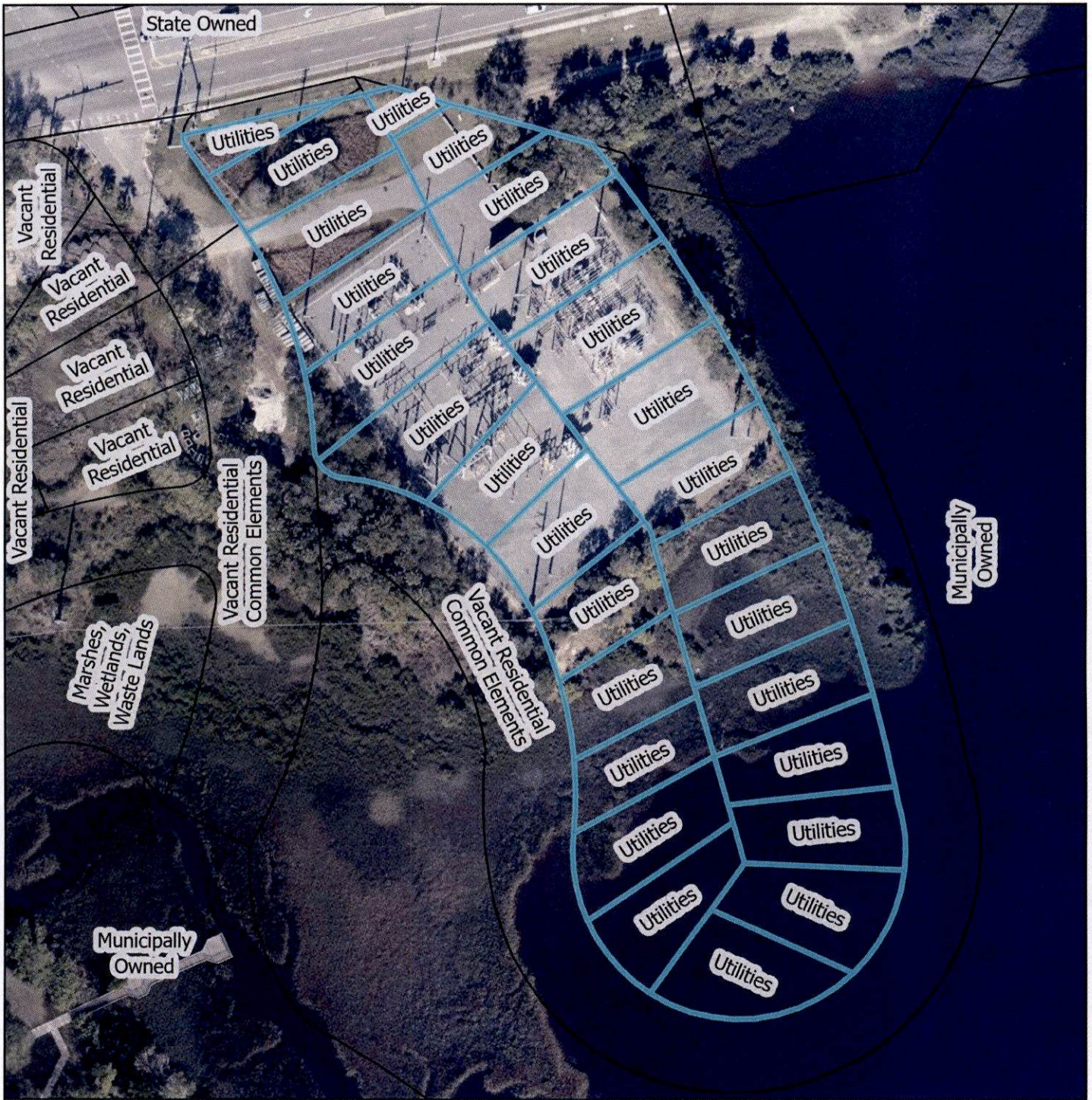
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
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2025



Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



St. Johns County Property Appraiser Use Classification Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025

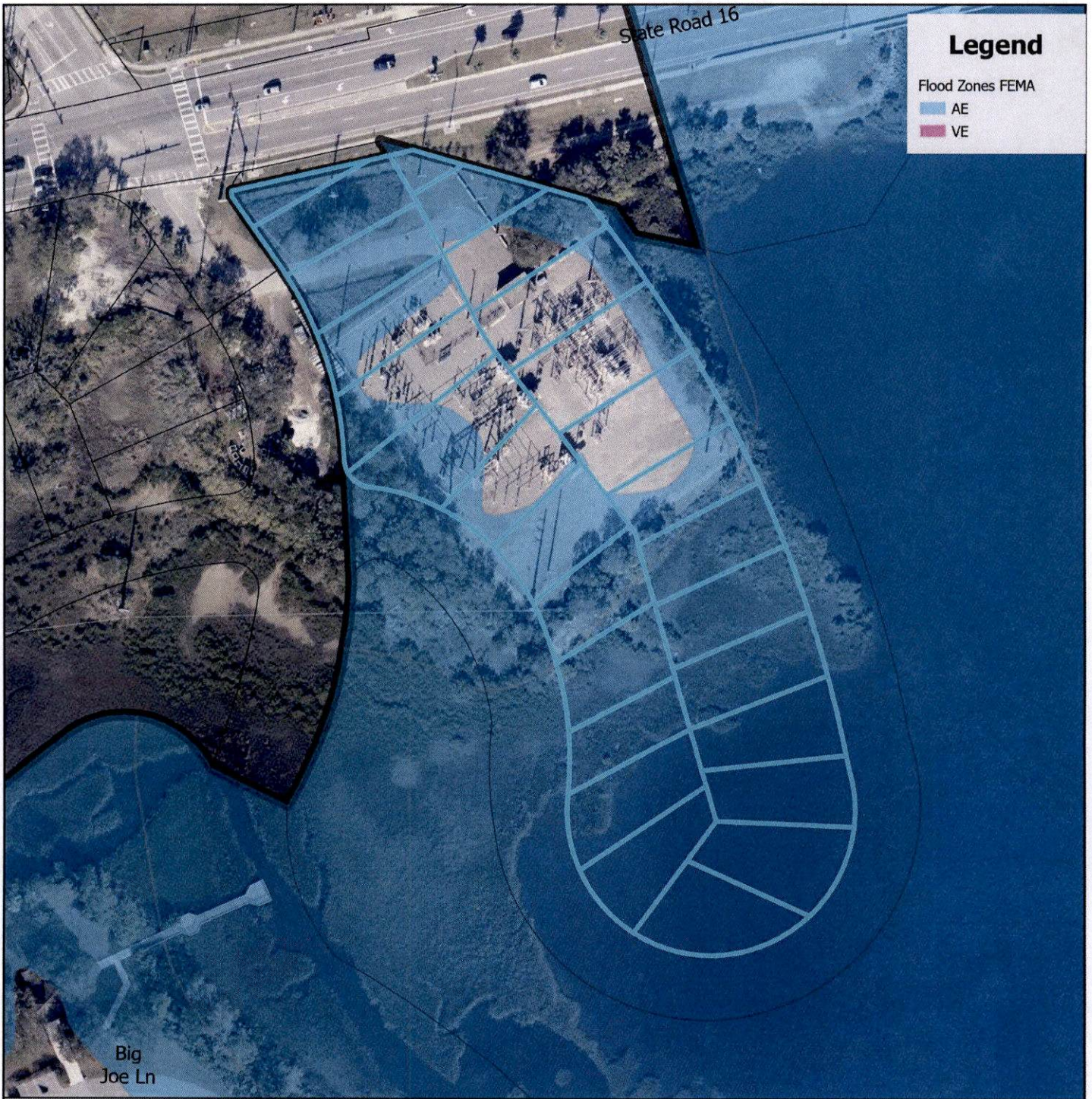


0 0.01 0.01 Miles

0 62.5 125 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet





FEMA Flood Zone Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
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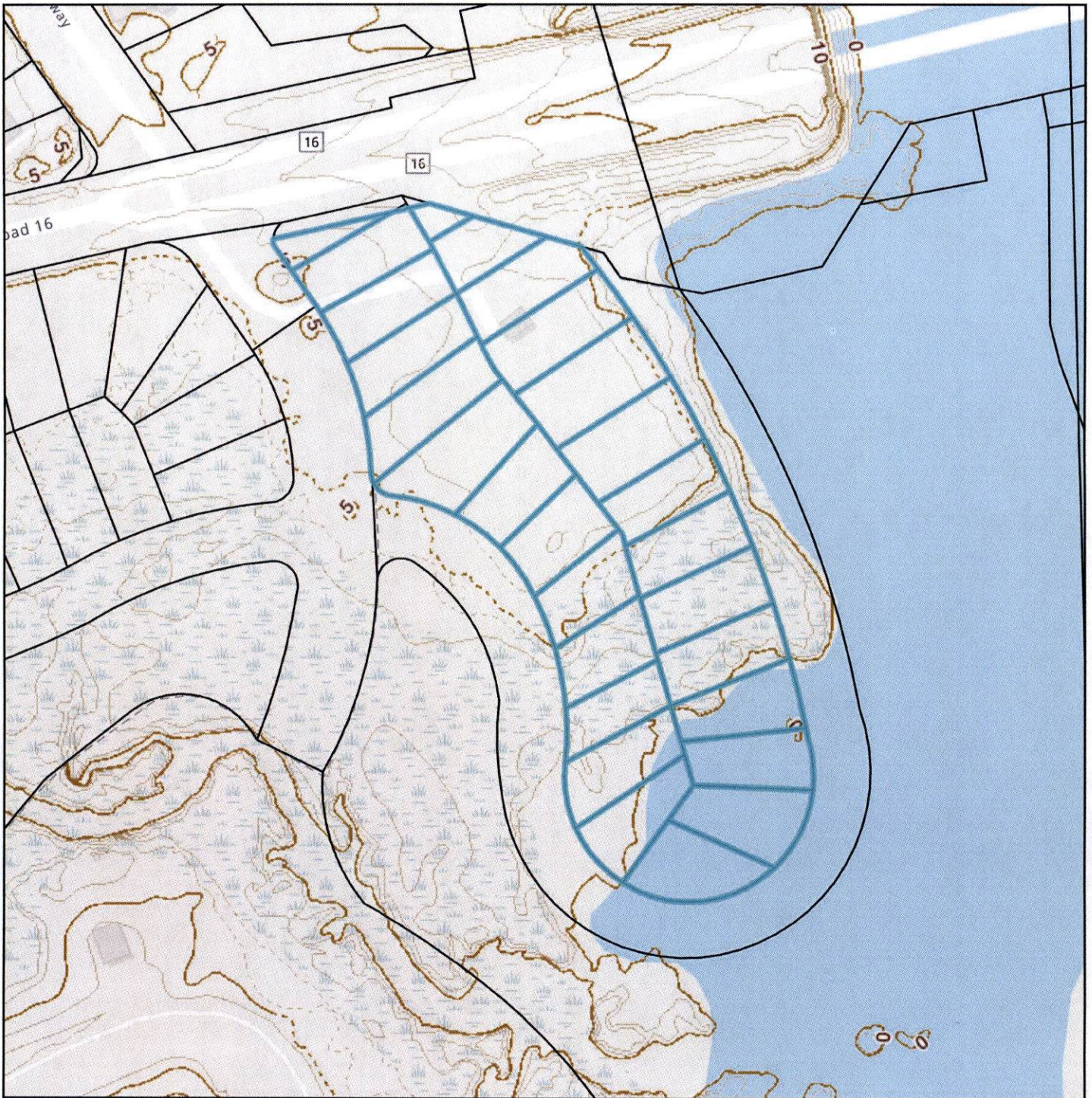
2025



0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



Elevation Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
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2025



0 0.01 0.02 Miles

0 80 160 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

Attachment 2: Application



CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

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

1. NAME OF APPLICANT: Gregg A. Hall - Siting & Permitting Manager Contact Number: 561-904-3641

Business (if applicable): Florida Power & Light Company

Address: 700 Universe Blvd. City: Juno Beach State: FL Zip: 33408

E-Mail Address: Matthew.Schouwink@fpl.com

2. NAME OF PROPERTY OWNER: Florida Power & Light Co. Contact Number: 561-904-3641

Business (if applicable): Florida Power & Light Company

Address: 700 Universe Blvd. City: Juno Beach State: FL Zip: 33408

E-Mail Address: Matthew.Schouwink@fpl.com

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: All Block: 31

Subdivision: Santa Rosa In St. Augustine Parcel Number: 0932200000

4. PROJECT STREET ADDRESS: 179 State Road 16, St. Augustine 32084

5. SPECIFIC PROPOSED USE: Flood/Security Wall for Existing Electrical Substation

6. ACTION REQUESTED:

☒ Conservation Zone Development ☐ Appeal of Staff Determination

☐ Exception ☐ Land Use Plan Amendment

☐ Variance ☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: Approval of secondary structure in Conservation Overlay

Zone 2. Removal of existing 7' chain link Security Fence around existing electrical substation and construction of 10' high concrete Security and Flood Surge Protection Wall. Installation of drainage structures to within the substation yard to provide drainage of the area behind the proposed wall and maintain the existing historic drainage patterns and outfall for the site. There is no added impervious area and no change in existing setbacks proposed.

8. JUSTIFICATION FOR ACTION REQUESTED: The proposed improvements will provide a benefit to the community by adding increased reliability of the system during significant storm events as well as increased security of the site. The existing substation is prone to storm surge during significant storm events. The proposed wall will provide up to 5' of storm surge protection and therefore will reduce the risk of major service interruptions for the community.

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: NA

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

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

(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: NA

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]
Signature of Applicant

12/10/24
Date

[Signature for FAL]
Signature of Property Owner

12/10/24
Date



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

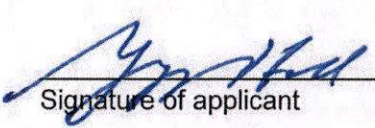
The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

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.

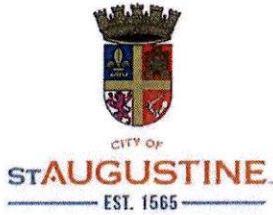
Gregg A. Hall - Siting & Permitting
Manager

Print name of applicant



Signature of applicant

12/10/24
Date



Owner's Authorization For Agent

Joshua A. Killian, PE is/are hereby authorized TO ACT ON BEHALF
OF Florida Power & Light Co., the owner(s) of those lands described within
☒ the attached application, or ☐ described within the previously filed
Application number: PW2024-0039, 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:
179 State Road 16, St. Augustine 32084

BY: 
Signature of Owner
Gregg A. Hall - Siting & Permitting Manager
Print Name of Owner
561-904-3641
Telephone Number

State of Florida

County of Palm Beach

Signed and sworn before me on this 10 day of December, 2024

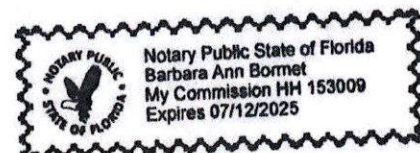
By Gregg Hall

Identification verified:

Oath sworn: X Yes No

Notary Signature: Barbara Bormet

My Commission expires: 7/12/2025



PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 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
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"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."

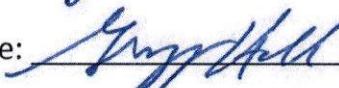
If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

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: 179 State Road 16, St. Augustine 32084

Applicant's Name: Gregg A. Hall -Siting & Permitting Manger Applicant's Signature: 

Owner's Name: Gregg A. Hall -Siting & Permitting Manger Owner's Signature: 

Attachment 3:
St. Johns County Property Appraiser
Report

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	0932200000	No Image Available
Location	179 STATE ROAD 16	
Address	SAINT AUGUSTINE 32084-0000	
Neighborhood	SR-16 (Collins Ave East to San Sebastian) (COM) (429.01)	
Tax	3-149 SANTA ROSA SUB ALL BLK 31 (EX R/W BY ORDER OF TAKING	
Description*	IN CIRCUIT COURT MINUTE BOOK 5 PG 424 & DEED IN OR94/432) (EX ADD'L R/W TO FDOT IN OR1462/ 1783) OR189/99 & 3168/633(ANNEX) <i>*The Description above is not to be used on legal documents.</i>	
Property Use Code	Utilities (9100)	
Subdivision	Santa Rosa In St. Augustine	
Sec/Twp/Rng	12-7-29	
District	City of St Augustine (District 452)	
Millage Rate	18.72	
Acreage	4.390	
Homestead	N	

Owner Information

Owner Name	Florida Power & Light CO 100%
Mailing Address	PROPERTY TAX-PSX/JB 700 UNIVERSE BLVD JUNO BEACH, FL 33408-0000

Map



Valuation Information

	2025
Building Value	\$0
Extra Features Value	\$24,047
Total Land Value	\$67,742
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$91,789
Total Deferred	\$0
Assessed Value	\$91,789
Total Exemptions	\$0
Taxable Value	\$91,789

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
2024	\$0	\$25,878	\$67,742	\$0	\$0	\$93,620	\$93,620	\$0	\$93,620
2023	\$0	\$16,876	\$67,742	\$0	\$0	\$84,618	\$84,618	\$0	\$84,618
2022	\$0	\$10,215	\$67,742	\$0	\$0	\$77,957	\$77,957	\$0	\$77,957
2021	\$0	\$10,784	\$67,742	\$0	\$0	\$78,526	\$78,526	\$0	\$78,526
2020	\$0	\$11,983	\$67,742	\$0	\$0	\$79,725	\$79,725	\$0	\$79,725
2019	\$0	\$13,184	\$67,742	\$0	\$0	\$80,926	\$80,926	\$0	\$80,926
2018	\$0	\$14,383	\$67,742	\$0	\$0	\$82,125	\$82,125	\$0	\$82,125
2017	\$0	\$14,003	\$67,742	\$0	\$0	\$81,745	\$81,745	\$0	\$81,745
2016	\$0	\$15,045	\$67,742	\$0	\$0	\$82,787	\$82,787	\$0	\$82,787
2015	\$0	\$16,086	\$67,742	\$0	\$0	\$83,828	\$83,828	\$0	\$83,828
2014	\$0	\$17,128	\$67,742	\$0	\$0	\$84,870	\$84,870	\$0	\$84,870

Extra Feature Information

Code Description	Status	Value
Metal Fence - 6' (COM)		3028
Asphalt Paving (COM)		3329
Curb (COM)		120
Garage - Average (Mix)		7497
Pole Light (COM)		7120
Metal Fence - 6' (COM)		2953

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Utilities	0	0	112150	SF	\$67,290
Marshes & Tidal Lands	0	0	1.81	AC	\$452

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	2/25/2009	\$0.00	OTHER INSTRUMENT	3168	633	U	I	CITY OF ST AUGUSTINE	ORDINANCE (ANNEXATION)

No data available for the following modules: Sales Questionnaire Form, Exemption Information, Building Information, Sketch 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: 1/16/2025, 12:10:23 AM

Contact Us

Developed by
 **SCHNEIDER**
 GEOSPATIAL

Attachment 4:

Supplemental Information

C&T Project No.: 19-198.002
File: Permitting/City of St. Augustine
Sender's Email: jkillian@ct-eng.com

December 12, 2024

VIA: Planning and Zoning Permitting Portal

Mr. Jacob Fredriksson, CNU-A
Planning Manager, Planning and Building Department
City of St. Augustine
P.O. Box 210
St. Augustine, FL 32085-0210

**RE: FPL Lewis Substation Flood Wall
Planning and Zoning Board Application**

Dear Mr. Fredriksson:

On behalf of our Client, Florida Power & Light Company (FPL), we are pleased to submit the following in support of a Planning and Zoning Board application for the Lewis Substation Flood Wall Project.

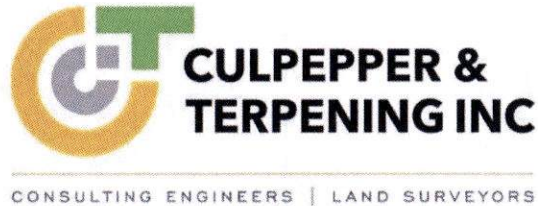
1. (1) Planning and Zoning Board Application;
2. (1) Application Fee (To be submitted under separate cover);
3. (1) Site Plan, Signed and Sealed;
4. (1) Construction Plans, Signed and Sealed;
5. (1) Environmental Assessment; and
6. (1) Response to City COZ Criteria, Section 11-29.

FPL is proposing to remove the existing 7' high chain link fence with barbed wire and replace it with a 10' high concrete security wall at their existing Lewis Substation facility.

The security wall will provide additional security of the existing facility and will be constructed in accordance with National Electric Safety Code (NESC). In addition to the added security of the wall, it will be designed to provide up to 5' of storm surge protection during a significant storm event.

Based on the current FEMA flood maps the existing substation is outside of the FEMA 100 Year Flood Plain, but is subject to storm surge during a significant event. The addition of the flood wall will provided added reliability of their facility during such events.

The security flood wall will be sited in approximately the same location of the existing security fence and therefore there will no added impervious area, no wetland/OSW impacts and di minimis changes in the site setbacks.



The proposed project will provide a benefit to the community by providing additional safety, increased reliability and improved aesthetics of the existing substation facility.

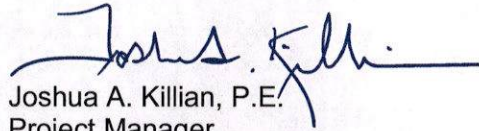
In addition to the proposed security flood wall, limited drainage culverts and inlets will be installed inside the existing substation yard to allow for drainage of the existing yard during typical storm events.

Currently this site drains via sheet flow off the sides of the yard and outfalls to the San Sebastian River to the southeast. To mimic these existing conditions, a single "bubble up" inlet with a riprap level spreader will be installed south of the existing substation and will serve as the yard's outfall to the site's historic outfall location, the San Sebastian River. Additionally, the addition of underdrains and french drains within the substation yard will reduce the amount of surface water runoff in the improved condition.

We trust that this submittal meets the requirements of the City of St. Augustine. As always, should you have any questions, please do not hesitate to contact me at (772)464-3537 or via the Email address referenced above.

Sincerely,

CULPEPPER & TERPENING, INC.



Joshua A. Killian, P.E.
Project Manager

Enclosures: As listed above

Cc: Matthew Schouwink, Principal Engineer, FPL Matthew.Schouwink@fpl.com

C&T Project No.: 19-198.002
File: Permitting/City of St. Augustine
Sender's Email: jkillian@ct-eng.com

December 12, 2024

VIA: Planning and Zoning Permitting Portal

Mr. Jacob Fredriksson, CNU-A
Planning Manager, Planning and Building Department
City of St. Augustine
P.O. Box 210
St. Augustine, FL 32085-0210

**RE: FPL Lewis Substation Flood Wall
Planning and Zoning Board Application**

Dear Mr. Fredriksson:

On behalf of our Client, Florida Power & Light Company (FPL), below are our responses to the City's 17 criteria for development in a Conservation Overlay Zone under Section 11-29(c), in support of a Planning and Zoning Board application for the Lewis Substation Flood Wall Project.

Section 11-29 (c) Criteria for Conservation Overlay Zone Development:

Applications for development in Conservation Overlay Zones shall be evaluated according to the following criteria:

(1) Site specific conditions.

Response: The site consists of an existing electrical substation currently enclosed by a 7' chain link security fence. The proposed 10' concrete security/flood surge protection wall will replace the existing chain link fence and be installed approximately in the same foot print of the existing fence. Since the property is limited in size, surrounded by the San Sebastian River on three sides, and the substation is existing, there is no room to revise the location of the wall outside of the conservation overlay zone.

(2) The site's relationship to adjacent properties, bodies of water and surrounding conservation zones.

Response: The existing substation is located in the uplands and surrounded by the San Sebastian River on three sides, the east, west and south sides.

(3) Natural and proposed drainage patterns.

Response: There is a small portion of the existing substation yard on the Northwest corner that drains via existing stormwater inlets and culverts to northerly adjacent interconnected onsite dry retention ponds, which was part of the 2019 substation expansion. The remaining and majority of the existing substation drains via sheet flow off all sides and outfalls to the San Sebastian River.

The proposed drainage has been designed to mimic the existing conditions and there is no change to the proposed outfall. The small portion of the yard in the Northwest corner of the yard will continue to drain to the onsite dry retention areas. The remainder of the yard will be collected in a system of underdrains and french drains that will convey the runoff to a “bubble up” structure located on the south of the yard, which will slowly overflow onto a level spreader. The level spreader will create sheet flow condition and the runoff will drain to the site’s historic outfall, the San Sebastian River. In addition, the proposed underdrain and french drain system will reduce the amount of surface water runoff by allowing for some of the water to be percolated into the ground.

(4) Effect of point and nonpoint discharge in the marine environment.

Response: There is no change in the existing discharge to the site’s historic outfall, the San Sebastian River. The proposed drainage has been design to mimic the existing sheet flow condition. In addition there is no added impervious area therefore there is no change is the stormwater quantity for the site.

(5) Proposed soil stabilization and erosion control methods.

Response: The earth work for the project is very limited as the project consists of the installation of a precast concrete security wall. A 4’ rock apron is proposed on the outside of the wall to provide stabilization from the minimal earth work needed to install the wall foundation. Additionally, a level riprap spreader in combination with the outfall “bubble up” structure is proposed to reduce the velocity of the outfall and create a shallow sheet flow condition and mimic existing sheet flow conditions.

(6) Impact on floodplain.

Response: There are no impacts to the proposed flood plain as no fill is being proposed.

(7) Impact of development on vegetative and animal communities.

Response: Since the substation is existing and the wall is proposed within the limits of the existing substation foot print, no impacts to vegetative and animal communities is anticipated.

(8) Potential for contaminated drainage, storage of pollutants and the use of poisonous chemicals and materials.

Response: Since the existing drainage patterns and outfall are proposed and there is no additional use and or impervious area proposed, the potential for such materials remains the same with the proposed security/flood surge protection wall.

(9) Effect of shade on vegetation and shellfish.

Response: The substation is existing and the existing electrical equipment in the yard exceeds the height of the proposed wall, therefore no additional shading impacts from the proposed wall are anticipated.

(10) Effect of boat wake and boat traffic on manatees, vegetation, shellfish and wildlife, as well as shoreline erosion.

Response: The wall will be installed within the uplands and within the existing substation foot print, therefore no impacts stated in Section 11-29(c)(10) are anticipated.

(11) Impact of development on shoreline by linear feet and percent of site.

Response: The wall will be installed within the uplands and within the existing substation foot print, therefore no impacts on shore line are anticipated.

(12) Impact of development on vistas and scenic opportunities by linear feet, height, mass and percent of site.

Response: The wall will be installed within the uplands and within the existing substation foot print, therefore no impacts vista and scenic opportunities are anticipated.

(13) Existing amounts of native plants and proposed retention and use of native plants for landscape and open space purposes.

Response: The wall will be installed within the uplands and within the existing substation foot print, no additional landscaping is proposed and existing native vegetation is proposed to remain.

(14) Impact of development on plant and animal habitat and potential loss in acres and percent of site.

Response: The wall will be installed within the uplands and within the existing substation foot print, therefore no impacts on plant and animal habitat and/or potential loss in acres are anticipated.

(15) Impact of development on water quality. Water quality objectives will be presumed to have been met if runoff water is routed to a surface water management system permitted by the St. Johns River Water Management District or to a treatment facility that is equivalent to the water quality treatment criteria (water retention/detention) of the water management district. (An engineer or landscape architect licensed in the State of Florida is required to certify that the treatment facility is equivalent to the district's criteria.)

Response: There is no added impervious areas therefore no change in the existing water quality of the site.

(16) Impact of development on shellfish and on commercial and sport fish and waterfowl.

Response: The wall will be installed within the uplands and within the existing substation foot print, therefore no impacts on shellfish, commercial fishing, sport fishing and/ or waterfowl are anticipated.

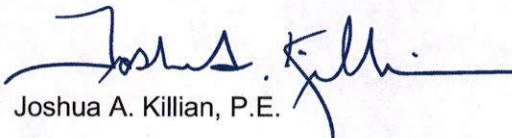
(17) Specific conditions applicable to docks. In addition to the considerations listed in subsections (1) through (16) herein, no boathouse, roofed structure or wall shall be constructed on any dock. This section shall not prohibit the use of bumpers or similar structures built at or near the water line and below deck elevation to protect the dock from damage caused by moored vessels. The deck of any private boat dock shall not exceed six (6) feet in height above mean high water. Boatlifts mounted on docks, or constructed on or adjacent to a dock, shall be limited to a capacity of twelve thousand (12,000) pounds or less. All boatlifts shall be low profile boatlifts or no profile boatlifts, and no boats in excess of thirty-two (32) feet in length shall be allowed on a boatlift. In addition, the maximum height, excluding masts, antennas and other non-occupiable features, of a boat suspended in a boatlift shall not exceed six (6) feet above the gunwale (gunnel); whereby, the gunwale (gunnel) is defined as the upper edge of the side of the ship or boat. A low profile boatlift is a boatlift for a single watercraft in which no part of the boatlift shall exceed three (3) feet above the deck. A no profile boatlift is a boatlift for a single watercraft in which no part of the boatlift shall protrude above the deck.

Response: No docks are proposed.

We trust that these responses meet the specific Conservation Overlay Zone Development requirements of the City of St. Augustine. As always, should you have any questions, please do not hesitate to contact me at (772)464-3537 or via the Email address referenced above.

Sincerely,

CULPEPPER & TERPENING, INC.



Joshua A. Killian, P.E.

Project Manager

Enclosures: As listed above

Cc: Matthew Schouwink, Principal Engineer, FPL Matthew.Schouwink@fpl.com



ENVIRONMENTAL ASSESSMENT REPORT

Florida Power & Light Company
Power Delivery Group

6080001872 Lewis Substation Expansion
St. Augustine, St. Johns County, FL

Submitted to:

Florida Power & Light Company

Power Delivery
Engineering & Technical Services
15430 Endeavor Drive
Jupiter, FL 33478

Submitted by:

Golder Associates Inc.

9428 Baymeadows Road, Suite 400 Jacksonville, Florida, USA 32256

Attention: Elizabeth Marks

Distribution: FPL Power Delivery SharePoint Site

19-120618

July 12, 2019

Table of Contents

1.0	EXECUTIVE SUMMARY	1
2.0	INTRODUCTION.....	1
3.0	WETLANDS AND WATERBODIES	1
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5.0	TREE PRESENCE.....	2
6.0	PROTECTED LANDS	3
7.0	EROSION AND SEDIMENT CONTROLS	3
8.0	WELLFIELDS, CONTAMINATED SITES, AND HAZARDOUS MATERIALS	3
9.0	CONCLUSION	3

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APPENDIX A

EA Summary Table

APPENDIX B

Figure 1	Site Location Map
Figure 2	FLUCFCS Map
Figure 3	Wetlands Map
Figure 4	Gopher Tortoise Burrow Location Map

APPENDIX C

Site Photographs

1.0 EXECUTIVE SUMMARY

Golder Associates Inc. (Golder) completed this Environmental Assessment (EA) on Work Order 6080001872 (Lewis Substation Expansion) that is located within St. Augustine, St. Johns County, Florida. The approximate center coordinates are 29.914932, -81.330210 and the approximate terminus coordinates are 29.915397, -81.330316 and 29.914432, -81.330049. A summary of the findings is included below:

- Construction activities will likely require an FWC gopher tortoise relocation permit.
- The proposed site plan for the substation expansion was not available at the time of this assessment. It is assumed that the expansion will add enough semi-pervious or impervious area that an FDEP stormwater (ERP) permit or modification will be required.
- Construction activities are within 50 ft. of Wetlands and will **require** the installation of silt screens, stake turbidity barrier, and/or floating turbidity barrier to prevent the offsite movement of sediment.
- Temporary matting and/or low-pressure vehicles must be utilized anywhere work must be performed, or heavy machinery must be placed, in wetlands (see Figure 3).
- Construction activities will likely require a tree removal permit from the City of St. Augustine.

Following determination of the final project scope, the timeframe to obtain the required permits is as follows:

Agency	Permit	*Expected Timeframes (months)	
		P50	P80
FWC	Gopher Tortoise (10 or Fewer Burrows Relocation Permit)	1.5	3
FDEP	Environmental Resource Permit (ERP) Modification	2	3

P50 = 50% probability of obtaining the permit within the specified number of months

P80 = 80% probability of obtaining the permit within the specified number of months

**These timeframes start when all information necessary for permitting has been received and also assumes that information needed to respond to RAIs is provided in a timely manner.*

Please make sure that activities associated with addressing the findings above are initiated promptly to allow adequate time for completion before the current scheduled start date of January 15, 2020. Please refer to the EA Summary Table located in **Appendix A** for detailed summary of the findings, best management practices, and special considerations.

2.0 INTRODUCTION

Golder Associates Inc. (Golder) was contracted by Florida Power and Light (FPL) to conduct an Environmental Assessment (EA) for 6080001872 (Lewis Substation Expansion) that is located within St. Augustine, St. Johns County, Florida. Please refer to the Site Location Map (Figure 1) in **Appendix B**.

The purpose of this EA was to evaluate known and potential environmental constraints to the proposed activities. The EA is based on information provided by FPL, a desktop review of available information, and a site visit that was conducted by a Golder representative on July 12, 2019. Site photographs are contained within **Appendix C**.

The proposed work consists of expanding an existing substation and developing a stormwater retention area. The location within the work area is primarily in an open access area and road right of way. Access to the location will primarily be off existing patrol roads. Surrounding land use adjacent to the location where the work will occur is classified as 140: Commercial and Services, 510: Streams & waterways and 642: Saltwater Marshes and is depicted on the FLUCFCS Map (Figure 2) located in **Appendix B**.

An EA Summary Table that summarizes the findings of this report is included as Table 1 in **Appendix A**.

3.0 WETLANDS AND WATERBODIES

Golder evaluated the project area for the presence of surface waters and jurisdictional wetlands by observations made the day of the site visit and by reviewing the National Wetlands Inventory (NWI) Wetlands Mapper online tool. The evaluation was conducted in accordance with applicable federal and state wetland criteria as set forth by the U.S. Army Corps of Engineers (ACOE) 1987 Wetland Delineation Manual and Chapter 62-340, Florida Administrative Code (F.A.C.) criteria set forth by the Florida Department of Environmental Protection (FDEP). Specifically, the area was examined for the presence of hydrophytic vegetation, hydric soils, and hydrologic indicators, by which the landward extent of jurisdictional wetlands may be delineated.

Based on the evaluation, The project boundary is located adjacent to wetlands. Please refer to **Appendix B** for the Wetlands Map (Figure 3). Based on the current scope of expanding an existing substation and developing a stormwater retention area, wetland permitting **is not required**. If the current scope changes, the work should be confirmed that the wetland permitting determination has not changed. In addition, temporary matting and/or low-pressure vehicles should be utilized anywhere work will be performed within wetlands.

4.0 WILDLIFE

4.1 Threatened and Endangered Species

Under the Endangered Species Act (ESA), species may be listed as either endangered or threatened. "Endangered" means a species is in danger of extinction throughout all or a significant portion of its range. "Threatened" means a species is likely to become endangered within the foreseeable future. All species of plants and animals, except pest insects, are eligible for listing as endangered or threatened. For the purposes of the ESA, Congress defined species to include subspecies, varieties, and, for vertebrates, distinct population segments.

Golder evaluated the potential presence of listed species by observations made the day of the site visit and by performing an online records review of the U.S Fish and Wildlife Service Environmental Conservation Online System (USFWS) and the Florida Fish and Wildlife Conservation Commission (FWC) Geographic Information System (GIS) records including the Bald Eagle Nest Database.

Based on the evaluation, the subject area is located within the USFWS consultation area for the West Indian manatee (*Trichechus manatus*) and the subject area is located within USFWS designated core foraging area for wood stork (*Mycteria americana*) colonies.

One burrow was observed on the subject property. Please refer to Figure 4 (Gopher Tortoise Burrow Location Map) within **Appendix B** for the burrow locations. No groundbreaking, grading, backfilling, staging or storing of equipment, or vehicular traffic should occur within 25 feet of the identified burrow. According to FWC regulations, relocation of gopher tortoises is not necessary if construction activities can avoid impacts within a 25-foot radius around the burrow entrance. However, if impacts to any burrow cannot be avoided, then a gopher tortoise relocation permit **is required** from FWC.

Bird nests and cavities are commonly observed associated with power structures. Prior to construction, crews are required to inspect the structures (and any trees requiring trimming or removal) for bird nests or cavities. If nests or cavities with eggs or flightless young are observed, immediately contact FPL's Power Delivery Environmental Department. Stop work and contact FPL's Power Delivery Environmental Department if a bat is found within a cavity. In addition, if an osprey nest is observed immediately contact FPL's Power Delivery Environmental Department to schedule the relocation of the nest prior to construction.

5.0 TREE PRESENCE

The presence of trees within the subject area was assessed to determine the potential need for tree removal or trimming permits. Golder assessed the tree presence and/or canopy cover in the subject area through observations made during the site visit. Trees are present in the vicinity of the subject property and within the boundaries of the proposed substation expansion and stormwater retention area. Section 25-56 of the City of St. Augustine Code states: "It shall be unlawful for any person directly or indirectly to cut down,

destroy, remove or effectively destroy by damaging any tree in the city without first obtaining a permit as herein provided. This requirement shall apply to all trees three (3) inches or larger dbh., and to Southern Red Cedar trees (*Juniperus silicicola*) more than two (2) feet tall or having a trunk diameter at a point three (3) inches above ground level of more than one (1) inch." It is likely that a tree removal permit will be required.

6.0 PROTECTED LANDS

Golder evaluated the subject area for the presence of protected lands, including conservation areas, sensitive habitats, and Natural Forest Communities (NFC). The evaluation was conducted using the Florida Natural Areas Inventory (FNAI) and the FDEP Map Direct.

Based on the evaluation, protected lands were not identified within the subject area.

7.0 EROSION AND SEDIMENT CONTROLS

Golder assessed the subject area for the presence of wetlands, water conveyance structures and stormwater management features which must be protected from erosion and sedimentation during construction.

Construction activities that are within 50 ft. of wetlands will require the installation of silt screens or floating turbidity barriers to prevent the offsite movement of sediment.

8.0 WELLFIELDS, CONTAMINATED SITES, AND HAZARDOUS MATERIALS

Golder reviewed St. Johns County wellfield information to determine if the subject area is located within a protected wellfield. The subject area is not located within a wellfield protection area.

Golder reviewed the FDEP Contamination Locator Map to determine if the subject area is located in the vicinity of any known contaminated sites. The subject area is not located within any contaminated sites.

All equipment used on the project is expected to be properly maintained and in good condition. Equipment shall be checked regularly for potential leaks. Contractors and crews working on this project are expected to have appropriate spill kits available for immediate response in case of a release or spill of fuel, hydraulic fluid or other liquid material. Taking into consideration personnel safety, spills are to be isolated and contained immediately. Contact the Operations/Construction Lead immediately in the event of a fuel or other fluid leak or spill. In addition, contact FPL representative, Marc Schneidermann at 561-339-6386 (cell) who will coordinate any clean-up and/or agency reporting actions that may be required. If marc cannot be reached, contact Benny Luedike at 561-339-9783 (cell) or Loretta Cranmer at 561-371-7900 (cell).

9.0 CONCLUSION

Golder performed an EA for 6080001872 (Lewis Substation Expansion) that is located within St. Augustine, St. Johns County, Florida. Based on the proposed scope of work, the following are findings that require action prior to beginning any work:

- Construction activities will likely require an FWC gopher tortoise relocation permit.
- The proposed site plan for the substation expansion was not available at the time of this assessment. It is assumed that the expansion will add enough semi-pervious or impervious area that an FDEP stormwater (ERP) permit or modification will be required.
- Construction activities are within 50 ft. of Wetlands and will require the installation of silt screens, stake turbidity barrier, and/or floating turbidity barrier to prevent the offsite movement of sediment.
- Temporary matting and/or low-pressure vehicles must be utilized anywhere work must be performed, or heavy machinery must be placed, in wetlands (see Figure 3).
- Construction activities will likely require a tree removal permit from the City of St. Augustine.

Following determination of the final project scope, the timeframe to obtain the required permits is as follows:

Agency	Permit	*Expected Timeframes (months)	
		P50	P80
FWC	Gopher Tortoise (10 or Fewer Burrows Relocation Permit)	1.5	3
FDEP	Environmental Resource Permit (ERP) Modification	2	3

P50 = 50% probability of obtaining the permit within the specified number of months

P80 = 80% probability of obtaining the permit within the specified number of months

**These timeframes start when all information necessary for permitting has been received and also assumes that information needed to respond to RAIs is provided in a timely manner.*

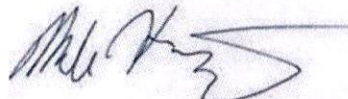
Please make sure that activities associated with addressing the findings above are initiated promptly to allow adequate time for completion before the current scheduled start date of January 15, 2020. Please refer to the EA Summary Table located in **Appendix A** for detailed summary of the findings, best management practices, and special considerations.

Golder appreciates this opportunity to support the Power Delivery Group. Please contact Mike Harrington at 352-336-5600 with any questions or comments regarding this assessment.

GOLDER ASSOCIATES INC.



Collin Hayes
Staff Environmental Scientist



Michael Harrington, Ph.D., P.W.S.
Senior Consultant

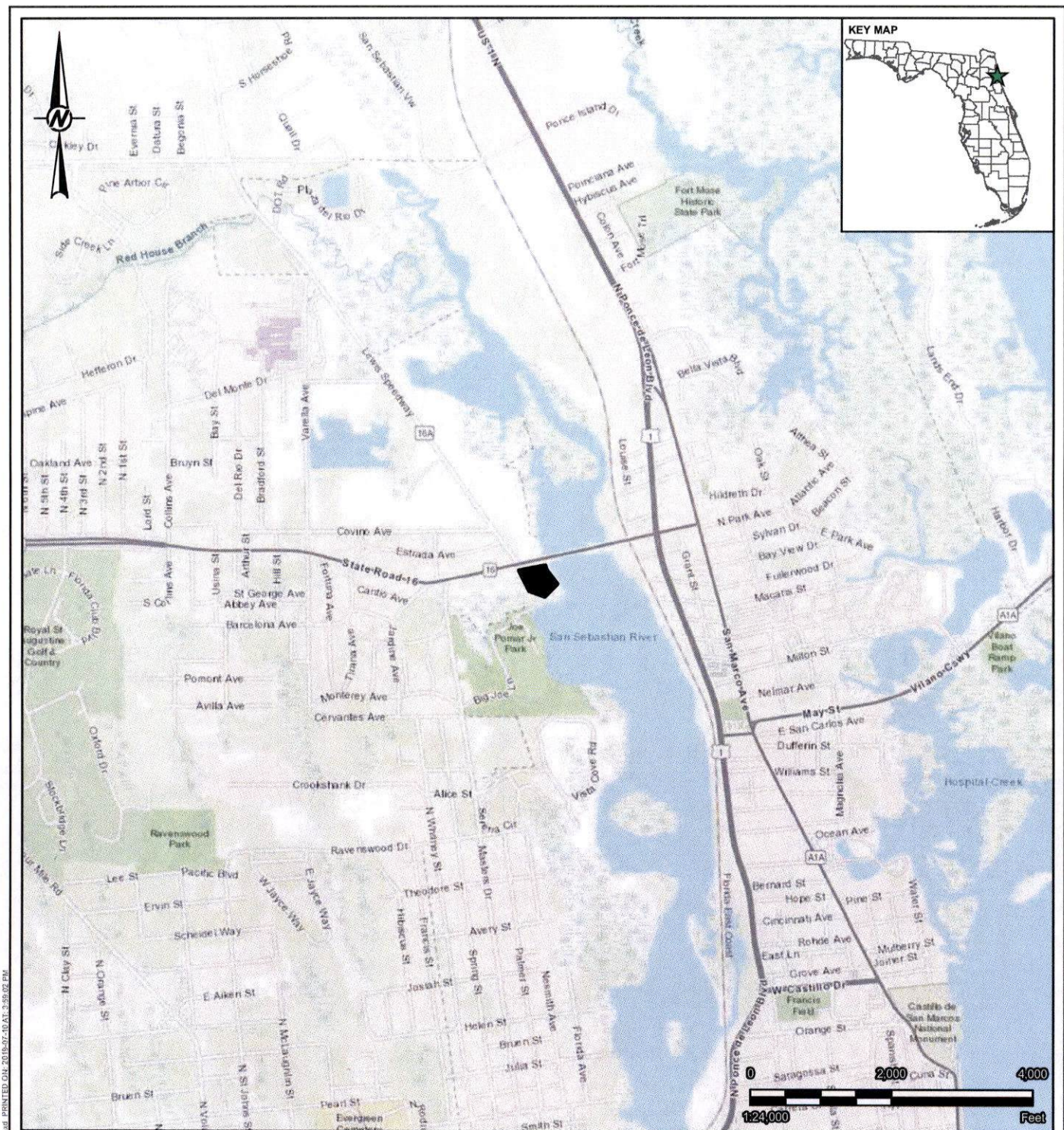
APPENDIX A
TABLE

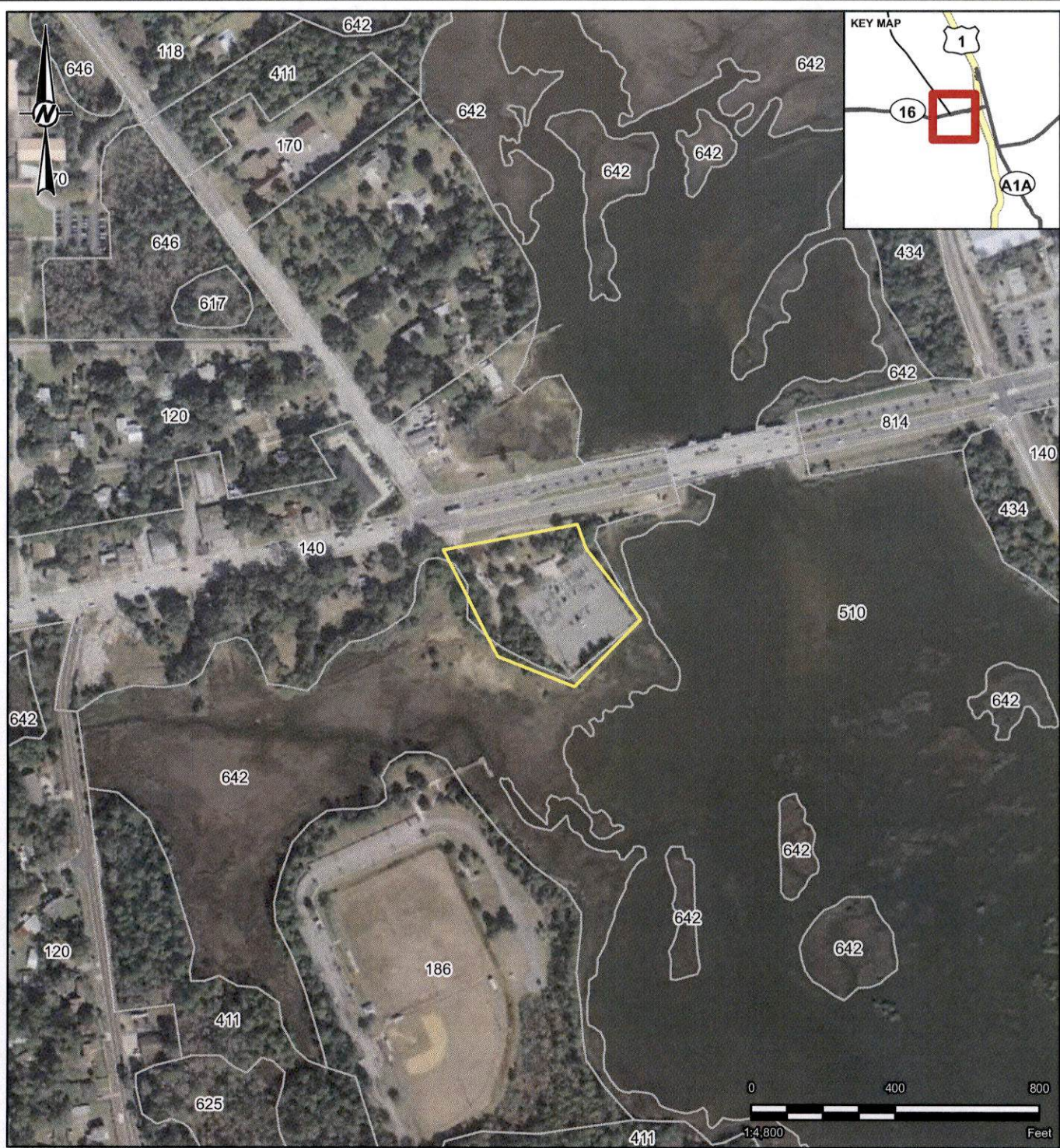
TABLE 1: EA SUMMARY TABLE
6080001872 Lewis Substation Expansion

Location	Lewis Substation Expansion
County	St. Johns
Type of Work	Expansion of existing substation and new stormwater retention area
FLUCFCS Code	Commercial and Services (FLUCCS 140)
Site Conditions/Habitats Observed	Paved parking lot with adjacent stormwater pond and control features south of the proposed construction area. Also, large quantities of trash have been dumped onsite.
Site Access	Existing roadways
Wetlands or Waterbodies Present	Stormwater pond, Estuarine and Marine Wetlands
Threatened, Endangered, & Protected Species Present	Gopher Tortoise Burrow
Native/Protected Trees Present	Yes
Protected Lands Present	No
Erosion and Sediment Controls Needed	Silt screen / turbidity barrier
Wellfield Protection Area(s)	No
Contaminated Sites Present within 500 Ft.	No
Permit(s) or Action(s) Required	FDEP: ERP Permit or Modification FWC: 10 or Fewer Burrows Relocation Permit City of St. Augustine: Tree removal Permit

APPENDIX B

FIGURES





LEGEND

- Project Boundary (Approximate)
- Land Use
- 140: Commercial & services
- 510: Streams & waterways
- 642: Saltwater marsh

REFERENCE(S)

- PROJECT BOUNDARY PROVIDED BY FPL, 2019
- LAND USE BASED ON FLUCFCS PROVIDED BY SJRWMD, 2014
- SOURCE: ESRI, DIGITALGLOBE, GEOEYE, EARTHSTAR GEOGRAPHICS, CNES/AIRBUS DS, USDA, USGS, AEROGRIID, IGN, AND THE GIS USER COMMUNITY

CLIENT

FPL
ST. JOHNS COUNTY, FL

PROJECT

6080001872 LEWIS SUBSTATION EXPANSION

TITLE

FLUCFCS MAP

CONSULTANT



GOLDER

YYYY-MM-DD 7/10/2019

DESIGNED CJH

PREPARED CJH

REVIEWED MEH

APPROVED MEH

PROJECT NO.

19120618

CONTROL

6080001872_A002

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FIGURE

2

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LEGEND

- Property Boundary (Approximate)
- Approximate Wetland Limit and Other Surface Waters

REFERENCE(S)

SERVICE LAYER CREDITS: SOURCES: ESRI, HERE, GARMIN, USGS, INTERMAP, INCREMENT P, NRCAN, ESRI JAPAN, METI, ESRI CHINA (HONG KONG), ESRI KOREA, ESRI (THAILAND), NGCC, (C) OPENSTREETMAP CONTRIBUTORS, AND THE GIS USER COMMUNITY
SOURCE: ESRI, DIGITALGLOBE, GEOEYE, EARTHSTAR GEOGRAPHICS, CNES/AIRBUS DS,

CLIENT

FPL
ST. JOHNS COUNTY

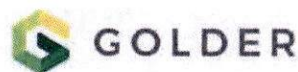
PROJECT

6080001872 LEWIS SUBSTATION EXPANSION

TITLE

WETLAND MAP

CONSULTANT



YYYY-MM-DD 7/12/2019

DESIGNED JAG

PREPARED JAG

REVIEWED MEH

APPROVED MEH

PROJECT NO.

19120618

CONTROL

6080001872_A003

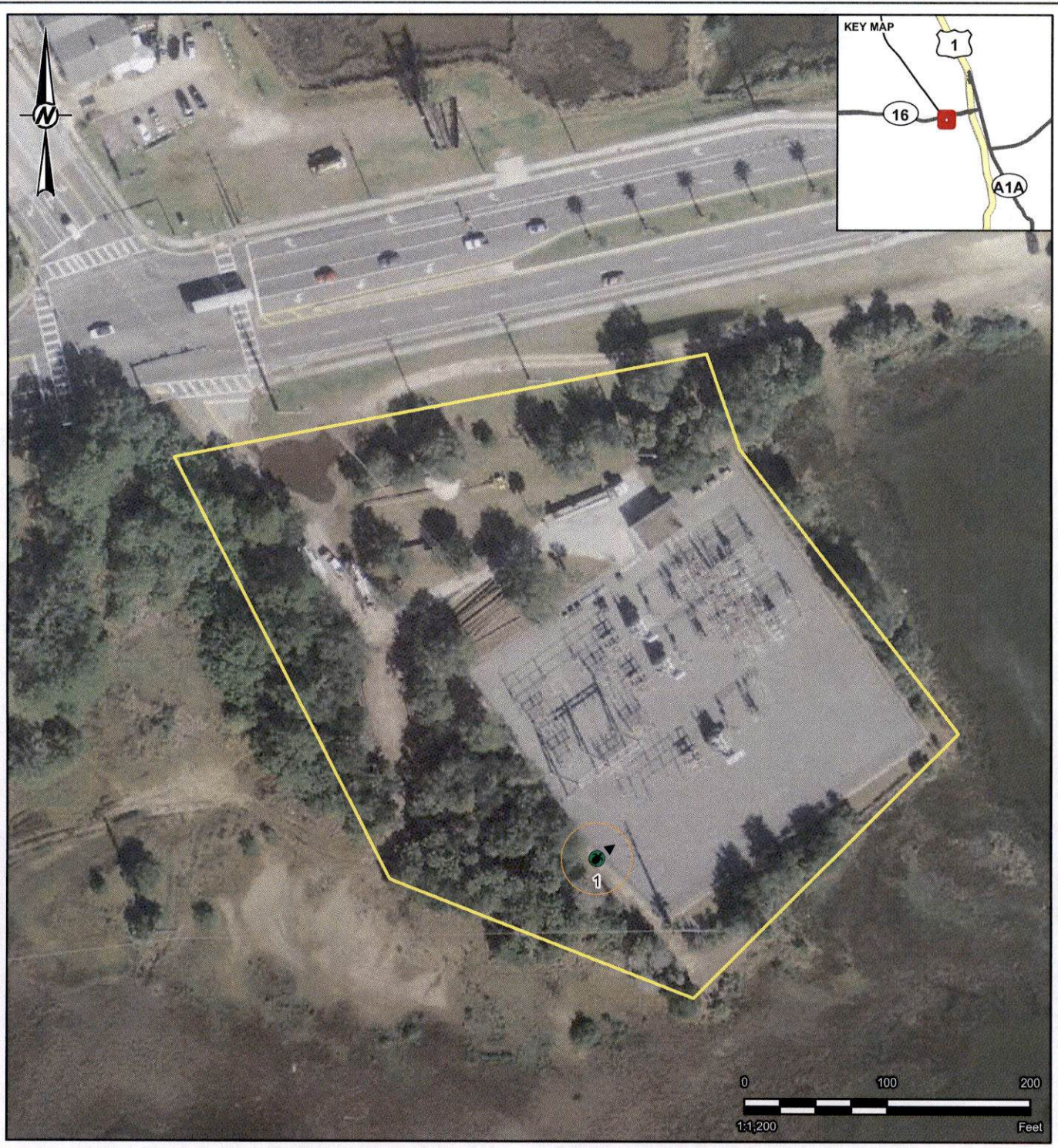
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LEGEND

- Project Boundary (Approximate)
- Gopher Tortoise Burrow Location**
- Potentially Occupied-Active
- Burrow Direction
- 25ft Protective Buffer

REFERENCE(S)

- PROJECT BOUNDARY PROVIDED BY FPL, 2019
- GOPHER TORTOISE BURROW DISCOVERED DURING 100% SURVEY OF WORK AREA B GOLDER, 7/11/2019
- SOURCE: ESRI, DIGITALGLOBE, GEOEYE, EARTHSTAR GEOGRAPHICS, CNES/AIRBUS DS, USDA, USGS, AEROGRIID, IGN, AND THE GIS USER COMMUNITY

CLIENT

FPL
ST. JOHNS COUNTY, FL

PROJECT

6080001872 LEWIS SUBSTATION EXPANSION

TITLE

GOPHER TORTOISE BURROW LOCATION MAP

CONSULTANT



YYYY-MM-DD 7/12/2019

DESIGNED CJH

PREPARED CJH

REVIEWED MEH

APPROVED MEH

PROJECT NO.

19120618

CONTROL

6080001872_A004

REV.

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FIGURE

4

1 in IF THIS MEASUREMENT DOES NOT MATCH WHAT IS SHOWN, THE SHEET SIZE HAS BEEN ADJUSTED FROM A4/US A

APPENDIX C
SITE PHOTOGRAPHS

6080001872 Lewis Substation Expansion**Photograph 1**

View looking southeast towards the proposed expansion area.

**Photograph 2**

View looking north illustrating gopher tortoise burrow along the western fence line of the existing substation station yard.



6080001872 Lewis Substation Expansion**Photograph 3**

Photo showing large quantity of trash dumped onsite.

**Photograph 4**

View looking south towards proposed stormwater retention area.



JURISDICTIONAL SITE PLAN FOR

FPL LEWIS SUBSTATION FLOODWALL

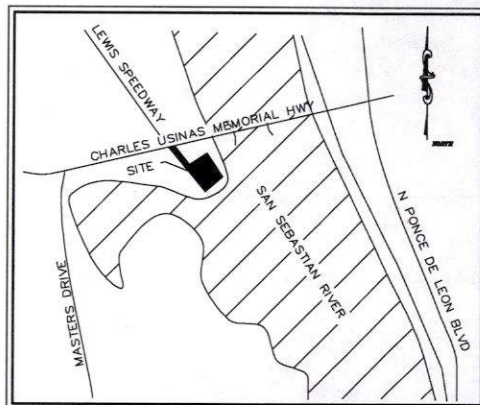
IN

SECTION 12, TOWNSHIP 7 SOUTH, RANGE 29 EAST

ST. JOHNS COUNTY, FLORIDA

PREPARED FOR

FLORIDA POWER & LIGHT CO.

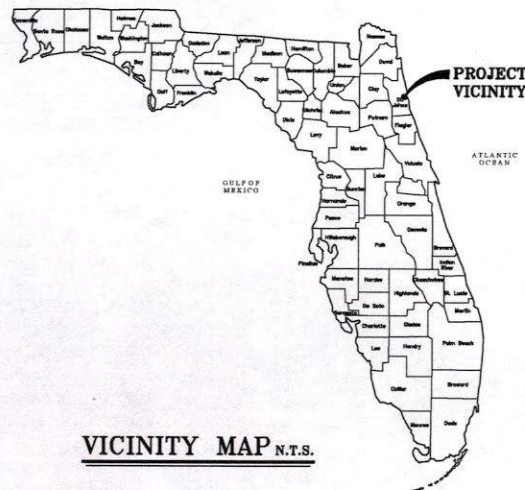


LOCATION MAP N.T.S.

SECTION 12 TOWNSHIP, 7 SOUTH, RANGE 29 EAST

LEGAL DESCRIPTION

ALL OF BLOCK 31, SANTA ROSA SUBDIVISION, MAP BOOK 3, PAGE 148 EXCEPT A PORTION TAKEN FOR R/W BY ORDER OF TAKING MAP BOOK 5, PAGE 424 & THE PORTION CONVEYED TO STATE ROAD BY OR BOOK 54, PAGE 432.



VICINITY MAP N.T.S.

INDEX TO SHEETS	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	KEY SHEET
3	JURISDICTIONAL SITE PLAN

REVISIONS	
SHEET NO.	DATE

SUBMITTAL DATE: 12/11/2024



**CULPEPPER &
TERPENING INC**

2980 SOUTH 25th STREET • FORT PIERCE, FLORIDA 34981
PHONE 772-464-3537 • FAX 772-464-9497 • www.ct-eng.com
STATE OF FLORIDA BOARD OF PROFESSIONAL
ENGINEERS AUTHORIZATION NO. 4296

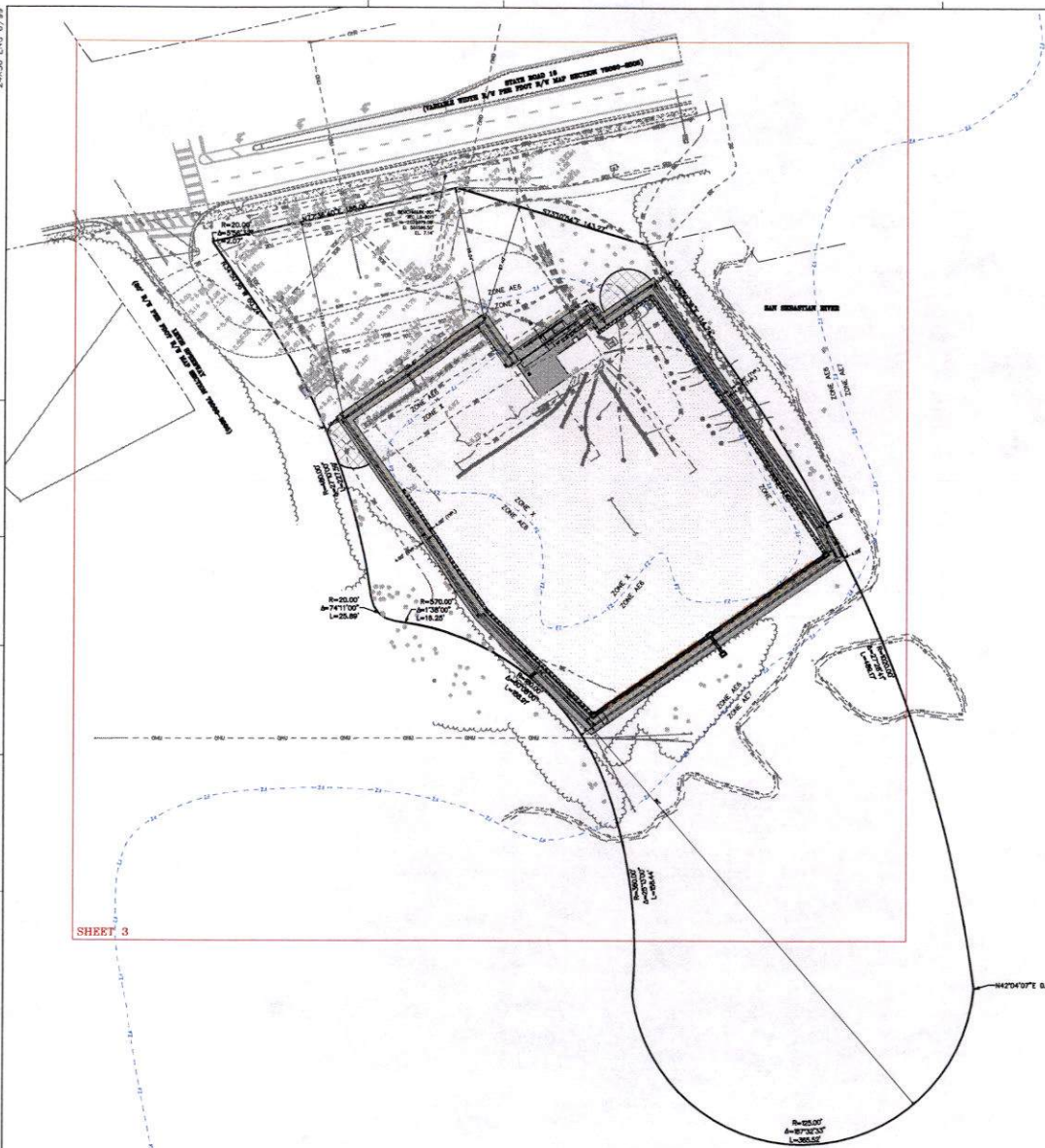
This item has been digitally signed and sealed by Joshua A. Kilian, PE on Dec. 11, 2024 using a SHA authentication code. Printed copies of this document are not considered signed and sealed and the SHA authentication code must be verified on any electronic copies.

JOSHUA A. KILIAN, P.E. FL. REG. NO. 65563

FPL LEWIS SUBSTATION FLOODWALL

CAT PROJECT NO. 18-196.002 SHEET 1 OF 3

24x36 ENG 6/99



SHEET 3

LEGEND

- | | |
|--------------------------|-------------------------|
| EXIST. SUBSTATION YARD | PROP. TEMPORARY FENCE |
| PROP. SUBSTATION RE-WORK | PROP. CONCRETE WALL |
| PROP. CONCRETE | PROP. UNDERDRAIN |
| OVERLAND FLOW DIRECTION | PROP. FRENCH DRAIN |
| SITE BENCHMARK | PROP. WALL FOOTING |
| WALL ANCHOR | RIGHT OF WAY |
| | EXIST. FENCE |
| | EXIST. SANITARY |
| | EXIST. STORM |
| | EXIST. OVERHEAD UTILITY |
| | EXIST. BURIED ELECTRIC |

DATUM NOTES:
ALL ELEVATIONS AND BENCHMARKS SHOWN HEREON ARE
RELATIVE TO THE NORTH AMERICAN VERTICAL DATUM (N.A.V.D.)
OF 1988.



Know what's below.
Call before you dig.

(SU, G, PP)

SHEET 2 OF 3
E-LEWØ1J

REV
NO

JOSHUA A. KILLIAN,
P.E. FL. REG. NO. 85263

ENGINEER'S SEAL

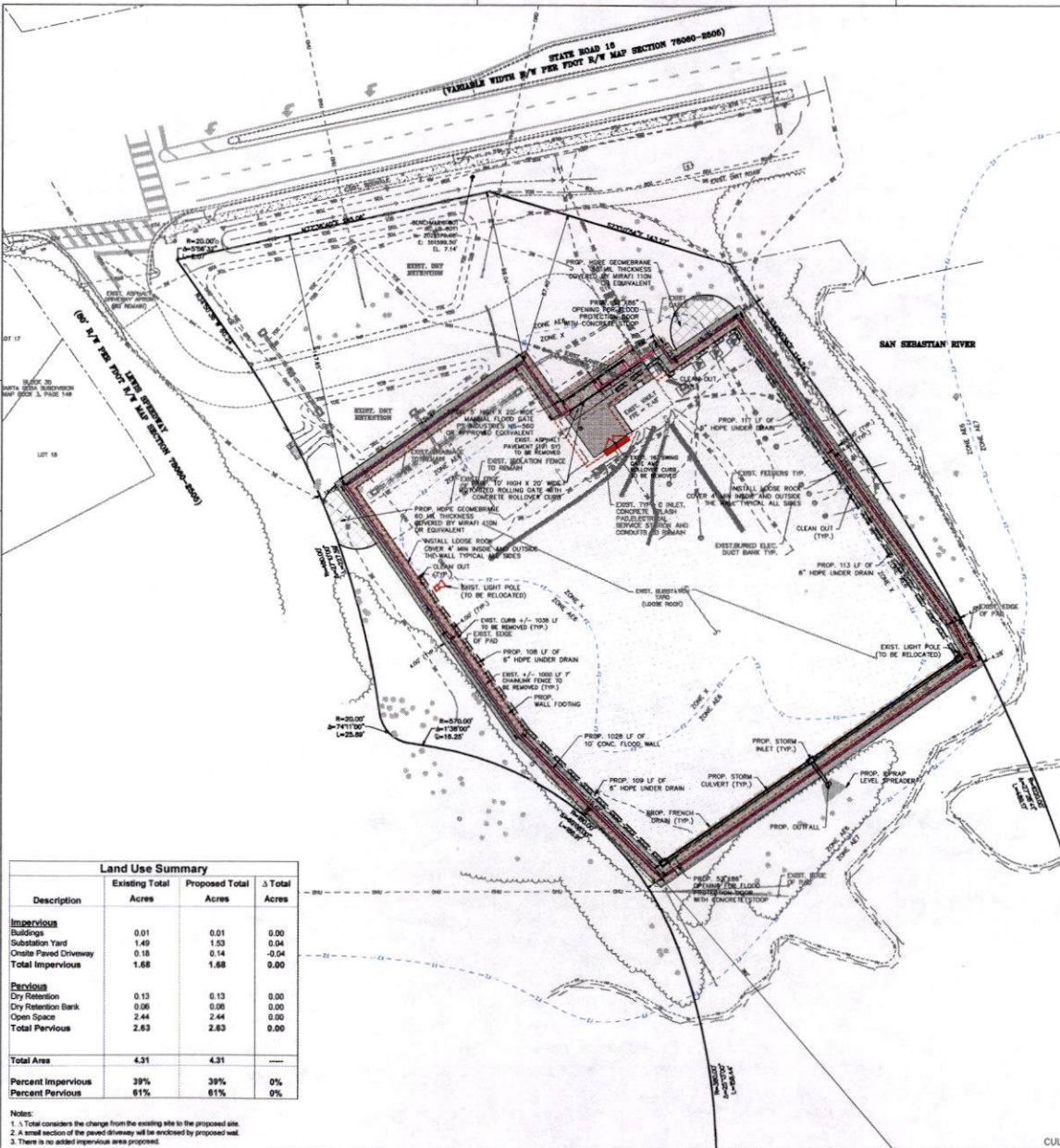
CULPEPPER & TERPENING INC.
2980 SOUTH 25th STREET • FORT PIERCE, FLORIDA 34981
PHONE 772-484-9337 • FAX 772-484-9187 • www.ct-eng.com
STATE OF FLORIDA BOARD OF PROFESSIONAL
ENGINEERS AUTHORIZATION NO. 428

REV	NO	DATE	REVISION	BY	CHK	APP

DATE 12/11/24	SCALE 0 40 80 120
POWER SYSTEMS	
DR EC	ER JK
CH	COR
APPROVED JOSHUA A. KILLIAN	

CULPEPPER & TERPENING, INC. PROJECT NO. 19-198.002

FPL LEWIS SUBSTATION FLOODWALL
KEY SHEET



FPL LEWIS SUBSTATION SITE DATA

OWNER/APPLICANT:
SPECTRA-WELL
FLORIDA POWER & LIGHT CO
700 UNIVERSE BOULEVARD
JANESVILLE, FL 34801
MAIL STOP 100-18
PHONE (813) 717-6707

OWNERS REPRESENTATIVE/ENGINEER:
JOSHUA KILLIAN, P.E.
CULPEPPER & TERPENING, INC.
ONE SOUTHWEST STREET
FORT PIERCE, FL 34981
PHONE (772) 464-0537
FAX (772) 464-0607

SURVEYOR:
WILLIAM DORLEY, PLS
SURVEYOR
131 WEST HALEY ST.
ORLANDO, FL 32806
PHONE (321) 384-4623
FAX (407) 648-9154

LANDSCAPE ARCHITECT:
ROBERT REAGAN, PLS, AIA
FLORIDA POWER & LIGHT CO
700 UNIVERSE BOULEVARD
JANESVILLE, FL 34801
MAIL STOP 100-18
PHONE (813) 904-3803

ARCHITECT:
FLORIDA POWER & LIGHT CO
700 UNIVERSE BOULEVARD
JANESVILLE, FL 34801

PROJECT NAME: FPL LEWIS SUBSTATION FLOODWALL

LOCATION: 179 S.W. 18, ST. AUGUSTINE, FL 32084

PROJECT DESCRIPTION: SECURITY FLOODWALL AT EXISTING ELECTRICAL SUBSTATION

PARCEL ID NUMBER: 92220200

SITE AREA: 4.31 ACRES

ZONING: NA

LANDUSE: PUBLIC UTILITY

FLOOD ZONE: ZONE 1 AND ZONE 2B PER ST. JOHNS COUNTY FEMA FLOOD MAP MAP NO. 1200003122 DATED DECEMBER 7, 2018

SITE DATA:	REQUIREMENTS	PROPOSED
SETBACKS (FEET):		
FRONT	5	30
REAR	5	4
SIDE (PROVIDED SETBACKS ARE RELATIVE TO PROPOSED SUBSTATION WALL)		
MAX. BUILDING HEIGHT:	MAXIMUM ALLOWABLE	PROPOSED
	25 FEET	NA
SITE COVERAGE:	4.31 ACRES	187,705 SF
	ACRES	SF
BUILDING	0.03	514
SUBSTATION YARD	1.33	88,847
PAVED DRIVEWAY	0.14	9,558
TOTAL IMPERVIOUS	1.48	12,179
		28.9%
DRY RETENTION	0.39	9,419
OPEN SPACE	2.84	188,111
TOTAL PERVIOUS (COVER SPACE)	2.83	144,526
		81.1%
TOTALS	4.31	187,705
		100.0%

- DEVELOPMENT SCHEDULE:**
ALL PERMITS TO BE OBTAINED WITHIN ONE YEAR OF APPROVAL.
ALL CONSTRUCTION TO BE COMPLETED WITHIN THIRTY DAYS OF APPROVAL.
- UTILITY SERVICE:**
CITY OF ST. AUGUSTINE UTILITIES
CITY OF ST. AUGUSTINE UTILITIES
FPL
CHASCO WELL
- SOLID WASTE:**
THIS FACILITY WILL GENERATE NO SOLID WASTE.
- HAZARDOUS MATERIALS:**
NO HAZARDOUS WASTE STORAGE OR DISPOSAL IS PROPOSED.
- LIGHTING:**
EXISTING LIGHTING WILL BE RELOCATED INSIDE THE WALL FOR USE BY MAINTENANCE PERSONNEL IF NEEDED.
- DRAINAGE STATEMENT:**
THE EXISTING SUBSTATION DRAINS VIA SHEET PILE TO THE SAN SEBASTIAN RIVER. A SMALL PORTION OF THE SUBSTATION FLOODWALL CORNER NORTHWEST CORNER THAT PART OF THE 2019 SUBSTATION IMPROVEMENTS DRAINS TO TWO INTERCONNECTED DRY RETENTION POND VIA A SYSTEM OF ALLEYS AND CULVERTS. THE EXISTING CULVERT AND DRAINAGE PATTERNING WILL BE PRESERVED WITH THE CURRENT IMPROVEMENTS.
- VEGETATION STATEMENT:**
ALL EXISTING VEGETATION TO BE REMOVED DURING SITE DEVELOPMENT.
THERE ARE NO PRESERVED PLACES ON THE SITE.
- SOILS:**
NO COMMERCIAL GROUNDWATER IS PROPOSED. ONLY INFORMATION ON SOILS WILL BE INSTALLED.
- TRAFFIC:**
FPL TOWN MAINTENANCE CREW WILL AVERAGE TWO TRIPS PER MONTH TO THIS FACILITY.
- WELLFIELD:**
THE SITE IS NOT LOCATED WITHIN THE ZONE OF PROTECTION OF ANY PROTECTED WELLFIELD.

LEGEND:

- EXIST. SUBSTATION YARD
- PROP. SUBSTATION RE-WORK
- PROP. CONCRETE
- EXIST. ASPHALT
- EXIST. CONCRETE SIDEWALK
- EXIST. ASPHALT TO BE REMOVED
- OVERLAND FLOW DIRECTION
- SITE BENCHMARK
- WALL ANCHOR
- EXIST. SECURITY CAMERA POLE TO BE REMOVED
- PROP. CONCRETE WALL
- PROP. UNDERBRAN
- PROP. FRODOBRAN
- PROP. WALL FOOTING
- SIGHT OF WAY
- EXIST. CURB TO BE REMOVED
- EXIST. FENCE TO BE REMOVED
- EXIST. FENCE
- EXIST. SANITARY
- EXIST. STORM
- EXIST. OVERHEAD UTILITY
- EXIST. BURIED ELECTRIC

811
Know what's below.
Call before you dig.

CULPEPPER & TERPENING, INC. PROJECT NO. 19-198.002

DATE: 12/11/24 **SCALE:** 0 30 45 60 90
POWER SYSTEMS
DR EC ER JK
CH COR
APPROVED
JOSHUA A. KILLIAN

Land Use Summary				
Description	Existing Total Acres	Proposed Total Acres	Δ Total Acres	
Impervious				
Building	0.01	0.01	0.00	
Substation Yard	1.49	1.53	0.04	
Onsite Paved Driveway	0.18	0.14	-0.04	
Total Impervious	1.68	1.68	0.00	
Pervious				
Dry Retention	0.13	0.13	0.00	
Dry Retention Bank	0.06	0.06	0.00	
Open Space	2.44	2.44	0.00	
Total Pervious	2.63	2.63	0.00	
Total Area	4.31	4.31	0.00	
Percent Impervious	39%	39%	0%	
Percent Pervious	61%	61%	0%	

Notes:
1. Δ Total considers the change from the existing site to the proposed site.
2. A small section of the paved driveway will be enclosed by proposed wall.
3. There is no added impervious area proposed.

CULPEPPER & TERPENING INC.
2860 SOUTH 28th STREET • FORT PIERCE, FLORIDA 34981
PHONE 772-494-3031 • FAX 772-494-9187 • www.ctinc.com
STATE OF FLORIDA BOARD OF PROFESSIONAL ENGINEERS AUTHORIZATION NO. 428

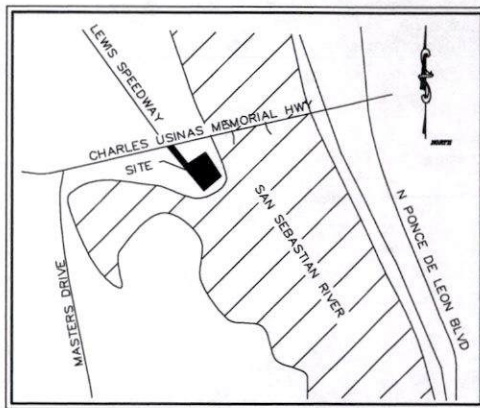
ER	NO	DATE	REVISION	BY	CH	LOC	APP

DATE: 12/11/24 **SCALE:** 0 30 45 60 90
POWER SYSTEMS
DR EC ER JK
CH COR
APPROVED
JOSHUA A. KILLIAN

FPL LEWIS SUBSTATION FLOODWALL JURISDICTIONAL SITE PLAN

(SU, G, PP)
SHEET 3 OF 3
E-LEW01J
CADE
REV NO
JOSHUA A. KILLIAN, P.E. FL. REG. NO. 85263
ENGINEER'S SEAL

CONSTRUCTION PLANS FOR
FPL LEWIS SUBSTATION FLOODWALL
 IN
 SECTION 12, TOWNSHIP 7 SOUTH, RANGE 29 EAST
 ST. JOHNS COUNTY, FLORIDA
 PREPARED FOR
FLORIDA POWER & LIGHT CO.

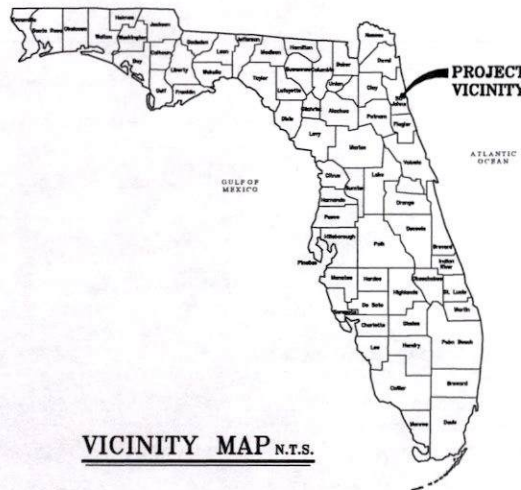


LOCATION MAP N.T.S.

SECTION 12 TOWNSHIP, 7 SOUTH, RANGE 29 EAST

LEGAL DESCRIPTION

ALL OF BLOCK 31, SANTA ROSA SUBDIVISION, MAP BOOK 5, PAGE 149 EXCEPT A PORTION TAKEN FOR R/W BY ORDER OF TAKING, MAP BOOK 5, PAGE 434 & THE PORTION CONVEYED TO STATE ROAD BY OR BOOK 94, PAGE 432.



VICINITY MAP N.T.S.

INDEX TO SHEETS	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	KEY SHEET
3	DEMOLITION PLAN
4	FENCE, FILL, AND GRADE PLAN
5	PAVING, GRADING, DRAINAGE & UTILITY DETAILS
6	SWPPP
7	SWPPP SPECIFICATIONS
8	C.O.S.A WATER AND SEWER GENERAL NOTES
9	C.O.S.A SWPPP GENERAL NOTES

REVISIONS	
SHEET NO.	DATE
5	12/06/2024

SUBMITTAL DATE: 12/11/2024



**CULPEPPER &
TERPENING INC**

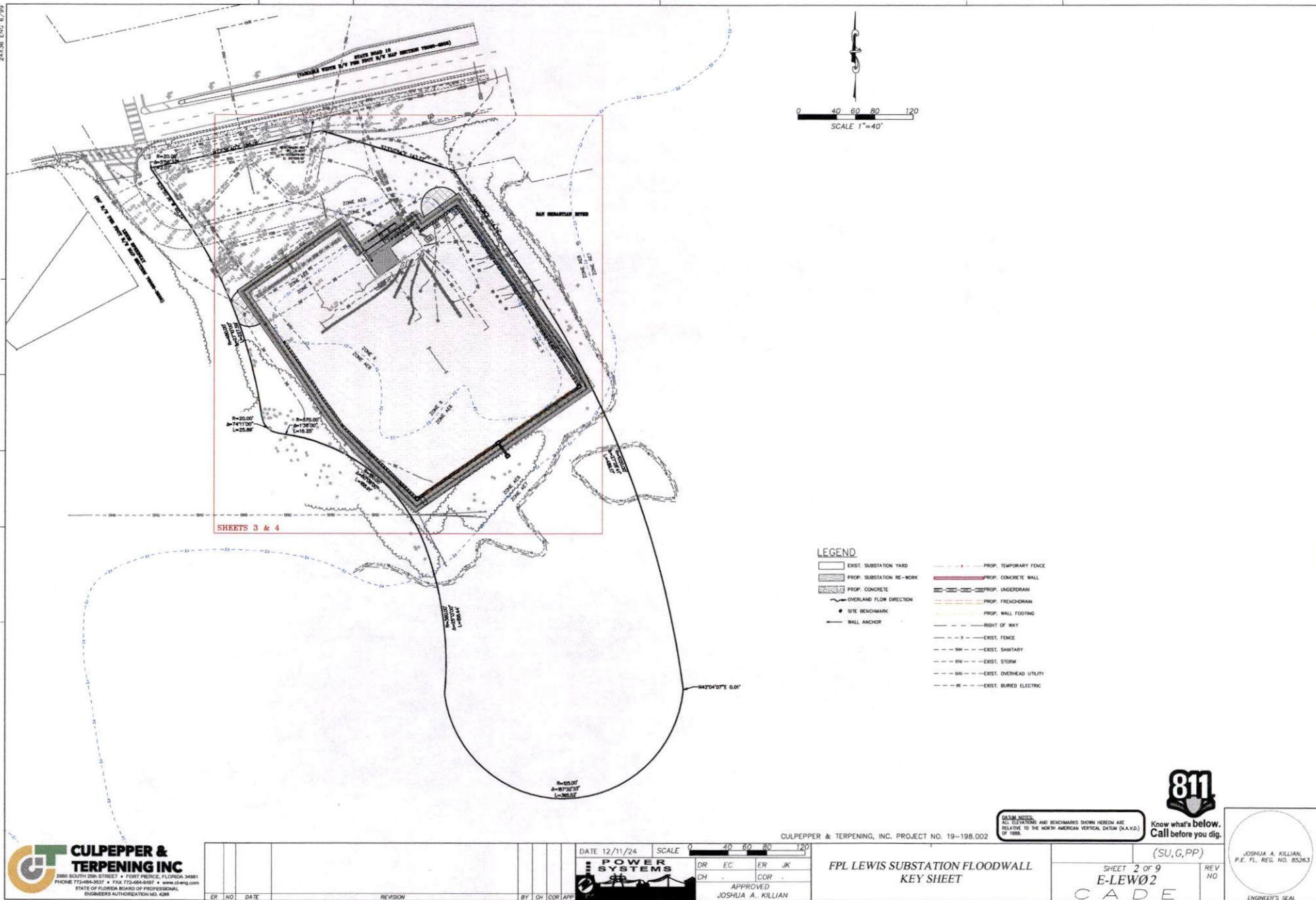
2980 SOUTH 25th STREET • FORT PIERCE, FLORIDA 34981
 PHONE 772-464-3537 • FAX 772-464-9497 • www.ct-eng.com
 STATE OF FLORIDA BOARD OF PROFESSIONAL
 ENGINEERS AUTHORIZATION NO. 4286

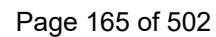
This item has been digitally signed and sealed by Joshua A. Killen, PE on Dec. 11, 2024 using a SHA authentication code. Printed copies of this document are not considered signed and sealed and the SHA authentication code must be verified on any electronic copies.

JOSHUA A. KILLAN, P.E., REG. NO. 00383

FPL LEWIS SUBSTATION FLOODWALL

C&T PROJECT NO. 19-198.002 SHEET 1 OF 9





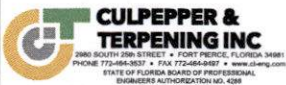
Project Name and location information:	Lewis Substation Flood Wall Section 12 / Township 7S / Range 29E St. Johns County, Florida Flood ID No. 23220000
Describe the nature of the construction activity:	Flood wall installation
Describe the intended sequence of major and disturbing activities:	• 0-2 days, site prep and stabilized construction entrance; • 3-6 days, install perimeter sediment and erosion controls; • 3-6 days, clearing/grubbing over all areas; • 11-18 days, demolition of existing fence and utility structures; • 18-23 days, site grading; • 23-45 days, install storm sewer and under drains; • 25-45 days, install concrete walls; • 45-62 days, stabilize site; • 62-90 days, clean out sediments in retention areas, bring to final design grades and vegetate all disturbed areas;
Total area of the site:	4.31 Acres
Total area of the site to be disturbed:	0.55 Acres
Printing data describing the soil or quality of any stormwater discharge from the site:	Existing soil type is primarily St. Augustine Fine Sand.
Estimate the drainage area size for each discharge point:	4.31 Acres (Site Submittal Review)
Latitude and longitude of each discharge point and identify the receiving water or MSD for each discharge point:	1. LAT : 29° 54' 53.36" N LONG : 81° 19' 45.96" W The site discharges to the St. Johns River.
Give a detailed description of all controls, Best Management Practices (BMP) and measures that will be implemented at the construction site for each activity identified in the intended sequence of major and disturbing activities section. Provide time frames in which the controls will be implemented.	(NOTE: All controls shall be consistent with performance standards for erosion and sediment control and stormwater treatment set forth in a 62-40432, F.A.C., the applicable Stormwater or Environmental Resource. Printing requirements of the Department or a Water Management District, and the guidelines contained in the State of Florida Erosion and Sediment Control Engineer and Reviewer Manual, FDOT, PDOP (2007) and any subsequent amendments. • Prior to clearing, a silt fence (breached 6 inches deep and backfilled on the uphill side), shall be installed around the perimeter of the site. • During the clearing, grubbing and site grading stages, areas that are disturbed areas: thus 7 days shall be stabilized with ryegrass or other appropriate temporary vegetation applied at manufacturer's recommendations. After seeding, each area shall be mulched. On all exposed slopes that are equal to or greater than 3%, an Erosion Blanket shall be used until the area achieves final stabilization. • There will be only one construction entrance at this site. • After the initial site grading work, all proposed utility/canals, once installed, shall be protected from erosion and sediment runoff by the use of filter fabric and properly installed gabion rock filters. Disturbed portions of the site where construction activities have permanently ceased shall be stabilized with soil or other permanent stabilization methods (if other methods are used, this SWPPP will be modified) no later than 14 days after the last construction activity. Seeding shall be the same as a temporary seeding. • All installation shall be consistent as depicted on the attached site map and installation "typical" sheet.
Describe all temporary and permanent stabilization practices. Stabilization practices include: temporary seeding, mulching, permanent seeding, geotextiles, soil stabilization, vegetative buffer strips, protection of trees, vegetative preservation, etc.	• Temporary seeding shall be ryegrass or other appropriate ground cover depending upon season of installation that is applied at manufacturer's recommendations to any disturbed area that are inactive more than 7 days. • Seed shall be used to stabilize slopes 4:1 or greater.
Describe all structural controls to be implemented to divert stormwater flow from exposed soils and structural practices to move flows, retain sediment on-site or in any other way limit stormwater runoff. These controls include: all fences, earth dikes, diversion, mounds, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced and retaining systems, gabions, coagulating agents and temporary or permanent sediment basins.	• A silt fence (with the same installation as indicated under the Best Management Practices heading) shall be placed around the entire perimeter. • The existing retention basin may be used as a temporary sediment basin (prior to being connected as a discharge structure) if needed. Care shall be taken to ensure the removal of accumulated fine sediments and that the excessive compaction of soil by construction machinery is avoided. • Inlets/Outlets shall be protected with filter fabric and properly installed gabion outlet filter (with the same installation as indicated under the Best Management Practices heading).

Describe all sediment basins to be implemented for areas that will disturb 10 or more acres in one time. The sediment basins (or an equivalent alternative) should be able to provide 3,600 cubic feet of storage for each acre disturbed. Temporary sediment basins (or an equivalent alternative) are recommended for drainage areas under 10 acres.	Not applicable as less than 10 acres will be disturbed. The retention basin (prior to being connected to a discharge structure) may be used as a temporary sediment basin if needed.
Describe all permanent stormwater management controls such as, but not limited to, detention or retention in ponds or regulated meadows that will be installed during the construction process.	One stormwater dry retention area shall be constructed per state, county and local agency requirements.
Waste disposal, this may include construction debris, chemicals, litter, and sanitary wastes.	All construction materials and debris will be placed in a dumpster and hauled off site to a landfill or other proper disposal site. No materials will be hauled on site.
Off-site vehicle tracking from construction entrances/exits:	Off-site vehicle tracking of sediments and dust generation will be minimized via an soil tracking prevention device per Florida Erosion & Sediment Control Manual.
The proper application rates of all fertilizers, herbicides and pesticides used at the construction site:	Florida-fertilizer and pesticides will be used as a minimum and in accordance with the manufacturer's suggested application rates. No fertilizers and pesticides will be used on site.
The storage, application, generation and migration of all toxic substances:	A spill prevention plan is in place. All paints and other chemicals will be stored in a locked covered shed.
Other:	Pipes less than 36 inches will be placed over front storm sewer systems, storm inlets, surface waters and wetlands. Specific placement is depicted on the site map. No vehicle maintenance shall be conducted on-site. A washdown area shall be designated at all times and will not be located in any area that will allow for the discharge of polluted runoff. A small-regulated house shall be placed around the washdown area.
Provide a detailed description of the maintenance plan for all structural and non structural controls to ensure that they remain in good and effective operating condition.	Construction shall provide routine maintenance of permanent and temporary sediment and erosion control features in accordance with the technical specifications or as follows, whichever is more stringent: • Silt fences shall be inspected at least weekly. Any required repair shall be made immediately. • Sediment deposits shall be removed when they reach approximately one-half the height of the barrier. • Maintenance shall be performed on the rock entrance when any void spaces are full of sediment. • Inlets/outlets shall be inspected immediately after each rain event and any required repairs to the gabion filter fabric, silt fence, or filter fabric shall be performed immediately. • Run areas of the site that were previously seeded shall be reseeded per manufacturer's instructions. • Mulch and soil that has been washed out shall be replaced immediately. • Maintain all other areas of the site with proper controls as necessary.
Inspections: Describe the inspection and inspection documentation procedures, as required by Part V.3.4 of the permit. Inspections must occur at least once a week and within 24 hours of the end of a storm event that is 0.50 inches or greater (see attached form).	Qualified personnel will inspect all points of discharges, all disturbed areas of construction that have not been stabilized, constructed areas and locations where vehicles enter and exit the site, and all BMPs at least once every 7 calendar days or within 24 hours of the end of a rainfall event that is 0.5 inches or greater. When sites have been finally stabilized, said inspections shall be conducted at least once every month until the Notice of Completion is filed.
Identify and describe all sources of non-stormwater discharges as allowed in Part IV.A.3. of the permit. These items for lightning activities do not have to be listed or described.	It is expected that the following non-stormwater discharges may occur from the site during construction period: water from well drilling operations, pavement wash water (where no spills or leaks of toxic or hazardous materials have occurred), and uncontaminated groundwater (from dewatering operations). Dewatering shall be done in accordance with the requirements of the DWP General Permit for the Discharge of Produced Ground Water from non-Noncontaminated Site Activity. If said discharges do occur, they will be directed to the temporary sediment basin prior to discharge. Turbid water from the stormwater pond shall not be pumped directly into the receiving water. Any pumped water from the stormwater pond shall be tested as to its pH after a discharge of polluted stormwater. Treatment can include silt fences, settling ponds, the proper use of flocculating agents or other appropriate means.

All contractor(s) and subcontractor(s) identified in the SWPPP must sign the following certification:

"I certify under penalty of law that I understand, and shall comply with, the terms and conditions of the State of Florida General Permit for Stormwater Discharge from Large and Small Construction Activities and this Stormwater Pollution Prevention Plan prepared thereunder."

Name	Title	Company Name, Address and Phone Number	Date



REV	NO	DATE	REVISION	BY	CHK	APP

DATE 12/11/24	SCALE 0 20 40 80 120
POWER SYSTEMS	
DR EC	ER JK
CH	COR
APPROVED	
JOSHUA A. KILLIAN	

FPL LEWIS SUBSTATION FLOOD WALL
SWPPP SPECIFICATIONS

CULPEPPER & TERPENING, INC. PROJECT NO. 19-198.002

(SUG,PP)	REV NO
SHEET 7 OF 9	
E-LEW02	
C A D E	



CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: March 13, 2025

RE: **Ordinance 2025-05 – Amending the Zoning Designation of 0.34 acres of Property from City of St. Augustine Residential Single family-one (RS-1) to City Planned Unit Development (PUD) at 10 Carrera Street – Introduction and First Reading**

The property at 10 Carrera Street is approximately 0.34 acres in size is west of Cordova Street and adjacent to the Grace United Methodist Church. The current use of the property is residential with a home occupation.

The city's Future Land Use Map (FLUM) identifies this property as the Residential Low Density future land use designation as defined in the city's Comprehensive Plan. The owner is only requesting to rezone the property to The Hazel Henderson Center PUD. This application to rezone the property to city Planned Unit Development (PUD) is consistent with the existing land use category. The owner is proposing to continue the existing uses on the site, which include a caretaker residence, office, resource library and small meeting space.

The Planning and Zoning Board (PZB) first reviewed an application to change the land use and rezone the property to a residential medium category which allowed the proposed uses but would also allow additional uses that may not be compatible with the neighborhood. It was suggested that the applicant evaluate whether the use of a planned unit development would be feasible.

Subsequently, the applicant submitted an application to rezone the property to the proposed PUD. The PZB reviewed this application and made a positive recommendation to the City Commission at their meeting on March 4, 2025. The PZB also recommended that language be added to clarify excluded uses, signage would only be allowed per RS-1 regulations in the Sign Code, and that language be removed in the Maintenance Section of the PUD referring to transferring ownership. These changes have been made to the text of the PUD.

Attached you will find a highlighted version of the PUD text for your information to note the recommended changes, the Ordinance with the attached PUD language and exhibits, and legal descriptions. The packet of information provided to the PZB in March is also included for your information.

Per amended Florida Statutes requiring a business impact analysis for Ordinances after October 1, 2023, staff has included this business analysis, and it is attached for your information. It specifically confirms that this type of Ordinance is exempt from this requirement.

Included as part of this memorandum is a definition of the existing 2040 Comprehensive Plan land use category applicable to the property and a summary of proposed uses in the PUD as well as a comparison of the existing zoning district regulations with the proposed PUD. This information was also included in the March PZB staff report.

Please place Ordinance 2025-05 on the City Commission agenda for introduction and first reading. If you have any questions, please let me know.



Amy McClure Skinner, AICP
Director
Planning and Building Department

Summary

Existing 2040 Comprehensive Plan Land Use Categories applicable to the Property

FLUE Objective 6.4

Residential Categories: The residential categories are established to provide for the preservation of existing, predominantly residential neighborhoods. These categories allow a range of housing types of single-family low, single-family medium, multi-family and residential mixed-use.

FLUE Policy 6.4.1

Promote a residential land use pattern that contributes to quality housing, livable neighborhoods and a variety of housing types and prices.

FLUE Policy 6.4.2

Preserve the character of the existing residential areas of the City through maintaining established standards for residential densities, and traditional building patterns, maintenance and traffic circulation.

FLUE Policy 6.4.3

Residential Low Density

This district is intended to apply to those neighborhoods designated for single-family dwellings and single-family type uses, as well as those uses compatible with low density single-family uses such as churches, child care centers, public and institutional uses, including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation) as appropriate so as to create and maintain a stable low intensity residential character.

For Residential Uses a maximum of 8 single family dwellings per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use.

Proposed PUD Description in the March Staff Report

This application is a request to rezone the approximately 0.34-acre property at 10 Carrera Street from Residential Single family-one (RS-1) to the Hazel Henderson Center Planned Unit Development: PUD.

The proposed plans for this property include:

From Section I of the PUD text: “In 2022, after Hazel Henderson's passing, we (Beth Binns Schoellkopf and Dr. Carol Spalding) became Trustees of Ethical Markets Media, LLC, specifically with Hazel Henderson's direction and stated intention to maintain the home as a residence and continue running her business, maintain her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The Trustees are part time residents of St. Augustine. They share the home with a full-time caretaker living on the property. The business, Ethical Markets Media, supports a curated news feed, research, scholarly pursuits, web-based activities and meetings / classes. City business licenses have been in place since the mid-90s, granted to Hazel Henderson and Alan Kay, and have maintained an active license. Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold.”

The PUD process is designed to:

- (a) Promote more efficient and economic uses of land, including bypassed lands, land ripe for urban infill, and potential redevelopment projects;

As a promotion of more efficient and economic uses of land, this proposal complies.

- (b) Encourage a more compatible and harmonious development of contiguous lands;

Proposal complies as it is located within the urban core of St. Augustine.

- (c) Provide flexibility to meet changing needs, technologies, economics, and consumer preferences;

Proposal complies by providing flexibility for Ethical Markets Media LLC's changing needs that stem from the State of Florida's regulation of home based businesses.

- (d) Provide a process to assess a development's impact on the proposed site, the surrounding neighborhoods or areas, and the city as a whole;

The existing business model on-site is not changing.

- (e) Demonstrate the coordinating of architectural styles, building forms, and building relationships within a planned development, as well as, the planned developments relationship with the existing and preferred architectural context surrounding the project;

N/A

- (f) Provide an environment of consistent character compatible with the surrounding areas; and,

Proposal complies by providing an environment of consistent character compatible with the surrounding areas.

- (g) Permit specific limitations and requirements in excess of those included in other zoning districts, based on the unique characteristics of the individual site, where necessary to the public health, safety, or welfare, or for the protection or preservation of lands, neighborhoods or areas of the city deemed unique or historic based on the proposed location of the planned development.

Proposal complies by permitting specific limitations and requirements below those of the Residential General-One: RG-1 zoning district to address the concerns raised during the January 7th, 2025 meeting.

The applicant agreed to the suggestions made by the PZB at the March 4, 2025, meeting and amended the PUD text, as attached and attached to the Ordinance.

See the included table comparing the current RS-1 zoning district regulations to the proposed PUD, and existing land use and zoning maps.

Identification of each proposed development condition:

10 Carrera Street Zoned as Residential Single-Family-One: RS-1	10 Carrera Street Zoned as the Proposed Hazel Henderson Planned Unit Development (Information is found under Section II of the PUD text) <u>Redline text includes recommended changes by the PZB March 4, 2025</u>
Permitted Uses and Structures	
Single-family dwelling; home-based business. Sec. 28-348 for accessory uses and structures. [LINK TO SECTION] Sec. 28-347 for permissible uses by exception. [LINK TO SECTION]	Single-family dwellings; Multiple-family dwelling, but only to specifically allow the one caretaker / accessory apartment with its own kitchen; <i>Homebased business office *</i>, allowing the Green Economy organization / office (up to 500sf and allowing 2 non-resident employees); <i>Private Library **</i> with the allowance for invitee use for scholarly research or pursuit, including meetings/classes; a community meeting space for periodic use. Sec. 28-348 for accessory uses and structures. [LINK TO SECTION] <u>Subsequent language added to the PUD specifically prohibiting certain uses as recommended by PZB.</u>
Minimum yard setback requirements	
Front, twenty (20) feet minimum. Side, five and nine tenths (5.9) feet minimum. *** Rear, twenty (20) feet minimum.	As shown on submitted site plan
Maximum lot coverage by all buildings	
Twenty-nine (29) percent. *	Lot coverage shall remain the same, but in no case shall exceed thirty-five percent maximum (35%)

Maximum height of structures	
Thirty (30) feet. *	Thirty-five (35) ft measured pursuant to City Code
Off-street Parking	
Requirements of City Code [LINK TO SECTION]	The five existing parking spaces onsite shall be maintained, as follows: Two provided for the residence, one provided for the apartment, and two for guests, visitors or employees. All guests and visitors that cannot be accommodated on site shall be provided with parking passes at either private or public parking lots, if they don't have parking at their place of accommodation within walking distance.
Signage	
Residential Zone 1 [LINK TO SECTION]	Size and construction of all signs within the property will be in conformance with the City of St. Augustine Sign Ordinance requirements as regulated for the RS-1 zoning district.

**Home-based business office* shall include an office for the Green Economy organization/office - a business focused on integrative solutions for environmental protection, social entrepreneurship, and ethical governance or similar pursuits. Green businesses aim to reduce their negative impact on the environment while still making a profit. Green economies aim to achieve sustainable development without degrading the environment. [LANGUAGE FROM THE PUD TEXT]

***Private Library* is defined as an area for collection of books, journals, and other media, which may be open by invitation only for scholarly research, contemplative study, and small meetings and classes on occasion (Allowed as accessory use only-limited to a maximum of 2000sf of area) [LANGUAGE FROM THE PUD TEXT]

****Regulations for non-conforming RS-1 lots; Sec. 28-119 [\[LINK TO SECTION\]](#) and Sec. 28-159 [\[LINK TO SECTION\]](#)*

Revised PUD Text with Highlighted Changes

The Hazel Henderson Planned Unit Development

SUBMITTED

February 3, 2025

March 3, 2025 (Updated per PZB)

Request:

Request to rezone 10 Carrera Street, the Hazel Henderson Center, to Planned Unit Development (PUD), to allow the trustees of Hazel Henderson to maintain the historically compatible uses thereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue as a testament to Dr. Henderson's decades old endeavors.

Ethical Markets Media, LLC is the owner of 10 Carrera Street, (The Hazel Henderson Center). Dr. Hazel Henderson and Dr. Alan Kay, founders of Ethical Markets Media, were highly respected individuals, authors, teachers and researchers, who held many degrees and honors worldwide. They were treasures of the St Augustine community and loved it here. For many years, they both ran their home-based businesses from their home at 10 Carrera, built their library, and held meetings and small gatherings on this property for over 30 years. They were members of the Governors Circle. They even built a special meeting space at the back of the house to accommodate these meetings. Over the years they have had several employees, interns and many, many visitors.

In 2022, after Hazel Henderson's passing, we (Beth Binns Schoellkopf and Dr. Carol Spalding) became Trustees of Ethical Markets Media, LLC, specifically with Hazel Henderson's direction and stated intention to maintain the home as a residence and continue running her business, maintain her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The Trustees are part time residents of St. Augustine. They share the home with a full-time caretaker living on the property.

The business, Ethical Markets Media, supports a curated news feed, research, scholarly pursuits, web-based activities and meetings / classes. City business licenses have been in place since the mid-90s, granted to Hazel Henderson and Alan Kay, and have maintained an active license.

Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing

current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold.

Please note this property borders an RG-1 zone with a church on one side, an existing multifamily property in the RS-1 district to the other (we presume allowed as a preexisting nonconformity) and a PUD across the street. It is very close to the intensive historic commercial area at the heart of the town, and across the street from Flagler College, including parking lots for the college and the church. The Trustees have every intention of preserving the property and building as is, and this would not involve any additions or signage.

As you can see from the surveyed site plan the property is about 60' x 250' and includes a historic 2 story wood frame home with a basement. Over the years the garage was converted into office space and sleeping space. The site includes extensive trees and gardens, a pool and patio, and parking for 5 cars. It is surrounded by fencing, hedges, and/or walls on all sides.

In an effort to raise funds to support the property, the Trustees have refurnished some former office space into a studio apartment and licensed that for short-term rentals for the past two years. In the PUD we are seeking to allow that as an accessory apartment of the same size, which would allow a kitchen and provide for the possible use as a caretaker's apartment to help support the expenses and care of the primary home.

We are not proposing any change to the property or site plan as a part of this request. Architecturally we are dedicated to maintaining the character and condition of the home. We have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. A librarian was hired to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. The Trustees have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

The Trustees want to ensure they can move forward as part-time residents and directors of the intellectual and physical property with the uses allowed over all these years as they begin the next phase of fundraising to support these endeavors.

They understand the benefits to the local and broader community of this designation to include:

1. Keep the property primarily residential. Maintain the scale of historic uses.
2. Maintain the unique and valuable library in a residential environment
3. Continue to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.
4. Support the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)
5. Support the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

All updates, rehabilitation and additions to the current structures in the future will meet and exceed all city codes and regulations. This rezoning will allow the applicant to maintain this property as situated while continuing the historically compatible uses hereon and to continue to run Hazel Henderson's work and business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance.

Applicant / Owner:

Ethical Markets Media, LLC
10 Carrera Street
St. Augustine, FL 32084

Authorized Agent for the Applicant / Owner:

James G. Whitehouse, Esq.
St. Johns Law Group
104 Sea Grove Main Street
St. Augustine, FL 32080

Exhibits:

Exhibit A	Application
Exhibit B	Legal Description
Exhibit C	Development Plan Narrative
Exhibit D	Location Map/Aerial
Exhibit E	Proof of Ownership/Deed
Exhibit F	Authorizations
Exhibit G	Master Site Plan

Parcel Identification Number: 205300-0000

Exhibit "C"
DEVELOPMENT PLAN NARRATIVE

**THE HAZEL HENDERSON
PLANNED UNIT DEVELOPMENT**

SECTION I- INTRODUCTION AND REQUEST

As proposed, this is an application for rezoning 10 Carrera Street, the Hazel Henderson Center, to Planned Unit Development (PUD). This rezoning will allow the trustees of Dr. Henderson to maintain the historically compatible uses thereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property in the accessory apartment; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue as a testament to Hazel Henderson's decades old endeavors.

Ethical Markets Media, LLC is the owner of 10 Carrera Street, (The Hazel Henderson Center). Hazel Henderson and Dr. Alan Kay, founders of Ethical Markets Media, were highly respected individuals, authors, teachers and researchers, who held many degrees and honors worldwide. They were treasures of the St Augustine community and loved it here. For many years, they both ran their home-based businesses from their home at 10 Carrera, built their library, and held meetings and small gatherings on this property for over 30 years. They were members of the Governors Circle. They even built a special meeting space at the back of the house to accommodate these meetings. Over the years they have had several employees, interns and many, many visitors.

In 2022, after Hazel Henderson's passing, we (Beth Binns Schoellkopf and Dr. Carol Spalding) became Trustees of Ethical Markets Media, LLC, specifically with Dr. Henderson's direction and stated intention that the trustees maintain the home as a residence and that we would continue running her business, maintain her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The Trustees are part time residents of St. Augustine. They share the home with a full-time caretaker living on the property.

The business, Ethical Markets Media, supports a curated news feed, research, scholarly pursuits, web-based activities and meetings / classes. City business licenses have been in place since the mid-90s, granted to Hazel Henderson and Alan Kay, and they have maintained an active license.

Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for

many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold.

Please note this property borders an RG-1 zone with a church on one side, an existing multifamily property in the RS-1 district to the other (we presume allowed as a preexisting nonconformity) and a PUD across the street. It is very close to the intensive historic commercial area at the heart of the town, and across the street from Flagler College, including parking lots for the college and the church. The Trustees have every intention of preserving the property and building as is, and this would not involve any additions or signage.

As you can see from the surveyed site plan the property is about 60' x 250' and includes a historic 2 story wood frame home with a basement. Over the years the garage was converted into office space and sleeping space. The site includes extensive trees and gardens, a pool and patio, and parking for 5 cars. It is surrounded by fencing, hedges, and/or walls on all sides.

In an effort to raise funds to support the property we have redesigned some former office space into a studio apartment and licensed that for short-term rentals for the past two years. In the PUD we are seeking to allow that as an accessory apartment of the same size, which would allow a kitchen and provide for the possible use as a caretaker's apartment to help support the expenses of the primary home.

The owners are not proposing any change to the property or site plan as a part of this request. Architecturally the owners are dedicated to maintaining the character and condition of the home. The owners have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. The owners also hired a librarian to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. The owners have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

The owners want to ensure we can move forward as part-time residents and directors of the business with the uses allowed over all these years as they begin the next phase of fundraising to support these endeavors.

The benefits to the local and broader community of this designation to include:

1. Keeping the property primarily residential. Maintain the scale of historic uses.
2. Maintaining the unique and valuable library in a residential environment
3. Continuing to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.

4. Supporting the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)

5. Supporting the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

Any updates to and maintenance of the property will comply with all the codes and regulations as required by the City of St. Augustine Zoning Code ("Zoning Code"). This Application is filed on behalf of the Owners, Ethical Markets Media, LLC. The Applicant is requesting this rezoning to PUD in accordance with the City of St. Augustine Zoning Code. This rezoning will maintain the current future land use and will reflect a continued maintenance of the historically compatible uses as are currently present and have been employed thereon for years.

As stated, the overall objective of the PUD is to allow the applicant to maintain this property as situated while continuing the historically compatible uses thereon and to continue to run Hazel Henderson's business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance; Specifically, as follows:

A. Location/Surrounding Areas: The property within the PUD currently consists of approximately a third of an acre, described by the Legal Description as included in the Proof of Ownership documents, attached. The property is addressed at 10 Carrera Street and is located as developed and outlined on the attached master development site plan that will be maintained.

B. Ownership/Agreement: The Property is currently owned by Ethical Markets Media, LLC, as shown by the Proof of Ownership documents in the Application materials. Evidence of authorization for representation is attached.

Applicant hereby agrees and stipulates to proceed with the proposed development in accordance with PUD Ordinance as adopted by the City of St. Augustine City Commission with the amendments as outlined. The Applicant also agrees to comply with all conditions and safeguards established by the Planning & Building Department and the Planning & Zoning Board (PZB), Historic Architectural Review Board (HARB) and the City of St. Augustine City Commission.

SECTION II- APPLICATION

A. Permitted Uses: The property will be maintained in an orderly manner. The property historically and currently contains a two-story wood frame structure which includes a single-family residence, an office space, a private library for scholarly research and pursuit and a small meeting area, a caretaker / accessory apartment living space, a pool and patio area and an accessory storage shed with enhancement landscaping. This PUD as narrowly tailored will allow the continued use and maintenance of that structure with the described uses that again have been employed upon this property for many years. The historical layout and intended plan to maintain is clearly indicated on the historic survey clip attached and the scaled MDP map. This rezoning will allow the trustee owner to carry out the stated intent of the philanthropic owner who entrusted that task to their charge, as described.

As such, this PUD is intended to maintain the character of this property and neighborhood while allowing the continuing limited use of the private library, business, and accessory apartment. As well, this PUD is intended to support and continue historic uses in support of the Green Economy including maintenance of the private library, hosting small meetings and classes, and providing opportunities for research and scholarly studies.

More specifically, THE HAZEL HENDERSON PLANNED UNIT DEVELOPMENT will continue to reflect a RS-1 demeanor with the allowance for these historically present and compatible RG-1 uses as generally described above and more specifically described, as follows: (1) Permitted uses and structures: a. Single-family dwellings; b. Multiple-family dwelling, but only to specifically allow the one caretaker / accessory apartment with its own kitchen; c. *Home-based business office*, allowing the Green Economy organization / office (up to 500sf and allowing 2 non-resident employees); d. *Private Library* with the allowance for invitee use for scholarly research or pursuit, including meetings/classes; e. a community meeting space for periodic use; (2) Permitted accessory uses and structures allowed. See section 28-348.

Private Library is defined as an area for collection of books, journals, and other media, which may be open by invitation only for scholarly research, contemplative study, and small meetings and classes on occasion (Allowed as accessory use only-limited to a maximum of 2000sf of area)

Home-based business office shall include an office for the Green Economy organization/office – a business focused on integrative solutions for environmental protection, social entrepreneurship, and ethical governance or similar pursuits. Green businesses aim to reduce their negative impact on the environment while still making a profit. Green economies aim to achieve sustainable development without degrading the environment.

Specifically, the following RG-1 uses shall be prohibited: Rooming houses and boarding houses; Tourist homes and bed and breakfast inns; Neighborhood recreational facility; Hospitals and medical clinics, medical and dental offices, and intermediate care facilities; Professional offices, such as accountant, architect, attorney, engineer, land surveyor, optometrist and similar uses; Business offices, such as real estate broker, insurance agent, stockbroker, manufacturer's agent and similar uses; Radio or television broadcasting office; Marinas, including food service incident to operation of a marina; Hotels and motels with or without kitchenettes; Restaurants and/or bars in connection with hotels or motels; Hair salons, barbershops, interior decorators, photographic and art studios, and dance and music studios; and Mobile food dispensing vehicles.

B. Development Standards for NEW Structures within the PUD: The attached site plan depicts the proposed continued historic use and layout of the structures onsite and the uses that will continue to be allowed onsite. The applicant will be allowed to continue to utilize the current layout of structures and uses and to maintain and repair them going forward in their current layouts and setbacks onsite as provided in the site plan attached hereto. In sum, the applicant will be allowed to rehabilitate and utilize this property as presented. No material departures from this site plan are permitted without authorization of the PZB. In addition, the following specific criteria shall apply.

1. Maximum lot coverage: Lot coverage shall remain the same, but in no case shall exceed thirty-five percent maximum (35%)

2. Maximum building height: Thirty-five (35) ft measured pursuant to City Code.

3. Parking: The five existing parking spaces onsite shall be maintained, as follows: Two provided for the residence, one provided for the apartment, and two for guests, visitors or employees. All guests and visitors that cannot be accommodated on site shall be provided with parking passes at either private or public parking lots, if they don't have parking at their place of accommodation within walking distance.

4. Signage: Size and construction of all signs within the property will be in conformance with the City of St. Augustine Sign Ordinance requirements for RS-1.

5. Stormwater: Stormwater management will be in compliance with the regulations of the City of St. Augustine and conform with the permit requirements established by the St. Johns River Water Management District.

6. Access: Access to the property will be provided per the entrance designated on the MDP map / site plan.

7. Fencing: All existing fencing may remain on the Property or may be modified in accordance with the plan as approved. Other existing fencing may be replaced as desired by the Applicant.

8. Utilities: All electrical and telephone lines are installed on the site: Electrical power is provided by Florida Power and Light Company or other franchised utility provider. Directional security lighting may be provided as needed.

9. Potable Water: Potable water will be provided by COSA via existing connections.

10. Fire Protection/Assessment: Fire protection will be afforded by fire hydrants in accordance with City standards and buildings will provide fire protection systems if required by code. Applicant will comply with the non-ad valorem assessment for fire services adopted by the City through Ordinance Number 97-25 and Resolution Number 97-04. This will include the re-adoption or continuance on an annual basis of such assessment, by Resolution of the City Commission.

11. Sanitary Sewer: The development is served by central sewer collection from the City of St. Augustine. Any extensions shall be in accordance with City requirements and construction shall conform to current permit standards.

12. Outdoor Use: Any use of the outdoor spaces onsite for any business or library related use shall end by 8:00pm.

13. Design: It is the intent of the applicant/owner to continue the current buildings and accessory structures onsite and the long-standing uses on this historic property through continued operation of the same as a residence in conjunction with a community resource providing meeting space with a library for scholarly use and a caretaker / accessory apartment living space, allowing the owner to maintain the historical nature of Hazel Henderson's property for public benefit and scholarly endeavors furthering the historic preservation objectives of our

comprehensive plan and the spirit and intent of both our plan and our code to allow the philanthropic intentions of Hazel Henderson to continue for many years to come as was her intention. In sum, this narrowly tailored PUD will allow her trustees to further her philanthropic intention to serve the community by maintaining her extensive private library for research and scholarly pursuits and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance, as she did for her many years here in our historic city that she so loved.

SECTION III- MAINTENANCE

This Planned Unit Development will be owned and operated by the Applicant and/or its successors/assigns. The Applicant, its successors and/or assigns shall be responsible for all improvements made to the site and shall maintain the site in a clean and orderly manner in accordance with all provisions of this PUD and conditions included with the adopting ordinance. All facilities are to remain private and will not be dedicated to the City of St. Augustine. ~~The Applicant reserves the right to transfer the ownership of the PUD or portion thereof to multiple entities, providing maintenance agreement(s) between any property owner/owners has been established which would provide for all maintenance and other requirements as stipulated herein.~~

SECTION IV- PUD ORDINANCE CRITERIA

Consistency with every relevant goal, policy and objective of the Comprehensive Plan, including but not limited to density and intensity limitations of the Future land Use Map category for the property.

Response: THE HAZEL HENDERSON PUD, as proposed, promotes and is consistent with the goals, policies and objectives of the Comprehensive Plan, including all of the following:

FUTURE LAND USE ELEMENT

Overall Goal: Ensure that the character, density, intensity, and location of all land uses provide a system for orderly growth and development that achieves a balanced natural, physical and economic environment to enhance the quality of life for all residents of the City of St. Augustine.

FLUE Policy 1.1.7: The City shall maintain and enhance the safety and efficiency of the arterial and collector road system and minimize transportation conflicts associated with development by coordinating the driveway permitting process increasing interconnection between adjacent developments and encouraging implementation of the City's mobility plan. **FLUE Policy 1.1.8:** Development regulations shall encourage street, pedestrian and open space designs that discourage nonresidential through-traffic in residential neighborhoods, but that encourage energy and time-efficient access points and interconnections between residential areas.

FLUE Policy 1.1.9: All development shall provide for safe, convenient, and appropriately designed traffic circulation on the site, including provisions for needed parking.

FLUE Policy 1.1.11: The developer/owner of any site shall be responsible for the on-site management of storm water in a manner so that post-development runoff rates, volumes and pollutant loads do not exceed pre-development conditions.

FLUE Objective 2.1: The City shall coordinate future land uses with the availability of facilities

and services.

FLUE Policy 2.1.1: As part of the City's permitting process, facilities and services shall meet the established level of service standards and shall be available to serve the impacts of development, or development orders and permits shall be specifically conditioned on the availability of the facilities and services necessary to serve the proposed development.

FLUE Policy 2.1.3: The City shall encourage the development of undeveloped pockets and enclaves within developed areas to utilize existing facilities efficiently and reduce urban sprawl.

FLUE Objective 2.2: Development, redevelopment, land use plan amendments and changes to the zoning of a site shall be coordinated with the availability of adequate facilities and services.

FLUE Policy 2.2.1: The City's land use plan shall prioritize infill, redevelopment and mixed-use developments, as well as compact and contiguous developments within the City of St. Augustine.

FLUE Objective 3.2: The City shall encourage redevelopment and renewal of areas that are exhibiting evidence of decline (i.e., disproportionate number of vacant, dilapidated and/or substandard structures) or blight through redevelopment programs and through maintaining land development codes that contain standards and procedures to encourage redevelopment where desirable.

FLUE Policy 3.2.3: The City shall actively pursue and participate in redevelopment projects that will add to the City's quality of life and economic vitality while balancing the city's character and authenticity.

FLUE Goal 5 Urban Sprawl: Discourage urban sprawl by encouraging innovative strategies to promote infill and compact development or redevelopment and establishing energy efficient land use patterns.

FLUE Policy 5.1.2: The City shall encourage infill and redevelopment through the use of higher density and intensity land use designations and mixed-use designations in appropriate locations.

FLUE Goal 9: Economic Development Promote economic development in an effort to provide a variety of employment opportunities, create a sustainable future, and encourage a positive business climate.

INFRASTRUCTURE IMPACT ANALYSIS

An infrastructure impact analysis or equivalent impact analysis clearly outlines the project's potential impact on transportation networks, circulation patterns and infrastructure of the city.

The infrastructure impact analysis shall include site specific design improvements related to traffic circulation and the movement of pedestrians, bicycles and vehicles on and off-site.

As indicated in the narrative and on our site plan, this site will not be changed and the uses will not be changed. They will maintain the current historically compatible uses, maintaining the parking onsite and providing avenues for additional parking if required. Their intent is to promote pedestrian traffic and bicycle and other multi-modal uses within our city as advocated by our Mobility plan; thus, no additional traffic or infrastructure impact will occur based upon these continued historically compatible uses.

HISTORIC PRESERVATION ELEMENT

HP Goal

Maintain and enhance the historic integrity and ambiance within the City of St. Augustine while encouraging economic growth and the identification, Preservation, continued use and adaptive reuse of existing historic structures.

1. For properties currently in the HP-1, HP-2, HP-3, HP-4 and HP-5 districts requesting rezoning to PUD, identification of the specific proposed benefits or enhancements to the property that promote the goals of these historic districts.

Response: Not in an HP district.

2. The need and justification for a rezoning to PUD or PUD amendment, including identification of each proposed development condition that would otherwise not be allowed under the existing zoning, including, but not limited to, maximum lot coverage, signage, setbacks, allowable zoning uses and uses by exception.

Response: The Development Plan Narrative, attached above, contains the required development conditions sought by Applicant, all of which are intended to meet the spirit and intent of our code as reflected in the historically compatible uses that have existed on this property for decades.

We are not proposing any change to the property or site plan as a part of this request. Architecturally we are dedicated to maintaining the character and condition of the home. We have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. We also hired a librarian to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. We have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

As stated, the overall objective of the PUD is to allow the applicant to maintain this property as situated while continuing the historically compatible uses hereon and to continue to run Hazel Henderson's business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance.

See, FLUE Objective 3.2 - The City shall encourage redevelopment and renewal of areas that are exhibiting evidence of decline through redevelopment programs and through maintaining land development codes that contain standards and procedures to encourage redevelopment where desirable. See, FLUE Policy 3.2.3 -The City shall actively pursue and participate in redevelopment projects that will add to the City's quality of life and economic vitality while balancing the city's character and authenticity. Also see, FLUE Policy 3.2.6 - The City shall encourage economic development in all areas within the city limits by establishing standards in the LDC to: • Provide a variety of uses in close proximity; and • Increase activity and community involvement. This project in fact meets and exceeds all of these characteristics and the permission for the rezoning to allow this great work to continue actually continues our city's stated objectives.

3. Compliance with the intent and criteria in section 28-286.

Section 28-286 provides: The application of flexible land use controls to the development of land is often difficult or impossible within traditional zoning district regulations. In order to permit the use of more flexible land use regulations and to facilitate use of the most advantageous techniques of land development, it is often necessary to establish planned unit developments (PUD) in which development is in harmony with the general purpose and intent of the city's general planning program and comprehensive plan. The objective of a PUD is to encourage ingenuity, imagination and design efforts on the part of builders, architects, site planners and developers to produce residential, commercial or industrial developments, or combinations thereof, which are in keeping with overall land use density and intensity standards,

and open space objectives. The intent of a PUD is to permit flexibility from the strict application of setback, lot size, and other zoning district requirements, and provide performance criteria which:

- (1) Permit a creative approach to the development of land; and
- (2) Accomplish a more desirable environment than would be possible through the strict application of minimum zoning district requirements; and
- (3) Provide for an efficient use of land; and
- (4) Improve the appearance of the area through the preservation and enhancement of natural features, recreation areas, and open space; and
- (5) Provide an environment of stable character compatible with surrounding areas; and
- (6) Retain property values over the years.

Response: The Development Plan Narrative, attached above, demonstrates this proposed PUD's compliance with Section 28-286 and how this proposal is a perfect example for the use of planned unit development to encourage the restoration and/or continued use of a property while allowing for a creative use that is both in line with the area and the stated objective of our code and further has historically shown that the current uses are compatible to the surrounding area. This PUD as narrowly tailored, allows those historically compatible uses to continue as a means of carrying on Hazel Henderson's enviable goals and true philanthropic intent for community involvement and scholarly research and endeavors in the heart of our great historic city.

4. Compliance with section 28-288 and justification for any zoning uses.

Response: Section 28-288 provides "Any use which is permitted by the comprehensive plan may be included and approved in a PUD." This rezoning will allow the trustees of Hazel Henderson to maintain the historically compatible uses hereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property in the accessory apartment; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue, as a testament to Hazel Henderson's decades old endeavors, is appropriate and justified.

5. The phasing of the PUD or PUD amendment, including all sub-phases; each phase addressing the types of approval required or obtained (i.e.: entry corridor, HARB, building plan, landscaping, etc.) and the proposed commencement and completion of such development according to the plans approved by such ordinance, or other related permit.

Response: This PUD is fully developed and will only require maintenance over time.

6. Identification of the legally responsible entity or entities for continuing operations and maintenance to such areas, functions and facilities as are not to be provided, operated or maintained by the city pursuant to written agreement.

Response: No such areas exist on the Property.

7. A termination date after which all or part of a PUD that has been abandoned by failure to timely commence and complete development of all or part of the phases of the PUD as identified pursuant to subsection (6) shall act as a reversion of the zoning to its pre-PUD zoning district for the areas not in compliance with the phasing schedule.

Response: It is the landowner's understanding and intent that should this Application be approved and then not acted upon timely, the existing zoning approvals would remain unchanged.

8. If a reversion to pre-PUD zoning district pursuant to subsection (8) would otherwise be inconsistent with the Comprehensive Plan in effect at the time of the reversion, said reversion shall not become effective unless a Comprehensive Plan amendment is duly adopted.

Response: Any reversion to a pre-PUD zoning district would not render the existing uses inconsistent with the Comprehensive Plan.

9. A signed statement voluntarily acknowledging and binding the applicant(s), property owner(s), and each of their successors in title, to every commitment made in their

application and at hearings relating to the rights, terms, conditions and limitations of the PUD text narrative and final site development plan, including but not limited to the phasing termination and reversion clauses.

Response:

The owners for themselves and for their successors and assigns acknowledge and agree to be bound by every commitment made in this application and at hearings relating to the rights, terms, conditions and limitations of the PUD text narrative and final site development plan, including but not limited to the phasing termination and reversion clauses.

SECTION V - SUMMARY AND CONCLUSIONS

Approval of this Planned Unit Development, when developed in accordance with the conditions stipulated within the application and imposed by the Ordinance, is justified in that:

1. The project will not adversely affect the orderly development of the City of St. Augustine as embodied by the City Zoning Ordinance and the respective Comprehensive Plan of the City, as the proposal is in conformance with the Plan and its goals and objectives, and the use, as included in the Narrative, is compatible with the surrounding zoning. The project allows control over the size and intensity over development and assurance of compatibility with surrounding residential uses.

2. The project will not adversely affect the orderly development of the City of St. Augustine and will not adversely affect the health, safety and welfare of the residents or visitors to the area, will not be detrimental to the natural environment or the development of adjacent properties or the neighborhood as a result of the conditions and safeguards included in the application.

3. The project will accomplish the objective, standards and criteria set forth within the Zoning Ordinance and provides for strict regulation and maintenance of the project to provide the City with the assurance of an attractive and beneficial asset.

4. When developed in accordance with the conditions stipulated in the PUD application and imposed by this Ordinance, the proposed PUD will be consistent with the development of the property in the area and will be compatible with the desired future development of the area.

Summary of Justification - Public Purpose and Public Benefit

Further, pursuant to the guidelines of our PUD ordinance, the project is a grand addition to the area and the benefits to the local and broader community of this designation include the following:

1. Keeping the property primarily residential. Maintaining the scale of historic uses.
2. Maintaining the unique and valuable library in a residential environment.
3. Continuing to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.
4. Supporting the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)
5. Supporting the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

THEREFORE, this Planned Unit Development request meets all the above-listed City requirements, including the Comprehensive Plan requirements, does not conflict with any of the elements of our Comprehensive Plan and is fully consistent with our Comprehensive Plan and our City Code.



Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of section 166.041(4), Florida Statutes. If one or more boxes are checked below under "Applicable Exemptions", this indicates that the City has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by section 166.041(4), Florida Statute will be provided in the "Business Impact Estimate" section below.

Proposed Ordinance Title/Reference:

Ordinance No.

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE ZONING FOR APPROXIMATELY 0.34 ACRES OF PROPERTY LOCATED AT 10 CARRERA STREET (PID# 205300-0000), AS MORE PARTICULARLY DESCRIBED HEREINAFTER, TO CHANGE ITS CURRENT ZONING CLASSIFICATION OF RESIDENTIAL SINGLE FAMILY-ONE (RS-1) TO PLANNED UNIT DEVELOPMENT (PUD); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - ☐ Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243, Florida Statutes;
 - ☒ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
 - ☐ Sections 190.005 and 190.046, relating to statutory Community Development Districts;
 - ☐ Section 553.73, relating to the Florida Building Code; or
 - ☐ Section 633.202, relating to the Florida Fire Prevention Code.

Note: The City's provision of information in the Business Impact Estimate section below, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions above shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Section 166.041(4), Florida Statute, Sec. 166.0411, Fla. Stat., or any other relevant provision of law.

Business Impact Estimate:

1. **Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

The ordinance ordinance is a rezoning of private property initiated by the property owner.

2. **An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St. Augustine, if any:**

- (a) **An estimate of direct compliance costs that businesses may reasonably incur;**
- (b) **Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and**
- (c) **An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.**

This applies to this specific property.

3. **Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

This applies to this specific property.

4. **Additional information the governing body determines may be useful (if any):**

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE ZONING FOR APPROXIMATELY 0.34 ACRES OF PROPERTY LOCATED AT 10 CARRERA STREET (PID# 205300-0000), AS MORE PARTICULARLY DESCRIBED HEREINAFTER, TO CHANGE ITS CURRENT ZONING CLASSIFICATION OF RESIDENTIAL SINGLE FAMILY-ONE (RS-1) TO PLANNED UNIT DEVELOPMENT (PUD); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that a parcel of property containing approximately 0.34 acres located at 10 Carrera Street (PID# 205300-0000), in the City of St. Augustine, being more fully described herein, should amend the zoning classification;

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

Section 1. The following described property, containing approximately 0.34 acres located at 10 Carrera Street (PID# 205300-0000), in the City of St. Augustine, is hereby amended from its existing zoning classification of Residential Single Family-one (RS-1) to Planned Unit Development (PUD), as more fully described in the attached legal description, Exhibit "A".

Section 2. The City Planning and Building Director is hereby authorized and directed to amend the zoning map for the City of St. Augustine, Florida to reflect the PUD zoning classification assigned to the above-described lands attached and referenced as Exhibit "B" The Hazel Henderson Center PUD.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. If any section, subsection, sentence, clause, phrase or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 5. This ordinance shall be effective ten (10) days after passage, pursuant to s. 166.041(5), Florida Statutes.

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2025.

ATTEST:

Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk
(SEAL)

EXHIBIT **A**
LEGAL DESCRIPTION

Commence at the Southwest corner of the Methodist Church Lot which is a point on the North line of Carrera Street 210 feet Westerly from the Northwest corner of the intersection of Carrera and Cordova Street, run thence northerly along the West line of the Methodist Church Lot and said line produced 251 feet, 6 inches, more or less to a point, where said line intersects the South line of Lot 8, of Block "K", Model Land Company's Subdivision, run thence Westerly along said South line of Lot 8, 60 feet to a point; thence Southerly along a line parallel with the West line of the Methodist Church Lot and the production thereof to a point where said line intersects the North line of Carrera Street; run thence Easterly along the North line of Carrera Street to Point of Beginning, being the East 60 feet of Lot 3 of Block "K" of the Model Land Company's Subdivision of the City of St. Augustine, as shown on the Official Map of said City made by Robert Ransom, dated January 1, 1905

Ordinance 2025-05 Exhibit “B”
The Hazel Henderson Center PUD

The Hazel Henderson Planned Unit Development

SUBMITTED

February 3, 2025

March 3, 2025 (Updated per PZB)

Request:

Request to rezone 10 Carrera Street, the Hazel Henderson Center, to Planned Unit Development (PUD), to allow the trustees of Hazel Henderson to maintain the historically compatible uses thereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue as a testament to Dr. Henderson's decades old endeavors.

Ethical Markets Media, LLC is the owner of 10 Carrera Street, (The Hazel Henderson Center). Dr. Hazel Henderson and Dr. Alan Kay, founders of Ethical Markets Media, were highly respected individuals, authors, teachers and researchers, who held many degrees and honors worldwide. They were treasures of the St Augustine community and loved it here. For many years, they both ran their home-based businesses from their home at 10 Carrera, built their library, and held meetings and small gatherings on this property for over 30 years. They were members of the Governors Circle. They even built a special meeting space at the back of the house to accommodate these meetings. Over the years they have had several employees, interns and many, many visitors.

In 2022, after Hazel Henderson's passing, we (Beth Binns Schoellkopf and Dr. Carol Spalding) became Trustees of Ethical Markets Media, LLC, specifically with Hazel Henderson's direction and stated intention to maintain the home as a residence and continue running her business, maintain her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The Trustees are part time residents of St. Augustine. They share the home with a full-time caretaker living on the property.

The business, Ethical Markets Media, supports a curated news feed, research, scholarly pursuits, web-based activities and meetings / classes. City business licenses have been in place since the mid-90s, granted to Hazel Henderson and Alan Kay, and have maintained an active license.

Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing

current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold.

Please note this property borders an RG-1 zone with a church on one side, an existing multifamily property in the RS-1 district to the other (we presume allowed as a preexisting nonconformity) and a PUD across the street. It is very close to the intensive historic commercial area at the heart of the town, and across the street from Flagler College, including parking lots for the college and the church. The Trustees have every intention of preserving the property and building as is, and this would not involve any additions or signage.

As you can see from the surveyed site plan the property is about 60' x 250' and includes a historic 2 story wood frame home with a basement. Over the years the garage was converted into office space and sleeping space. The site includes extensive trees and gardens, a pool and patio, and parking for 5 cars. It is surrounded by fencing, hedges, and/or walls on all sides.

In an effort to raise funds to support the property, the Trustees have refurnished some former office space into a studio apartment and licensed that for short-term rentals for the past two years. In the PUD we are seeking to allow that as an accessory apartment of the same size, which would allow a kitchen and provide for the possible use as a caretaker's apartment to help support the expenses and care of the primary home.

We are not proposing any change to the property or site plan as a part of this request. Architecturally we are dedicated to maintaining the character and condition of the home. We have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. A librarian was hired to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. The Trustees have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

The Trustees want to ensure they can move forward as part-time residents and directors of the intellectual and physical property with the uses allowed over all these years as they begin the next phase of fundraising to support these endeavors.

They understand the benefits to the local and broader community of this designation to include:

1. Keep the property primarily residential. Maintain the scale of historic uses.
2. Maintain the unique and valuable library in a residential environment
3. Continue to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.
4. Support the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)
5. Support the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

All updates, rehabilitation and additions to the current structures in the future will meet and exceed all city codes and regulations. This rezoning will allow the applicant to maintain this property as situated while continuing the historically compatible uses hereon and to continue to run Hazel Henderson's work and business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance.

Applicant / Owner:

Ethical Markets Media, LLC
10 Carrera Street
St. Augustine, FL 32084

Authorized Agent for the Applicant / Owner:

James G. Whitehouse, Esq.
St. Johns Law Group
104 Sea Grove Main Street
St. Augustine, FL 32080

Exhibits:

Exhibit A	Application
Exhibit B	Legal Description
Exhibit C	Development Plan Narrative
Exhibit D	Location Map/Aerial
Exhibit E	Proof of Ownership/Deed
Exhibit F	Authorizations
Exhibit G	Master Site Plan

Parcel Identification Number: 205300-0000

Exhibit "C"
DEVELOPMENT PLAN NARRATIVE

**THE HAZEL HENDERSON
PLANNED UNIT DEVELOPMENT**

SECTION I- INTRODUCTION AND REQUEST

As proposed, this is an application for rezoning 10 Carrera Street, the Hazel Henderson Center, to Planned Unit Development (PUD). This rezoning will allow the trustees of Dr. Henderson to maintain the historically compatible uses thereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property in the accessory apartment; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue as a testament to Hazel Henderson's decades old endeavors.

Ethical Markets Media, LLC is the owner of 10 Carrera Street, (The Hazel Henderson Center). Hazel Henderson and Dr. Alan Kay, founders of Ethical Markets Media, were highly respected individuals, authors, teachers and researchers, who held many degrees and honors worldwide. They were treasures of the St Augustine community and loved it here. For many years, they both ran their home-based businesses from their home at 10 Carrera, built their library, and held meetings and small gatherings on this property for over 30 years. They were members of the Governors Circle. They even built a special meeting space at the back of the house to accommodate these meetings. Over the years they have had several employees, interns and many, many visitors.

In 2022, after Hazel Henderson's passing, we (Beth Binns Schoellkopf and Dr. Carol Spalding) became Trustees of Ethical Markets Media, LLC, specifically with Dr. Henderson's direction and stated intention that the trustees maintain the home as a residence and that we would continue running her business, maintain her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The Trustees are part time residents of St. Augustine. They share the home with a full-time caretaker living on the property.

The business, Ethical Markets Media, supports a curated news feed, research, scholarly pursuits, web-based activities and meetings / classes. City business licenses have been in place since the mid-90s, granted to Hazel Henderson and Alan Kay, and they have maintained an active license.

Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for

many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold.

Please note this property borders an RG-1 zone with a church on one side, an existing multifamily property in the RS-1 district to the other (we presume allowed as a preexisting nonconformity) and a PUD across the street. It is very close to the intensive historic commercial area at the heart of the town, and across the street from Flagler College, including parking lots for the college and the church. The Trustees have every intention of preserving the property and building as is, and this would not involve any additions or signage.

As you can see from the surveyed site plan the property is about 60' x 250' and includes a historic 2 story wood frame home with a basement. Over the years the garage was converted into office space and sleeping space. The site includes extensive trees and gardens, a pool and patio, and parking for 5 cars. It is surrounded by fencing, hedges, and/or walls on all sides.

In an effort to raise funds to support the property we have redesigned some former office space into a studio apartment and licensed that for short-term rentals for the past two years. In the PUD we are seeking to allow that as an accessory apartment of the same size, which would allow a kitchen and provide for the possible use as a caretaker's apartment to help support the expenses of the primary home.

The owners are not proposing any change to the property or site plan as a part of this request. Architecturally the owners are dedicated to maintaining the character and condition of the home. The owners have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. The owners also hired a librarian to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. The owners have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

The owners want to ensure we can move forward as part-time residents and directors of the business with the uses allowed over all these years as they begin the next phase of fundraising to support these endeavors.

The benefits to the local and broader community of this designation to include:

1. Keeping the property primarily residential. Maintain the scale of historic uses.
2. Maintaining the unique and valuable library in a residential environment
3. Continuing to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.

4. Supporting the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)

5. Supporting the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

Any updates to and maintenance of the property will comply with all the codes and regulations as required by the City of St. Augustine Zoning Code ("Zoning Code"). This Application is filed on behalf of the Owners, Ethical Markets Media, LLC. The Applicant is requesting this rezoning to PUD in accordance with the City of St. Augustine Zoning Code. This rezoning will maintain the current future land use and will reflect a continued maintenance of the historically compatible uses as are currently present and have been employed thereon for years.

As stated, the overall objective of the PUD is to allow the applicant to maintain this property as situated while continuing the historically compatible uses thereon and to continue to run Hazel Henderson's business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance; Specifically, as follows:

A. Location/Surrounding Areas: The property within the PUD currently consists of approximately a third of an acre, described by the Legal Description as included in the Proof of Ownership documents, attached. The property is addressed at 10 Carrera Street and is located as developed and outlined on the attached master development site plan that will be maintained.

B. Ownership/Agreement: The Property is currently owned by Ethical Markets Media, LLC, as shown by the Proof of Ownership documents in the Application materials. Evidence of authorization for representation is attached.

Applicant hereby agrees and stipulates to proceed with the proposed development in accordance with PUD Ordinance as adopted by the City of St. Augustine City Commission with the amendments as outlined. The Applicant also agrees to comply with all conditions and safeguards established by the Planning & Building Department and the Planning & Zoning Board (PZB), Historic Architectural Review Board (HARB) and the City of St. Augustine City Commission.

SECTION II- APPLICATION

A. Permitted Uses: The property will be maintained in an orderly manner. The property historically and currently contains a two-story wood frame structure which includes a single-family residence, an office space, a private library for scholarly research and pursuit and a small meeting area, a caretaker / accessory apartment living space, a pool and patio area and an accessory storage shed with enhancement landscaping. This PUD as narrowly tailored will allow the continued use and maintenance of that structure with the described uses that again have been employed upon this property for many years. The historical layout and intended plan to maintain is clearly indicated on the historic survey clip attached and the scaled MDP map. This rezoning will allow the trustee owner to carry out the stated intent of the philanthropic owner who entrusted that task to their charge, as described.

As such, this PUD is intended to maintain the character of this property and neighborhood while allowing the continuing limited use of the private library, business, and accessory apartment. As well, this PUD is intended to support and continue historic uses in support of the Green Economy including maintenance of the private library, hosting small meetings and classes, and providing opportunities for research and scholarly studies.

More specifically, THE HAZEL HENDERSON PLANNED UNIT DEVELOPMENT will continue to reflect a RS-1 demeanor with the allowance for these historically present and compatible RG-1 uses as generally described above and more specifically described, as follows: (1) Permitted uses and structures: a. Single-family dwellings; b. Multiple-family dwelling, but only to specifically allow the one caretaker / accessory apartment with its own kitchen; c. *Home-based business office*, allowing the Green Economy organization / office (up to 500sf and allowing 2 non-resident employees); d. *Private Library* with the allowance for invitee use for scholarly research or pursuit, including meetings/classes; e. a community meeting space for periodic use; (2) Permitted accessory uses and structures allowed. See section 28-348.

Private Library is defined as an area for collection of books, journals, and other media, which may be open by invitation only for scholarly research, contemplative study, and small meetings and classes on occasion (Allowed as accessory use only-limited to a maximum of 2000sf of area)

Home-based business office shall include an office for the Green Economy organization/office – a business focused on integrative solutions for environmental protection, social entrepreneurship, and ethical governance or similar pursuits. Green businesses aim to reduce their negative impact on the environment while still making a profit. Green economies aim to achieve sustainable development without degrading the environment.

Specifically, the following RG-1 uses shall be prohibited: Rooming houses and boarding houses; Tourist homes and bed and breakfast inns; Neighborhood recreational facility; Hospitals and medical clinics, medical and dental offices, and intermediate care facilities; Professional offices, such as accountant, architect, attorney, engineer, land surveyor, optometrist and similar uses; Business offices, such as real estate broker, insurance agent, stockbroker, manufacturer's agent and similar uses; Radio or television broadcasting office; Marinas, including food service incident to operation of a marina; Hotels and motels with or without kitchenettes; Restaurants and/or bars in connection with hotels or motels; Hair salons, barbershops, interior decorators, photographic and art studios, and dance and music studios; and Mobile food dispensing vehicles.

B. Development Standards for NEW Structures within the PUD: The attached site plan depicts the proposed continued historic use and layout of the structures onsite and the uses that will continue to be allowed onsite. The applicant will be allowed to continue to utilize the current layout of structures and uses and to maintain and repair them going forward in their current layouts and setbacks onsite as provided in the site plan attached hereto. In sum, the applicant will be allowed to rehabilitate and utilize this property as presented. No material departures from this site plan are permitted without authorization of the PZB. In addition, the following specific criteria shall apply.

1. Maximum lot coverage: Lot coverage shall remain the same, but in no case shall exceed thirty-five percent maximum (35%)

2. Maximum building height: Thirty-five (35) ft measured pursuant to City Code.

3. Parking: The five existing parking spaces onsite shall be maintained, as follows: Two provided for the residence, one provided for the apartment, and two for guests, visitors or employees. All guests and visitors that cannot be accommodated on site shall be provided with parking passes at either private or public parking lots, if they don't have parking at their place of accommodation within walking distance.

4. Signage: Size and construction of all signs within the property will be in conformance with the City of St. Augustine Sign Ordinance requirements for RS-1.

5. Stormwater: Stormwater management will be in compliance with the regulations of the City of St. Augustine and conform with the permit requirements established by the St. Johns River Water Management District.

6. Access: Access to the property will be provided per the entrance designated on the MDP map / site plan.

7. Fencing: All existing fencing may remain on the Property or may be modified in accordance with the plan as approved. Other existing fencing may be replaced as desired by the Applicant.

8. Utilities: All electrical and telephone lines are installed on the site: Electrical power is provided by Florida Power and Light Company or other franchised utility provider. Directional security lighting may be provided as needed.

9. Potable Water: Potable water will be provided by COSA via existing connections.

10. Fire Protection/Assessment: Fire protection will be afforded by fire hydrants in accordance with City standards and buildings will provide fire protection systems if required by code. Applicant will comply with the non-ad valorem assessment for fire services adopted by the City through Ordinance Number 97-25 and Resolution Number 97-04. This will include the re-adoption or continuance on an annual basis of such assessment, by Resolution of the City Commission.

11. Sanitary Sewer: The development is served by central sewer collection from the City of St. Augustine. Any extensions shall be in accordance with City requirements and construction shall conform to current permit standards.

12. Outdoor Use: Any use of the outdoor spaces onsite for any business or library related use shall end by 8:00pm.

13. Design: It is the intent of the applicant/owner to continue the current buildings and accessory structures onsite and the long-standing uses on this historic property through continued operation of the same as a residence in conjunction with a community resource providing meeting space with a library for scholarly use and a caretaker / accessory apartment living space, allowing the owner to maintain the historical nature of Hazel Henderson's property for public benefit and scholarly endeavors furthering the historic preservation objectives of our

comprehensive plan and the spirit and intent of both our plan and our code to allow the philanthropic intentions of Hazel Henderson to continue for many years to come as was her intention. In sum, this narrowly tailored PUD will allow her trustees to further her philanthropic intention to serve the community by maintaining her extensive private library for research and scholarly pursuits and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance, as she did for her many years here in our historic city that she so loved.

SECTION III- MAINTENANCE

This Planned Unit Development will be owned and operated by the Applicant and/or its successors/assigns. The Applicant, its successors and/or assigns shall be responsible for all improvements made to the site and shall maintain the site in a clean and orderly manner in accordance with all provisions of this PUD and conditions included with the adopting ordinance. All facilities are to remain private and will not be dedicated to the City of St. Augustine.

SECTION IV- PUD ORDINANCE CRITERIA

Consistency with every relevant goal, policy and objective of the Comprehensive Plan, including but not limited to density and intensity limitations of the Future land Use Map category for the property.

Response: THE HAZEL HENDERSON PUD, as proposed, promotes and is consistent with the goals, policies and objectives of the Comprehensive Plan, including all of the following:

FUTURE LAND USE ELEMENT

Overall Goal: Ensure that the character, density, intensity, and location of all land uses provide a system for orderly growth and development that achieves a balanced natural, physical and economic environment to enhance the quality of life for all residents of the City of St. Augustine.

FLUE Policy 1.1.7: The City shall maintain and enhance the safety and efficiency of the arterial and collector road system and minimize transportation conflicts associated with development by coordinating the driveway permitting process increasing interconnection between adjacent developments and encouraging implementation of the City's mobility plan. **FLUE Policy 1.1.8:** Development regulations shall encourage street, pedestrian and open space designs that discourage nonresidential through-traffic in residential neighborhoods, but that encourage energy and time-efficient access points and interconnections between residential areas.

FLUE Policy 1.1.9: All development shall provide for safe, convenient, and appropriately designed traffic circulation on the site, including provisions for needed parking.

FLUE Policy 1.1.11: The developer/owner of any site shall be responsible for the on-site management of storm water in a manner so that post-development runoff rates, volumes and pollutant loads do not exceed pre-development conditions.

FLUE Objective 2.1: The City shall coordinate future land uses with the availability of facilities and services.

FLUE Policy 2.1.1: As part of the City's permitting process, facilities and services shall meet the

established level of service standards and shall be available to serve the impacts of development, or development orders and permits shall be specifically conditioned on the availability of the facilities and services necessary to serve the proposed development.

FLUE Policy 2.1.3: The City shall encourage the development of undeveloped pockets and enclaves within developed areas to utilize existing facilities efficiently and reduce urban sprawl.

FLUE Objective 2.2: Development, redevelopment, land use plan amendments and changes to the zoning of a site shall be coordinated with the availability of adequate facilities and services.

FLUE Policy 2.2.1: The City's land use plan shall prioritize infill, redevelopment and mixed-use developments, as well as compact and contiguous developments within the City of St. Augustine.

FLUE Objective 3.2: The City shall encourage redevelopment and renewal of areas that are exhibiting evidence of decline (i.e., disproportionate number of vacant, dilapidated and/or substandard structures) or blight through redevelopment programs and through maintaining land development codes that contain standards and procedures to encourage redevelopment where desirable.

FLUE Policy 3.2.3: The City shall actively pursue and participate in redevelopment projects that will add to the City's quality of life and economic vitality while balancing the city's character and authenticity.

FLUE Goal 5 Urban Sprawl: Discourage urban sprawl by encouraging innovative strategies to promote infill and compact development or redevelopment and establishing energy efficient land use patterns.

FLUE Policy 5.1.2: The City shall encourage infill and redevelopment through the use of higher density and intensity land use designations and mixed-use designations in appropriate locations.

FLUE Goal 9: Economic Development Promote economic development in an effort to provide a variety of employment opportunities, create a sustainable future, and encourage a positive business climate.

INFRASTRUCTURE IMPACT ANALYSIS

An infrastructure impact analysis or equivalent impact analysis clearly outlines the project's potential impact on transportation networks, circulation patterns and infrastructure of the city.

The infrastructure impact analysis shall include site specific design improvements related to traffic circulation and the movement of pedestrians, bicycles and vehicles on and off-site.

As indicated in the narrative and on our site plan, this site will not be changed and the uses will not be changed. They will maintain the current historically compatible uses, maintaining the parking onsite and providing avenues for additional parking if required. Their intent is to promote pedestrian traffic and bicycle and other multi-modal uses within our city as advocated by our Mobility plan; thus, no additional traffic or infrastructure impact will occur based upon these continued historically compatible uses.

HISTORIC PRESERVATION ELEMENT

HP Goal

Maintain and enhance the historic integrity and ambiance within the City of St. Augustine while encouraging economic growth and the identification, Preservation, continued use and adaptive reuse of existing historic structures.

1. For properties currently in the HP-1, HP-2, HP-3, HP-4 and HP-5 districts requesting rezoning to PUD, identification of the specific proposed benefits or enhancements to the property that promote the goals of these historic districts.

Response: Not in an HP district.

2. The need and justification for a rezoning to PUD or PUD amendment, including identification of each proposed development condition that would otherwise not be allowed under the existing zoning, including, but not limited to, maximum lot coverage, signage, setbacks, allowable zoning uses and uses by exception.

Response: The Development Plan Narrative, attached above, contains the required development conditions sought by Applicant, all of which are intended to meet the spirit and intent of our code as reflected in the historically compatible uses that have existed on this property for decades.

We are not proposing any change to the property or site plan as a part of this request. Architecturally we are dedicated to maintaining the character and condition of the home. We have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. We also hired a librarian to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. We have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

As stated, the overall objective of the PUD is to allow the applicant to maintain this property as situated while continuing the historically compatible uses hereon and to continue to run Hazel Henderson's business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance.

See, FLUE Objective 3.2 - The City shall encourage redevelopment and renewal of areas that are exhibiting evidence of decline through redevelopment programs and through maintaining land development codes that contain standards and procedures to encourage redevelopment where desirable. See, FLUE Policy 3.2.3 -The City shall actively pursue and participate in redevelopment projects that will add to the City's quality of life and economic vitality while balancing the city's character and authenticity. Also see, FLUE Policy 3.2.6 - The City shall encourage economic development in all areas within the city limits by establishing standards in the LDC to: • Provide a variety of uses in close proximity; and • Increase activity and community involvement. This project in fact meets and exceeds all of these characteristics and the permission for the rezoning to allow this great work to continue actually continues our city's stated objectives.

3. Compliance with the intent and criteria in section 28-286.

Section 28-286 provides: The application of flexible land use controls to the development of land is often difficult or impossible within traditional zoning district regulations. In order to permit the use of more flexible land use regulations and to facilitate use of the most advantageous techniques of land development, it is often necessary to establish planned unit developments (PUD) in which development is in harmony with the general purpose and intent of the city's general planning program and comprehensive plan. The objective of a PUD is to encourage ingenuity, imagination and design efforts on the part of builders, architects, site planners and developers to produce residential, commercial or industrial developments, or combinations thereof, which are in keeping with overall land use density and intensity standards,

and open space objectives. The intent of a PUD is to permit flexibility from the strict application of setback, lot size, and other zoning district requirements, and provide performance criteria which:

- (1) Permit a creative approach to the development of land; and
- (2) Accomplish a more desirable environment than would be possible through the strict application of minimum zoning district requirements; and
- (3) Provide for an efficient use of land; and
- (4) Improve the appearance of the area through the preservation and enhancement of natural features, recreation areas, and open space; and
- (5) Provide an environment of stable character compatible with surrounding areas; and
- (6) Retain property values over the years.

Response: The Development Plan Narrative, attached above, demonstrates this proposed PUD's compliance with Section 28-286 and how this proposal is a perfect example for the use of planned unit development to encourage the restoration and/or continued use of a property while allowing for a creative use that is both in line with the area and the stated objective of our code and further has historically shown that the current uses are compatible to the surrounding area. This PUD as narrowly tailored, allows those historically compatible uses to continue as a means of carrying on Hazel Henderson's enviable goals and true philanthropic intent for community involvement and scholarly research and endeavors in the heart of our great historic city.

4. Compliance with section 28-288 and justification for any zoning uses.

Response: Section 28-288 provides "Any use which is permitted by the comprehensive plan may be included and approved in a PUD." This rezoning will allow the trustees of Hazel Henderson to maintain the historically compatible uses hereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property in the accessory apartment; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue, as a testament to Hazel Henderson's decades old endeavors, is appropriate and justified.

5. The phasing of the PUD or PUD amendment, including all sub-phases; each phase addressing the types of approval required or obtained (i.e.: entry corridor, HARB, building plan, landscaping, etc.) and the proposed commencement and completion of such development according to the plans approved by such ordinance, or other related permit.

Response: *This PUD is fully developed and will only require maintenance over time.*

6. Identification of the legally responsible entity or entities for continuing operations and maintenance to such areas, functions and facilities as are not to be provided, operated or maintained by the city pursuant to written agreement.

Response: *No such areas exist on the Property.*

7. A termination date after which all or part of a PUD that has been abandoned by failure to timely commence and complete development of all or part of the phases of the PUD as identified pursuant to subsection (6) shall act as a reversion of the zoning to its pre-PUD zoning district for the areas not in compliance with the phasing schedule.

Response: *It is the landowner's understanding and intent that should this Application be approved and then not acted upon timely, the existing zoning approvals would remain unchanged.*

8. If a reversion to pre-PUD zoning district pursuant to subsection (8) would otherwise be inconsistent with the Comprehensive Plan in effect at the time of the reversion, said reversion shall not become effective unless a Comprehensive Plan amendment is duly adopted.

Response: *Any reversion to a pre-PUD zoning district would not render the existing uses inconsistent with the Comprehensive Plan.*

9. A signed statement voluntarily acknowledging and binding the applicant(s), property owner(s), and each of their successors in title, to every commitment made in their

application and at hearings relating to the rights, terms, conditions and limitations of the PUD text narrative and final site development plan, including but not limited to the phasing termination and reversion clauses.

Response:

The owners for themselves and for their successors and assigns acknowledge and agree to be bound by every commitment made in this application and at hearings relating to the rights, terms, conditions and limitations of the PUD text narrative and final site development plan, including but not limited to the phasing termination and reversion clauses.

SECTION V - SUMMARY AND CONCLUSIONS

Approval of this Planned Unit Development, when developed in accordance with the conditions stipulated within the application and imposed by the Ordinance, is justified in that:

1. The project will not adversely affect the orderly development of the City of St. Augustine as embodied by the City Zoning Ordinance and the respective Comprehensive Plan of the City, as the proposal is in conformance with the Plan and its goals and objectives, and the use, as included in the Narrative, is compatible with the surrounding zoning. The project allows control over the size and intensity over development and assurance of compatibility with surrounding residential uses.

2. The project will not adversely affect the orderly development of the City of St. Augustine and will not adversely affect the health, safety and welfare of the residents or visitors to the area, will not be detrimental to the natural environment or the development of adjacent properties or the neighborhood as a result of the conditions and safeguards included in the application.

3. The project will accomplish the objective, standards and criteria set forth within the Zoning Ordinance and provides for strict regulation and maintenance of the project to provide the City with the assurance of an attractive and beneficial asset.

4. When developed in accordance with the conditions stipulated in the PUD application and imposed by this Ordinance, the proposed PUD will be consistent with the development of the property in the area and will be compatible with the desired future development of the area.

Summary of Justification - Public Purpose and Public Benefit

Further, pursuant to the guidelines of our PUD ordinance, the project is a grand addition to the area and the benefits to the local and broader community of this designation include the following:

1. Keeping the property primarily residential. Maintaining the scale of historic uses.
2. Maintaining the unique and valuable library in a residential environment.
3. Continuing to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.
4. Supporting the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)
5. Supporting the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

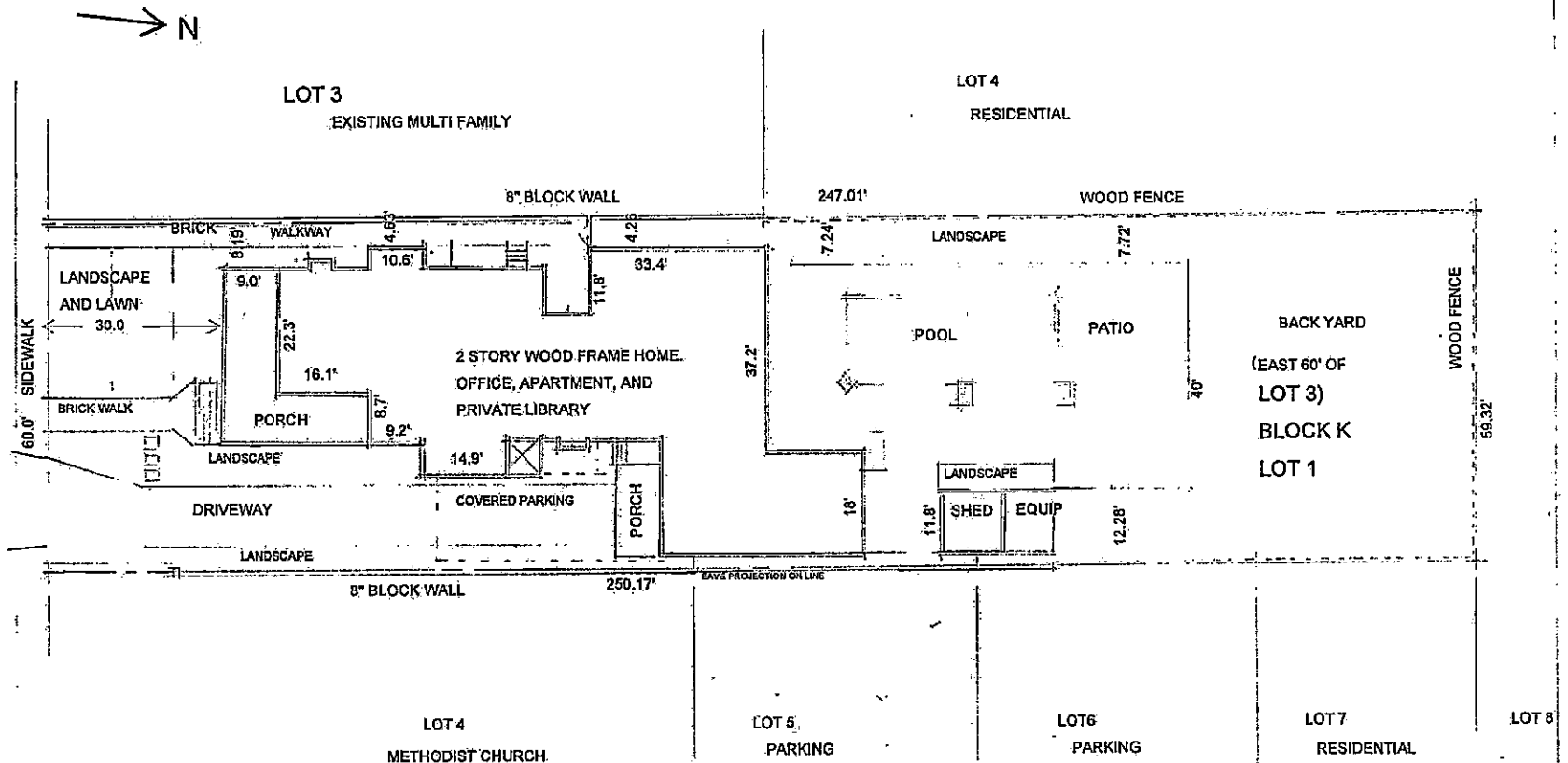
THEREFORE, this Planned Unit Development request meets all the above-listed City requirements, including the Comprehensive Plan requirements, does not conflict with any of the elements of our Comprehensive Plan and is fully consistent with our Comprehensive Plan and our City Code.

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CARRERA ST



SITE PLAN OF 10 CARRERA, ST AUGUSTINE, FL
01.25.25
OWNER- ETHICAL MARKETS MEDIA. LLC

BASIS OF INFORMATION
SURVEY BY DEVINO AND ASSOCIATES, INC
NOV 21, 1999 (REV DEC 2, 1999)
JOB 91-0415
T DWIGHT STRICKLAND
FL SURVEY LIS #4378

March 4, 2025, PZB Staff Report



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
March 4, 2025	9.b.	PZB2025-0015
Request	Address	Parcel ID
Rezoning	10 Carrera Street	205300-0000

[\[LINK TO ST. JOHNS
COUNTY PROPERTY
APPRAISER'S WEBSITE\]](#)

Site & Background Information

Applicant: James G. Whitehouse, Esq.

Owner: Ethical Markets Media LLC

Property Class:
(St. Johns County
Property Appraiser) 0100 – Single Family

**Future Land Use
Designation:** Residential Low Density

Zoning Designation: Residential Single-Family-One: RS-1 [\[LINK FOR DISTRICT REGULATIONS\]](#)

Acreage: 0.34

Neighborhood: Flagler Model Land

Archaeological Zone: N/A

Request Summary

This is a request to rezone the property at 10 Carrera Street from RS-1 to The Hazel Henderson Planned Unit Development: PUD. The proposed PUD stems from the Planning and Zoning Board's request made during the January 7th, 2025, regular meeting following concerns regarding a proposed zoning change to Residential General-One: RG-1 and a land use plan amendment to Residential Medium Density. [[LINK TO JANUARY 7, 2025 PZB MEETING FILES](#)]

The proposed PUD will allow for the "trustees of Dr. Henderson to maintain the historically compatible uses thereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance."

Staff Analysis

Consistency with the City of St. Augustine's Comprehensive Plan 2040

Goal, Policy, or Objective	Staff Analysis
Future Land Use Element [LINK TO DOCUMENT]	
Policy 2.2.1 The City's land use plan shall prioritize infill, redevelopment and mixed-use developments, as well as, compact and contiguous developments within the City of St. Augustine.	This request is consistent with the City's policy to prioritize infill, redevelopment, compact and contiguous developments within the City of St. Augustine as the property is located within the urban area of the City.
Policy 3.1.6 Adaptive reuse of historic structures shall be given priority over activities that would harm or destroy the historic value of such resources.	This request is consistent with the City's policy to give priority to adaptive reuse of historic structures.
Goal 5 Urban Sprawl Discourage urban sprawl by encouraging innovative strategies to promote infill and compact development or redevelopment and establishing energy efficient land use patterns.	This request is consistent with the City's policy to discourage urban sprawl by promoting infill and compact redevelopment.
Policy 6.2.1 The City shall consider the compatibility of adjacent future land use categories during the land use plan amendment process. The City shall consider potential maximum densities and intensities and the appropriate transition of uses, densities and intensities.	This request is consistent with the City's policy to maintain compatibility of adjacent future land use categories.

Policy 6.4.3 Residential Low Density This district is intended to apply to those neighborhoods designated for single-family dwellings and single-family type uses, as well as those uses compatible with low density single-family uses such as churches, child care centers, public and institutional uses, including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation) as appropriate so as to create and maintain a stable low intensity residential character. For Residential Uses a maximum of 8 single family dwellings per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use.	Residential Low Density is the current land use designation at 10 Carrera Street.
Objective 8.1 Protect the small town mixed use urban context to maintain its industrious and charming character.	This request is consistent with the City's policy to protect the small town mixed use urban context by sustaining the existing and proposed uses.
Policy 8.1.4 Develop mitigation measures that protect the city from the impacts of tourism and growth in St. Johns County that threaten to overwhelm the historic nature and charm of the City.	This request is consistent with the City's policy to mitigate the impacts of tourism and growth by establishing a neighborhood scale use as opposed to one that is oriented towards tourism.
Goal 9 Economic Development Promote economic development in an effort to provide a variety of employment opportunities, create a sustainable future, and encourage a positive business climate.	This request is consistent with the City's policy to provide a variety of employment opportunities.

Historic Preservation Element [LINK TO DOCUMENT]	
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.	This request is consistent with the City's policy to encourage adaptive reuse of properties through zoning opportunities, such as the rezoning of land.
Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
Objective 1.6 The City recognizes that the use of gasoline creates a large portion of the greenhouse gas emissions and shall incorporate transportation strategies to address the reduction of these greenhouse gas emissions. The City shall identify and pursue strategies to reduce the vehicle miles traveled. A) Establish locations for compact mixed-use development. B) Increase opportunities for job creation proximate to higher density residential. C) Facilitate future opportunities for transit-oriented developments. D) The City shall encourage existing and new developments to be connected by roadways, bikeways, and pedestrian systems that encourage travel between neighborhoods and access to transit without requiring use of the major thoroughfare system. (Adopted June 2011 Ord. #2011-02)	This request is consistent with the City's policy to increase opportunities for job creation proximate to higher density residential.
Housing Element [LINK TO DOCUMENT]	
Infrastructure Element [LINK TO DOCUMENT]	

**Applicable Sections from the City of St. Augustine's Code of Ordinances
(Staff Analysis in BOLD text)**

Sec. 28-2. – Definitions. [\[LINK TO SECTION\]](#)

Planned unit development means an area of land, controlled by a landowner, to be developed as a single entity for a number of specified uses, the plan for which does not correspond in lot size, bulk or type of dwelling or commercial use, density, lot coverage and required open space to the regulations established in any one (1) or more districts created in this chapter.

DIVISION 9. - PLANNED UNIT DEVELOPMENT: PUD

Sec. 28-286. - Purpose and intent.

The purpose of the planned unit development (PUD) zoning district is to provide an option, and process for the provision of unique, individually planned developments that are consistent with the Comprehensive Plan and the categories outlined in the Comprehensive Plan, but may allow for more creative, flexible, and innovative designs for projects than the regular zoning districts allow. The PUD process is a voluntary process initiated by an applicant to provide flexibility for their project, while at the same time providing an opportunity for the city planning and zoning board (PZB) and city commission to integrate potential benefits, limitations and regulations as it deems necessary to protect the public health, safety and general welfare.

From Section I of the PUD text: “In 2022, after Hazel Henderson's passing, we (Beth Binns Schoellkopf and Dr. Carol Spalding) became Trustees of Ethical Markets Media, LLC, specifically with Hazel Henderson's direction and stated intention to maintain the home as a residence and continue running her business, maintain her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The Trustees are part time residents of St. Augustine. They share the home with a full-time caretaker living on the property. The business, Ethical Markets Media, supports a curated news feed, research, scholarly pursuits, web-based activities and meetings / classes. City business licenses have been in place since the mid-90s, granted to Hazel Henderson and Alan Kay, and have maintained an active license. Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold.”

The PUD process is designed to:

- (a) Promote more efficient and economic uses of land, including bypassed lands, land ripe for urban infill, and potential redevelopment projects;

As a promotion of more efficient and economic uses of land, this proposal complies.

- (b) Encourage a more compatible and harmonious development of contiguous lands;

Proposal complies as it is located within the urban core of St. Augustine.

- (c) Provide flexibility to meet changing needs, technologies, economics, and consumer preferences;

Proposal complies by providing flexibility for Ethical Markets Media LLC's changing needs that stem from the State of Florida's regulation of home based businesses.

- (d) Provide a process to assess a development's impact on the proposed site, the surrounding neighborhoods or areas, and the city as a whole;

The existing business model on-site is not changing.

- (e) Demonstrate the coordinating of architectural styles, building forms, and building relationships within a planned development, as well as, the planned developments relationship with the existing and preferred architectural context surrounding the project;

N/A

- (f) Provide an environment of consistent character compatible with the surrounding areas; and,

Proposal complies by providing an environment of consistent character compatible with the surrounding areas.

- (g) Permit specific limitations and requirements in excess of those included in other zoning districts, based on the unique characteristics of the individual site, where necessary to the public health, safety, or welfare, or for the protection or preservation of lands, neighborhoods or areas of the city deemed unique or historic based on the proposed location of the planned development.

Proposal complies by permitting specific limitations and requirements below those of the Residential General-One: RG-1 zoning district to address the concerns raised during the January 7th, 2025 meeting.

The intent of a planned unit development (PUD) is to permit this flexibility from the strict application of traditional zoning district regulations by identifying each waiver, variance or exception to such regulation and providing an alternative development condition for that specific PUD. A PUD is a zoning category that can be beneficially utilized in order to create site-specific regulations to address specific development or topographic conditions, historic or architectural features, existing structures, neighborhood patterns or transitioning uses of land. PUDs may be created as in-fill development or redevelopment, or may be developed as traditional residential subdivisions of vacant land. The regulations found in this section may be generally applicable to all PUDs, while others, such as [section 28-291](#), are intended for traditional residential or mixed use subdivisions of vacant land. Amendments to existing PUDs shall comply with the same requirements as found herein for PUD rezoning.

(Code 1964, § 33-70; Ord. No. 05-37, § 1, 12-12-05; Ord. No. 13-08, § 1, 5-13-13; Ord. No. 16-07, § 1, 2-8-16)

Sec. 28-287. - Defined.

A planned unit development (PUD) shall mean the zoning district for the development of a particular parcel of land under unified control which is planned and developed as a whole in a single or programmed series of operations and conditions, with uses and structures substantially related to the character of the entire development. A PUD, established pursuant to ordinance of the city commission, must also include an attached final development plan, and project narrative with specified development conditions and a program for the provision, maintenance and operation of all areas, improvements, facilities and necessary services for the common use of all occupants thereof. As a zoning district, the terms and conditions of a PUD shall be enforceable in the same manner as enforcement of all other city code provisions. All city rules, codes and regulations shall remain in full force and effect, and shall apply to the PUD unless a specific exemption, waiver or alternative condition is included in the approved PUD text and site development plan.

(Code 1964, § 33-71; Ord. No. 05-37, § 1, 12-12-05; Ord. No. 2013-08, § 1, 5-13-13; Ord. No. 16-07, § 1, 2-8-16)

Sec. 28-288. - Permissible uses.

Any use which is permitted by the comprehensive plan may be included and approved in a PUD. Those uses allowed may be allowed in a PUD, but must be specifically identified in the PUD development narrative text, and must be compatible with the property's identified comprehensive plan future land use designation. Such uses approved in conjunction with a PUD must provide a justification for the requested use and include defined development criteria in the PUD to mitigate any potential negative impacts of the uses. Additionally, certain desired benefits to the community must be outlined. The benefits to the community may include, but are not limited to those provided on-site, but benefits related to the proposed planned development off-site as well, such as, public parking provisions, enhanced landscaping or street tree planting, architectural or historic preservation benefits, benefits of certain uses in certain areas and/or alternative transportation benefits, and maintenance, improvement or encouragement of public access to waterways, conservation areas and/or vistas and scenic opportunities.

Information regarding allowable uses for the Hazel Henderson PUD may be found under Section II of the PUD text. The primary benefits to the community fall under architectural and historic preservation benefits, specifically the preservation of the existing structure and uses that have been present “on this property for over 30 years.”

(Code 1964, § 33-72; Ord. No. 05-37, § 1, 12-12-05; Ord. No. 16-07, § 1, 2-8-16)

Sec. 28-289. - Procedures, application requirements and narrative PUD text.

- (a) Application for rezoning to PUD. Each application shall identify and address applicable criteria to its specific plan of development. An application for rezoning to PUD shall proceed in general as for other applications for rezoning of land; and, in addition to the information usually required for such applications, the following shall be required:

- (1) Plats, surveys, and metes and bounds description of the area within the PUD.

Legal description of the property and MDP Map have been provided by the applicant.

- (2) The name and address of the owner and, if applicable, evidence of the assignment of an agent who represents the owner.

Applicant/Owner	Authorized Agent for the Applicant/Owner
Ethical Markets Media, LLC 10 Carrera Street St. Augustine, FL 32084	James G. Whitehouse, Esq. St. Johns Law Group 104 Sea Grove Main Street St. Augustine, FL 32080

- (3) Evidence of unified control of the entire area within the PUD with all owners within the area of same identified.

Information is included under Section I of the PUD text.

- (4) An agreement by all owners within the PUD which includes their commitment to:
- Proceed with the proposed development in accordance with the PUD ordinance and such conditions and safeguards as may be set by the city commission in such ordinance; and,
 - Provide a written narrative PUD text that clearly identifies by corresponding numbered and lettered paragraphs responses to the following criteria:
 - Consistency with every relevant goal, policy and objective of the Comprehensive Plan, including but not limited to density and intensity limitations of the Future Land Use Map category for the property; and,

Information is included under Section IV of the PUD text and on pages 2-4 of this staff report.

- For properties currently in the HP-1, HP-2, HP-3, HP-4 and HP-5 districts requesting rezoning to PUD, identification of the specific proposed benefits or enhancements to the property that promote the goals of these historic districts; and,

N/A

- The need and justification for a rezoning to PUD or PUD amendment, including identification of each proposed development condition that would otherwise not be allowed under the existing zoning, including, but not limited to, maximum lot coverage, signage, setbacks, allowable zoning uses and uses by exception; and,

The PUD text states, "Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold" as the need and justification for the PUD rezoning.

Identification of each proposed development condition:

10 Carrera Street Zoned as Residential Single-Family-One: RS-1	10 Carrera Street Zoned as the Proposed Hazel Henderson Planned Unit Development (Information is found under Section II of the PUD text)
Permitted Uses and Structures	
Single-family dwelling; home-based business. Sec. 28-348 for accessory uses and structures. [LINK TO SECTION] Sec. 28-347 for permissible uses by exception. [LINK TO SECTION]	Single-family dwellings; Multiple-family dwelling, but only to specifically allow the one caretaker / accessory apartment with its own kitchen; <i>Homebased business office</i> *, allowing the Green Economy organization / office (up to 500sf and allowing 2 non-resident employees); <i>Private Library</i> ** with the allowance for invitee use for scholarly research or pursuit, including meetings/classes; a community meeting space for periodic use. Sec. 28-348 for accessory uses and structures. [LINK TO SECTION]
Minimum yard setback requirements	
Front, twenty (20) feet minimum. Side, five and nine tenths (5.9) feet minimum. *** Rear, twenty (20) feet minimum.	As shown on submitted site plan
Maximum lot coverage by all buildings	
Twenty-nine (29) percent. *	Lot coverage shall remain the same, but in no case shall exceed thirty-five percent maximum (35%)
Maximum height of structures	
Thirty (30) feet. *	Thirty-five (35) ft measured pursuant to City Code
Off-street Parking	
Requirements of City Code [LINK TO SECTION]	The five existing parking spaces onsite shall be maintained, as follows: Two provided for the residence, one provided for the apartment, and two for guests, visitors or employees. All guests and visitors that cannot be accommodated on site shall be provided with parking passes at either private or public parking lots, if they don't have parking at their place of accommodation within walking distance.

Signage	
Residential Zone 1 [LINK TO SECTION]	Size and construction of all signs within the property will be in conformance with the City of St. Augustine Sign Ordinance requirements

**Home-based business office* shall include an office for the Green Economy organization/office -a business focused on integrative solutions for environmental protection, social entrepreneurship, and ethical governance or similar pursuits. Green businesses aim to reduce their negative impact on the environment while still making a profit. Green economies aim to achieve sustainable development without degrading the environment. [LANGUAGE FROM THE PUD TEXT]

***Private Library* is defined as an area for collection of books, journals, and other media, which may be open by invitation only for scholarly research, contemplative study, and small meetings and classes on occasion (Allowed as accessory use only-limited to a maximum of 2000sf of area) [LANGUAGE FROM THE PUD TEXT]

***Regulations for non-conforming RS-1 lots; Sec. 28-119 [\[LINK TO SECTION\]](#) and Sec. 28-159 [\[LINK TO SECTION\]](#)

4. Compliance with the purpose and intent and criteria in [section 28-286](#); and,

Staff analysis of Sec. 28-286. may be found above in this staff report and under Section IV of the PUD text.

5. Compliance with [section 28-288](#) and justification for any zoning uses; and,

Information may be found under Section IV of the PUD text.

6. The phasing of the PUD or PUD amendment, including all sub-phases; each phase addressing the types of approval required or obtained (i.e.: entry corridor, HARB, building plan, landscaping, etc.) and the proposed commencement and completion of such development according to the plans approved by such ordinance or other related permit; and,

The PUD text states, “This PUD is fully developed and will only require maintenance over time.”

7. Identification of the legally responsible entity or entities for continuing operations and maintenance to such areas, functions and facilities as are not to be provided, operated or maintained by the city pursuant to written agreement; and,

Information may be found under Section III of the PUD text.

8. A termination date after which the PZB shall be required to evaluate whether all or part of the PUD has been abandoned by failure to timely commence and complete development of all or part of the phases of the PUD as identified pursuant to subsection (6) or other circumstances have contributed to the development delay, if so, one (1) year extension(s) may be granted by the PZB at an advertised public hearing, after two (2) such extensions if no activity has been initiated the city commission shall deem the PUD abandoned which shall act as a reversion of

the zoning to its pre-PUD zoning district for the areas not in compliance with the phasing schedule; and,

The PUD text states, “It is the landowner's understanding and intent that should this Application be approved and then not acted upon timely, the existing zoning approvals would remain unchanged.”

9. If a reversion to pre-PUD zoning district pursuant to subsection (8) would otherwise be inconsistent with the Comprehensive Plan in effect at the time of the reversion, said reversion shall not become effective unless a Comprehensive Plan amendment is duly adopted; and,

The PUD text states, “Any reversion to a pre-PUD zoning district would not render the existing uses inconsistent with the Comprehensive Plan.”

10. An infrastructure impact analysis or equivalent impact analysis to clearly outline the project's potential impact on transportation networks, circulation patterns, and infrastructure of the city; and

The PUD text states, “As indicated in the narrative and on our site plan, this site will not be changed and the uses will not be changed. They will maintain the current historically compatible uses, maintaining the parking onsite and providing avenues for additional parking if required. Their intent is to promote pedestrian traffic and bicycle and other multi-modal uses within our city as advocated by our Mobility plan; thus, no additional traffic or infrastructure impact will occur based upon these continued historically compatible uses.”

11. A signed statement voluntarily acknowledging and binding the applicant(s), property owner(s), and each of their successors in title, to every commitment made in their application and at hearing relating to the rights, terms, conditions and limitations of the PUD text narrative and final site development plan, including but not limited to the phasing, termination and reversion clauses:

The PUD text states, “The owners for themselves and for their successors and assigns acknowledge and agree to be bound by every commitment made in this application and at hearings relating to the rights, terms, conditions and limitations of the PUD text narrative and final site development plan, including but not limited to the phasing termination and reversion clauses.”

- (b) Materials to accompany applications. An application for rezoning to PUD shall be accompanied by the following, in sufficient copies as deemed necessary by the planning and zoning board for referrals and recommendations. The planning and building department will maintain a checklist of materials to accompany an application to help clarify the submittal requirements:

- (1) Plans, maps, studies and reports, including an infrastructure impact analysis, as may reasonably be required by the city commission and the planning and zoning board in order to make the findings and determinations called for in the particular case. The infrastructure impact analysis shall include site specific design improvements related to traffic circulation, and the movement of pedestrians, bicycles, and vehicles on and off-site, and water, sewer, stormwater improvements, and public utility improvements and impacts.

The Board has the ability to reasonably require additional information in order to make the necessary findings and determinations for this specific rezoning request.

- (2) For proposed PUDs currently zoned HP-1, HP-2, HP-3, HP-4 and HP-5, a streetscape demonstrating the size and scale of the project in context with the adjacent properties and existing historic district development patterns. The streetscape shall include at a minimum the subject block and facing block to illustrate how the proposed project meets the scale of the surrounding context. This streetscape requirement is not mandatory for projects that create no visual impact to the exterior of an existing structure. Structural changes in roof lines, exterior facades and elevations and any exterior additions or reconfigurations may require a streetscape, as deemed necessary by staff or the historic architectural review board concurrent with project details.

N/A

- (3) Infill and redevelopment projects shall also be required to provide a streetscape analysis similar to that required in the historic districts as per (b) (2) above, as deemed necessary by staff to allow the PZB and/or HARB, for projects in the city's entry corridors, to evaluate the projects impact on the neighborhood or area, as a defined community in [section 28-289\(b\)](#) (9) and the projects ability to contribute to and enhance the existing streetscape.

With this request being both an infill and redevelopment project the proposal is required, if deemed necessary by the PZB, to include a streetscape analysis similar to that required in (b)(2) above.

- (4) A written PUD text narrative compliant with all parts of [sections 28-286](#) through [28-292](#), as applicable. Such PUD text narrative shall also include as an exhibit a final site development plan at an appropriate scale and consistent with the terms of the PUD text narrative, an introductory statement explaining the intended plan of development, clearly indicating where approval of the rezoning to PUD or PUD amendment will benefit the future occupants of the proposed development, will be compatible with the adjacent neighborhood, and will forward the goals, policies and objectives of the city in general, and including any specific benefits to the community as a whole. Such justification shall be based on the intent of the PUD, consistency with the Comprehensive Plan, and compliance with all requirements of rezoning to PUD or PUD amendment as found herein.

Information has been provided by the applicant.

- (5) The final site development plan included at an appropriate scale supporting the above statement illustrating:
- a. The location, grouping and height of all uses and facilities.

Information has been provided by the applicant.

- b. In the case of residential development, the number of residential units, their location and number of stories.

Information has been provided by the applicant.

- c. A multi-modal circulation system including any vehicular, public transit, pedestrian and bicycle access points, driveways, walkways or crosswalks, parking areas, transit shelters or bus stop loading areas, bicycle racks, and rights-of-way, streets or sidewalks to be dedicated in support of the infrastructure impact analysis.
- d. A system of open space and recreational uses, with the acreage to be dedicated and that to be retained in common ownership.

Information has been provided by the applicant.

- e. A topographic map at an appropriate scale showing contour lines, including all existing buildings and wooded areas.

The applicant has not provided a topographic map.

- f. An illustration, outline or discussion describing any community benefits incorporated into the planned development or provided off-site, such as, public parking, enhanced landscaping or street trees, public park facilities, architectural or historic resource benefits, the encouragement of beneficial uses or alternative forms of transportation, maintenance, improvement or encouraging public access to waterways, conservation areas and/or vistas and scenic opportunities.

Under Section V of the PUD text:

Further, pursuant to the guidelines of our PUD ordinance, the project is a grand addition to the area and the benefits to the local and broader community of this designation include the following:

1. Keeping the property primarily residential. Maintaining the scale of historic uses.
2. Maintaining the unique and valuable library in a residential environment.
3. Continuing to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.
4. Supporting the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)
5. Supporting the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

The Board is tasked with either validating these statements included with this rezoning request, requesting additional explanation from the applicant, or providing direction to staff on how to assist with analysis.

- g. Elevations, specific architectural elements, and contextual drawings, as deemed necessary by staff and the PZB and/or HARB to illustrate the details of the project, which may include a sun, shadow or shade study.

Elevations have not been provided by the applicant.

- h. Full signage and hardscape plans, as well as, landscape and tree preservation or replacement plans in sufficient detail to allow PZB to review and make a recommendation concerning the project.

A full signage plan has not been provided, but a site plan has been provided by the applicant.

- i. The site plan must describe and show any buffers or setbacks required from any jurisdictional areas for review to include details for conservation overlay zone development, as well as, locations of any proposed docks or water features, and/or impacts to existing tree canopy areas.

Specific information regarding the tree canopy has not been provided at this time.

- (6) Statements indicating how the problems of maintenance and ownership of common facilities will be resolved.

Information is included in the PUD text.

- (7) A schedule of development, including the staging and phasing of:
 - a. Areas to be developed, in order of priority;
 - b. The construction of streets, utilities and other improvements necessary to serve the proposed development; and
 - c. The dedication of land to public use, if any.

There is no schedule of development included with this proposal.

- (8) Each of the above elements shall be listed as to their relative order of improvement with an estimated time schedule for their accomplishment. It is, among other things, the intent of this requirement that the schedule of development be such that a staged implementation of the PUD would not result in land use conditions which would establish a precedent for the use of adjoining undeveloped property for purposes other than that shown on the approved PUD.
- (9) Developer neighborhood notice. At the time of filing a PUD or PUD amendment application, the applicant must submit to the city's planning department a copy of the developer neighborhood notice mailed to the Neighborhood Council of St. Augustine, Inc., or its successor, by regular U.S. mail at the current mailing address provided to the Florida Department of State, Division of Corporations, as made available on that agency's website. If the property is not included in a defined neighborhood area the boundaries of a "community" area will be defined as those properties within a five hundred-foot radius of the project boundaries to be notified by mail postmarked no less than fifteen (15) days prior to the first scheduled PZB meeting, and shall be notified individually by the same neighborhood notice process below. The developer neighborhood notice shall include the following information:
 - a. The project name, property owner(s) and applicant(s); and
 - b. The existing zoning and requested rezoning, the physical address or location of the project, and a brief description of the application request; and
 - c. The developer's project coordinator contact information, including name, mailing address, telephone number and email address; and
 - d. The following statement in prominent font:

"Please contact the developer's project coordinator directly if a courtesy neighborhood informational meeting is requested of the developer. The courtesy neighborhood informational meeting will be presented by the developer, not by City staff. It is not an official City meeting or

hearing on the project application. The developer neighborhood notice is not intended to be a legal notice, nor should it be relied upon to provide affected party status or standing. The developer neighborhood notice is an additional, courtesy informational tool provided to the public to facilitate early, voluntary and direct communication between the City's neighborhoods or defined communities and PUD development applicants. This document was prepared by the developer and the City does not warrant its accuracy. The official complete application public record will be available for review after filing at the City of St. Augustine Planning and Building Department, 75 King Street, St. Augustine, Florida, during regular office hours."

- e. In addition to the developer neighborhood notice, the city planning and building department may provide additional courtesy information regarding pending applications to individuals and organizations that request it or as part of the city's public information outreach initiative. Such additional courtesy information may be provided in person, by U.S. regular mail, electronic mail or posting on the city's website, as reasonably practicable. This additional courtesy information is not intended to be a legal notice, nor should it be relied upon to provide affected party status or standing.

A copy of the developer neighborhood notice has been provided by the applicant.

- (c) Action by the planning and zoning board and the city commission. Following the public hearing as required for all applications for rezoning, the planning and zoning board may recommend and the city commission may enact an ordinance establishing a PUD, including any special conditions related thereto, based upon findings that:
 - (1) No adverse effect finding. The proposed PUD does not adversely affect the orderly development of the city, the health and safety of residents in the area, the natural environment, the use and development of adjacent properties or the general neighborhood.
 - (2) Consistency with the Comprehensive Plan and PUD regulations finding. The proposed PUD is consistent with the comprehensive plan and meets the intent and criteria of sections 28-286 through 28-292, as applicable.
 - (3) Need and justification finding. In order to permit the use of more flexible land use regulations and the most advantageous techniques of land development, the PUD must affirmatively comply with each applicable PUD regulation found in this section and clearly identify the need and justification for rezoning to PUD. The objective of a PUD is to encourage ingenuity, imagination and design efforts on the part of builders, architects, site planners and developers to produce residential, commercial, industrial or institutional developments, or combinations thereof, that effectively integrate existing historic and neighborhood patterns, or effectively transition between adjacent development uses.
 - (4) Site-specific conditions and mitigation finding. The site-specific development conditions for the proposed PUD:
 - a. Permit a creative approach to the development of land; and
 - b. Accomplish a more desirable environment than would be possible through the strict application of the existing zoning district requirements; and
 - c. Provide for an efficient use of land; and
 - d. Improves the appearance of the area through the preservation and enhancement of historic and natural features, recreation areas and open space, and effectively transition from existing development patterns to the PUD; and
 - e. Provide an environment of consistent character compatible with surrounding areas; and
 - f. Retain property values over the years.

- (d) A PUD or PUD amendment shall first be reviewed by the planning and zoning board, followed by the historic and architectural review board if such review is required. The city commission may remand a PUD application for further review by its planning and zoning board or historic architectural review board, such review shall be limited to the scope of review as expressed by the city commission. The city commission may expressly limit the additional review to only one such agency, after which the PUD application shall be promptly scheduled for further action by the city commission. Nothing in these regulations is intended to remove the historic and architectural review board's reviewing authority after a property has been rezoned to PUD.
- (e) Deviations from ordinance creating PUD. In order to facilitate minor adjustments to the plans approved as part of the ordinance creating a PUD, the city commission may approve changes in such plans, without the review and recommendation of the PZB, and without the adoption of an ordinance to modify the PUD ordinance, if as a result of such changes:
 - (1) There are the same or fewer number of dwelling units and/or floor area;
 - (2) The open space is in the same general location and in the same general amount, or a greater amount;
 - (3) The buildings have the same or less number of stories and/or floor area; and
 - (4) The roads and drives follow approximately the same course and have the same public or private rights therein.
- (f) Given the scale and complicated nature of PUDs the PZB shall require review of a planned unit development final development plan, and narrative requirements with at least two (2) public hearing(s) in an effort to garner as much information and public input as possible, as well as, to finalize any recommendations to the city commission. The PZB reserves the right to require only one (1) public hearing, if deemed appropriate by the PZB, the project may move straight to the city commission for rezoning.
- (g) Because of the nature of PUD's with regard to potential size and the level of detail required of projects, and 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 PUD rezoning within not more than sixty (60) days from the date of filing of the complete application. Any revisions or amendment to the PUD rezoning application must be submitted to the planning and building department at least fifteen (15) days prior to the scheduled meeting date. Notice of public hearing shall be made as provided in [section 28-59\(a\)](#) and (b).
- (h) Expiration of time limits provided in ordinance creating a PUD. If development actions required by the ordinance creating a PUD are not taken within the timeline established in the PUD from the date of approval by the city commission actions consistent with [section 28-289 \(a\)\(4\)b.8.](#) shall be taken.

(Code 1964, § 33-73; Ord. No. 05-37, § 1, 12-12-05; Ord. No. 2013-08, § 1, 5-13-13; Ord. No. 16-07, § 1, 2-8-16)

Sec. 28-290. - Implementation of a PUD.

- (a) Development plan. The final development plan, and project narrative shall be attached to the PUD ordinance as an exhibit and shall be the only development plan associated with the PUD unless and until an amendment to the PUD is pursued via amendment to the PUD ordinance or via minor amendment procedures.
- (b) Record plats. If the PUD ordinance requires the recording of record plats, such plats shall be submitted to the city commission for final approval.
- (c) Approval of development plans. The planning and building department shall review all development plans; and, if found in compliance with this Code, and the PUD ordinance shall approve same.

- (d) Permits required. All construction in the development of a PUD shall proceed only under applicable permits issued by the planning and building department; and no building permit, certificate or other document authorizing construction or occupancy within a PUD shall be issued, except in accordance with the approved PUD ordinance and all regulatory provisions in existence at the time of the permit except as otherwise exempted or waived in the PUD text.

(Code 1964, § 33-74; Ord. No. 05-37, § 1, 12-12-05; Ord. No. 2013-08, § 1, 5-13-13; Ord. No. 16-07, § 1, 2-8-16)

Sec. 28-291. - Standards and criteria for stand-alone residential and mixed use PUD subdivisions. [NOT APPLICABLE; [LINK TO SECTION](#)]

Sec. 28-292. - Standards and criteria for redevelopment and infill PUD developments.

The following performance standards are intended for redevelopment and infill PUD developments. These projects typically involve property currently developed where the proposed PUD includes razing the existing development and building new or renovating the existing development to the extent that it is a redevelopment project which introduces new uses or combination of uses and a new design changing the character of the existing. Infill projects typically involve vacant property within an existing developed area where it is important for the proposed PUD to be compatible with the existing surrounding development. These standards and criteria are in addition to other PUD requirements outlined above.

- (1) General development patterns. Redevelopment and infill projects within the city shall take into consideration pedestrian oriented design, the human scale and sense of place of the surrounding area, and shall respect existing development patterns and provide for compatibility, quality and integrity of the existing area and neighborhoods. They should provide a unique sense of place through architectural design and a mixture of compatible uses in a compact setting with sensitivity to the context of the surrounding neighborhood. The PUD should be an addition to the area and neighborhood which contributes to the area and increases the value of the surrounding area.
- (2) Contributions to the existing community. Redevelopment and infill projects shall also demonstrate consideration for the existing neighborhoods and street patterns within the city by describing the project's impact on existing community patterns, the environment, the economy, the transportation networks or circulation patterns as described in an infrastructure impact analysis, as well as, natural features, and vistas and scenic opportunities. The project narrative shall include a statement of how the PUD is consistent with the character, history, and cultural and natural features that help create a sense of place. The project shall be compatible by demonstrating appropriate design, massing, screening, and architectural techniques.
- (3) Redevelopment and infill PUD projects. Additionally, redevelopment and infill projects shall include a description evaluating the existing building(s) condition, potential demolition issues, and the extent of renovation of the existing building(s), if applicable. A clear description of the site design evaluating existing issues, such as, access, driveways, parking, maneuverability, landscaping, including tree removal is also required if necessary. A description with detailed drawings that show the existing streetscape, and the new streetscape to demonstrate compatibility, proportion, form, and rhythm with the surrounding area is required. Details of colors, materials, and design themes may also be required, and compatibility with applicable Design Standards for Entry Corridors must be demonstrated.

(Ord. No. 16-07, § 1, 2-8-16)

Staff Recommendation

The [Board is tasked with making recommendations to the city commission](#) which shall show that the Board has studied and considered:

- (1) No adverse effect finding meaning,
 - a. The proposed PUD does not adversely affect the orderly development of the city, the health and safety of residents in the area, the natural environment, the use and development of adjacent properties or the general neighborhood.
- (2) Consistency with the Comprehensive Plan and PUD regulations finding meaning,
 - a. The proposed PUD is consistent with the comprehensive plan and meets the intent and criteria of [sections 28-286](#) through [28-292](#), as applicable.
- (3) Need and justification finding meaning,
 - a. In order to permit the use of more flexible land use regulations and the most advantageous techniques of land development, the PUD must affirmatively comply with each applicable PUD regulation found in this section and clearly identify the need and justification for rezoning to PUD. The objective of a PUD is to encourage ingenuity, imagination and design efforts on the part of builders, architects, site planners and developers to produce residential, commercial, industrial or institutional developments, or combinations thereof, that effectively integrate existing historic and neighborhood patterns, or effectively transition between adjacent development uses.

Given the scale and complicated nature of PUDs the PZB shall require review of a planned unit development final development plan, and narrative requirements with at least two (2) public hearing(s) in an effort to garner as much information and public input as possible, as well as, to finalize any recommendations to the city commission.

Attachments

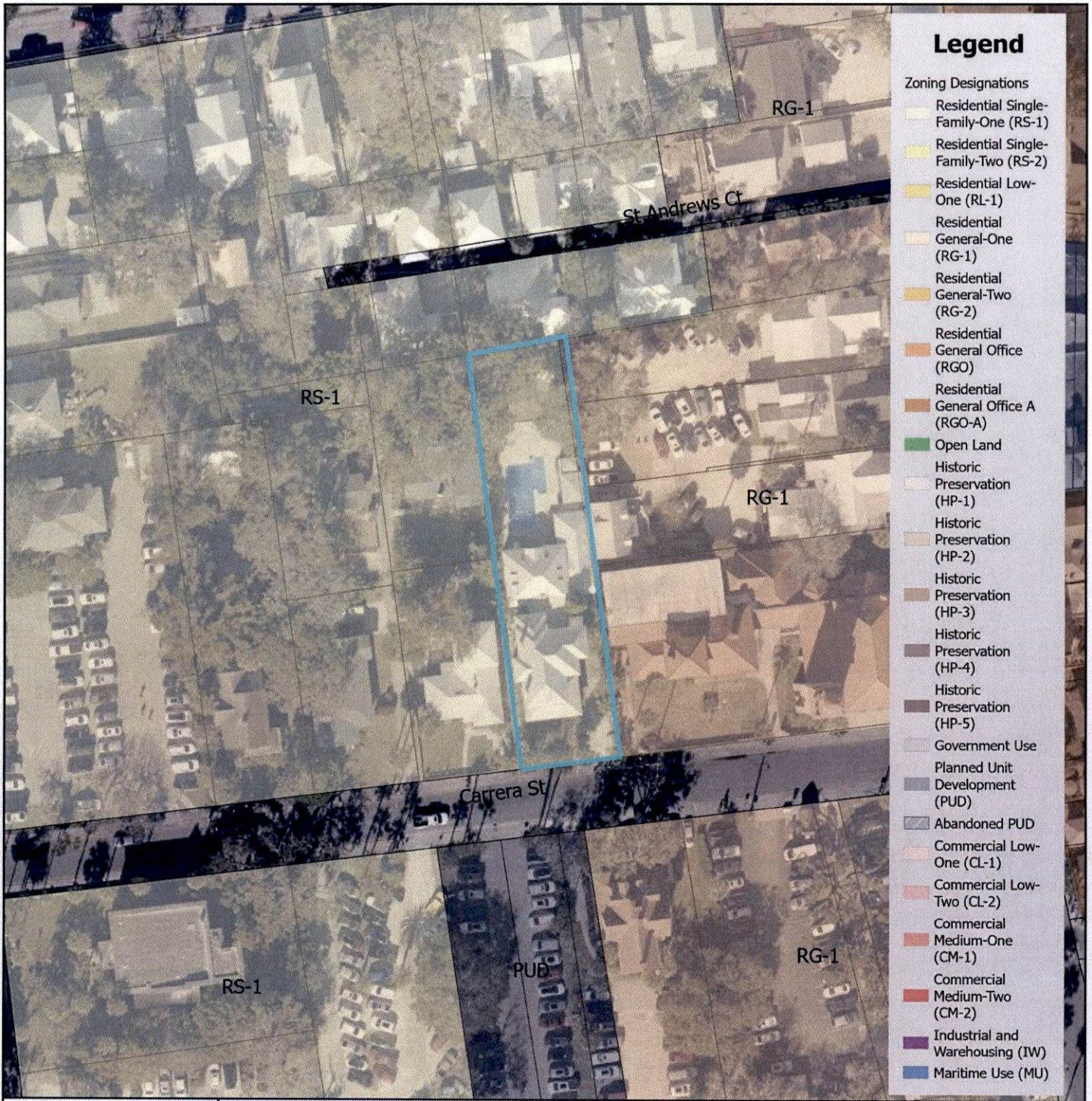
1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Property Deed
5. Sunbiz.org Information
6. The Hazel Henderson PUD Text
7. Legal Description
8. Neighborhood Council Letter
9. Site Plan & MDP Map

Staff Report prepared by:

Jacob Fredriksson, CNU-A
Planning Manager
Planning and Building Department

Attachment 1:

Site Maps & Photos



Legend

Zoning Designations

- Residential Single-Family-One (RS-1)
- Residential Single-Family-Two (RS-2)
- Residential Low-One (RL-1)
- Residential General-One (RG-1)
- Residential General-Two (RG-2)
- Residential General Office (RGO)
- Residential General Office A (RGO-A)
- Open Land
- Historic Preservation (HP-1)
- Historic Preservation (HP-2)
- Historic Preservation (HP-3)
- Historic Preservation (HP-4)
- Historic Preservation (HP-5)
- Government Use
- Planned Unit Development (PUD)
- Abandoned PUD
- Commercial Low-One (CL-1)
- Commercial Low-Two (CL-2)
- Commercial Medium-One (CM-1)
- Commercial Medium-Two (CM-2)
- Industrial and Warehousing (IW)
- Maritime Use (MU)



Zoning Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. The City of St. Augustine disclaims all responsibility for the accuracy or completeness of the data shown hereon.

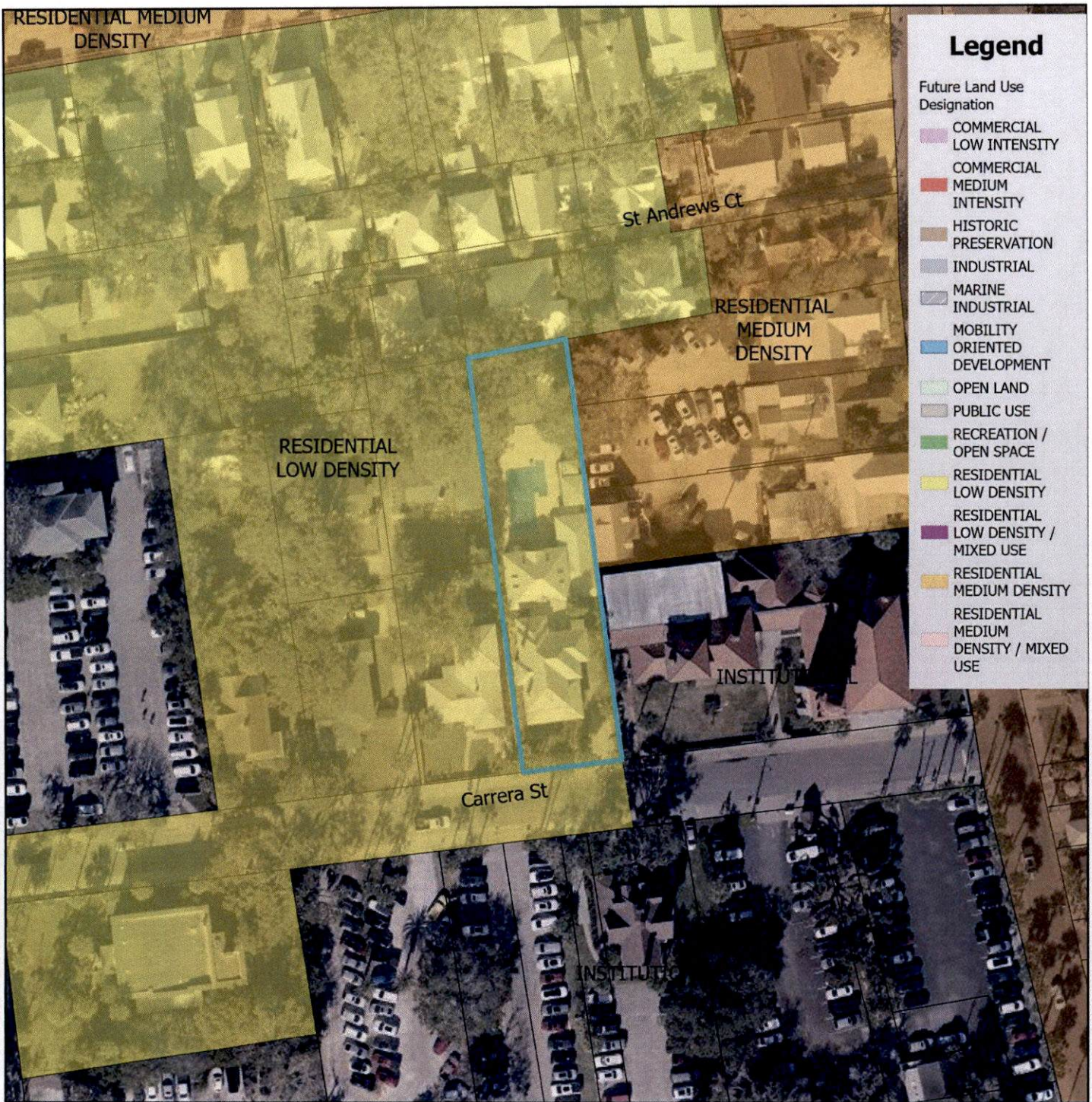
2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



0 0.17 0.35 Miles

0 1,250 2,500 Feet



Future Land Use Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

DISCLAIMER
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2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



0 0.17 0.35 Miles
0 1,250 2,500 Feet





FEMA Flood Zone Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025



0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



Elevation Map

City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025



0 0.01 0.01 Miles

0 40 80 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

Attachment 2: Application



CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

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

1. NAME OF APPLICANT: James G. Whitehouse, Esq. Contact Number: 9044950400

Business (if applicable): ON BEHALF OF THE OWNERS

Address: 104 Sea Grove Main Street City: St. Augustine State: FL Zip: 32080

E-Mail Address: jameswhitehouse@sjlawgroup.com

2. NAME OF PROPERTY OWNER: Ethical Markets Media LLC 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: 10 Carrera Street

5. SPECIFIC PROPOSED USE: Continuation of same current / historic use

6. ACTION REQUESTED:

☐ Conservation Zone Development

☐ Appeal of Staff Determination

☐ Exception

☐ Land Use Plan Amendment

☐ Variance

☒ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: ** PUD required to continue the same use

*** SEE ATTACHED **

8. JUSTIFICATION FOR ACTION REQUESTED: ** Property passed by bequest and the named beneficiary has been entrusted to carry on the same historic use for the public benefit. Trustee intends to form a non-profit entity to carry on the same historic use for posterity and the public benefit as entrusted by the philanthropic former owner. This PUD is required to continue the same uses but to extricate any concern of other uses within the adjacent RG-1 area. This PUD allows the trustee to carry on the historic use as outlined herein and carry out the continued public benefit use.

04/18/2019

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.

R22 to RG-1 (PZB recommended application to PUD to limit unwanted uses in RG-1)

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

2/3/25
Date

Signature of Property Owner

Owner's Authorization Attached

Date



**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.

JANEIG WHITSTON
Print name of applicant

[Signature]
Signature of applicant

2/3/25
Date

PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 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
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"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.

10 Carrera Street

Project Address: _____

James G. Whitehouse, Esq

Applicant's Name: _____ Applicant's Signature: _____

On Behalf of Owners -

****OWNER'S AUTHORIZATION ATTACHED**

Owner's Name: Ethical Markets Media LLC Owner's Signature: _____



Owner's Authorization For Agent

James G. Whitehouse, Esq. _____ is/are hereby authorized TO ACT ON BEHALF
OF Ethical Markets Media LLC, 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: Beth B Schoellkopf
Signature of Owner
Beth B Schoellkopf
Print Name of Owner
802-777-0504
Telephone Number

State of FLORIDA

County of St. Johns

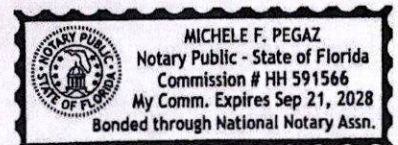
Signed and sworn before me on this 3rd day of February, 2025

By Beth Schoellkopf

Identification verified: Vermont driver's license

Oath sworn: ☒ Yes ☐ No

Notary Signature: Michele F. Pegaz
My Commission expires: 9/21/2028



Attachment 3:
St. Johns County Property Appraiser
Report

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

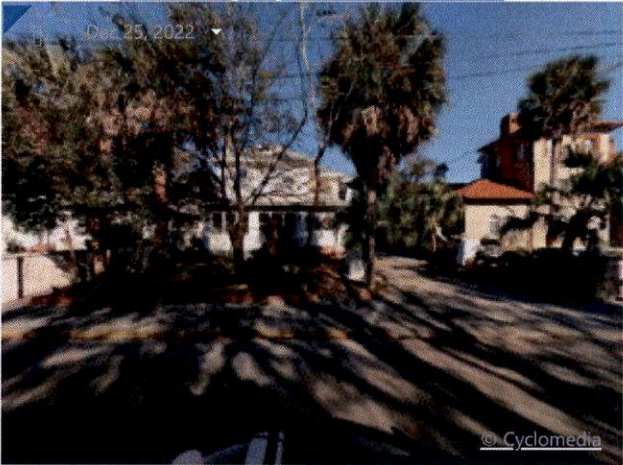
2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	2053000000
Location Address	10 CARRERA ST SAINT AUGUSTINE 32084-0000
Neighborhood	Model Land/City (610.3)
Tax Description*	2-39 (1) MODEL LAND CO SUB CITY E60FT OF LOT 3 BLK K OR1059/1796 & 3850/1634 1636(L/E) <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Model Land Company Subdivision
Sec/Twp/Rng	18-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.340
Homestead	N

[Click Here to Open Cyclomedia Viewer in a New Tab](#)



Owner Information

Owner Name	Ethical Markets Media LLC 100%
Mailing Address	10 CARRERA ST SAINT AUGUSTINE, FL 32084-3622

Map



Valuation Information

	2025
Building Value	\$1,235,891
Extra Features Value	\$49,882
Total Land Value	\$295,200
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$1,580,973
Total Deferred	\$0
Assessed Value	\$1,580,973
Total Exemptions	\$0
Taxable Value	\$1,580,973

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
2024	\$1,198,815	\$52,276	\$295,200	\$0	\$0	\$1,546,291	\$1,546,291	\$0	\$1,546,291
2023	\$1,148,982	\$55,371	\$295,200	\$0	\$0	\$1,499,553	\$1,499,553	\$0	\$1,499,553
2022	\$940,590	\$68,333	\$247,968	\$0	\$0	\$1,256,891	\$564,322	\$792,569	\$464,322
2021	\$692,536	\$68,568	\$210,330	\$0	\$0	\$971,434	\$547,885	\$523,549	\$447,885
2020	\$715,292	\$68,803	\$210,330	\$0	\$0	\$994,425	\$540,321	\$554,104	\$440,321
2019	\$577,631	\$63,779	\$210,330	\$0	\$0	\$851,740	\$528,173	\$423,567	\$428,173
2018	\$427,597	\$49,515	\$210,330	\$0	\$0	\$687,442	\$518,325	\$269,117	\$418,325
2017	\$442,600	\$47,527	\$210,330	\$0	\$0	\$700,457	\$507,664	\$292,793	\$407,664
2016	\$407,237	\$46,233	\$182,655	\$0	\$0	\$636,125	\$497,222	\$238,903	\$397,222
2015	\$376,520	\$46,468	\$166,050	\$0	\$0	\$589,038	\$493,766	\$195,272	\$393,766
2014	\$324,769	\$46,703	\$166,050	\$0	\$0	\$537,522	\$489,847	\$147,675	\$389,847

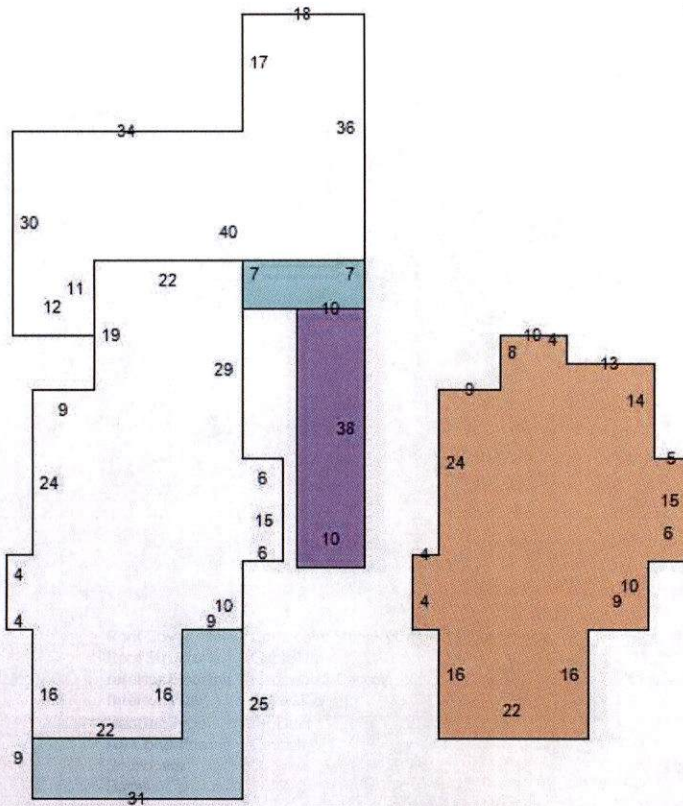
Building Information

Building	1	Roof Cover	Composite Shingle, Cement Fiber Shingle
Building Value	\$1,235,891	Roof Structure	Gable Hip
Year Built	1917	Interior Flooring	Hardwood, Carpet
Actual Area	6057	Interior Wall	Drywall
Conditioned Area	5466	Heating Type	Air Duct
Use	Single Family Residence	Air Conditioning	Central
Style	01	Bedrooms	0
Exterior Wall	Aluminum Vinyl	Baths	

Description	Square Footage
ADDITION	1426
FINISHED UPPER STORY	1713
FINISHED CARPORT	380
BASE AREA	1989
FINISHED OPEN PORCH	126
FINISHED ENCLOSED PORCH	423
Total SqFt	6057

Sketch Information

Room Type
FINISHED ENCLOSED PORCH
FINISHED OPEN PORCH
Base
FINISHED CARPORT
FINISHED UPPER STORY
FAD



Extra Feature Information

Code Description	Status	Value
Pool - Average (RES)		30600
Shop (Mix)		1420
Masonry Wall (Mix)		3362
4+ Passenger Elevator (Mix)		14500

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	60	251	60	EF	\$295,200

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
2/28/2014	2/12/2014	\$100.00	LIFE ESTATE	3850	1636	U	I	HENDERSON HAZEL ***	HENDERSON HAZEL ***
2/28/2014	2/12/2014	\$100.00	WARRANTY DEED	3850	1634	U	I	KAY ALAN F	HENDERSON HAZEL
	6/22/1994	\$100.00	WARRANTY DEED	1059	1796	U	I	KAY ALAN F	KAY ALAN F & HENDERSON HAZEL DR (HIS WIFE)
	12/2/1991	\$244,000.00	WARRANTY DEED	916	1391	Q	I	STEWART DAVID J	KAY ALAN F
	6/1/1990	\$0.00		879	1195	U	I		STEWART DAVID J
	9/1/1989	\$206,000.00		833	55	Q	I		
	9/1/1989	\$215,000.00		833	55	Q	I		
	1/1/1980	\$139,900.00		453	271	U	I		

No data available for the following modules: Sales Questionnaire Form, 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: 2/26/2025, 12:10:07 AM

Contact Us

Developed by
 SCHNEIDER
 GEOSPATIAL

Attachment 4:

Property Deed

**TITLE TO THE PROPERTY CONVEYED HEREBY WAS NOT EXAMINED BY THE
PREPARER OF THIS DEED AND NO OPINION IS GIVEN AS TO THE
MARKETABILITY OR CONDITION OF TITLE**

Prepared by and return to:
Larry D. Marsh, Esq.
Cobb Cole
150 Magnolia Avenue
Daytona Beach, Florida 32114

Recording Fee: \$18.50
Documentary Stamp Tax: \$ 0.70

Property Appraiser's Tax Parcel I.D. #: 10205300-0000

DEED
(Enhanced Life Estate)

THIS INDENTURE, made this 12th day of February, 2014 between HAZEL HENDERSON, a married woman, grantor, whose address is 10 Carrera St., St. Augustine, FL 32084 FOR A LIFE ESTATE, and THE REMAINDER, subject to the rights and powers reserved in grantor as hereinafter set forth, to Ethical Markets Media, LLC, a Florida limited liability company, or its successors in interest (the Company), whose mailing address is 10 Carrera St., St. Augustine, FL 32084.

WITNESSETH, that grantor, for and in consideration of the sum of TEN DOLLARS (\$10.00) in hand paid and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged do hereby grant, bargain and sell to HAZEL HENDERSON, a LIFE ESTATE, without liability for waste and with full power and authority in said life tenant to sell, convey, mortgage, lease or otherwise manage and dispose of the property in fee simple, without joinder by the remaindermen, and with full power to retain any and all proceeds generated thereby, and the REMAINDER to Ethical Markets Media, LLC, a Florida limited liability company, or its successors in interest (the Company), the following described land, situate, lying, and being in St. Johns County, Florida, to-wit:

Commence at the Southwest corner of the Methodist Church Lot which is a point on the North line of Carrera Street 210 feet Westerly from the Northwest corner of the intersection of Carrera and Cordova Street, run thence northerly along the West line of the Methodist Church Lot and said line produced 251 feet, 6 inches, more or less to a point, where said line intersects the South line of Lot 8, of Block "K", Model Land Company's Subdivision, run thence Westerly along said South line of Lot 8, 60 feet to a point;

(037727-001 : GMATH/GMATH: 01581323.DOC; 2)

thence Southerly along a line parallel with the West line of the Methodist Church Lot and the production thereof to a point where said line intersects the North line of Carrera Street; run thence Easterly along the North line of Carrera Street to Point of Beginning, being the East 60 feet of Lot 3 of Block "K" of the Model Land Company's Subdivision of the City of St. Augustine, as shown on the Official Map of said City made by Robert Ransor, dated January 1, 1905.

SUBJECT to taxes for 2014 and subsequent years, and restrictions, easements and reservations of record, mention of which shall not serve to reimpose same.

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

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

Signed, sealed, and delivered
in our presence:

John Sundeman
JOHN SUNDAMAN

(Witness #1 Sign and Print Name)

Carol E. Erkund
CAROL E. ERKUND

(Witness #2 Sign and Print Name)

Hazel Henderson
Hazel Henderson

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this 12th day of February, 2014, by Hazel Henderson, who is personally known to me or who have produced (personally known) as identification.

NOTARY PUBLIC:

Sign: *Nancy J. Barnard*

Print: Nancy J. Barnard

State of Florida At Large.

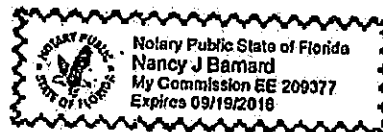
(Seal)

My Commission Expires: 09/19/2016

Title/Rank: Notary Public

Commission Number: 209377

[037727-001 : QMAT11/QMAT11 : 01581523.DOC; 2]



TITLE TO THE DESCRIBED PROPERTY WAS NOT EXAMINED BY THE PREPARER OF THIS DEED AND NO OPINION IS GIVEN AS TO THE MARKETABILITY OR CONDITION OF TITLE.

Prepared by and return to:
Larry D. Marsh, Esq.
CobbCole
149 S. Ridgewood Avenue
Suite 700
Daytona Beach, Florida 32114

Recording Fee: \$ 18.50
Documentary Stamp Tax: \$ 0.70

Property Appraisers Parcel
Identification Number(s): 10205300-0000

WARRANTY DEED
(Statutory Form - 689.02, F.S.)

THIS INDENTURE, made this 12th day of February 2014, between **ALAN F. KAY**, a married man ("Grantor") and **HAZEL HENDERSON**, his wife, whose address is 10 Carrera St., St. Augustine, FL 32084 ("Grantee"),

WITNESSETH, that Grantor, for and in consideration of the sum of \$10.00 in hand paid and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, has granted, bargained and sold to the Grantee, and Grantee's heirs and assigns forever, Grantor's interest in the following described land, situate, lying, and being in St. Johns County, Florida, more particularly described as follows:

Commence at the Southwest corner of the Methodist Church Lot which is a point on the North line of Carrera Street 210 feet Westerly from the Northwest corner of the intersection of Carrera and Cordova Street, run thence northerly along the West line of the Methodist Church Lot and said line produced 251 feet, 6 inches, more or less to a point, where said line intersects the South line of Lot 8, of Block "K", Model Land Company's Subdivision, run thence Westerly along said South line of Lot 8, 60 feet to a point; thence Southerly along a line parallel with the West line of the Methodist Church Lot and the production thereof to a point where said line intersects the North line of Carrera Street; run thence Easterly along the North line of Carrera Street to Point of Beginning, being the East 60 feet of Lot 3 of Block "K" of the

Model Land Company's Subdivision of the City of St. Augustine,
as shown on the Official Map of said City made by Robert Ransor,
dated January 1, 1905

SUBJECT to taxes for 2014 and subsequent years, and restrictions, easements and reservations of
record.

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

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

Signed, sealed, and delivered
in our presence:

C. Sundeman

JOHN SUNDEMAN
(Name and Signature of Witness 1)

Carol E. Eklund
CAROL E. EKLUND
(Name and Signature of Witness 2)

GRANTOR:

By: Alan F. Kay
Name: Alan F. Kay

Date: February 12, 2014

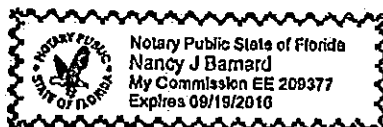
STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this 12th day of February, 2014 by
Alan F. Kay, who: (notary please check one) ☒ is personally known to me; or ☐ has produced
_____ as identification.

NOTARY PUBLIC:

Sign: Nancy J. Barnard
Print: Nancy J. Barnard
State of Florida At Large (Seal)
My Commission Expires: 09/19/2016
Title/Rank: Notary Public
Commission Number: 209377

{037727-001 : GMATH/GMATH : 01617163.DOC; 1}



Attachment 5:

Sunbiz.org Information



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company

ETHICAL MARKETS MEDIA, LLC *****

Filing Information

Document Number	L03000028053
FEI/EIN Number	20-0123353
Date Filed	07/30/2003
Effective Date	07/30/2003
State	FL
Status	ACTIVE
Last Event	NAME CHANGE AMENDMENT
Event Date Filed	05/27/2005
Event Effective Date	NONE

Principal Address

10 CARRERA STREET
ST. AUGUSTINE, FL 32084

Changed: 06/20/2022

Mailing Address

10 CARRERA STREET
ST. AUGUSTINE, FL 32084

Changed: 04/02/2022

Registered Agent Name & Address

Schoellkopf, Beth
10 CARRERA STREET
ST. AUGUSTINE, FL 32084

Name Changed: 03/04/2024

Address Changed: 04/02/2022

Authorized Person(s) Detail

Name & Address

Title Manager

SPALDING, CAROL
10 CARRERA STREET
ST. AUGUSTINE, FL 32084

Title Manager

SCHOELLKOPF, BETH BINNS
10 CARRERA STREET
ST. AUGUSTINE, FL 32084

Annual Reports

Report Year	Filed Date
2023	01/19/2023
2023	01/20/2023
2024	03/04/2024

Document Images

03/04/2024 -- ANNUAL REPORT	View image in PDF format
01/20/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
01/19/2023 -- ANNUAL REPORT	View image in PDF format
12/01/2022 -- AMENDED ANNUAL REPORT	View image in PDF format
04/02/2022 -- ANNUAL REPORT	View image in PDF format
01/26/2021 -- ANNUAL REPORT	View image in PDF format
03/24/2020 -- ANNUAL REPORT	View image in PDF format
04/20/2019 -- ANNUAL REPORT	View image in PDF format
02/16/2018 -- ANNUAL REPORT	View image in PDF format
01/10/2017 -- ANNUAL REPORT	View image in PDF format
03/03/2016 -- ANNUAL REPORT	View image in PDF format
02/11/2015 -- ANNUAL REPORT	View image in PDF format
02/12/2014 -- ANNUAL REPORT	View image in PDF format
03/04/2013 -- ANNUAL REPORT	View image in PDF format
02/07/2012 -- ANNUAL REPORT	View image in PDF format
02/10/2011 -- ANNUAL REPORT	View image in PDF format
02/16/2010 -- ANNUAL REPORT	View image in PDF format
01/30/2009 -- ANNUAL REPORT	View image in PDF format
04/22/2008 -- ANNUAL REPORT	View image in PDF format
04/24/2007 -- ANNUAL REPORT	View image in PDF format
05/01/2006 -- ANNUAL REPORT	View image in PDF format
05/27/2005 -- Name Change	View image in PDF format
05/02/2005 -- ANNUAL REPORT	View image in PDF format
04/05/2004 -- ANNUAL REPORT	View image in PDF format
07/30/2003 -- Florida Limited Liabilities	View image in PDF format

Sent By: COBB & COLE;

386 238 7003 ;

Jul-30-03 15:48;

Division of Corporations

Page 1 of 2

W03000028053

Florida Department of State
Division of Corporations
Public Access System

Electronic Filing Cover Sheet

Note: Please print this page and use it as a cover sheet. Type the fax audit number (shown below) on the top and bottom of all pages of the document.

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Note: DO NOT hit the REFRESH/RELOAD button on your browser from this page. Doing so will generate another cover sheet.

RECEIVED
TALAHASSEE, FL 32304

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FILED

EXPIRATION DATE
7-30-03

To:

Division of Corporations
Fax Number : (850) 205-0383

From:

Account Name : COBB & COLE
Account Number : 120030000050
Phone : (386) 255-1811
Fax Number : (386) 238-7003

DIVISION OF CORPORATION

03 JUL 31 AM 8:09

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LIMITED LIABILITY COMPANY

Ethical Marketplace, LLC

Certificate of Status	0
Certified Copy	1
Page Count	03
Estimated Charge	\$155.00

W03-28053
OK

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**ARTICLES OF ORGANIZATION
OF
ETHICAL MARKETPLACE, LLC
A Florida Limited Liability Company**

**ARTICLE 1
NAME**

The name of this Limited Liability Company is: Ethical Marketplace, LLC

**ARTICLE 2
DURATION**

The duration of this limited liability company is perpetual from the date of commencement of the limited liability company's existence. The date and time of commencement of the limited liability company's existence is the time of filing of the articles of organization by the Department of State of the State of Florida.

**ARTICLE 3
PRINCIPAL OFFICE AND REGISTERED AGENT**

The mailing and the street address of the principal office of the limited liability company is 10 Carrera Street, St. Augustine, Florida 32084. The name and address of the initial registered agent of the limited liability company is Palmetto Charter Services, Inc., 150 Magnolia Ave., Daytona Beach, FL 32114.

**ARTICLE 4
MANAGEMENT**

The company is to be a manager-managed company. The name and address of its Manager is:

Hazel Henderson
10 Carrera Street
St. Augustine, FL 32084

037737-003 (HVARD/KAL) R: 00402241.0000: 1

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**EFFECTIVE DATE
7-30-03**

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JUL 30 2003
STATE OF FLORIDA
DEPARTMENT OF STATE

FILED

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**ARTICLE 5
CONTINUATION OF BUSINESS**

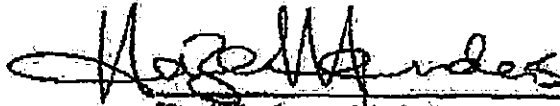
Upon the death, bankruptcy, retirement, resignation, or dissolution of a member or upon the occurrence of any other event which terminates the continued membership of a member in the limited liability company, the remaining members may continue the legal existence and business of the limited liability company if (i) there is at least one remaining member or a new member is admitted, and (ii) within 90 days after the occurrence of the event of disassociation, the members, by a majority in interest vote, consent in writing to the continuation of the business.

**ARTICLE 6
ADMISSION OF ADDITIONAL MEMBERS**

No person may be admitted as an additional member without the prior written consent of the Manager. If such person is admitted, he or she shall be subject to the obligations and limitations in the Operating Agreement of the limited liability company, as amended for the additional members.

IN WITNESS WHEREOF, the undersigned manager does hereby execute and acknowledge these articles of organization this 30th day of July, 2003.

ETHICAL MARKETPLACE, LLC


Hazel Henderson, Manager

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FEDERAL TAX
DIVISION
FLORIDA

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FILED

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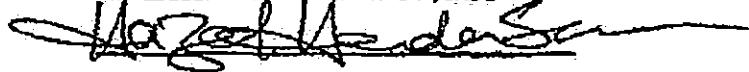
Page 4/4

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**CERTIFICATE DESIGNATING REGISTERED
AGENT AND STREET ADDRESS FOR
SERVICE OF PROCESS**

Pursuant to Section 608.415 Florida Statutes, **ETHICAL MARKETPLACE, LLC** hereby designates **PALMETTO CHARTER SERVICES, INC.**, 150 Magnolia Ave., Daytona Beach, FL 32114, as its registered agent and the street address of its registered office, respectively, for service of process within the State of Florida.

ETHICAL MARKETPLACE, LLC



Hazel Henderson, Manager

ACCEPTANCE OF DESIGNATION

The undersigned understands the obligations of and hereby accepts the foregoing designation as registered agent of **ETHICAL MARKETPLACE, LLC** for service of process within the State of Florida.

PALMETTO CHARTER SERVICES, INC., a Florida corporation

By:  John P. Ferguson

Res: Vice President

RECEIVED
CLERK OF COURT
PALM BEACH COUNTY
FLORIDA

03 JUL 30 PM 8:33

FILED

037727-003 : JIVADQ/KALLM : 00402541.WWD; 1

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Attachment 6:
The Hazel Henderson PUD Text

The Hazel Henderson Planned Unit Development

SUBMITTED

February 3, 2025

Request:

Request to rezone 10 Carrera Street, the Hazel Henderson Center, to Planned Unit Development (PUD), to allow the trustees of Hazel Henderson to maintain the historically compatible uses thereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue as a testament to Dr. Henderson's decades old endeavors.

Ethical Markets Media, LLC is the owner of 10 Carrera Street, (The Hazel Henderson Center). Dr. Hazel Henderson and Dr. Alan Kay, founders of Ethical Markets Media, were highly respected individuals, authors, teachers and researchers, who held many degrees and honors worldwide. They were treasures of the St Augustine community and loved it here. For many years, they both ran their home-based businesses from their home at 10 Carrera, built their library, and held meetings and small gatherings on this property for over 30 years. They were members of the Governors Circle. They even built a special meeting space at the back of the house to accommodate these meetings. Over the years they have had several employees, interns and many, many visitors.

In 2022, after Hazel Henderson's passing, we (Beth Binns Schoellkopf and Dr. Carol Spalding) became Trustees of Ethical Markets Media, LLC, specifically with Hazel Henderson's direction and stated intention to maintain the home as a residence and continue running her business, maintain her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The Trustees are part time residents of St. Augustine. They share the home with a full-time caretaker living on the property.

The business, Ethical Markets Media, supports a curated news feed, research, scholarly pursuits, web-based activities and meetings / classes. City business licenses have been in place since the mid-90s, granted to Hazel Henderson and Alan Kay, and have maintained an active license.

Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing current and historic uses for the community as a whole, without the RG-1 uses that might be

undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold.

Please note this property borders an RG-1 zone with a church on one side, an existing multifamily property in the RS-1 district to the other (we presume allowed as a preexisting nonconformity) and a PUD across the street. It is very close to the intensive historic commercial area at the heart of the town, and across the street from Flagler College, including parking lots for the college and the church. The Trustees have every intention of preserving the property and building as is, and this would not involve any additions or signage.

As you can see from the surveyed site plan the property is about 60' x 250' and includes a historic 2 story wood frame home with a basement. Over the years the garage was converted into office space and sleeping space. The site includes extensive trees and gardens, a pool and patio, and parking for 5 cars. It is surrounded by fencing, hedges, and/or walls on all sides.

In an effort to raise funds to support the property, the Trustees have refurnished some former office space into a studio apartment and licensed that for short-term rentals for the past two years. In the PUD we are seeking to allow that as an accessory apartment of the same size, which would allow a kitchen and provide for the possible use as a caretaker's apartment to help support the expenses and care of the primary home.

We are not proposing any change to the property or site plan as a part of this request. Architecturally we are dedicated to maintaining the character and condition of the home. We have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. A librarian was hired to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. The Trustees have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

The Trustees want to ensure they can move forward as part-time residents and directors of the intellectual and physical property with the uses allowed over all these years as they begin the next phase of fundraising to support these endeavors.

They understand the benefits to the local and broader community of this designation to include:

1. Keep the property primarily residential. Maintain the scale of historic uses.
2. Maintain the unique and valuable library in a residential environment
3. Continue to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.
4. Support the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)
5. Support the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

All updates, rehabilitation and additions to the current structures in the future will meet and exceed all city codes and regulations. This rezoning will allow the applicant to maintain this property as situated while continuing the historically compatible uses hereon and to continue to run Hazel Henderson's work and business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance.

Applicant / Owner:

Ethical Markets Media, LLC
10 Carrera Street
St. Augustine, FL 32084

Authorized Agent for the Applicant / Owner:

James G. Whitehouse, Esq.
St. Johns Law Group
104 Sea Grove Main Street
St. Augustine, FL 32080

Exhibits:

Exhibit A	Application
Exhibit B	Legal Description
Exhibit C	Development Plan Narrative
Exhibit D	Location Map/Aerial
Exhibit E	Proof of Ownership/Deed
Exhibit F	Authorizations
Exhibit G	Master Site Plan

Parcel Identification Number: 205300-0000

EXHIBIT

A

APPLICATION



CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

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

1. NAME OF APPLICANT: James G. Whitehouse, Esq. Contact Number: 9044950400

Business (if applicable): ON BEHALF OF THE OWNERS

Address: 104 Sea Grove Main Street City: St. Augustine State: FL Zip: 32080

E-Mail Address: jameswhitehouse@sjlawgroup.com

2. NAME OF PROPERTY OWNER: Ethical Markets Media LLC 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: 10 Carrera Street

5. SPECIFIC PROPOSED USE: Continuation of same current / historic use

6. ACTION REQUESTED:

☐ Conservation Zone Development ☐ Appeal of Staff Determination

☐ Exception ☐ Land Use Plan Amendment

☐ Variance ☒ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: ** PUD required to continue the same use

*** SEE ATTACHED **

8. JUSTIFICATION FOR ACTION REQUESTED: ** Property passed by bequest and the named beneficiary has been entrusted to carry on the same historic use for the public benefit.

Trustee intends to form a non-profit entity to carry on the same historic use for posterity and the public benefit as entrusted by the philanthropic former owner.

This PUD is required to continue the same uses but to extricate any concern of other uses within the adjacent RG-1 area. This PUD allows the trustee to carry on the historic use as outlined herein and carry out the continued public benefit use.

04/18/2019

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 APPPLICATIONS:

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.

R22 to RG-1 (PZB recommended application to PUD to limit unwanted uses in RG-1)

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

2/3/25
Date

Signature of Property Owner

Owner's Authorization
Attachea

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.

JANET G. WHITSTON

Print name of applicant

[Signature]
Signature of applicant

2/3/25
Date

10/31/17

PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 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
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"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.

10 Carrera Street

Project Address: _____

James G. Whitehouse, Esq

Applicant's Name: _____ Applicant's Signature: _____

On Behalf of Owners -

**OWNER'S AUTHORIZATION ATTACHED

Owner's Name: Ethical Markets Media LLC Owner's Signature: _____

EXHIBIT

B

LEGAL DESCRIPTION

EXHIBIT B

LEGAL DESCRIPTION

Commence at the Southwest corner of the Methodist Church Lot which is a point on the North line of Carrera Street 210 feet Westerly from the Northwest corner of the intersection of Carrera and Cordova Street, run thence northerly along the West line of the Methodist Church Lot and said line produced 251 feet, 6 inches, more or less to a point, where said line intersects the South line of Lot 8, of Block "K", Model Land Company's Subdivision, run thence Westerly along said South line of Lot 8, 60 feet to a point; thence Southerly along a line parallel with the West line of the Methodist Church Lot and the production thereof to a point where said line intersects the North line of Carrera Street; run thence Easterly along the North line of Carrera Street to Point of Beginning, being the East 60 feet of Lot 3 of Block "K" of the

Model Land Company's Subdivision of the City of St. Augustine, as shown on the Official Map of said City made by Robert Ransor, dated January 1, 1905

EXHIBIT

C

DEVELOPMENT

PLAN

NARRATIVE

Exhibit "C"
DEVELOPMENT PLAN NARRATIVE

**THE HAZEL HENDERSON
PLANNED UNIT DEVELOPMENT**

SECTION I- INTRODUCTION AND REQUEST

As proposed, this is an application for rezoning 10 Carrera Street, the Hazel Henderson Center, to Planned Unit Development (PUD). This rezoning will allow the trustees of Dr. Henderson to maintain the historically compatible uses thereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property in the accessory apartment; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue as a testament to Hazel Henderson's decades old endeavors.

Ethical Markets Media, LLC is the owner of 10 Carrera Street, (The Hazel Henderson Center). Hazel Henderson and Dr. Alan Kay, founders of Ethical Markets Media, were highly respected individuals, authors, teachers and researchers, who held many degrees and honors worldwide. They were treasures of the St Augustine community and loved it here. For many years, they both ran their home-based businesses from their home at 10 Carrera, built their library, and held meetings and small gatherings on this property for over 30 years. They were members of the Governors Circle. They even built a special meeting space at the back of the house to accommodate these meetings. Over the years they have had several employees, interns and many, many visitors.

In 2022, after Hazel Henderson's passing, we (Beth Binns Schoellkopf and Dr. Carol Spalding) became Trustees of Ethical Markets Media, LLC, specifically with Dr. Henderson's direction and stated intention that the trustees maintain the home as a residence and that we would continue running her business, maintain her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The Trustees are part time residents of St. Augustine. They share the home with a full-time caretaker living on the property.

The business, Ethical Markets Media, supports a curated news feed, research, scholarly pursuits, web-based activities and meetings / classes. City business licenses have been in place since the mid-90s, granted to Hazel Henderson and Alan Kay, and they have maintained an active license.

Following a closer review of the local and State home based business statutes and beginning to ask for a change of zoning to RG-1 (medium density residential), and in conjunction with guidance from staff and the city planning and zoning board, we have come to believe the best way to maintain the business and types of activities that have been occurring for

many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold.

Please note this property borders an RG-1 zone with a church on one side, an existing multifamily property in the RS-1 district to the other (we presume allowed as a preexisting nonconformity) and a PUD across the street. It is very close to the intensive historic commercial area at the heart of the town, and across the street from Flagler College, including parking lots for the college and the church. The Trustees have every intention of preserving the property and building as is, and this would not involve any additions or signage.

As you can see from the surveyed site plan the property is about 60' x 250' and includes a historic 2 story wood frame home with a basement. Over the years the garage was converted into office space and sleeping space. The site includes extensive trees and gardens, a pool and patio, and parking for 5 cars. It is surrounded by fencing, hedges, and/or walls on all sides.

In an effort to raise funds to support the property we have redesigned some former office space into a studio apartment and licensed that for short-term rentals for the past two years. In the PUD we are seeking to allow that as an accessory apartment of the same size, which would allow a kitchen and provide for the possible use as a caretaker's apartment to help support the expenses of the primary home.

The owners are not proposing any change to the property or site plan as a part of this request. Architecturally the owners are dedicated to maintaining the character and condition of the home. The owners have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. The owners also hired a librarian to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. The owners have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

The owners want to ensure we can move forward as part-time residents and directors of the business with the uses allowed over all these years as they begin the next phase of fundraising to support these endeavors.

The benefits to the local and broader community of this designation to include:

1. Keeping the property primarily residential. Maintain the scale of historic uses.
2. Maintaining the unique and valuable library in a residential environment
3. Continuing to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.

4. Supporting the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)

5. Supporting the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

Any updates to and maintenance of the property will comply with all the codes and regulations as required by the City of St. Augustine Zoning Code ("Zoning Code"). This Application is filed on behalf of the Owners, Ethical Markets Media, LLC. The Applicant is requesting this rezoning to PUD in accordance with the City of St. Augustine Zoning Code. This rezoning will maintain the current future land use and will reflect a continued maintenance of the historically compatible uses as are currently present and have been employed thereon for years.

As stated, the overall objective of the PUD is to allow the applicant to maintain this property as situated while continuing the historically compatible uses thereon and to continue to run Hazel Henderson's business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance; Specifically, as follows:

A. Location/Surrounding Areas: The property within the PUD currently consists of approximately a third of an acre, described by the Legal Description as included in the Proof of Ownership documents, attached. The property is addressed at 10 Carrera Street and is located as developed and outlined on the attached master development site plan that will be maintained.

B. Ownership/Agreement: The Property is currently owned by Ethical Markets Media, LLC, as shown by the Proof of Ownership documents in the Application materials. Evidence of authorization for representation is attached.

Applicant hereby agrees and stipulates to proceed with the proposed development in accordance with PUD Ordinance as adopted by the City of St. Augustine City Commission with the amendments as outlined. The Applicant also agrees to comply with all conditions and safeguards established by the Planning & Building Department and the Planning & Zoning Board (PZB), Historic Architectural Review Board (HARB) and the City of St. Augustine City Commission.

SECTION II- APPLICATION

A. Permitted Uses: The property will be maintained in an orderly manner. The property historically and currently contains a two-story wood frame structure which includes a single-family residence, an office space, a private library for scholarly research and pursuit and a small meeting area, a caretaker / accessory apartment living space, a pool and patio area and an accessory storage shed with enhancement landscaping. This PUD as narrowly tailored will allow the continued use and maintenance of that structure with the described uses that again have been employed upon this property for many years. The historical layout and intended plan to maintain is clearly indicated on the historic survey clip attached and the scaled MDP map. This rezoning will allow the trustee owner to carry out the stated intent of the philanthropic owner who entrusted that task to their charge, as described.

As such, this PUD is intended to maintain the character of this property and neighborhood while allowing the continuing limited use of the private library, business, and accessory apartment. As well, this PUD is intended to support and continue historic uses in support of the Green Economy including maintenance of the private library, hosting small meetings and classes, and providing opportunities for research and scholarly studies.

More specifically, THE HAZEL HENDERSON PLANNED UNIT DEVELOPMENT will continue to reflect a RS-1 demeanor with the allowance for these historically present and compatible RG-1 uses as generally described above and more specifically described, as follows: (1) Permitted uses and structures: a. Single-family dwellings; b. Multiple-family dwelling, but only to specifically allow the one caretaker / accessory apartment with its own kitchen; c. *Home-based business office*, allowing the Green Economy organization / office (up to 500sf and allowing 2 non-resident employees); d. *Private Library* with the allowance for invitee use for scholarly research or pursuit, including meetings/classes; e. a community meeting space for periodic use; (2) Permitted accessory uses and structures allowed. See section 28-348.

Private Library is defined as an area for collection of books, journals, and other media, which may be open by invitation only for scholarly research, contemplative study, and small meetings and classes on occasion (Allowed as accessory use only-limited to a maximum of 2000sf of area)

Home-based business office shall include an office for the Green Economy organization/office – a business focused on integrative solutions for environmental protection, social entrepreneurship, and ethical governance or similar pursuits. Green businesses aim to reduce their negative impact on the environment while still making a profit. Green economies aim to achieve sustainable development without degrading the environment.

B. Development Standards for NEW Structures within the PUD: The attached site plan depicts the proposed continued historic use and layout of the structures onsite and the uses that will continue to be allowed onsite. The applicant will be allowed to continue to utilize the current layout of structures and uses and to maintain and repair them going forward in their current layouts and setbacks onsite as provided in the site plan attached hereto. In sum, the applicant will be allowed to rehabilitate and utilize this property as presented. No material departures from this site plan are permitted without authorization of the PZB. In addition, the following specific criteria shall apply.

1. Maximum lot coverage: Lot coverage shall remain the same, but in no case shall exceed thirty-five percent maximum (35%)

2. Maximum building height: Thirty-five (35) ft measured pursuant to City Code.

3. Parking: The five existing parking spaces onsite shall be maintained, as follows: Two provided for the residence, one provided for the apartment, and two for guests, visitors or employees. All guests and visitors that cannot be accommodated on site shall be provided with parking passes at either private or public parking lots, if they don't have parking at their place of accommodation within walking distance.

4. Signage: Size and construction of all signs within the property will be in conformance with the City of St. Augustine Sign Ordinance requirements.

5. Stormwater: Stormwater management will be in compliance with the regulations of the City of St. Augustine and conform with the permit requirements established by the St. Johns River Water Management District.

6. Access: Access to the property will be provided per the entrance designated on the MDP map / site plan.

7. Fencing: All existing fencing may remain on the Property or may be modified in accordance with the plan as approved. Other existing fencing may be replaced as desired by the Applicant.

8. Utilities: All electrical and telephone lines are installed on the site: Electrical power is provided by Florida Power and Light Company or other franchised utility provider. Directional security lighting may be provided as needed.

9. Potable Water: Potable water will be provided by COSA via existing connections.

10. Fire Protection/Assessment: Fire protection will be afforded by fire hydrants in accordance with City standards and buildings will provide fire protection systems if required by code. Applicant will comply with the non-ad valorem assessment for fire services adopted by the City through Ordinance Number 97-25 and Resolution Number 97-04. This will include the re-adoption or continuance on an annual basis of such assessment, by Resolution of the City Commission.

11. Sanitary Sewer: The development is served by central sewer collection from the City of St. Augustine. Any extensions shall be in accordance with City requirements and construction shall conform to current permit standards.

12. Outdoor Use: Any use of the outdoor spaces onsite for any business or library related use shall end by 8:00pm.

13. Design: It is the intent of the applicant/owner to continue the current buildings and accessory structures onsite and the long-standing uses on this historic property through continued operation of the same as a residence in conjunction with a community resource providing meeting space with a library for scholarly use and a caretaker / accessory apartment living space, allowing the owner to maintain the historical nature of Hazel Henderson's property for public benefit and scholarly endeavors furthering the historic preservation objectives of our comprehensive plan and the spirit and intent of both our plan and our code to allow the philanthropic intentions of Hazel Henderson to continue for many years to come as was her intention. In sum, this narrowly tailored PUD will allow her trustees to further her philanthropic intention to serve the community by maintaining her extensive private library for research and scholarly pursuits and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance, as she did for her many years here in our historic city that she so loved.

SECTION III- MAINTENANCE

This Planned Unit Development will be owned and operated by the Applicant and/or its successors/assigns. The Applicant, its successors and/or assigns shall be responsible for all improvements made to the site and shall maintain the site in a clean and orderly manner in accordance with all provisions of this PUD and conditions included with the adopting ordinance. All facilities are to remain private and will not be dedicated to the City of St. Augustine. The Applicant reserves the right to transfer the ownership of the PUD or portion thereof to multiple entities, providing maintenance agreement(s) between any property owner/owners has been established which would provide for all maintenance and other requirements as stipulated herein.

SECTION IV- PUD ORDINANCE CRITERIA

Consistency with every relevant goal, policy and objective of the Comprehensive Plan, including but not limited to density and intensity limitations of the Future land Use Map category for the property.

Response: THE HAZEL HENDERSON PUD, as proposed, promotes and is consistent with the goals, policies and objectives of the Comprehensive Plan, including all of the following:
FUTURE LAND USE ELEMENT

Overall Goal: Ensure that the character, density, intensity, and location of all land uses provide a system for orderly growth and development that achieves a balanced natural, physical and economic environment to enhance the quality of life for all residents of the City of St. Augustine.

FLUE Policy 1.1.7: The City shall maintain and enhance the safety and efficiency of the arterial and collector road system and minimize transportation conflicts associated with development by coordinating the driveway permitting process increasing interconnection between adjacent developments and encouraging implementation of the City's mobility plan.

FLUE Policy 1.1.8: Development regulations shall encourage street, pedestrian and open space designs that discourage nonresidential through-traffic in residential neighborhoods, but that encourage energy and time-efficient access points and interconnections between residential areas.

FLUE Policy 1.1.9: All development shall provide for safe, convenient, and appropriately designed traffic circulation on the site, including provisions for needed parking.

FLUE Policy 1.1.11: The developer/owner of any site shall be responsible for the on-site management of storm water in a manner so that post-development runoff rates, volumes and pollutant loads do not exceed pre-development conditions.

FLUE Objective 2.1: The City shall coordinate future land uses with the availability of facilities and services.

FLUE Policy 2.1.1: As part of the City's permitting process, facilities and services shall meet the established level of service standards and shall be available to serve the impacts of development, or development orders and permits shall be specifically conditioned on the availability of the facilities and services necessary to serve the proposed development.

FLUE Policy 2.1.3: The City shall encourage the development of undeveloped pockets and

enclaves within developed areas to utilize existing facilities efficiently and reduce urban sprawl.

FLUE Objective 2.2: Development, redevelopment, land use plan amendments and changes to the zoning of a site shall be coordinated with the availability of adequate facilities and services.

FLUE Policy 2.2.1: The City's land use plan shall prioritize infill, redevelopment and mixed-use developments, as well as compact and contiguous developments within the City of St. Augustine.

FLUE Objective 3.2: The City shall encourage redevelopment and renewal of areas that are exhibiting evidence of decline (i.e., disproportionate number of vacant, dilapidated and/or substandard structures) or blight through redevelopment programs and through maintaining land development codes that contain standards and procedures to encourage redevelopment where desirable.

FLUE Policy 3.2.3: The City shall actively pursue and participate in redevelopment projects that will add to the City's quality of life and economic vitality while balancing the city's character and authenticity.

FLUE Goal 5 Urban Sprawl: Discourage urban sprawl by encouraging innovative strategies to promote infill and compact development or redevelopment and establishing energy efficient land use patterns.

FLUE Policy 5.1.2: The City shall encourage infill and redevelopment through the use of higher density and intensity land use designations and mixed-use designations in appropriate locations.

FLUE Goal 9: Economic Development Promote economic development in an effort to provide a variety of employment opportunities, create a sustainable future, and encourage a positive business climate.

INFRASTRUCTURE IMPACT ANALYSIS

An infrastructure impact analysis or equivalent impact analysis clearly outlines the project's potential impact on transportation networks, circulation patterns and infrastructure of the city.

The infrastructure impact analysis shall include site specific design improvements related to traffic circulation and the movement of pedestrians, bicycles and vehicles on and off-site.

As indicated in the narrative and on our site plan, this site will not be changed and the uses will not be changed. They will maintain the current historically compatible uses, maintaining the parking onsite and providing avenues for additional parking if required. Their intent is to promote pedestrian traffic and bicycle and other multi-modal uses within our city as advocated by our Mobility plan; thus, no additional traffic or infrastructure impact will occur based upon these continued historically compatible uses.

HISTORIC PRESERVATION ELEMENT

HP Goal

Maintain and enhance the historic integrity and ambiance within the City of St. Augustine while encouraging economic growth and the Identification, Preservation, continued use and adaptive reuse of existing historic structures.

1. For properties currently in the HP-1, HP-2, HP-3, HP-4 and HP-5 districts requesting rezoning to PUD, identification of the specific proposed benefits or enhancements to the property that promote the goals of these historic districts.

Response: Not in an HP district.

2. The need and justification for a rezoning to PUD or PUD amendment, including identification of each proposed development condition that would otherwise not be allowed under the existing zoning, including, but not limited to, maximum lot coverage, signage, setbacks, allowable zoning uses and uses by exception.

Response: The Development Plan Narrative, attached above, contains the required development conditions sought by Applicant, all of which are intended to meet the spirit and intent of our code as reflected in the historically compatible uses that have existed on this property for decades.

We are not proposing any change to the property or site plan as a part of this request. Architecturally we are dedicated to maintaining the character and condition of the home. We have made great improvements in the past couple of years including major electrical updates, (we were told this was originally wired by Thomas Edison!) plumbing updates, termite treatments and repairs, and interior furnishings and lighting. We also hired a librarian to put the collection in good order (the books are catalogued with the Library of Congress) and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. We have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house.

As stated, the overall objective of the PUD is to allow the applicant to maintain this property as situated while continuing the historically compatible uses hereon and to continue to run Hazel Henderson's business, maintaining her extensive private library for research and scholarly pursuits, and keeping the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance.

See, FLUE Objective 3.2 - The City shall encourage redevelopment and renewal of areas that are exhibiting evidence of decline through redevelopment programs and through maintaining land development codes that contain standards and procedures to encourage redevelopment where desirable. See, FLUE Policy 3.2.3 -The City shall actively pursue and participate in redevelopment projects that will add to the City's quality of life and economic vitality while balancing the city's character and authenticity. Also see, FLUE Policy 3.2.6 - The City shall encourage economic development in all areas within the city limits by establishing standards in the LDC to: • Provide a variety of uses in close proximity; and • Increase activity and community involvement. This project in fact meets and exceeds all of these characteristics and the permission for the rezoning to allow this great work to continue actually continues our city's stated objectives.

3. Compliance with the intent and criteria in section 28-286.

Section 28-286 provides: The application of flexible land use controls to the development of land is often difficult or impossible within traditional zoning district regulations. In order to permit the use of more flexible land use regulations and to facilitate use of the most advantageous techniques of land development, it is often necessary to establish planned unit developments (PUD) in which development is in harmony with the general purpose and intent of the city's general planning program and comprehensive plan. The objective of a PUD is to encourage ingenuity, imagination and design efforts on the part of builders, architects, site planners and developers to produce residential, commercial or industrial developments, or combinations thereof, which are in keeping with overall land use density and intensity standards,

and open space objectives. The intent of a PUD is to permit flexibility from the strict application of setback, lot size, and other zoning district requirements, and provide performance criteria which:

- (1) Permit a creative approach to the development of land; and
- (2) Accomplish a more desirable environment than would be possible through the strict application of minimum zoning district requirements; and
- (3) Provide for an efficient use of land; and
- (4) Improve the appearance of the area through the preservation and enhancement of natural features, recreation areas, and open space; and
- (5) Provide an environment of stable character compatible with surrounding areas; and
- (6) Retain property values over the years.

Response: The Development Plan Narrative, attached above, demonstrates this proposed PUD's compliance with Section 28-286 and how this proposal is a perfect example for the use of planned unit development to encourage the restoration and/or continued use of a property while allowing for a creative use that is both in line with the area and the stated objective of our code and further has historically shown that the current uses are compatible to the surrounding area. This PUD as narrowly tailored, allows those historically compatible uses to continue as a means of carrying on Hazel Henderson's enviable goals and true philanthropic intent for community involvement and scholarly research and endeavors in the heart of our great historic city.

4. Compliance with section 28-288 and justification for any zoning uses.

Response: Section 28-288 provides "Any use which is permitted by the comprehensive plan may be included and approved in a PUD." This rezoning will allow the trustees of Hazel Henderson to maintain the historically compatible uses hereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community and other activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single-family residence space and they share the home with a full-time caretaker living on the property in the accessory apartment; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue, as a testament to Hazel Henderson's decades old endeavors, is appropriate and justified.

5. The phasing of the PUD or PUD amendment, including all sub-phases; each phase addressing the types of approval required or obtained (i.e.: entry corridor, HARB, building plan, landscaping, etc.) and the proposed commencement and completion of such development according to the plans approved by such ordinance, or other related permit.

Response: *This PUD is fully developed and will only require maintenance over time.*

6. Identification of the legally responsible entity or entities for continuing operations and maintenance to such areas, functions and facilities as are not to be provided, operated or maintained by the city pursuant to written agreement.

Response: *No such areas exist on the Property.*

7. A termination date after which all or part of a PUD that has been abandoned by failure to timely commence and complete development of all or part of the phases of the PUD as identified pursuant to subsection (6) shall act as a reversion of the zoning to its pre-PUD zoning district for the areas not in compliance with the phasing schedule.

Response: *It is the landowner's understanding and intent that should this Application be approved and then not acted upon timely, the existing zoning approvals would remain unchanged.*

8. If a reversion to pre-PUD zoning district pursuant to subsection (8) would otherwise be inconsistent with the Comprehensive Plan in effect at the time of the reversion, said reversion shall not become effective unless a Comprehensive Plan amendment is duly adopted.

Response: *Any reversion to a pre-PUD zoning district would not render the existing uses inconsistent with the Comprehensive Plan.*

9. A signed statement voluntarily acknowledging and binding the applicant(s), property owner(s), and each of their successors in title, to every commitment made in their

application and at hearings relating to the rights, terms, conditions and limitations of the PUD text narrative and final site development plan, including but not limited to the phasing termination and reversion clauses.

Response:

The owners for themselves and for their successors and assigns acknowledge and agree to be bound by every commitment made in this application and at hearings relating to the rights, terms, conditions and limitations of the PUD text narrative and final site development plan, including but not limited to the phasing termination and reversion clauses.

SECTION V - SUMMARY AND CONCLUSIONS

Approval of this Planned Unit Development, when developed in accordance with the conditions stipulated within the application and imposed by the Ordinance, is justified in that:

1. The project will not adversely affect the orderly development of the City of St. Augustine as embodied by the City Zoning Ordinance and the respective Comprehensive Plan of the City, as the proposal is in conformance with the Plan and its goals and objectives, and the use, as included in the Narrative, is compatible with the surrounding zoning. The project allows control over the size and intensity over development and assurance of compatibility with surrounding residential uses.

2. The project will not adversely affect the orderly development of the City of St. Augustine and will not adversely affect the health, safety and welfare of the residents or visitors to the area, will not be detrimental to the natural environment or the development of adjacent properties or the neighborhood as a result of the conditions and safeguards included in the application.

3. The project will accomplish the objective, standards and criteria set forth within the Zoning Ordinance and provides for strict regulation and maintenance of the project to provide the City with the assurance of an attractive and beneficial asset.

4. When developed in accordance with the conditions stipulated in the PUD application and imposed by this Ordinance, the proposed PUD will be consistent with the development of the property in the area and will be compatible with the desired future development of the area.

Summary of Justification - Public Purpose and Public Benefit

Further, pursuant to the guidelines of our PUD ordinance, the project is a grand addition to the area and the benefits to the local and broader community of this designation include the following:

1. Keeping the property primarily residential. Maintaining the scale of historic uses.
2. Maintaining the unique and valuable library in a residential environment.
3. Continuing to provide housing, work opportunities, and activities within the existing developed core of the town, in accordance with many of the provisions of the CDP.
4. Supporting the study of social entrepreneurship, environmental issues, and ethical governance, benefiting both the local and greater communities (Think Global Act Local!)
5. Supporting the local economy and especially the hospitality industry by bringing visitors to the area, though not in great numbers.

THEREFORE, this Planned Unit Development request meets all the above-listed City requirements, including the Comprehensive Plan requirements, does not conflict with any of the elements of our Comprehensive Plan and is fully consistent with our Comprehensive Plan and our City Code.

EXHIBIT

D

LOCATION MAP

AERIAL





EXHIBIT

E

DEED

PROOF OF OWNERSHIP

**TITLE TO THE PROPERTY CONVEYED HEREBY WAS NOT EXAMINED BY THE
PREPARER OF THIS DEED AND NO OPINION IS GIVEN AS TO THE
MARKETABILITY OR CONDITION OF TITLE**

Prepared by and return to:
Larry D. Marsh, Esq.
Cobb Cole
150 Magnolia Avenue
Daytona Beach, Florida 32114

Recording Fee: \$18.50
Documentary Stamp Tax: \$ 0.70

Property Appraiser's Tax Parcel I.D. #: 10205300-0000

DEED
(Enhanced Life Estate)

THIS INDENTURE, made this 12th day of February, 2014 between HAZEL HENDERSON, a married woman, grantor, whose address is 10 Carrera St., St. Augustine, FL 32084 FOR A LIFE ESTATE, and THE REMAINDER, subject to the rights and powers reserved in grantor as hereinafter set forth, to Ethical Markets Media, LLC, a Florida limited liability company, or its successors in interest (the Company), whose mailing address is 10 Carrera St., St. Augustine, FL 32084.

WITNESSETH, that grantor, for and in consideration of the sum of TEN DOLLARS (\$10.00) in hand paid and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged do hereby grant, bargain and sell to HAZEL HENDERSON, a LIFE ESTATE, without liability for waste and with full power and authority in said life tenant to sell, convey, mortgage, lease or otherwise manage and dispose of the property in fee simple, without joinder by the remaindermen, and with full power to retain any and all proceeds generated thereby, and the REMAINDER to Ethical Markets Media, LLC, a Florida limited liability company, or its successors in interest (the Company), the following described land, situate, lying, and being in St. Johns County, Florida, to-wit:

Commence at the Southwest corner of the Methodist Church Lot which is a point on the North line of Carrera Street 210 feet Westerly from the Northwest corner of the intersection of Carrera and Cordova Street, run thence northerly along the West line of the Methodist Church Lot and said line produced 251 feet, 6 inches, more or less to a point, where said line intersects the South line of Lot 8, of Block "K", Model Land Company's Subdivision, run thence Westerly along said South line of Lot 8, 60 feet to a point;

(037227-001 : QMATH/GMATH : 0158152) .DOC; 2)

thence Southerly along a line parallel with the West line of the Methodist Church Lot and the production thereof to a point where said line intersects the North line of Carrera Street; run thence Easterly along the North line of Carrera Street to Point of Beginning, being the East 60 feet of Lot 3 of Block "K" of the Model Land Company's Subdivision of the City of St. Augustine, as shown on the Official Map of said City made by Robert Ransor, dated January 1, 1905.

SUBJECT to taxes for 2014 and subsequent years, and restrictions, easements and reservations of record, mention of which shall not serve to reimpose same.

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

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

Signed, sealed, and delivered
in our presence:

John Sundeman
JOHN SUNDAMAN

(Witness #1 Sign and Print Name)

Carol E. Ekland
CAROL E. EKLAND

(Witness #2 Sign and Print Name)

Hazel Henderson
Hazel Henderson

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this 12th day of February, 2014, by Hazel Henderson, who is personally known to me or who have produced (personally known) as identification.

NOTARY PUBLIC:

Sign: Nancy J. Barnard

Print: Nancy J. Barnard

State of Florida At Large

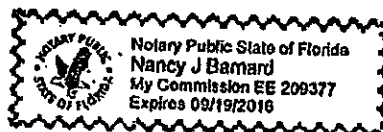
(Seal)

My Commission Expires: 09/19/2016

Title/Rank: Notary Public

Commission Number: 209377

{037727-001 : QMATH/QMATH : 01581523.DOC; 2}



TITLE TO THE DESCRIBED PROPERTY WAS NOT EXAMINED BY THE PREPARER OF THIS DEED AND NO OPINION IS GIVEN AS TO THE MARKETABILITY OR CONDITION OF TITLE.

Prepared by and return to:
Larry D. Marsh, Esq.
CobbCole
149 S. Ridgewood Avenue
Suite 700
Daytona Beach, Florida 32114

Recording Fee: \$ 18.50
Documentary Stamp Tax: \$ 0.70

Property Appraisers Parcel
Identification Number(s): 10205300-0000

WARRANTY DEED
(Statutory Form - 689.02, F.S.)

THIS INDENTURE, made this 12th day of February 2014, between **ALAN F. KAY**, a married man ("Grantor") and **HAZEL HENDERSON**, his wife, whose address is 10 Carrera St., St. Augustine, FL 32084 ("Grantee").

WITNESSETH, that Grantor, for and in consideration of the sum of \$10.00 in hand paid and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, has granted, bargained and sold to the Grantee, and Grantee's heirs and assigns forever, Grantor's interest in the following described land, situate, lying, and being in St. Johns County, Florida, more particularly described as follows:

Commence at the Southwest corner of the Methodist Church Lot which is a point on the North line of Carrera Street 210 feet Westerly from the Northwest corner of the intersection of Carrera and Cordova Street, run thence northerly along the West line of the Methodist Church Lot and said line produced 251 feet, 6 inches, more or less to a point, where said line intersects the South line of Lot 8, of Block "K", Model Land Company's Subdivision, run thence Westerly along said South line of Lot 8, 60 feet to a point; thence Southerly along a line parallel with the West line of the Methodist Church Lot and the production thereof to a point where said line intersects the North line of Carrera Street; run thence Easterly along the North line of Carrera Street to Point of Beginning, being the East 60 feet of Lot 3 of Block "K" of the

Model Land Company's Subdivision of the City of St. Augustine,
as shown on the Official Map of said City made by Robert Ransor,
dated January 1, 1905

SUBJECT to taxes for 2014 and subsequent years, and restrictions, easements and reservations of
record.

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

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

Signed, sealed, and delivered
in our presence:

C. Sundeman
JOHN SUNDEMAN
(Name and Signature of Witness 1)

Carol E. Eklund
CAROL E. EKLUND
(Name and Signature of Witness 2)

GRANTOR:

By: *Alan F. Kay*
Name: Alan F. Kay

Date: February 12, 2014

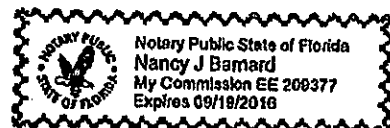
STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this 12th day of February, 2014 by
Alan F. Kay, who: (notary please check one) ☒ is personally known to me; or ☐ has produced
as identification.

NOTARY PUBLIC:

Sign: *Nancy J. Barnard*
Print: Nancy J. Barnard
State of Florida At Large (Seal)
My Commission Expires: 09/19/2016
Title/Rank: Notary Public
Commission Number: 209377

{037727-001 : QMATH/QMATH : 01617163.DOC; 1}



EXHIBIT

F

AUTHORIZATIONS



Owner's Authorization For Agent

James G. Whitehouse, Esq. _____ is/are hereby authorized TO ACT ON BEHALF OF Ethical Markets Media LLC, 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: Beth B Schoellkopf
Signature of Owner
Beth B Schoellkopf
Print Name of Owner
802-777-0504
Telephone Number

State of FLORIDA

County of St. Johns

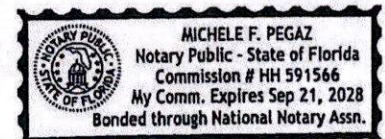
Signed and sworn before me on this 3rd day of February, 2025

By Beth Schoellkopf

Identification verified: Vermont driver's license

Oath sworn: ☒ Yes ☐ No

Notary Signature: Michele F. Pegaz
My Commission expires: 9/21/2028

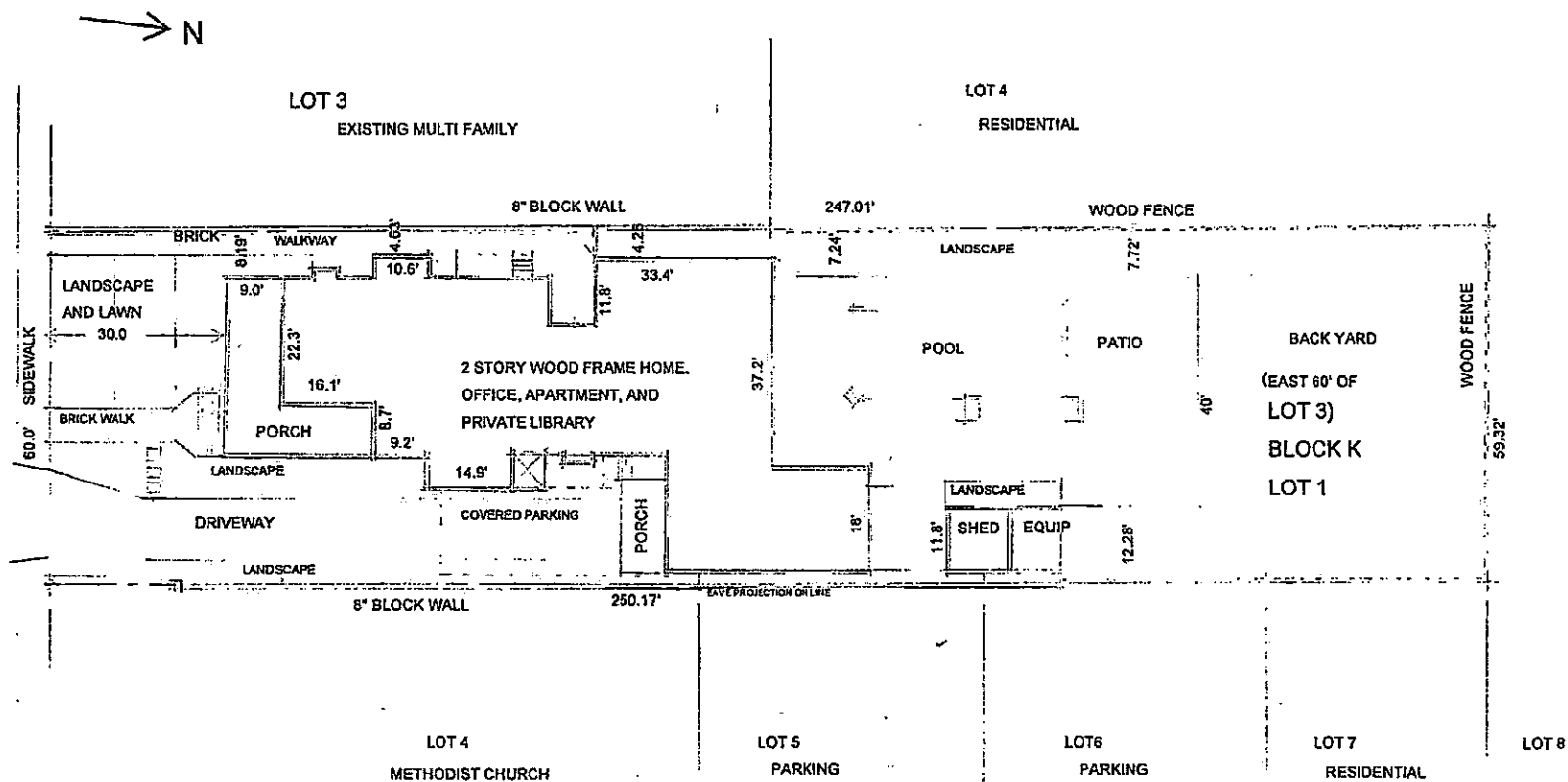


EXHIBIT

G

MASTER SITE PLAN

CARRERA ST



SITE PLAN OF 10 CARRERA, ST AUGUSTINE, FL
01.25.25
OWNER- ETHICAL MARKETS MEDIA. LLC

BASIS OF INFORMATION
SURVEY BY DEVINO AND ASSOCIATES, INC
NOV 21, 1999 (REV DEC 2, 1999)
JOB 91-0415
T DWIGHT STRICKLAND
FL SURVEY LIS #4378

Attachment 7: Legal Description

EXHIBIT B

LEGAL DESCRIPTION

Commence at the Southwest corner of the Methodist Church Lot which is a point on the North line of Carrera Street 210 feet Westerly from the Northwest corner of the intersection of Carrera and Cordova Street, run thence northerly along the West line of the Methodist Church Lot and said line produced 251 feet, 6 inches, more or less to a point, where said line intersects the South line of Lot 8, of Block "K", Model Land Company's Subdivision, run thence Westerly along said South line of Lot 8, 60 feet to a point; thence Southerly along a line parallel with the West line of the Methodist Church Lot and the production thereof to a point where said line intersects the North line of Carrera Street; run thence Easterly along the North line of Carrera Street to Point of Beginning, being the East 60 feet of Lot 3 of Block "K" of the

Model Land Company's Subdivision of the City of St. Augustine, as shown on the Official Map of said City made by Robert Ransor, dated January 1, 1905

Attachment 8:
Neighborhood Council Letter



Dedicated and Responsive Service

NEIGHBORHOOD COUNCIL OF SAINT AUGUSTINE, INC.
52 N. ST. AUGUSTINE BLVD.
SAINT AUGUSTINE, FL 32080

RE: The Dr. Hazel Henderson Memorial Property Planned Unit Development

Pursuant to the requirements of the City of St. Augustine for applications for Planned Unit Development Ordinances, please accept this correspondence as notice of the request for rezoning to Planned Unit Development for 10 Carrera Street to allow the trustees of Dr. Henderson to maintain the historically compatible uses hereon and continue running her business, maintaining her extensive private library for research and scholarly pursuits, and keep the meeting space for community activities that discuss integrative solutions for environmental protections, social entrepreneurship, and ethical governance. The trustees are part time residents of St. Augustine within the single family residence space and they share the home with a full-time caretaker living on the property in the accessory apartment; moreover, the request for the narrowly tailored PUD to permit these compatible historical uses to continue, all as depicted. The following information regarding the project is provided for your use and distribution, as appropriate:

APPLICANT	James G. Whitehouse, Esq. for Ethical Markets Media LLC (Owner - Applicant)
OWNER & APPLICANT	Ethical Markets Media LLC (Owner - Applicant)
LOCATION	10 Carrera Street
CURRENT ZONING	RS-1
CURRENT LAND USE	RES LOW
PROPOSED ZONING	Planned Unit Development (PUD)
SURROUNDING PROPERTIES	Flum – INSTITUTIONAL, RES MED and RES LOW Zoning – RG-1 and RS-1

Current Zoning and Land Uses:

The site is approximately a third of an acre and was owned and maintained by Dr. Hazel Henderson for many years until her passing. By way of bequest, the property passed to the current trustee to hopefully maintain the property and continue its current and historically compatible uses and their recognized, public benefit to the community.

Summary of Request:

Following a closer review of the local and State home based business statutes after beginning to ask for a change of zoning to RG-1, and in conjunction with guidance from staff and the city planning and zoning

T (904) 495-0400	104 Sea Grove Main Street
F (904) 495-0506	St. Augustine, Florida 32080
(888) 588-2599	www.sjlawgroup.com

board, we have come to believe the best way to maintain the business and types of activities that have been occurring for many years, appears to be a rezoning to this narrowly defined PUD. This would allow the primary use to remain a single-family home, maintain the character and scale as is, and allow for continuing current and historic uses for the community as a whole, without the RG-1 uses that might be undesirable. It is proposed to be narrowly and specifically defined in such a way as to prevent other types of businesses and medium density residential from being allowed in the case the property would ever need to be sold. We are not proposing any change to the property or site plan as a part of this request. Architecturally we are dedicated to maintaining the character and condition of the home. We have made great improvements in the past couple of years including major electrical updates, plumbing updates, termite treatments and repairs, and interior furnishings and lighting. We also hired a librarian to put the collection in good order and transferred many of Hazel's archives to the National Women in Media Collection at the University of Missouri. We have put in a lot of effort to maintain the property, home, and business, and invested significantly in the core systems of the house; Hence, this request to rezone to this narrowly tailored PUD.

The Project Coordinator's contact information is as follows:

James G. Whitehouse, Esq.
104 Sea Grove Main Street
St. Augustine, FL 32080
(904) 495-0400
jameswhitehouse@sjlawgroup.com

"Please contact the developer's project coordinator directly if a courtesy neighborhood informational meeting is requested of the developer. The courtesy neighborhood informational meeting will be presented by the developer, not by City staff. It is not an official City meeting or hearing on the project application. The developer neighborhood notice is not intended to be a legal notice, nor should it be relied upon to provide affected party status or standing. The developer neighborhood notice is an additional, courtesy informational tool provided to the public to facilitate early, voluntary and direct communication between the City's neighborhoods and the PUD development applicants. This document was prepared by the developer and the City does not warrant its accuracy. The official complete application public record will be available for review after filing at the City of St. Augustine Planning and Building Department, 75 King Street, St. Augustine, Florida, during regular office hours."

In addition to the developer neighborhood notice, the City Planning Department may provide additional courtesy information regarding pending applications to individuals and organizations that request it or as part of the City's public informational outreach initiative. Such additional courtesy information may be provided in person, by U.S. mail, electronic mail or posting on the City's website, as reasonably practicable. This additional courtesy information is not intended to be a legal notice, nor should it be relied upon to provide affected party status or standing.

If you have any questions, please do not hesitate to call or email me. We appreciate the work that you do.

Sincerely,

James G. Whitehouse, Esq.

Cc: City of St. Augustine Planning Department

Attachment 9:
Site Plan & MDP Map

XXXXXXXXXXXXXXXXXXXX

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CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: March 24, 2025

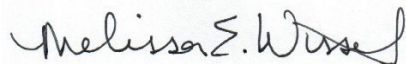
RE: Resolution 2025-06: Modification of the Requirements, Nomination and Approval Process, and Deadlines for Citizenship Awards

Resolution 2022-11 was a modification and update to Resolution 2017-08; which simplified and created a scheduled process for administering special awards, including the Citizenship Award, presented by the City Commission, to one student graduating from any of the 11 high schools in St. Johns County. Specifically, the update in 2022 delegated the responsibility of gathering Citizenship Award nominations to the Communications Department.

At the request of the City Commission, I have reviewed the Citizenship Award program with staff and have made modifications to the requirements, nomination and approval process, and the deadlines for nominating students.

I request this item be placed on the agenda for the March 24, 2025, City Commission meeting as a Resolution.

Respectfully,

A handwritten signature in black ink, appearing to read "Melissa E. Wissel". The signature is written in a cursive, flowing style.

Melissa Wissel, Communications Director

RESOLUTION ~~2022-11~~2025-06

A RESOLUTION OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA MODIFYING AND UPDATING RESOLUTION ~~2017-08~~2022-11; CONSOLIDATING AND ESTABLISHING POLICIES AND PROCEDURES FOR THE NOMINATION, SELECTION AND PRESENTATION OF CERTAIN AWARDS BY THE CITY COMMISSION.

WHEREAS, the St. Augustine City Commission, from time to time, recognizes individuals and institutions for their service to the community with the presentation of awards, and

WHEAREAS, the Commission currently presents four awards: Order of la Florida, de Aviles Award, Adelaide Sanchez Award, and Citizenship Award; and

WHEREAS, the four awards were created over a period of many years by separate acts of the Commission, and

WHEREAS, each award carries distinct criteria for its recipients and the presentation of each award is unique, and

WHEREAS, each award has a slightly different process for nomination and selection of recipients that would benefit by having a simplified and scheduled process; and

WHEREAS, bringing the criteria and process of the Commission's four awards together by resolution will serve to increase an understanding of the significance of each award and each and every recipient;

THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, THAT THE FOLLOWING BE ADOPTED, CONFIRMED, AND RATIFIED:

Section 1. Nominations for Order of la Florida, de Aviles Award, Adelaide Sanchez Award, and Citizenship Award shall be as follows:

A. Nominations for Order of La Florida, de Aviles Award, and Adelaide Sanchez Award will be:

1. Made by a member of the City Commission, filed with the City Manager in writing and include nominee's name, address, age and biographical background showing qualifications;

2. Placed by the City Manager on the next City Commission meeting agenda,
3. Determined by majority vote approval of the City Commission.

Award recipients will be notified by the City Manager concerning the award and the presentation will be scheduled for a future regular City Commission meeting.

In the event the City Manager receives more than one nomination; the same procedure shall be followed for each one. The City Manager shall note the order in which the nominations were received.

B. Nominations for Citizenship Awards will be:

1. Chosen based on the Character Counts program of participating St. Johns County schools, if applicable, or a high-school-graduating aged student who has demonstrated interest and volunteerism in programs, events, or nonprofit organizations in the City of St. Augustine.
2. Each school or nominating entity will notify the City of St. Augustine Communications Department the name of one student, their address, and include a letter of endorsement.
- ~~4.3. Nominations will be submitted by a calendar date deadline to be established and announced annually by the City of St. Augustine. Made by the school administration of each St. Johns County High School in writing at the request of the City of St. Augustine's Communications Department. Each school will nominate one graduating high school student by name, address and include a supporting letter from the administration of the school administration.~~
- 2.4. The City Manager shall place the nominations on the Consent Agenda in a Memorandum for approval by the City Commission prior to the scheduled award presentation.
- 3.5. Awards are determined by majority vote approval of the City Commission.

Award recipients will be notified by the Communications Department concerning the award and the presentation will be scheduled for a future regular City Commission meeting.

Section 2. Order of la Florida, de Aviles Award, Adelaide Sanchez Award, and Citizenship Award each have specific criteria for recipients and award presentations as follows:

A. Order of La Florida

1. Recipient: Person(s) who have, over a long period of time, unselfishly devoted their time and talent to the welfare and betterment of our citizens and heritage and who have exemplified the finest qualities of citizenship and have contributed extraordinary services to the community.

2. Couples nominated will be treated as one recipient.
3. Qualifications: Must be at least 55 years of age. Membership limited to 10 living persons at any one time.
4. Award: Distinctive, traditional framed certificate presented by the Commission in a ceremony at one of its regular meetings.

B. de Aviles Award

1. Recipient: Those identified in the field of public service (elected, appointed, or employed) or those (resident or non-resident) well- known and respected by the citizenry who have dedicated and honorable service to the community of St. Augustine and St. Johns County. The award may be presented posthumously.
2. Qualifications: The number of awards is limited to one per year.
3. Award: Distinctive, traditional framed certificate presented by the Commission in a ceremony at one of its regular meetings.

C. Adelaide Sanchez Award for Historic Preservation, Restoration, Education, and Interpretation

1. Recipient: Persons who are recognized by the City Commission for significant achievement in the restoration, preservation, education and interpretation of historic resources in the City of St. Augustine.
2. Qualifications: Two awards are presented annually, one recognizing achievement in restoration and/or preservation of historic resources, and the other for education and interpretation of historic resources.
3. Award: Limited edition statuette of a lion from the Bridge of Lions, with customized, engraved name plate presented by the Commission in a ceremony at one of its regular meetings.

D. Citizenship Awards

1. Recipient: A graduating high school senior ~~based on his or her leadership and service to school, to community and to other students already being recognized through the Character Counts program, if applicable, or a high-school-graduating aged student who has demonstrated interest and volunteerism in programs, events, or non-profit organizations in the City of St. Augustine.~~
2. Qualifications: They must be a resident of ~~the City of St. Augustine or have been active in supporting its history, culture, or people. St. Johns County.~~
3. Award: A ~~commemorative plaque,~~ city lapel pin, and ~~\$200~~\$500 scholarship award will be presented by the Commission in a ceremony at one of its regular meetings prior to high school graduation.

Section 3. The nomination, selection and presentation of the Order of la Florida, de

Aviles Award, Adelaide Sanchez Award, and Citizenship Award are presented on the following schedule:

A. de Aviles Award

1. Nominations: November
2. Selection: December
3. Presentation: February, second meeting, near February 15, the birth anniversary of Pedro Menendez de Aviles.

B. Citizenship Awards

1. Nominations: Will be submitted to the City by the participating school, a nominating entity, or an individual by a calendar date deadline, to be established and announced annually by the City of St. Augustine: February
2. Selection: Nominations will be reviewed, approved, and submitted for the Consent Agenda prior to being scheduled for presentation. March
3. Presentation: Awards will be scheduled for presentation at a City Commission meeting in April ~~meeting~~ to coincide with end-of-year awards ~~in area schools.~~

C. Adelaide Sanchez Award

1. Nominations: February
2. Selections: March
3. Presentation: May, first meeting to coincide with Historic Preservation Month.

D. Order of la Florida

1. Nominations: June, if a vacancy exists.
2. Selection: July
3. Presentation: September, first meeting, near September 8, the anniversary of the city's founding.

Section 4. The City Commission may vary the schedule for the nomination, selection, or presentation of any award as determined by a majority of the City Commission.

Section 5. Rules and procedures for the Order of la Florida, de Aviles Award, Adelaide Sanchez Award, and Citizenship Award previously adopted as resolutions by the City Commission are superseded by this resolution, including 1975-14, 1977-02, 2000-25, 2013-03, 2013-40, 2017-08, and 2022-11.

Section 6. This resolution shall become effective immediately upon adoption by the City Commission.

ADOPTED in Regular Session of the City Commission for St. Augustine, Florida this _____ day of _____, 20~~22~~²⁵.

CITY OF ST. AUGUSTINE, FLORIDA

ATTEST:
Commissioner

~~Tracy Upchurch~~ Nancy Sikes-Kline, Mayor-

Darlene Galambos, City Clerk
(Seal)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

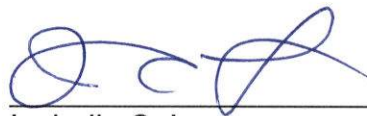
DATE: March 11, 2025

RE: **RESOLUTION 2025-08: NIGHTS OF LIGHTS DATES FOR 2025**

Per the City Commission's directive at its meeting on March 10, 2025, please find enclosed Resolution 2025-08 setting the dates for the 2025 Nights of Lights celebration.

Please place Resolution 2025-08 on the regular City Commission agenda for adoption on March 24, 2025.

Thank you.



Isabelle C. Lopez
City Attorney

Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Frankline, Assistant City Manager
Darlene Galambos, City Clerk (*with original*)

Agenda Title:

Resolution 2025-08: Sets the dates for the 2025 Nights of Lights celebration.

RESOLUTION NO. 2025-08

A RESOLUTION OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA SETTING THE DATES FOR THE NIGHTS OF LIGHTS CELEBRATION IN 2025.

WHEREAS, Section 3-23 of the Code of the City of St. Augustine allows the City Commission to set the dates for illumination standards for seasonal light displays in the historic districts during the period between the first Saturday in November until the first Sunday of February in the ensuing year; and,

WHEREAS, in recent years the Nights of Lights celebration dates have changed in response to challenges and pressures caused by adverse economic conditions, natural disasters, and the COVID-19 pandemic; and

WHEREAS, the planned closure and demolition of the King Street bridge is expected to cause traffic challenges and disruptions; and

WHEREAS, a special year change to the dates of the Nights of Lights celebration is appropriate in response to the exceptional circumstances expected in 2025.

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

Section 1. The 2025 seasonal illumination display and celebration of Nights of Lights will run from Saturday, November 22, 2025 through Sunday, January 4, 2026, inclusive of those dates.

ADOPTED in Regular Session of the City Commission for the City of St. Augustine, Florida this _____ day of _____, 2025.

CITY OF ST. AUGUSTINE, FLORIDA

ATTEST:

Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk
(Seal)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: March 13, 2025

RE: Resolution 2025-09
Florida Inland Navigation District (FIND) Grant Application Phase II

The Neighborhood Services and Community Redevelopment Agency (CRA) Manager is asking that the attached Resolution 2025-09 be placed on the March 24, 2025, Regular City Commission Meeting Agenda under Ordinances and Resolutions- No Public Hearing Required.

Staff requests the adoption of Resolution 2025-09. A Resolution of the City Commission of the City of St. Augustine, Florida, Supporting the Grant Application for Assistance Under the Florida Inland Navigation District's Waterways Assistance Program.

In 2017, the City of St. Augustine was awarded a grant through FIND in the amount of \$90,000 to assist in funding the construction of a kayak launch at Eddie Vickers Park. Due to unforeseen circumstances related to the 2018 storm season, those funds were reallocated to more critical obligations.

In October of 2023, the Community Redevelopment Agency Board approved a recreational conceptual masterplan, specifying improvements to Eddie Vicker Park. Several recreational elements for improvement were specified in the conceptual plan, including the construction of a kayak launch.

Staff used several resources and tools to engage residents on the priority of the park improvements. The construction of the kayak launch ranked the highest. Challenges related to funding could delay the City/CRA's ability to complete the project in a timely manner. The FIND Grant allows for the City/CRA to leverage funds to implement the project.

In March of 2024 the City Commission adopted Resolution 2024-11 supporting the FIND grant. Due to permitting challenges the grant award amount was decreased. Awarded funds were specified for continued design and planning of the kayak launch. This additional funding request, if awarded, would assist in covering the cost of construction.

Staff have completed the application and propose to request \$95,000 which will be a 50 percent match for the construction phase (Phase II) of the project. The Lincolnville Community Redevelopment Area Tax Increment Fund (TIF) will fund the remaining project cost.

This Resolution, like the one adopted in 2017 and 2024, would become part of the final application and clarifies to the FIND Grant Application Review Committee that the City accepts and will abide by grant terms, will administrate the grant accurately, will complete the proposed project and maintain records throughout the project process.

Recommendation | Action Item:

Place Resolution 2025-09 on March 24, 2025, Regular City Commission Meeting Agenda under Ordinances and Resolutions- No Public Hearing Required.

I am available for questions via phone at 904.209.4234 or by email at jperkins@citystaug.com. Thank you for your attention to this matter.



Jaime D. Perkins

Neighborhood Services and CRA Manager

cc: Reuben C. Franklin, Assistant City Manager, Meredith Breidenstein, Assistant City Manager, Isabelle Lopez, City Attorney

Attachments:
Resolution 2025-09

RESOLUTION NO. 2025-09

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, SUPPORTING THE GRANT APPLICATION FOR ASSISTANCE UNDER THE FLORIDA INLAND NAVIGATION DISTRICT'S WATERWAYS ASSISTANCE PROGRAM.

WHEREAS, the City of St. Augustine is interested in carrying out the following described project for the enjoyment of the citizenry of St. Augustine and the State of Florida:

Project Title: Eddie Vickers Park Kayak Launch Phase II Construction

Total Estimated Costs: \$350,000

Total Grant Request: \$95,000

Brief Description of Project: the Lincolnvill community desires to have the City of St. Augustine build a kayak launch on the southeast end of Eddie Vickers Park in Lincolnvill. This dock will be approximately 118' long. The kayak launch will spill into the Maria Sanchez Creek which is connected to the Matanzas River. We are asking for a grant that will help pay for the construction of the kayak launch. This launch will be open to the community and general public.

WHEREAS, The Florida Inland Navigation District (FIND) provides grant funding through its Waterways Assistance Program to local governments for the project mentioned above; and,

WHEREAS, the City requires the assistance of the FIND grant for funding the described Project in cooperation with funding provided by the Lincolnvill Community Redevelopment Area TIF funds in the amount not to exceed \$175,000;

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

That the City Commission hereby authorizes the construction of this kayak launch project as described herein.

1. That the City Manager is hereby authorized to apply to the Florida Inland Navigation District (FIND) for a grant of funds not to exceed one-half of the total estimated cost of the kayak launch Project, \$350,000. The City Manager is further authorized to complete and

execute all documents necessary to seek and receive the described grant.

2. That the Commission hereby certifies that the City will accept and abide by the terms and conditions as provided in Rule 66B-2, F.A.C., and agrees to incorporate said terms and conditions into any agreement for construction and completion of the kayak launch Project.
3. That the City Commission agrees to complete the kayak launch Project in the manner described in the description of the kayak launch Project and in accord with the plans and specifications contained in that description.
4. That the City possesses the administrative and financial ability to complete the kayak launch Project in a satisfactory manner provided the City receives from the Lincolnville Community Redevelopment Area TIF funds in an amount not to exceed \$175,000.00 needed to satisfy the estimated \$350,000.00 cost of the kayak launch Project. The City, however, suffers no obligation to appropriate City funds for the kayak launch Project.
5. That it will not discriminate against any person on the basis of race, color or national origin in the use of any property or facility acquired or developed pursuant to this proposal, and shall comply with the terms and intent of the Title VI of the Civil Rights Act of 1964, P. L. 88-352 (1964) and design and construct all facilities to comply fully with statutes relating to accessibility by handicapped persons as well as other federal, state and local laws, rules and requirements.
6. That it will maintain adequate financial records on the proposed

project to substantiate claims for reimbursement.

7. That it will make available to FIND, if requested, a post-audit of expenses incurred on the kayak launch project prior to, or in conjunction with, request for the final 10% of the finding agreed to by FIND.

ADOPTED in Regular Session of the City Commission for the City of St. Augustine, Florida this _____ day of _____, 2025.

CITY OF ST. AUGUSTINE, FLORIDA

ATTEST:

Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk
(Seal)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: March 13, 2025

RE: **RESOLUTION 2025-10: GRANT FUNDS FOR FIREFIGHTING VESSEL**

Please find enclosed Resolution 2025-10 allowing the St. Augustine Fire Department to apply for grant funds for the purchase of a firefighting vessel.

Please place Resolution 2025-10 on the regular City Commission agenda for adoption on March 24, 2025.

Thank you.

/s/ Chris Pacetti

Chris Pacetti, Deputy Chief
St. Augustine Fire Department

Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Darlene Galambos, City Clerk (*with original*)

Agenda Title:

Resolution 2025-10: Allows SAFD to apply for grant funds for firefighting vessel.

RESOLUTION NO. 2025-10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, AUTHORIZING THE CITY MANAGER TO APPLY FOR GRANT ASSISTANCE UNDER THE FEDERAL PORT SECURITY GRANT AND THE FLORIDA INLAND NAVIGATION DISTRICT'S WATERWAYS ASSISTANCE PROGRAM FOR THE PURCHASE OF A FIRE BOAT.

WHEREAS, the City of St. Augustine desires to complete the following project for the protection of the citizens, visitors, and infrastructure of the City of St. Augustine:

Project Title: Firefighting Vessel.

Total Estimated Cost of the Firefighting Vessel Project: \$765,000.

Total Grant Request: \$765,000

Brief Description of the Project ("PROJECT"): The Fire Department Marine Unit provides fire protection, EMS care, and emergency assistance to the citizens and visitors of the City of St. Augustine as well as the many marinas and transient boaters. The St. Augustine Fire Department would like to apply for grants to fund the purchase of a 31'- 35' vessel. This vessel would give the fire department better capabilities and safety when responding to emergencies involving foul weather and larger vessels. The grant applications would include both federal (Port Security), State, and local (FIND) grants.

WHEREAS, the Florida Inland Navigation District ("FIND") provides grant funding through its Waterways Assistance Program to local governments for Public Safety Vessel up to \$125,000.00 and Federal Port Security Grants ("PSG") can provide seventy-five percent of the project funding.

WHEREAS, the City requires the assistance of the FIND for funding the described Project in cooperation with Federal Port Security grants.

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

1. That the City Commission hereby authorizes the Firefighting Vessel Project described above.

2. That the City Commission hereby authorizes the City Manager to apply to FIND and PSG for the above project. The City Commission further authorizes the City Manager to complete and execute all documents necessary to seek and receive the described grant

funds, and all construction if applicable, and other contracts necessary to complete the Project.

3. That the City Commission hereby certifies that the City will accept and abide by the terms and conditions as provided in Rule 66B-2, F.A.C., and agrees to incorporate said terms and conditions into any agreement for construction and completion of the Project.

4. That the City will not discriminate against any person on the basis of race, sex, age, creed or national origin in the use of any property or facility acquired or developed pursuant to this proposal, will comply with the terms and intent of Title VI of the Civil Rights Act of 1964, P. L. 88-352 (1964), and if applicable will design and construct all facilities in full compliance with applicable statutes relating to accessibility by handicapped persons, and shall comply with other applicable federal, state and local laws, rules and requirements.

5. That the City will maintain adequate financial records on the proposed Project to substantiate claims for reimbursement.

6. That the City will make available to the FIND and PSG, if requested, a post-audit of expenses incurred on the Project prior to, or in conjunction with, the request by the City for final payment of the grant funding provided by the FIND and PSG.

ADOPTED by the City Commission of the City of St. Augustine, Florida in regular session, this _____ day of _____, 2025.

ATTEST:

Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk
(SEAL)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim
City Manager

DATE: March 7, 2025

RE: Agenda Item for March 24, 2025 City Commission Meeting;
Resolution No. 2025-11 Construction and Maintenance Agreement
between the FDOT and COSA for Seawall Improvements

The Florida Department of Transportation (FDOT) and the City of St. Augustine (COSA) request City Commission consideration to authorize the City Manager to execute an Agreement with (FDOT) for a Construction and Maintenance Agreement for the purposes of improving the Seawall around Gibbs Park and along SR 5A/A1A.

The FDOT shall fund the project and improvements and will construct the improvements. Upon completion, the FDOT shall own and maintain the structural integrity of the Seawall.

The City of St. Augustine, as the maintaining agency, will operate and maintain the property and improvements including preserving all aesthetic features of the Seawall. The agency will also perform landscaping, mowing, and litter removal.

Attached, please find the proposed Resolution 2025-11 and the Construction and Maintenance Agreement; and please let me know of any questions or concerns.

Sincerely,



Jessica L. Beach, P.E.
Chief Resilience Officer
Deputy Director, Utilities & Public Works

cc: S. Slaughter, Director Utilities & Public Works
D. Galambos, City Clerk
I. Lopez, City Attorney
M. Breidenstein, Assistant City Manager
R. Franklin, Assistant City Manager

RESOLUTION 2025-11

A RESOLUTION OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA AUTHORIZING THE EXECUTION OF A CONSTRUCTION AND MAINTENANCE AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE CITY OF ST. AUGUSTINE FOR PURPOSES OF IMPROVING THE SEAWALL AROUND GIBBS PARK AND ALONG SR 5A/A1A.

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

WHEREAS, the City Commission of the City of St. Augustine deems it in the public interest to maintain certain rights-of-way of the State Highway System within and around the corporate limits of the city and for the construction and maintenance of a Seawall from Gibbs Park South and heading north for approximately four-tenths (0.4) of a mile to the Castillo de San Marcos National Monument. The Department will landscape Gibbs Park (North and South) and behind the sidewalk on SR 5A/A1A heading north to the Monument.

WHEREAS, the City Attorney for the City of St. Augustine has approved the agreement as to form, content, and legal sufficiency; and

WHEREAS, the City Commission of the City of St. Augustine designates the City Manager or his designee to execute said Agreement, and its counterparts as described in Exhibit "A".

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

Section 1. That the City of St. Augustine concurs in and hereby adopts and ratifies the provisions of that certain construction and maintenance agreement with the Florida Department of Transportation for improving the seawall around Gibbs Park and along SR 5A/A1A including maintaining all aesthetic features of the seawall as specified. A copy of the maintenance agreement is attached hereto and incorporated herein as Exhibit "A."

Section 2. That the City of St. Augustine hereby authorizes the City Manager and City Clerk to execute the maintenance agreement and transmit same to the Florida Department of Transportation.

ADOPTED in Regular Session of the City Commission for the City of St. Augustine, Florida, this _____ day of _____, 2025.

ATTEST:

Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk
(SEAL)

EXHIBIT "A"

CONSTRUCTION & MAINTENANCE AGREEMENT

THIS CONSTRUCTION & MAINTENANCE AGREEMENT ("Agreement") is made and entered into by and between the State of Florida Department of Transportation ("Department") and the City of St. Augustine, St. Johns County, Florida ("Agency"), collectively referred to as "Parties".

-RECITALS-

1. The term "Property" shall refer to certain real property located within the jurisdictional limits of the Agency and owned by the Department, described as State Road 5A/A1A ("SR 5A"), as shown in teal on **Exhibit "A"**; and
2. The Department will be constructing a transportation project via Final Project Number 428271-2-52-01 ("Project") for the purposes of improving the seawall ("Seawall") around Gibbs Park and along SR 5A; and
3. For the purpose of this Agreement, the term "Improvements" means and shall refer to the construction of the Seawall being installed by the Department from the southside of Gibbs Park and heading north for approximately four-tenths (0.4) of a mile to the Castillo de San Marcos National Monument ("Monument"), as shown in red in **Exhibit "B" Composite B-1**; and
4. The Department will be funding a future landscaping project located along the Seawall from Gibbs Park (north and south) and behind the sidewalk on SR 5A and heading north to the Monument, as shown in the green areas in **Exhibit B Composite B-1**; and
5. The Department has acquired, or is in the process of acquiring, Temporary Construction Easements ("TCE") in order to construct this Project as shown in the teal hash in **Exhibit "B" Composite B-2 through B-6**; and
6. The Department has acquired or is in the process of acquiring other necessary easements in order to construct, manage and maintain the Seawall on this Project and shown in the red hash in **Exhibit "B" Composite B-2 through B-6**; and
7. The Parties have agreed that the Department will not construct or rebuild the viewing platform on the Property, and
8. The Department shall fund the Project and Improvements, which is wholly contingent upon appropriation of funds to the Department; and
9. The Department shall construct the Improvements; and
10. Upon completion of this Project, the Department shall own and maintain the structural integrity of the Seawall on the Property; and
11. Upon completion of this Project, the Agency shall operate and maintain the Property and Improvements from the back of curb to the face of the Seawall, including all aesthetic features of the Seawall which shall include but not limited to removing graffiti to the extent possible with routine cleaning products, power washing and sidewalk repairs; and
12. Upon completion of this Project, the Agency further agrees to perform all landscaping, mowing and litter removal from Gibbs Park (north and south) to the Monument; and
13. By Resolution _____ dated _____, the Agency authorized its representative to execute and enter this Agreement on behalf of the Agency, see **Exhibit "C"**.

NOW THEREFORE, with full knowledge and understanding of the laws governing the subject matter of this Agreement, and in consideration of the above recitals and the mutual covenants and conditions contained in this Agreement, the parties, intending to be legally bound, acknowledge and agree as follows:

1. RECITALS AND EXHIBITS

The above recitals and attached exhibits are specifically incorporated by reference and made part of this Agreement.

2. EFFECTIVE DATE

The "Effective Date" of this Agreement shall be the date the last of the parties to be charged executes the Agreement.

3. E-VERIFY

The Agency (A) shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and (B) shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

4. TERM

The initial term of this Agreement shall be for a period of one (1) year, commencing on the Effective Date. Thereafter, this Agreement shall automatically renew for successive and continuing like one (1) year terms unless terminated by the Department.

5. COMPLIANCE

The Agency shall perform the Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards, specifications and permits, as the same may be constituted and amended from time to time, including, without limitation, those of the Department, Water Management District with requisite jurisdiction, Florida Department of Environmental Protection, Environmental Protection Agency, Army Corps of Engineers, United States Coast Guard and local governmental entities ("Governmental Law").

6. PERMITS

In the performance of the Agreement the Agency may be required to obtain one or more Department permits which may include copies of the Agreement as an exhibit. Notwithstanding the inclusion or incorporation of the Agreement as part of any such Department permits, the Agreement shall remain separate and apart from such permits and shall not be merged into the same absent the prior written express consent of the Department. Should any term or provision of the Agreement conflict with any term, provision or requirement of any Department permit, the terms and provisions of the Agreement shall control unless specifically noted otherwise in any such Department permit. For purposes of this Agreement, the term "permit" shall also include the Department's Construction Agreement which may be required for permanent improvements installed within the Department's right-of-way.

7. PROJECT MANAGEMENT

The Department shall manage the Project for the design and construction of the Improvements and perform such activities as the Department deems necessary and appropriate to complete the Project for the Improvements, including, without limitation, seeking and obtaining approval and participation by one or more federal agencies, design of the Improvements, acquisition of right-of-way, construction of the improvements, and any other activities to facilitate satisfactory completion of the Improvements. The Department shall commence construction of the Improvements at its convenience after the appropriation of sufficient funds.

8. MAINTENANCE & REPAIR

A. The Agency shall maintain and repair the Improvements, except the structural integrity of the Seawall, at its sole cost and expense, in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement, as well as mow and remove litter from Gibbs Park to the Monument. Nothing in this Agreement shall obligate the Department to maintain or repair the Improvements, except the integrity of the Seawall, or mow and remove litter from Gibbs Park, said obligations to remain the sole responsibility of the Agency.

B. If the Department determines that the Agency is not maintaining and repairing the Improvements or mowing and removing litter in accordance with the terms and provisions of this Agreement, the Department

shall deliver written notification of such to the Agency. The Agency shall have thirty (30) days from the date of the Department's written notice, or such other time as the Department and the Agency mutually agree in writing, to correct the deficiency and provide the Department with written notice of the same.

C. If the deficiency is not corrected timely, or if the Department determines that the deficiency remains after receipt of the Agency's written notice indicating that the deficiency has been corrected, the Department, within its discretion, may: (1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to complete correction of the deficiency; (2) require the Agency to remove the Improvements and restore the Property pursuant to the "Removal" section of this Agreement; or (3) correct the deficiency at the Agency's sole cost and expense. Should the Department elect to correct the deficiency, the Department shall provide the Agency with an invoice for the costs incurred by the Department to correct the deficiency and the Agency shall pay the invoice in accordance with the "Payment" section of this Agreement.

D. If at any time in the sole determination of the Department, the integrity or safety of the Improvements requires immediate maintenance or repair, other than the structural integrity of the Seawall, for the benefit of public health, safety or welfare, the Department may perform such maintenance and repairs it deems appropriate under the circumstances. The Department shall provide the Agency with written notice of the emergency maintenance and repairs performed by the Department and an invoice for the same. The Agency shall pay the invoice in accordance with the "Payment" section of this Agreement.

9. IMPROVEMENTS & MODIFICATIONS

A. The Department may require the Agency to improve or modify the Improvements if the Department determines: (1) improvements or modifications are required by applicable Governmental Law; or (2) improvements or modifications will benefit the Department in the conduct of its business.

B. Required improvements and modifications shall be subject to the terms and provisions of this Agreement, specifically including, without limitation, the "Maintenance & Repair" section hereof.

C. Improvements and modifications shall be constructed and completed by the Agency within sixty (60) days of the date of the Department's written notice requiring improvements or modifications.

10. UTILITIES

The Agency shall be responsible for locating, removing and relocating utilities, both aerial and underground, if required for the Agency to perform this Agreement. The Agency shall ensure all utility locations are accurately documented on the construction Plans and Specifications, including the final as-built plans. All utility conflicts shall be resolved by the Agency directly with the applicable utility.

11. MAINTENANCE OF TRAFFIC

A. The Agency shall be responsible for the maintenance of traffic ("MOT") at all times during its performance of this Agreement. MOT shall be performed in accordance with applicable Governmental Law and the most current edition of each of the following, as the same may be constituted and amended from time to time, all of which are incorporated herein and made part of the Agreement by reference: (1) Section 102 of the Department's Standard Specifications for Road and Bridge Construction; (2) the Manual on Uniform Traffic Control Devices; and (3) the Department's Roadway Design Standards Index 600 Series.

B. If the Agency fails to perform MOT as required herein, the Department, within its discretion, may elect to perform MOT at the Agency's sole cost and expense. Should the Department perform MOT, the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice in accordance with the "Payment" section of this Agreement.

12. REMOVAL

A. The Department may require the Agency to remove the Improvements and restore the SR 5A right-of-way to such condition as required by the Department if the Department determines: (1) the Improvements is not maintained in accordance with Governmental Law; (2) removal of the Improvements is required by applicable Governmental Law; (3) the Agency breaches a material provision (as determined by the Department) of this Agreement, or (4) removal of the Improvements will benefit the Department in the conduct of its business. Removal and restoration shall be completed by the Agency within sixty (60) days

of the date of the Department's written notice requiring removal of the Improvements, or such other time as the Department and the Agency mutually agree in writing.

B. Removal and restoration shall be completed by the Agency in accordance with all applicable Governmental Law.

C. Should the Agency fail to complete the removal and restoration work as required herein, the Department may: (1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to complete removal and restoration; or (2) complete the removal and restoration at the Agency's sole cost and expense. Should the Department elect to complete the removal and restoration, the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice in accordance with the "Payment" section of this Agreement.

13. PERMISSIVE USE

This Agreement creates a permissive use only and neither the granting of permission to use SR 5A or the the Improvements on or within the SR 5A right-of-way shall operate to create or vest any property right to or in the Agency. The Agency shall not acquire any right, title, interest or estate in the Department Property by virtue of the execution, operation, effect or performance of this Agreement.

14. EMINENT DOMAIN AND DAMAGES

Under no circumstances shall the Department's exercise of any right provided in this Agreement create any right, title, interest or estate entitling the Agency to full and just compensation from the Department either through inverse condemnation or eminent domain laws or any similar laws regarding the taking of property for public purposes. The Agency forever waives and relinquishes all legal rights and monetary claims which it has, or which may arise in the future, for compensation or damages, including, without limitation, special damages, severance damages, removal costs, and loss of business profits resulting in any manner from the Department's exercise of any right provided in this Agreement. This waiver and relinquishment specifically includes all damages flowing from adjacent properties owned, leased or otherwise controlled by the Agency, as a result of the Department's exercise of any right provided in this Agreement.

15. DUE DILIGENCE & WARRANTIES

A. All due diligence requirements related to the Agency's negotiation, execution and performance of this Agreement are the sole responsibility of the Agency.

B. The Department makes no representations or warranties of any kind, express or implied, concerning the Department Property, including, without limitation, representations and warranties concerning: (1) the physical condition of the Department Property; and (2) merchantability or fitness for a particular purpose.

16. PAYMENT

All Department invoices submitted to the Agency for payment pursuant to the terms and provisions of this Agreement are due and payable within thirty (30) days of the date of the invoice ("Due Date"). Any portion of an invoice not received by the Department by the Due Date shall immediately thereafter begin accruing interest at a rate of interest established pursuant to §55.03, Florida Statutes, until paid in full.

17. INDEMNIFICATION

A. The Agency shall promptly defend, indemnify, hold the Department harmless from and pay all demands, claims, judgments, liabilities, damages, fines, fees, taxes, assessments, costs, losses, penalties, construction delay costs / penalties, expenses, attorneys' fees and suits of any nature or kind whatsoever caused by, arising out of or related to the Agency's performance, or breach, of this Agreement ("Liabilities"). The term "Liabilities" shall also specifically include all civil and criminal environmental liability arising, directly or indirectly under any Governmental Law, including, without limitation, liability under the Resource Conservation and Recovery Act ("RCRA"), the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), the Clean Air Act ("CAA") and the Clean Water Act ("CWA"). The Agency's duty to defend, indemnify and hold the Department harmless specifically does not encompass indemnifying the Department for its negligence, intentional or wrongful acts, omissions or breach of contract.

B. The Agency shall notify the Department in writing immediately upon becoming aware of any Liabilities. The Agency's obligation to defend, indemnify and hold the Department harmless from any Liabilities, or at the Department's option to participate and associate with the Department in the defense and trial of any

Liabilities, including any related settlement negotiations, shall be triggered by the Department's written notice of claim for indemnification to the Agency. The Agency's inability to evaluate liability, or its evaluation of liability, shall not excuse performance of the provisions of this paragraph.

18. SOVEREIGN IMMUNITY & LIMITATION OF LIABILITY

Nothing in this Agreement shall be deemed or otherwise interpreted as waiving either party's sovereign immunity protections, or as increasing the limits of liability set forth in §768.28, Florida Statutes, as the same may be amended from time to time. Nothing in this Agreement shall be deemed or otherwise interpreted as waiving the Department's limits of liability set forth in sections 376.305 and 337.27(4), Florida Statutes, as the same may be amended from time to time.

19. NOTICE

All notices, communications and determinations between the parties hereto and those required to be given under this Agreement, including, without limitation, any change to the notification address set forth below, shall be in writing and shall be sufficient if mailed by registered or certified mail to the parties at the following addresses:

Department: Florida Department of Transportation
Attention: Yongman Roberts (LME)
St. Augustine Maintenance Engineer
3600 DOT Road
St. Augustine, Florida 32084

Agency: City of St. Augustine
Attention: Stephen Slaughter
Director of Utilities & Public Works
P.O. Box 210
St. Augustine, Florida 32085

Agency agrees that if it fails to notify Department by certified mail of any changes to its notification address, Agency shall have waived any defense based on Department's failure to notify Agency.

20. GOVERNING LAW

This Agreement shall be governed in all respect by the laws of the State of Florida.

21. INITIAL DETERMINATION OF DISPUTES

The Department's District Two Secretary ("District Secretary") shall act as the initial arbiter of all questions, difficulties, and disputes concerning the interpretation, validity, performance or breach of the Agreement.

22. VENUE AND JURISDICTION

A. Venue for any and all actions arising out of or in any way related to the interpretation, validity, performance or breach of the Agreement that are not resolved to the mutual satisfaction of the parties by the Department's District Secretary shall lie exclusively in a state court of appropriate jurisdiction in Leon County, Florida.

B. The Agency and all persons and entities accepting an assignment of this Agreement, in whole or in part, shall be deemed as having consented to personal jurisdiction in the State of Florida and as having forever waived and relinquished all personal jurisdiction defenses with respect to any proceeding related to the interpretation, validity, performance or breach of this Agreement.

23. JURY TRIAL

The parties hereby waive the right to trial by jury of any dispute concerning the interpretation, validity, performance or breach of the Agreement, including, without limitation, damages allegedly flowing therefrom.

24. ASSIGNMENT

The Agency shall not assign, pledge or transfer any of the rights, duties and obligations provided in this Agreement without the prior written consent of the Department's District Secretary or his/her designee. The Department has the sole discretion and authority to grant or deny proposed assignments of this Agreement,

with or without cause. Nothing herein shall prevent the Agency from delegating its duties hereunder, but such delegation shall not release the Agency from its obligation to perform the Agreement.

25. THIRD PARTY BENEFICIARIES

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Nothing in this Agreement is intended to confer any rights, privileges, benefits, obligations or remedies upon any other person or entity except as expressly provided for herein.

26. VOLUNTARY EXECUTION OF AGREEMENT

Each party warrants and represents to the other: (i) that it understands all of the rights and obligations set forth in the Agreement and the Agreement accurately reflects the desires of said party; (ii) each provision of the Agreement has been negotiated fairly at arm's length; (iii) it fully understands the advantages and disadvantages of the Agreement and executes the Agreement freely and voluntarily of its own accord and not as a result of any duress, coercion, or undue influence; and (iv) it had the opportunity to have independent legal advice by counsel of its own choosing in the negotiation and execution of the Agreement.

27. ENTIRE AGREEMENT

This Agreement, together with any exhibits and documents made part hereof by reference, contains the entire agreement of the parties and no representations or promises have been made except those that are specifically set out in the Agreement. All prior and contemporaneous conversations, negotiations, possible and alleged agreements and representations, covenants, and warranties with respect to the subject matter of the Agreement, and any part hereof, are waived, merged herein and superseded hereby.

28. EXECUTION OF DOCUMENTS

The parties agree that they shall promptly execute and deliver to the other all documents necessary to accomplish the intent and purpose of the Agreement and shall do all other acts to effectuate the Agreement.

29. SUFFICIENCY OF CONSIDERATION

By their signature below, the parties hereby acknowledge the receipt, adequacy and sufficiency of consideration provided in the Agreement and forever waive the right to object to or otherwise challenge the same.

30. WAIVER

The failure of either party to insist on the strict performance or compliance with any term or provision of the Agreement on one or more occasions shall not constitute a waiver or relinquishment thereof and all such terms and provisions shall remain in full force and effect unless waived or relinquished in writing.

31. INTERPRETATION

No term or provision of the Agreement shall be interpreted for or against any party because that party or that party's legal representative drafted the provision.

32. CAPTIONS

Paragraph title or captions contained herein are inserted as a matter of convenience and reference and in no way define, limit, extend or describe the scope of the Agreement, or any provision hereof.

33. SEVERANCE

If any section, paragraph, clause or provision of the Agreement is adjudged by a court, Agency or authority of competent jurisdiction to be invalid, illegal or otherwise unenforceable, all remaining parts of the Agreement shall remain in full force and effect and the parties shall be bound thereby so long as principle purposes of the Agreement remain enforceable.

34. COMPUTATION OF TIME

In computing any period of time prescribed in the Agreement, the day of the act, event or default from which the designated period of time begins to run, shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday or legal holiday, in which event the period shall run until the end of the next day which is not a Saturday, Sunday or legal holiday.

35. MODIFICATION OF AGREEMENT

A modification or waiver of any of the provisions of the Agreement shall be effective only if made in writing and executed with the same formality as the Agreement.

36. PUBLIC RECORDS

Agency shall comply with Chapter 119, Florida Statutes. Specifically, the Agency shall:

A. Keep and maintain public records that ordinarily and necessarily would be required by the Department to perform this Agreement.

B. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of the Agreement if Agency does not transfer the records to the Department.

D. Upon completion of this Agreement, transfer, at no cost, to the Department all public records in possession of Applicant or keep and maintain public records required by the Department to perform this Agreement. If Agency transfers all public records to the public Agency upon completion of this Agreement, Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Agency keep and maintain public records upon completion of this Agreement, Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

Failure by Agency to act in accordance with Chapter 119 and the foregoing shall be grounds for immediate unilateral cancellation of this Agreement by the Department. Agency shall promptly provide the Department with a copy of any request to inspect or copy public records in possession of Agency and shall promptly provide the Department a copy of Applicant's response to each such request.

IF THE CONSULTANT/CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S/CONTRACTOR'S/VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

District 2
386-758-3727
D2prcustodian@ dot.State.FL.us
Florida Department of Transportation
District 2 - Office of General Counsel
1109 South Marion Avenue, MS 2009
Lake City, FL 32025

37. ANNUAL APPROPRIATION / FUNDING

Pursuant to §339.135(6)(a), Florida Statutes, the Department's obligation to fund construction of the Improvements is contingent upon annual appropriation by the Florida Legislature. This Agreement may be terminated by the Department without liability to the Agency if sufficient funds are not appropriated to the Department. The provisions of §339.135(6)(a), Florida Statutes, are set forth herein verbatim and made part of this Agreement, to wit:

"The department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made

in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

IN WITNESS WHEREOF, intending to be legally bound hereby, the parties execute this Agreement, consisting of sixteen (16) pages.

Florida Department of Transportation

Attest:

By: _____

By: _____

Printed Name: Greg Evans

Printed Name: Elizabeth Engle

Title: District Two Secretary

Title: Office of the District Two

Date: _____

Date: _____

Legal Review:

By: _____
Office of the General Counsel
Florida Department of Transportation

City of St. Augustine

Attest:

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Legal Review:

By: _____
Legal Counsel for Agency

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EXHIBIT "A"
(Location Aerial)



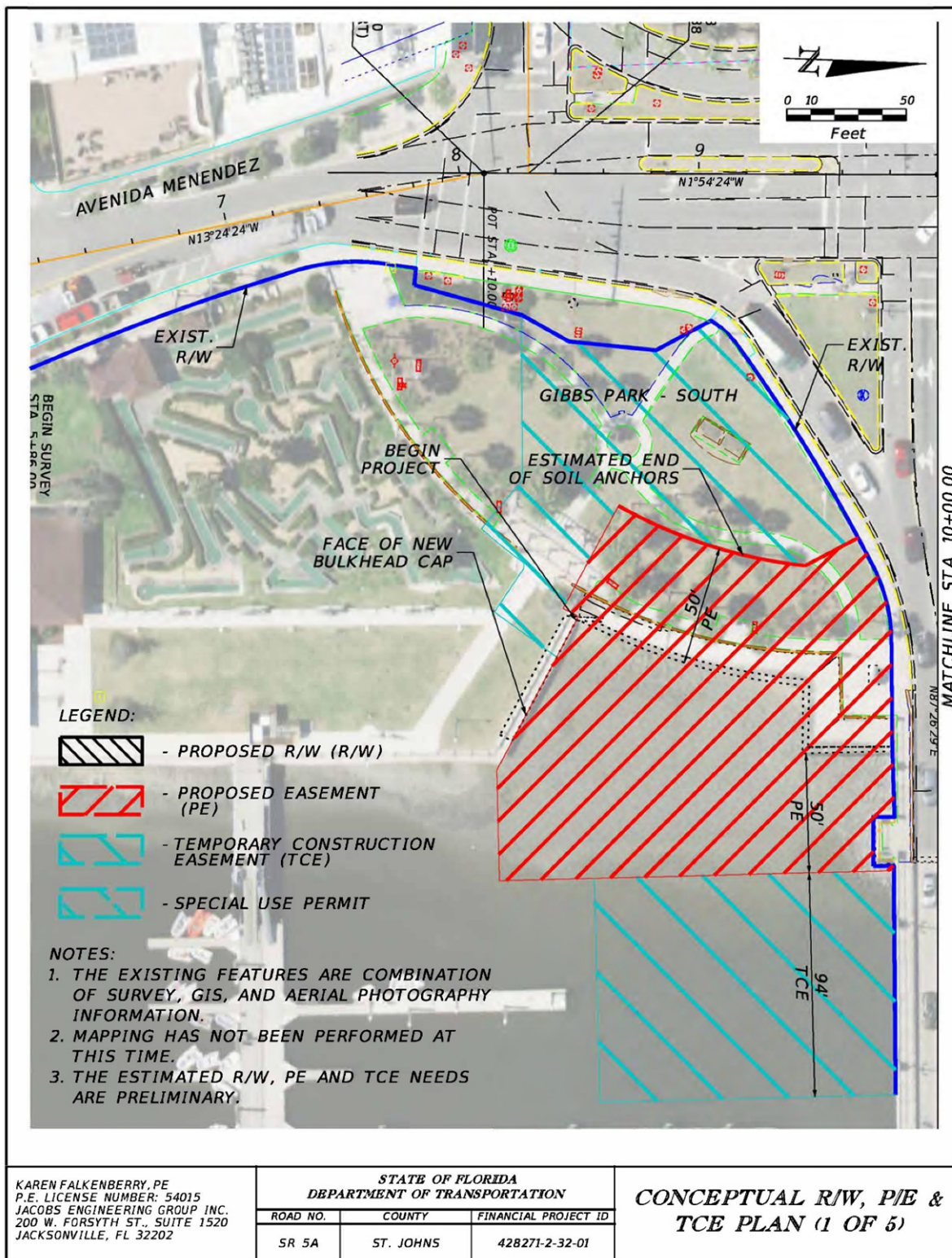
from SR 54 widening project

LEGEND

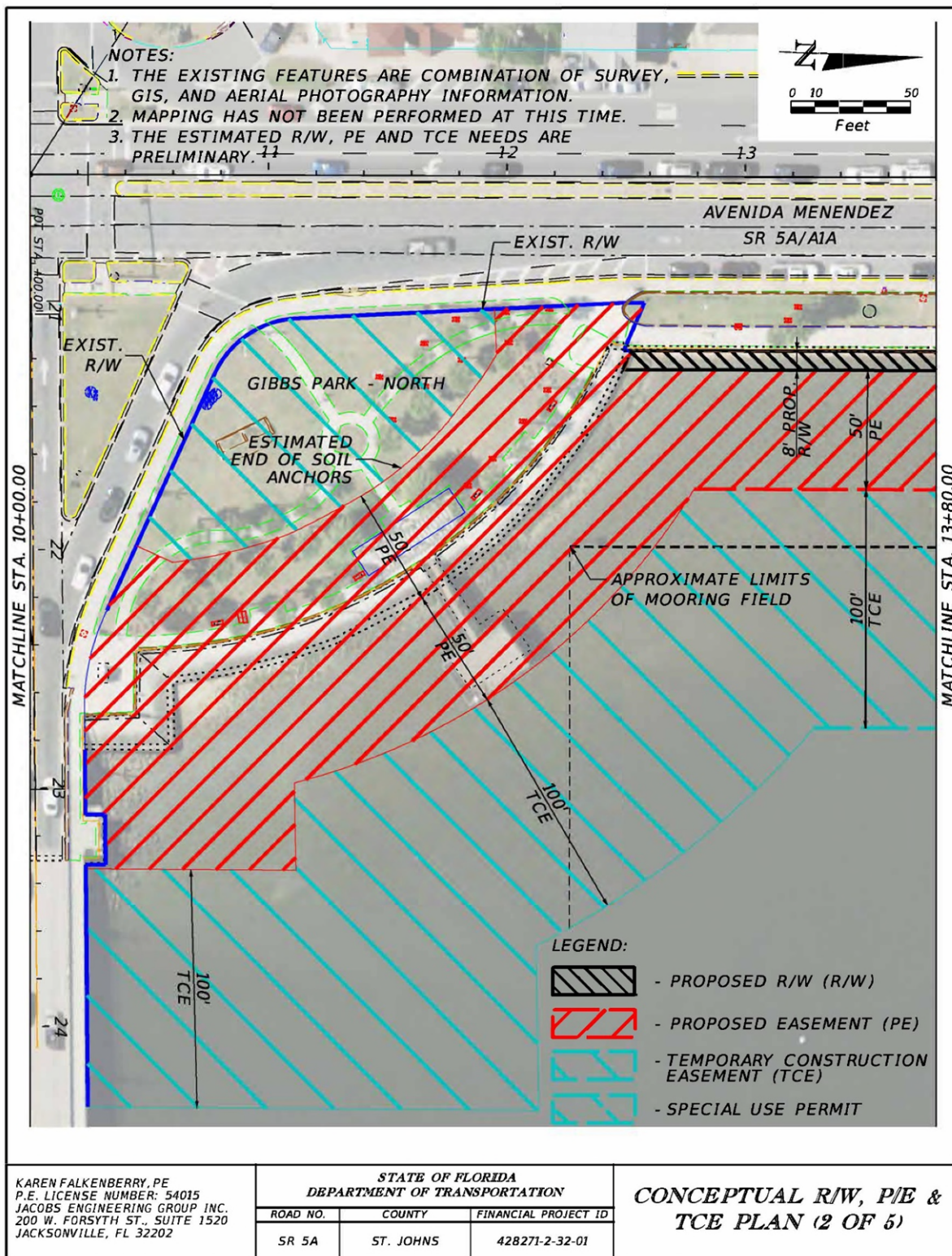
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- ASPHALT
- CONCRETE
- GRAVEL
- SAND
- OTHER
- WATER
- SEWER
- STREET LIGHT
- STREET SIGN
- STREET FENCE

FDOT maintains Seawall Structural Integrity

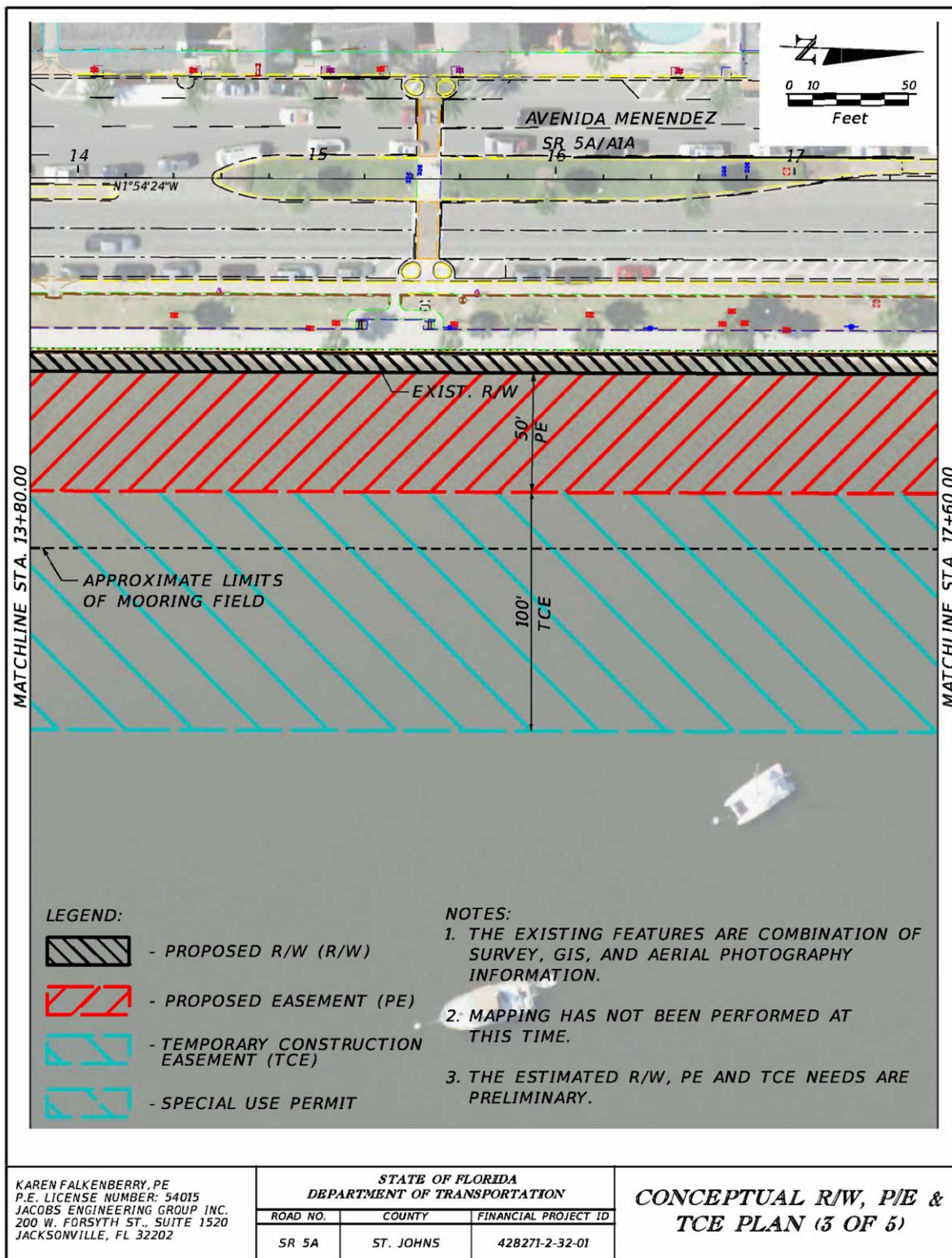
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 (Composite B-2)**



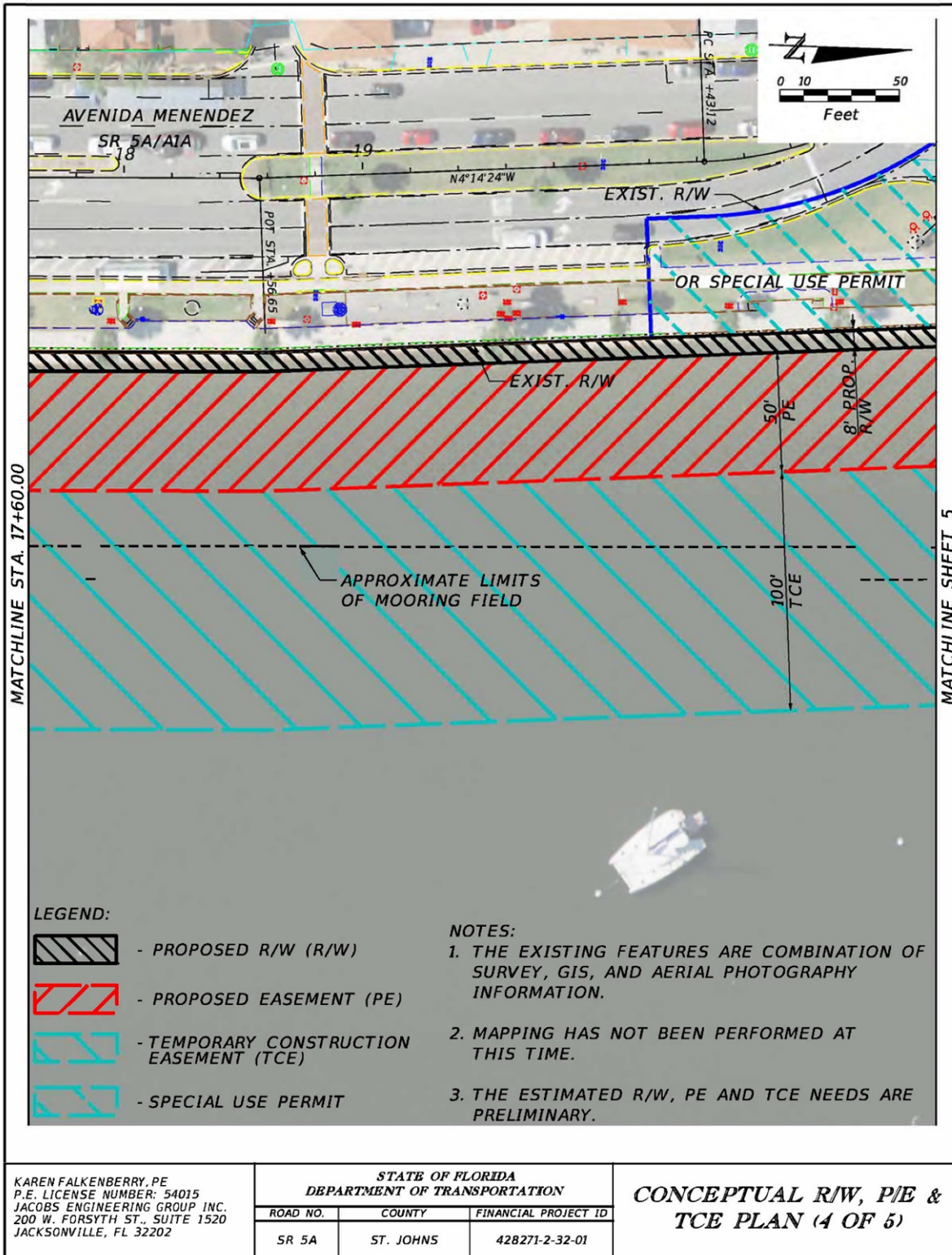
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 (Composite B-3)**



**EXHIBIT "B" Cont'd
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**EXHIBIT "B" Cont'd
 (Composite B-5)**



**EXHIBIT "B" Cont'd
 (Composite B-6)**

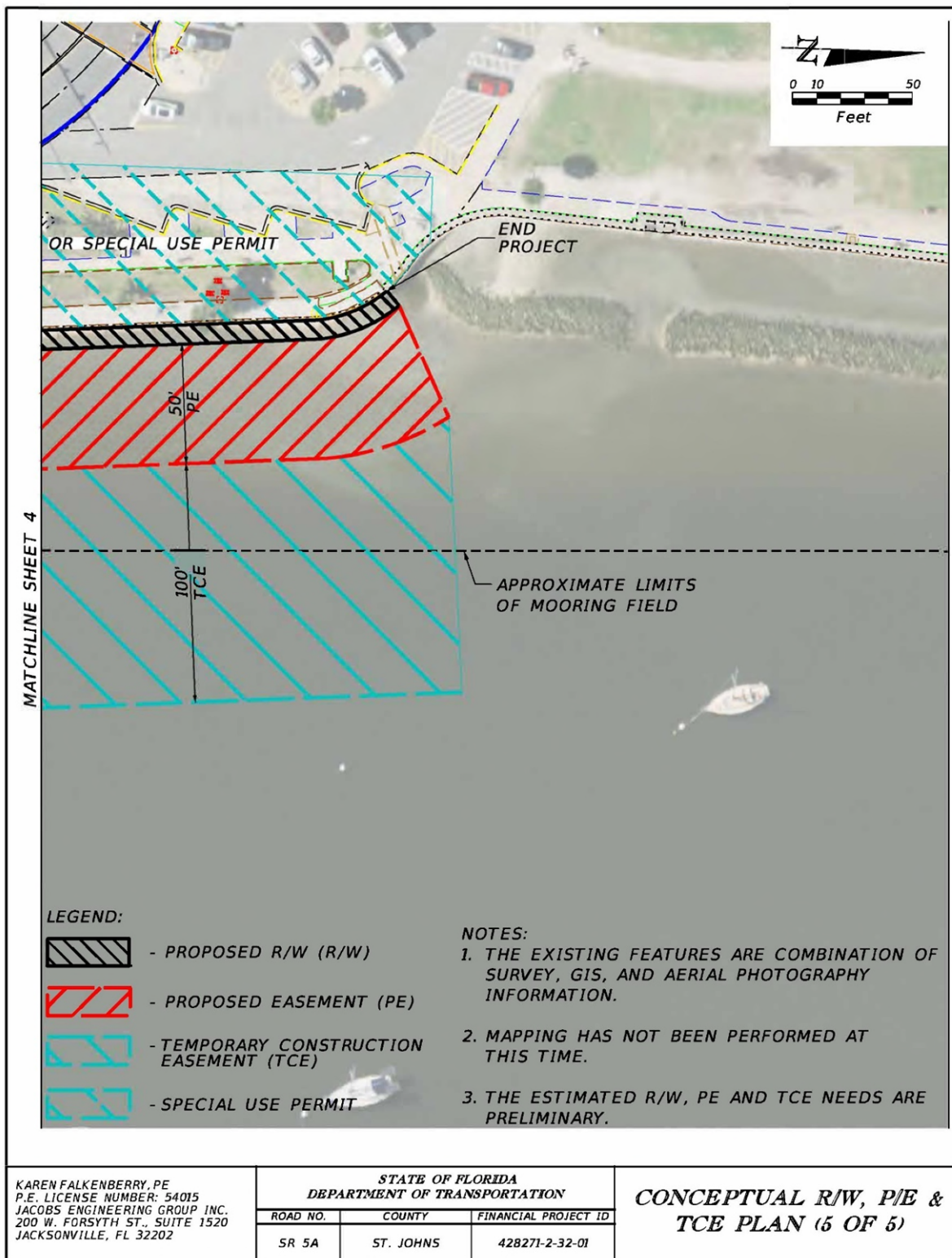


EXHIBIT "C"
(Resolution)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: March 13, 2025

RE: Staff Report: Vehicles for Hire (Ch27) and Franchises (Sightseeing Motor Vehicles Franchise, CH14) Ordinances Update

The City Commission directed staff to review how vehicles for hire and sightseeing motor vehicles franchises operate in the city and recommend updates to the code for their consideration that will provide better alignment with the City's Mobility Plan, regulation and enforcement. Chapter 27 (Vehicles for Hire) and Chapter 14 (Franchises) are the sections of code that lay out the rules for these operators.

Staff hired DDEC, a professional transportation engineering and mobility planning consultant, to perform an existing conditions analysis, stakeholder engagement with current operators and provide recommendations. To date the existing conditions analysis and initial stakeholder engagement are complete (see attached memos for more information). A draft recommendations memo including revisions to the ordinances are under review by city staff (see attached draft recommendations memo).

Key takeaways from the existing conditions analysis and stakeholder engagement were:

- The historic district is experiencing a surge in popularity among both visitors and new residents, resulting in significant congestion issues.
- The area experiences high pedestrian activity, cycling, micromobility and various mobility operators including franchise operators and vehicles for hire operators, including tour and ride-hailing services.
- There is a deficiency in signage clearly defining loading zone times and enforcement rules.
- The vehicles for hire sector are experiencing rapid growth with frequent new entrants, yet there is no comprehensive tracking of these services. This dynamic necessitates an updated approach in the ordinances to effectively manage this industry.
- Chapter 14 Franchise
 - There are currently two sightseeing motor vehicle franchises in force in the city: 1) Red Train Tours, and 2) Old Town Trolley.

- Chapter 14 defines a sightseeing motor vehicle requiring to be franchised as carrying nine (9) or more passengers for sightseeing, special tours, and charters, with an overall length not to exceed sixty (60) ft.
 - Franchises are limited to operating no more than 15 vehicles at one time.
- Chapter 27 Vehicles for Hire
 - This chapter addresses operations for “for hire passenger transport vehicles” including provisions that address vehicle drivers, motor vehicles for hire, trailer trains and sightseeing buses, and transportation by animal-drawn vehicles for purposes of touring.
 - Drivers of vehicles for hire must remain with the vehicle, or within ten (10) ft of the vehicle, at all times while in operation. Registration and vehicle inspections are required with the City and liability insurance is required.
 - In congested areas, drivers may not stop, park, solicit, or load/unload passengers, by word, sign, or other signal, on streets or public spaces other than designated “for-hire” or “taxi stands”. Currently, there are two “taxi stands” located along the plaza.
 - There is no limit to how many operators are allowed to be in the city. Currently, there are 22 licensed operators registered with the city.
- Initial Stakeholder Interviews (see the attached Stakeholder Engagement memo for more detail)
 - There is a need for designated loading zones with careful consideration of individual business operations.
 - There is a perceived lack of communication about regulation and mobility options.
 - Some mobility operators perceive the STAR Circulator as direct competition.
 - There is a desire for protection and support of the local business community.
 - There is a desire for protection of franchisee’s special privileges.
 - Horse and carriage licenses are available but not being issued by the City.
 - There is a need for improved enforcement of licensing and operations.
 - There is a need for clear, concise, and better-defined specifications regarding vehicle for hire operations.
 - Insurance requirements are inadequate for some and burdensome for others.
 - Use of lithium-ion batteries for vehicles should be banned.
 - Improvements should serve a long-term vision for mobility in the historic district.
 - Franchises would like to see less onerous rules when it comes to modifying routes and fee rates.

Staff are currently working on revisions of the ordinances with the following proposed recommendations in mind:

- Adopt a two-tier franchise system. Tier 1 includes the existing Old Town Trolley and Ripley's Red Trains. Tier 1 is capped at two (2) franchises. Tier 2 includes small vehicles including golf carts and low speed vehicles. Tier 2 franchises allow a maximum number of 11 passengers. Tier 2 franchises will have dedicated curb space for loading and unloading that is shared between the Tier 2 franchises. There is a maximum of fifteen (15) Tier 2 franchise operators. Each Tier 2 franchisee is only allowed to operate two (2) vehicles at any given time.
- Any business model that includes a tour or sightseeing must be a franchise.
- Reserve the passenger bus vehicle size for public transportation such as the STAR Circulator.
- Create a communications plan for mobility operators.
- Create designated rideshare hubs for Transportation Network Companies (TNCs, i.e. Uber or Lyft).
- Update permitting procedures.
- Improve curbside enforcement and compliance.
- Improve mobility and wayfinding signage.

The next steps are to complete the revisions to the ordinances and prepare them for first reading at a City Commission meeting. Prior to the first reading, staff recommend another round of stakeholder engagement to clearly explain the changes being proposed. An estimated timeline is three (3) months to work on the ordinance revisions and stakeholder engagement with a targeted first reading at a July 2025 City Commission meeting.

Staff are open to any suggestions and/or modifications about this subject. Please let me know if you have any questions.



Reuben C. Franklin Jr., P.E.
Assistant City Manager

Attachments: Exhibit A – Existing Conditions Memo
Exhibit B – Stakeholder Engagement Memo
Exhibit C – Proposed Recommendations Memo

Exhibit A

Existing Conditions Memo

MEMO



To: Reuben Franklin, PE - City of St. Augustine

From: Uyen Dang, PE - DDEC

CC: Lauren Rushing - NUE Urban Concepts, Jonathan Paul, AICP - NUE Urban Concepts, Allison Justice - DDEC

Date: December 1, 2023

RE: Existing Conditions Memo for St. Augustine Mobility and Curb Management Plan

1.0 INTRODUCTION

As the popularity of St. Augustine's unique historic district attracts visitors and new residents at an increasing rate, the area has become burdened with overwhelming congestion. Further, during peak-hour and holidays, existing on-street vehicle parking is limited, and the district's roadways are built out with no options for road widening without detrimental consequences for the area's historic buildings and urban character. The district has seen a boom in pedestrian activity, cyclists, micromobility, and new mobility operators providing tour and ride hailing services. While the City seeks to encourage new and alternative forms of mobility, this increase in mobility activity has raised many questions and created confusion regarding how mobility should be organized and regulated in the downtown.

The purpose of the St. Augustine Mobility and Curb Management Plan Phase 1 is to 1.) provide the City with a comprehensive analysis of existing mobility and curb management conditions and key challenges in the historic district, 2.) propose amendments to the Motor Vehicle and Franchise Ordinance and Vehicle for Hire Ordinance to improve mobility operations, and 3.) make recommendations for improvements on north/south corridors to accommodate various modes of travel and the need for vehicle access for deliveries.

This Existing Conditions Memo outlines the analysis and evaluation per Tasks 1.1 (Data Collection and Analysis), Task 1.2 (Stakeholder Engagement), and Task 1.3 (Evaluation of Existing Conditions) of the scope for the Mobility and Curb Management Plan Phase 1.

2.0 ST. AUGUSTINE PLANNING CONTEXT

The City of St. Augustine is situated on the east coast of Florida approximately 40 miles south of Jacksonville and 100 miles north of Orlando. Founded in 1565 and originally settled by the Spanish, it is the oldest city (of European and African-American origin) in the United States. While home to a modest population of 15,180¹ the City serves as the County's entertainment district and attracts up to 6 million visitors each year with its many globally-renowned historic and cultural attractions, architecture, history, nearby beaches, and events such as the annual Nights of Lights.

The project area encompasses the core of the historic downtown district and is bounded by Castillo Dr. to the north, King St. to the south, Cordova St to the west and A1A (San Marco Ave) to the east (**Figure 1**), with a focus in Phase 1 on St. George St., Charlotte St., Spanish St., A1A (San Marco Ave.) north of Cathedral Pl., and intersecting east-west streets. **See Exhibit 1 - Municipal Study/Project Area Map.**



St. Augustine's historic downtown district is characterized by a historic street grid and system of narrow, low speed streets within a network of wider collector and arterial roads. The project area includes a daytime population of 2,114 people, 302 businesses, and 2,094 employees². Despite the compact character of the historic downtown district and the City as a whole, only 2.3 percent of employees in the area walk to work, 9.1 percent bicycle to work, and 72 percent drive alone. However, due to people and vehicle congestion and limited parking availability, many visitors and area residents use alternative modes of transportation.

Visitors, employees, and residents alike have several mobility options to take them to, from, and around the district to visit businesses and attractions including walking, biking, the County bus (Sunshine Bus), shuttles, golf carts, pedicabs, scoot coupe/mopeds, electric personal assistive mobility devices (EPAMDs), taxicabs, and transportation network companies such as Uber and Lyft. Trolleys and sightseeing trains also take visitors around the area on historical and recreational tours.

¹ US Census Bureau Quick Facts

² City of St. Augustine Mobility 2040 Mobility Plan

3.0 DATA COLLECTION

The project team utilized a multifaceted approach to collect data to gain a deep understanding of the existing conditions in St. Augustine's downtown historic district. A data collection matrix was outlined and coordinated with the City of St. Augustine and stakeholders to ensure that information collected is comprehensive. The matrix includes various data such as traffic counts, parking utilization, transit routes, crash data and curb data. In addition, using iPad tablets, the team collected data for curb utilization including unwarranted loading zones, parking restrictions and curb access for pedestrians. Data collected through ArcGIS was included in the following sections of this memo as existing conditions and will be considered in the development of the Mobility and Curb Management Plan. Data collected included traffic data, field observations, surveys, transit data, traffic incident data and more. By analyzing this information, valuable insights were uncovered into the current parking assets, usage patterns, and overall parking challenges and needs. Various types of data were collected to develop a comprehensive understanding of the overall mobility system in the project area.

4.0 REVIEW OF PLANS, STUDIES, POLICIES, AND PUBLIC SURVEYS

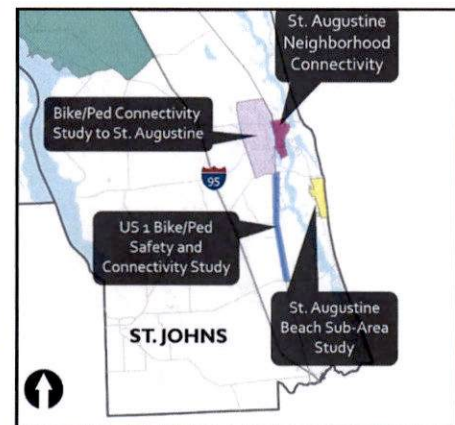
To further evaluate existing conditions and inform recommendations to be proposed as part of the Mobility and Curb Management Plan, the project team performed a thorough review of existing plans, studies, policies, and surveys for the City of St. Augustine. The following is a list of documents reviewed, followed by summaries of select plans, policies, and surveys:

- North Florida TPO Bicycle and Pedestrian Master Plan Update (2023)
- Parking Code Update Public Survey (2023)
- City of St. Augustine 2040 Mobility Plan (2021)
- North Florida TPO 2045 Long Range Transportation Plan (2020)
- City of St. Augustine Strategic Plan (2020)
- Vehicle for Hire Study (2018)
- Smart St. Augustine Master Plan
- Chapter 14 Motor Vehicle Franchise Ordinance
- Chapter 27 Vehicle for Hire Ordinance
- Discussion Paper regarding City Mobility Oriented Development (MOD) (2022)
- City of St. Augustine 2040 Comprehensive Plan
- St. Augustine Existing Parking Conditions Analysis (2016)
- City of St. Augustine Transportation & Parking Master Plan Traffic Memorandum (2016)
- St. Augustine Transportation and Parking Master Plan Public Survey (2016)
- St. Augustine Mobility Institute Study (2013)

North Florida TPO Bicycle & Pedestrian Master Plan Update

The North Florida TPO recently released its updated regional Bicycle & Pedestrian Master Plan in 2023. The Master Plan includes two recommendations for sub-area studies to improve bicycle and pedestrian connectivity to/from the project area:

- ***Bike/Ped Connectivity to St. Augustine Study:*** Connectivity Study from the surrounding area to downtown St. Augustine.
- ***Downtown St. Augustine Neighborhood Connectivity Study:*** Connectivity Study to identify alternative routes through the neighborhoods adjacent to downtown St. Augustine.



Parking Code Update Public Survey

The City of St. Augustine recently adopted an update to its Comprehensive Plan for the 2040 horizon year. To ensure consistency with the Comprehensive Plan update, the City is undertaking a subsequent effort to update its parking code. With a realization that the tourist economy has had a permanent impact on the City, both positive and negative, the City is seeking creative and innovative solutions to address parking and congestion issues.

In Spring 2023, the City conducted a survey as part of the effort to update its parking code. The survey sought to understand parking trends and preferences to inform the code update. The survey received an overwhelming community response, 1,956 total responses, indicating that parking is a prevalent issue on the minds of residents and visitors. The following summarizes several key takeaways from the survey:

- 43% of respondents live within the City limits, while 57% live outside; 73% of those living outside of St. Augustine were from St. Johns County.
- Key areas where respondents feel parking options are lacking include downtown street parking, downtown parking lots, downtown parking garage, and parking next to small businesses and restaurants.
- Respondents are most willing to use satellite parking within walking distance (71%), satellite parking with a direct shuttle service (62%), or satellite parking with a “circulator” service (47%)
- 23%, 19% and 16% are willing to ride a bike, use rideshare (Uber/Lyft), or use the Sunshine bus, respectively.
- Areas identified as lacking parking the most are the downtown core (74%), King St. in the downtown (64%), and San Marco Ave (46%).

City of St. Augustine 2040 Mobility Plan and Mobility Fee

The City of St. Augustine 2040 Mobility Plan, adopted in 2021, honors the historic grid and brings together various City initiatives to further emphasize the walkability of the historic district and to encourage creating a park-once environment where visitors can park on the periphery of the district and use various multimodal transportation options to travel. The 2040 Mobility Plan consists of four distinct plans: 1.) Walking and Bicycling Plan, 2.) Transit Circulator Plan, 3.) Multimodal Ways Plan, and 4.) Streets Plan. These plans include multimodal projects for sidewalks, paths, trails, protected bike lanes, low-speed shared streets, complete streets, and multimodal ways. The plan addresses both citywide and regional mobility through microtransit circulators, multimodal parking structures, water taxis, an aerial tramway, regional rail that will connect St. Augustine with Jacksonville, and several regional road projects to direct regional cut-through traffic around the city. Projects recommended in the 2040 Mobility Plan in the project area include:

- Avenida Menendez Trail, on Avenida Menendez from King St. to W Castillo Dr.
- Two transit Circulator routes: 1.) circulating the historic district (Route 1 in service) and 2.) circulating Plaza de la Constitucion and connecting to Anastasia Blvd (Route 2)
- Multimodal way, on King St. from N. Rodriguez St. to Avenida Menendez (A1A)
- Shared Streets, on Cuna St., Hypolita St., Spanish St. Charlotte St., and Cathedral Pl. (Hypolita St. and Spanish St. projects completed)
- Complete Streets on Cordova St. and Orange St.
- Castillo Dr. Improvement (completed)

One of the most significant features of the 2040 Plan was the replacement of Road Level-of-Service (LOS) standards, used in transportation concurrency to plan for adding road capacity, with Street Quality-of-Service (QOS) standards to encourage slower speeds to make it safer for people to walk, bicycle, and access transit and circulator services. The 2040 Mobility Plan created a framework and blueprint for implementing innovative multimodal transportation projects throughout the City, some of which have already been brought to fruition including the new Star Circulator.

North Florida TPO 2045 Long Range Transportation Plan

The NFTP 2045 LRTP identifies several projects in its Needs Plan for the project area that have not yet been completed. The projects identified include:

- Cathedral Pl. shared street, from Avenida Menendez (A1A) to Cordova St.
- Charlotte St. shared street, from King St. to S. Castillo Dr.
- Cordova St. complete street, from King St. to Orange St.
- Cuna St. shared street, from Avenida Menendez (A1A) to Charolette St.
- Cuna St. shared street, from Charolette St. to Cordova St.
- Multimodal Way, on King St. from Avenida Menendez (A1A) to N. Rodriguez St.
- Orange St. complete street, from Avenida Menendez (A1A) to North Ponce De Leon Blvd

Vehicle for Hire Study

In 2018, a Vehicle for Hire Study was undertaken by the City of St. Augustine and the North Florida Transportation Planning Organization (NFTPO) to understand impacts to infrastructure, mobility, and the local economy and to explore policies and strategies for improvement. The study included a review of Florida Statute and the following peer cities: Charleston, Nantucket, and Savannah. Recommendations resulting from this study include the following:

Policy Recommendations

- Implementing right-turn-only routes for carriages
- Consolidating trolley stops near Plaza de la Constitucion and requiring GPS use on vehicles for enforcement and data
- Prohibit segway tours on sidewalks 4-ft. wide or less
- Restrict for-hire bike tours in high-volume pedestrian areas such as St. George St.
- Regulate scooter, moped, and low-speed vehicle routes and evaluate increases to permit fees
- Regulate routes and parking areas for dockless or e-mobility devices
- Designation of a "Permitted Vehicles Only" area bound by Orange St., King St., Riberia St., and Avenida Menendez/San Marco Ave.

Infrastructure Recommendations

- Implement new pedestrian wayfinding signage.
- Implement a smart transportation and parking management system
- Repurpose Avenida Menendez/San Marco Ave., between Cuna St. and Cathedral Pl., to add low-speed vehicle lanes
- Repurpose Cathedral Pl., between Cordova St. and Charlotte St., for improved space allocation
- Implement new permit parking-only signage

SMART St. Augustine Master Plan

SMART St. Augustine is an initiative of the North Florida Smart Region Coalition. The Coalition is a partnership of agencies, local governments, and private stakeholders that have come together to utilize innovative and emerging technologies to collect and analyze data to enhance the region's livability with a focus on the safe and efficient movement of goods and people. With a recognition that the growing volume of people, vehicles, trucks, and vehicles for hire is placing strain on the limited parking and infrastructure in the historic district, the SMART St. Augustine Master Plan has identified the following projects related to traffic and parking:

- Smart Truck Parking System (truck routes, parking redesign, time-restricted loading zones, smart parking management)
- For-Hire Vehicle Management System
- Dynamic Message Signs

- Adaptive and nd Connected Signalization
- Bridge Closure Notification System
- Automated Vehicle Shuttles

Chapter 14 Motor Vehicle Franchise Ordinance

Chapter 14 (Franchises), Article I (Sightseeing Motor Vehicle Franchises) of the code of ordinances of the City of St. Augustine, Florida, known as the "City of St. Augustine Sightseeing Motor Vehicles Franchise Ordinance," governs the operating and maintaining of sightseeing motor vehicles and grants franchise agreement holders the, *"right, privilege, and franchise to use all streets, avenues, and other public highways, together with other public property designated by the city commission in said city, for and during periods of up to twenty (20) years."* While franchise agreements are not exclusive and the City reserves the right to grant a franchise agreement to any entity, there are currently only two (2) franchises in force in the city: 1) Red Train Tours, and 2) Old Town Trolley.

Per the ordinance, it is unlawful for a person or entity to carry passengers on an operating sightseeing motor vehicle without obtaining a franchise agreement. It is also unlawful for a person or entity to conduct sightseeing tours, special tours, or charters without obtaining a franchise agreement. These rights are reserved for franchise holders. Franchise agreements are issued by the city commission upon finding that the franchise agreement, *"advances the public convenience and necessity based upon factors deemed relevant by the commission,"* including factors related to a public need for the services, compliance with specific operating conditions, and demonstration of sufficient financial resources.

Franchise operations must be in compliance with several requirements under the following subjects:

- **Seating capacity and appearance approvals:** The appearance, seating capacity, external dimensions and design of sightseeing motor vehicles must be approved by the city commission. Vehicles may not display any advertising or promotional materials relating to events or businesses and may only display writings or signs that have been approved by the city manager. The ordinance defines 'sightseeing motor vehicle' as carrying at least nine (9) passengers for sightseeing, special tours, and charters, with an overall length not to exceed sixty (60) feet.
- **Fleet size limitations and vehicle permit tags:** Franchises are not permitted to operate more than fifteen (15) vehicles on public streets at one time with permission granted by the city commission via public hearing. The City issues vehicle permit tags for each vehicle which must be displayed on the rear of the vehicle.
- **Posting of fares and prohibition of street solicitation:** Rates of fare and any changes to fare rates must be approved by the city commission and fare rates must be publicly displayed on each vehicle and at any off-street parking area or depot. Street solicitation (i.e. distribution, on public streets, of pamphlets or other printed materials to solicit

business, and the use of hawkers, pullers-in, pamphleteers, or persons holding signs to solicit business) is strictly prohibited.

- **Public depot limitations:** Franchisees are not allowed to pick-up or drop-off passengers on-street or on public property outside of designated loading zones/depots designated by the city manager. The ordinance does not restrict loading/unloading on private property.
- **Insurance requirements:** Franchisees are required to obtain insurance coverage and file it with the city Finance Director. The city commission may determine insurance requirements on an annual basis. The limited liability insurance policy must provide insurance coverage of at least one million dollars (\$1,000,000.00) for one (1) person injured or killed, and one million dollars (\$1,000,000.00) for all property damaged or destroyed in any one (1) accident, and not less than four million dollars (\$4,000,000.00) for more than one (1) person injured or killed in any one (1) accident.
- **Compliance with safety standards:** All franchise vehicles must meet the safety standards and requirements established by the state of Florida and the City. The City has the right to inspect each sightseeing motor vehicle on an annual basis, or at any time for cause.
- **Driver qualifications:** Franchise vehicles must be operated by a driver who has a current, valid state of Florida CDL license and shall have met all of the requirements of the code of the City pertaining to guides.
- **City approval of routes:** Franchise tour routes must be approved through resolution by the city commission at public hearing. Routes for special tours and charters require approval by the city manager.
- **Franchise Fees and Performance Bonds:** Franchisees are required to pay two (2) percent of gross annual revenues or a minimum of \$10,000 dollars in quarterly payments for the first three years of the agreement. After three years, the City may increase the percentage of gross revenue by no more than one-half (1/2) percent. The percentage to be paid is capped at five (5) percent. The franchisee must furnish a performance bond to the City to guarantee payments.
- **Financial Audits:** The City must have access to operational records including accounting, financial, statistical customer, and service records and may conduct annual audits of these records to confirm the gross sales reported.
- **Performance:** The City's performance committee evaluates the franchisees' performance based on compliance, responsiveness to customer complaints, safety, and cleanliness and conditions of vehicles.
- **Accessibility:** Franchisees must comply with all provisions of any applicable law regarding accessibility, including, but not limited to, any and all applicable provisions of the Americans with Disabilities Act of 1991
- **Violations:** Violation of the ordinance, other than the provisions regarding insurance, fees, and termination, are punishable by the City's code regarding general penalty and continuing violations.

Vehicle for Hire Ordinance

Chapter 27 (Vehicles for Hire) of the code of ordinances of the City of St. Augustine, Florida addresses operations for “for hire passenger transport vehicles” including provisions that address vehicle drivers, motor vehicles for hire, trailer trains and sightseeing buses, and transportation by animal-drawn vehicles for purposes of touring (horse-drawn carriages).

For-hire passenger transport vehicles are defined as, *“any motorized or non-motorized vehicle other than a transportation network company vehicle, when used for transporting persons for compensation; let or rented to another for consideration; offered for rent or hire as a means of transportation for compensation; advertised in a newspaper or generally held out as being for rent or hire; used in connection with a travel bureau; or offered or used to provide transportation for persons solicited through personal contact or advertised on a “share-expense” basis.”* The following is a summary of the requirements and regulations governing these vehicles:

- **General:** Drivers of vehicles for hire must remain with the vehicle, or within ten (10) feet of the vehicle, at all times while in operation. Drivers must be photographed by the City, and the photograph must be displayed on the driver’s identification badge, which the driver must wear in plain view at all times while operating the vehicle.
- **Registration:** Drivers are required to take an exam demonstrating thorough knowledge of the City’s streets, the provisions of Chapter 27, and other ordinances relative to traffic regulations. The City may deny a permit if the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance. The vehicle for hire permit costs twenty-five dollars (\$25.00) upon issuance of the first year and ten dollars (\$10.00) for renewal each year after. The vehicle must be registered annually with the police department. Three violations of the code, other city traffic/automobile ordinances, or other infraction punishable F.S. § 316.655 will result in a permit revocation. Violation of a criminal traffic offense will also result in automatic revocation of the permit for one (1) year.
- **Liability Insurance:** Vehicles for hire are required to obtain insurance coverage of at least one hundred twenty-five thousand dollars (\$125,000.00) for one (1) person injured or killed, and fifty thousand dollars (\$50,000.00) for all property damaged or destroyed in any one (1) accident, and two hundred fifty thousand dollars (\$250,000.00) for more than one (1) person injured or killed in any one (1) accident, covering each motor-driven passenger vehicle owned, operated, driven or controlled by such owner, operator, agent, lessee or driver.
- **Congested Areas:** The city commission may designate, by resolution, areas within the city as “congested areas.” In congested areas, vehicles can only use “taxi” stands to idle and load/unload passengers.
- **Rates and Charges:** The city commission reserves the right to establish reasonable rates and charges for the transportation of persons and it is illegal for operators to charge rates higher than that established by the City.
- **Cruising and Solicitation:** In congested areas, drivers may not stop, park, solicit, or load/unload passengers, by word, sign, or other signal, on streets or public spaces other than designated “for-hire” or “taxi” stands.

- **Identification and Rate Cards:** Vehicles for hire must publicly display cards showing the schedule of rates and charges, a photograph of the driver, and both the driver and vehicle owner's name, address, and City license number.
- **Vehicle Signs or Markings:** The company name, phone number, and unique vehicle number must be placed on painted on the vehicle at least three (3) inches in height on the front, back, and both sides of the vehicle. This information must also be displayed on the dashboard and on the back of the front passenger seat.
- **Equipment and Safety:** Taxicabs, pedicabs, and low speed vehicles are each subject annually to compliance with specific equipment and safety standards which ensure that vehicles are in good order, clean condition, and are well-ventilated to render safe, adequate and proper service.
- **Vehicles Inspection:** Vehicles must display a current valid numbered medallion issued by the City upon inspection that the vehicle is compliant with equipment and safety standards. This medallion is renewed each year upon an annual inspection and payment of the inspection fee.
- **Transportation Network Companies (TNC):** Medallions are issued to TNCs upon providing proof of insurance and disclosures and documentation required by Florida Statute. An annual fee is collected by the city for TNCs use of the city-owned "taxi" stands.
- **Trailer Trains and Sightseeing Buses:** Trailer train, trailer train not for hire, or sightseeing motor vehicles must be franchised by the city and are subject to equipment and safety standards and inspection.
- **Animal-Drawn Touring Vehicles:** Animal-drawn touring vehicles must be franchised by the city through approval of a franchise application. The franchise must pay, in quarterly installments, the greater of two payment options: 1) two and one-half (2½) percent of the franchisee's gross annual revenue, or 2) one thousand dollars (\$1,000.00) times the number of permits issued under the franchise. The city will not issue more than thirty (30) total permits and will not issue more than ten (10) permits to any single franchise. Franchise permits are not transferable. The city designates specific loading areas for animal-drawn vehicles and rates and routes are established by the city commission through resolution. Tours on animal-drawn vehicles must be conducted by a registered or temporary tour guide. Animal-drawn vehicles are subject to compliance with standards for equipment, vehicle safety, and animal care/health and safety and are subject to inspection by the city.
- **Penalties:** The penalty for a first or second violation is one hundred dollars (\$100.00) and one hundred dollars (\$100.00) for each day thereafter a continued violation occurs; Upon three (3) violations within a six-month period, the franchise may be suspended for a period of thirty (30) days; Upon four (4) violations within a twelve-month period, the franchise may be suspended for one hundred eighty (180) days; Upon five (5) or more violations within a twelve-month period, a franchisee may be determined to no longer be in good standing by the city.

5.0 STAKEHOLDER INTERVIEWS

Stakeholder engagement is an important component of understanding local mobility operations and what kind of improvements will provide a benefit to residents, visitors, and local businesses. The team interviewed several franchise and vehicle for hire operators. Operators interviewed provide services for both ride hailing and guided tours, operate on fixed or undefined routes, and use various vehicle types including golf carts, trolleys, pedicabs, and shuttle buses. A detailed summary of the mobility operators interviewed and information and feedback collected during the interviews can be found in the **St. Augustine Mobility and Curb Management Plan Phase 1 Summary of Stakeholder Engagement Memo**.

Key takeaway from these interviews include the following:

- There is a need for designated loading zones with careful consideration of individual business operations.
- There is a perceived lack of communication regarding regulation and mobility options.
- Mobility operators perceive the STAR Circulator as direct competition.
- There is a desire for protection and support of the local business community.
- There is a desire for protection of franchisee's special privileges.
- Horse and carriage licenses are available, but not being issued by the city.
- There is a need for improved enforcement of licensing and operations.
- There is a need for clear, concise, and better defined specifications regarding vehicle for hire operations.
- Insurance requirements are inadequate for some and burdensome for others.
- Use of lithium-ion batteries for vehicles should be banned.
- Improvements should serve a long-term vision for mobility in the historic district.
- Vehicle for hire operators wish to see barriers to entry removed to becoming franchised.
- Franchises would like to see less onerous rules when it comes to modifying routes and fee rates.

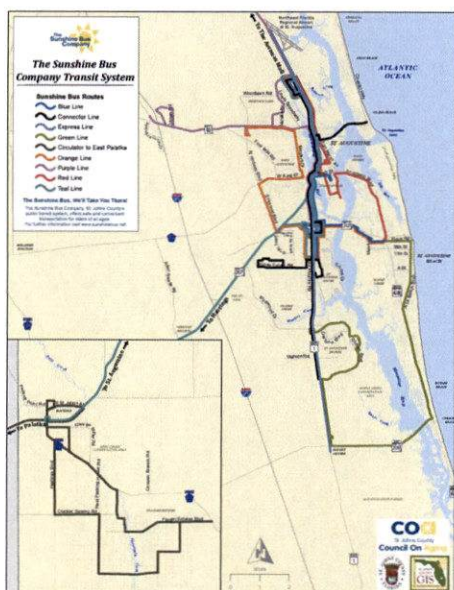
6.0 MOBILITY & TRANSIT SERVICES

The City of St. Augustine offers several mobility options for residents and tourists. Many of these operators offer paid tours of the historic downtown and beaches, while others provide transportation alternatives to driving. To better understand the interaction between governmental transit services, private mobility providers, and curb space, an inventory was taken of the mobility and transit services available in the project area along with information pertaining to their operations. Refer to **Table 1: City of St. Augustine Mobility and Transit Services Providers**.

Public Transit

St. Johns County Sunshine Bus Company

The Sunshine Bus Company is St. Johns County's public transit service which provides two types of service: 1) a fixed-route bus and 2) a demand response door-to-door service. The Sunshine Bus is funded through federal, state, and local sources. The day-to-day operations of the Sunshine Bus are contracted with the St. Johns County Council on Aging, a private not-for-profit agency.



The fixed-route bus service maintains an established schedule and provides nine (9) routes that operate within the St. Augustine Urbanized Area. Of these nine routes, two (2) routes - the Red Line and Blue Line - have stops in downtown St. Augustine. The Blue Line has one stop at Flagler Auditorium and the Red Line has three stops: 1) Visitor Information Center; 2) ML King St and Post Office; and 3) Lions Bridge. Service for these routes is infrequent with stop arrivals/departures occurring once every 2 hours and 10 minutes.

STAR Circulator

The STAR Circulator is the fruition of a microtransit circulator route recommended in the city's 2040 Mobility Plan Transit Circulator Plan. The circulator was launched as a pilot project on July 11, 2023, funded through the

Florida Department of Transportation. Operated by Old Town Trolley in coordination with the City, this free bus service provides shuttle transportation with three (3) stops along a 1.12 mile route around the downtown historic district. The 20-person shuttles are equipped with air conditioning and are handicap accessible.

The STAR circulator service starts at the Visitor Information Center (VIC), located at 10 S. Castillo Dr. The service departs the VIC and makes its first stop at 14 Avenida Menendez. This is followed by the second stop on the north side of Cathedral Pl., midblock between St. George and Cordova Streets. The route continues north on Cordova St., and the bus returns to its starting point at the VIC, which functions as the circulator hub. The vehicle idles for 15 minutes at each stop while riders board and the entire route takes an estimated 40 minutes. Interviews were conducted with STAR



Circulator drivers on September 8, 2023. On that date, the circulator had been operating for approximately nine (9) weeks. Ridership at the time appeared to be limited and the team observed that communication regarding the free circulator appears to be lacking. **Table 2** presents monthly ridership data from July 11 to November 30, 2023. The table shows ridership by month.

STAR Circulator ridership was evaluated for the July 11 to November 30, 2023 period. Launched on July 11, ridership was consistently high in July and August, but a decline was noted in the later months, with occasional fluctuations. Notably, on July 11, 2023, the service launch date, there were 307 riders. The highest daily ridership was recorded on July 21, 2023, with 602 riders. Fridays and Saturdays tend to have higher ridership compared to other days of the week. **Table 3** presents daily ridership, including day of the week and the number of daily riders.

Fridays and Saturdays have the highest average daily ridership, while Thursdays and Mondays have relatively lower ridership on average. Several trends and patterns can be observed:

1. **Weekly Ridership Fluctuations:** There is a noticeable weekly pattern in ridership. Fridays and Saturdays consistently have higher ridership, likely due to increased recreational activities and reduced work-related travel during weekends. Sundays and Mondays tend to have lower ridership, which is common in many transportation systems.
2. **Peak Days:** July 21st, 2023, had the highest daily ridership with 602 riders. Other peak days include July 15th, 2023, and November 11th, 2023. Identifying the reasons behind these peaks could provide insights into factors influencing ridership.
3. **Mid-Week Variation:** Wednesdays often have ridership figures above the weekly average, while Thursdays have slightly lower ridership. This mid-week variation could be related to specific events or activities occurring during the week.

Franchise Operators

There are currently two (2) franchises in the City of St. Augustine: 1) Red Train Tours and 2) Old Town Trolley. These operators are long-standing businesses who hold strong relationships with the city. Franchises pay a percentage of their annual revenue to the city and comply with franchise-specific requirements to obtain licensing and other special privileges detailed in franchise agreements that are adopted through a transparent process by the City Commission. Although addressed under Chapter 14, Vehicles for Hire Ordinance, horse and carriage companies are also required to be franchises (**Table 4 - Franchise Operators**).

Horse and Carriage

Fifteen (15) horse and carriage licenses have currently been issued by the City. While horse and carriages are addressed in Chapter 14 the Vehicles for Hire Ordinance, these businesses are required to be franchised. The city has



designated a defined loading zone for horse and carriages on the east side of Avenida Menendez (SR A1A), on the bayfront, South of Castillo de San Marco everyday from 8:00 a.m. to midnight.

Old Town Trolley

Old Town Trolley offers several paid tours throughout St. Augustine. Its signature hop-on/hop-off tour runs throughout the day from twenty-one (21) locations around the city. Tickets for the hop-on/hop-off trolley start at \$36.50 per person and include access to the Beach Bus. The Beach Bus stops at St. Augustine Beach, highlighting specific points of interest such as The Alligator Farm. Special tours include Nights of Lights, Ghosts and Gravestones, Ghost Town Trolley, and Old Jail After Dark.



Trolley stops are conveniently located throughout the downtown, with a major stop at the Visitor Center near the Historic Downtown Parking Facility (downtown garage). Drop-off locations are also available at the Visitor Center and along US Hwy. 1. Additionally, other pick-up and drop-off locations are clearly marked along routes with street markings and signage.

Through observations and conversations with the Beach Bus driver, it appears the pull-off locations are sufficient for loading and unloading of passengers; however, occasional issues were identified with delivery trucks parking within locations designated for the Old Town Trolley and Beach Bus. It was also observed that due to the timings of pickup and dropoff, there are occasional conflicts with both vehicles (trolley and bus) arriving at similar times.



Ripley's Red Train Tours

Ripley's Red Train Tours (Red Train) is St. Augustine's original sightseeing tour operator. It offers tickets for narrated tours in combination with access to several of the city's many attractions including Ripley's Believe It or Not, Ripley's Haunted Castle Investigation, and Ripley's Bayfront Mini Golf. The Red Train tour costs \$24 and allows visitors to see more than 100 historical points of interest throughout the city. The train loads/unloads at its brick-and-mortar location at Ripley's Believe It or Not, located at 19 San Marco Ave, and does not make any stops along its tour route.



Vehicle for Hire Operators

There are at least 16 local vehicle for hire operators excluding TNCs (Uber/Lyft). A list of operators, hours and fees is detailed in **Table 5 - Vehicle for Hire Operators**. This list encompasses a variety of vehicle-for-hire operators in St. Augustine, providing a wide array of transportation choices. These operators offer open vehicles, E-vehicles, pedicabs, replica models, golf carts, walking tours, horse and carriage services, vans, and various types of taxis. The diverse range of transportation services mirrors the mobility options available in St. Augustine, effectively meeting the requirements of both residents and tourists.

Transportation Network Companies (Uber/Lyft)

Transportation Network Companies (TNCs) like Uber and Lyft operate within the City of St. Augustine. It's important to note that unlike traditional vehicles for hire, TNCs are not subject to regulation under Chapter 27 but instead fall under the purview of Florida Statute. TNCs pay an annual fee to the City of St. Augustine for the utilization of city-owned taxi stands.

TNC pickup and drop-off locations within the city can vary, and site observations have revealed a common trend. It appears that pickups frequently occur in and around the area of Cathedral and St. George, which is situated at the edge of the pedestrian zones. This suggests a concentration of TNC activity in this specific vicinity. It's worth mentioning that in St. Augustine, there are no geofenced locations, which means that TNCs are not confined to specific areas for their operations. This regulatory flexibility allows them to adapt to the dynamic needs of both residents and visitors in the city while still adhering to state-level regulations.

Golf Cart/Low Speed Vehicles Tour Companies

If residents or visitors are looking for a more intimate experience or private tour, several operators offer these full-time services throughout St. Augustine. Prices for these services vary and range from \$5 for a one-way ride to over \$100 for a private tour. During Nights of Lights, additional golf cart operators are available, but full-time options include:

Options include:

- Explore Tours and Pickups
- Pineapple Ride and Tour Services
- The Tasting Tours
- St. Augustine Gold Tours
- St. Augustine Transfer Company
- Old Town Connect
- Land and Sea Tours
- Panda Tours



Pedicabs



Pedicabs are a form of transportation using either a manual or electric powered bicycle to shuttle guests mainly throughout downtown St. Augustine, although some do travel to Anastasia Island and longer distances. Pedicabs typically can seat 2-4 people, with some seating as many as 6 guests. Prices vary per company but can be charged per person or per ride, with a minimum charge one-way. Some pedicabs do operate during daytime hours (in particular on the weekends), but most operate after 5

p.m. and after 2 a.m.. During Nights of Lights, additional pedicab companies will operate in St. Augustine, but full-time options include:

- Pineapple Ride and Tours
- Chris Taylor's Bike Taxi and Tours

Taxis

Taxis operate throughout St. Augustine and St. Johns County, providing local transportation as well as long distance transportation and airport shuttles. Taxi fares are typically based on distance, with some airport destinations charged at a flat rate. Taxi and shuttle options throughout St. Augustine include.

- Salty Seas Transportation



- Clean Taxi of St. Augustine
- ABC Taxi and Airport Shuttle
- Night Rider TAXI & Airport Shuttle St. Augustine
- Scooter Shuttle Company
- Abraxi Taxi

7.0 SITE OBSERVATIONS

In conjunction with the data collected from MODii and various web sources, the project team executed a site visit that took place over two days, specifically on September 7 and 8, 2023. During this on-site assessment, the team utilized the ArcGIS Collector App on an iPad to enhance the depth and accuracy of the data collection efforts. The site visit served several objectives:

- **Validation of Parking Zones and Curb Designations:** One of the primary goals was to validate the accuracy of parking zones and curb designations within the study area. This involved physically inspecting curb markings, signage, and any regulatory indicators to ensure alignment with the existing data collected.
- **Real-time Occupancy Data Collection:** The team conducted real-time occupancy data collection during the site visit. This information is essential for understanding the dynamic and evolving nature of curb space utilization.
- **User Behavior Observation:** An integral aspect of the site visit was the observation of how various user groups interacted with the curbside environment. The team monitored and documented the behavior of pedestrians, bicyclists, micromobility users, transit passengers, and vehicle travelers.

Image 1: Site Visit Photos



Timing and Peak Hour Observations and Findings

The team strategically conducted the site visit on the evening of Friday, September 7, 2023, during peak parking and nightlife hours, 7 p.m. to 10:00 p.m. This timing was chosen to capture the

maximum activity and curb usage during a period of high demand. The evening hours are typically associated with increased vehicular and pedestrian traffic, as well as dining and entertainment activities. A second site visit was conducted during the day on Saturday, September 8, 2023, 11:30 a.m. - 1 p.m. This timing was chosen to capture the activities of daytime and lunch visitors to St. Augustine.

During the site visit, the project team made several observations:

- **High Utilization in Key Locations:** High curb space utilization was observed on streets such as Charlotte St., King St., and Cordova St. These streets experienced significant demand for curbside parking, which indicated their importance as popular restaurant and bar locations within the vicinity. Private lots also experienced high utilization, particularly along Charlotte St.
- **Improper Use of Commercial Loading Zones:** It was also observed that a significant number of vehicles were parked in commercial loading zones and were not actively loading or unloading. This misuse of loading zones was particularly evident at key locations, including Anderson Cir., Route 1, and the east side of King St. Such behavior can impede the efficient flow of goods and services and may necessitate further enforcement or redesign of loading zones. **Refer to Exhibit 10: Improper Loading Zone.**

Summary of Nighttime Findings, September 7, 2023

Observation	Finding
High Utilization in Key Locations	High curb space utilization was observed on streets such as Charlotte St., King St., and Cordova St., which indicated their popularity as evening destinations.
Utilization of Private Lots	Private parking lots within the study area also experienced high utilization, especially along Charlotte St.
Limited Transit Services	During the site visit, it was observed that the Old Town Trolley and the STAR circulator were not in operation. According to a schedule posted on its website, Old Town Trolley Tours operates daily, from 9 a.m. to 4:30 p.m. Their tours depart every 15 minutes. Hours are limited on select holidays and are not offered on Christmas. Hours may be extended during holiday weekends and peak season. Travelers may hop on or off at 21 stops at destinations popular with visitors. According to the City website, the STAR circulator operates

daily, 10 a.m. to 10 p.m., but hours of operation may vary during Nights of Lights and other special days and holidays. The last pick-up for service departs the VIC at 10 p.m. This free bus service, operated by Historic Tours of America's Old Town Trolley, provides circular transportation around the downtown core, starting at the Visitors Information Center, to Avenida Menendez, to the north side of Cathedral Pl., midblock between St. George and Cordova Sts., then north on Cordova St., returning to the VIC.

St. John's County's Public Transit System's bus operations offer a Red Line and Blue Line.

Variety of Micromobility Devices Various micromobility devices and vehicles for hire, including horse carriages and Old Town Cart golf carts, were observed operating during the evening event.

Summary of Daytime Findings, September 8, 2023

Observation	Finding
Commercial Loading Zones	Some commercial loading zones were utilized by non-loading, delivery vehicles. Most spaces were occupied by non-disclosed single-occupancy vehicles.
Amazon Vehicle	An Amazon vehicle was observed misusing curb space at Charlotte St. and Cuna St. The truck was illegally parked on the street, seemingly wherever the driver wanted.
Residents' Use of Loading Zones	Some visitors were parking in commercial loading zones to access adjacent properties for coffee or ice cream along King St. and Cordova St.
Old Town Cart Tour and Beach Ride	The Old Town Cart tour and beach ride reached its capacity along Cordova St., which required customers to unload from the travelway.

Star Circulator	The Circulator idles for 15 minutes at each stop to pick up passengers, which causes slow services. Additionally, communication of this service as “free” was not clear for visitors at the Visitor Center, STAR stops, or on the exterior of the vehicle itself.
Pedestrians/Bicyclists/ Micromobility	Most people visiting were walking. Cyclists were observed using the sidewalk along King St.
Wayfinding	Although wayfinding is available, the signage was small, and the natural/historic color palette blends into the environment causing low visibility.
Rideshare Loading (Uber/Lyft)	Rideshare loading was not designated and vehicles often blocked/used designated Old Town Trolley Commercial Vehicle loading zones at the pedestrian entrance of Cordova St. and St. George’s St.

8.0 EVALUATION OF EXISTING CONDITIONS

The consultant team initiated an analysis of existing mobility and curb management data and documentation available from various sources. This analysis encompassed a preliminary desk analysis using Google Earth, analysis of **traffic, curb, and land use** data, a review of City records and documentation related to mobility and curb management, and a review of mobility providers. The following is a list of the data and resources evaluated and analyzed:

- Mobility and Land Use Data
 - Street centerlines and road networks
 - Parcel boundaries and land use
 - Roadway functional classification
 - Average annual daily traffic counts
 - Bus routes and stops
 - Transit schedules and frequency
 - Sidewalks and crosswalks
 - Bicycle and pedestrian infrastructure
- Traffic Data
 - FDOT online GIS Traffic Database
 - Average Annual Daily Trips (AADT)
 - Crash and incident reports
 - Traffic flow and congestion

- Curb Data
 - Curb geometry and location
 - Loading zone regulations
 - Parking zones and regulations (e.g., time limits, metered parking)
 - Parking space dimensions and capacity
 - Parking occupancy and utilization
 - Permit zones and restrictions

Mobility and Land Use

The City of St. Augustine's 2040 Mobility Plan is a vision, over the next 20 years, for how the City's transportation system will continue to transition from moving and parking vehicles, toward a multimodal system focused on safely and conveniently moving people, whether they choose to continue driving their cars, or decide to walk, bicycle, ride transit, or use a new mobility technology, as well as deploying dynamic parking management strategies to address future demand.

The need for parking solutions in St. Augustine is significant, as St. Johns County continues to be one of the fastest growing areas in the U.S. and the City continues to experience strong growth in visitors, leading to an increase in traffic on residential streets, especially in the historic district, as motorists search for on-street parking.

The Mobility Plan proactively plans for infrastructure improvements, programs, and services needed to further enhance the walkability of the historic districts. The Plan also emphasizes creating a park-once environment that promotes using dynamic parking management strategies to encourage visitors to park their cars in future multimodal parking garages on the periphery of the historic districts and use electric bikes, trolley circulators, and other forms of mobility, other than driving a car, to explore the City.

The Mobility Plan also includes policies for dynamic parking management strategies such as (1.) variable rates for parking meters, (2.) programs that can provide City residents parking discounts or priority parking in certain areas, and (3.) real-time message boards at gateways to the City that direct visitors to either existing garages or future multimodal parking garages. These projects are intended to enhance mobility and safety, while also seeking to reduce congestion and traffic in residential neighborhoods.

To inform the analysis of the mobility and curb dynamics within the study area, a comprehensive inventory of St. Augustine's transportation infrastructure was conducted and data was gathered to identify key findings:

- **Walkability:** Within the Mobility Plan are four distinct plans that include projects for sidewalks, paths, trails, protected bike lanes, low-speed shared streets, Complete Streets, and multimodal ways. Walkability is high with a gridded network. However, there is a fair amount of sidewalks lacking important ADA accessibility such as minimum sidewalk width, ADA-accessible curb ramps, and signage within the pedestrian path that impedes accessibility.

- **Bikeability:** Bike infrastructure is lacking. Within the study limits, there is a shortage of bike infrastructure. While bike lanes are present around the periphery of the study area, there are no designated bike lanes leading into or out of this region. Additionally, there is a deficiency of bike parking racks at crucial destinations. Despite the absence of dedicated infrastructure, the City has the potential to establish a robust neighborhood bikeway network. This is facilitated by the low posted speed limits, enabling bicyclists to safely share the road with vehicular traffic and making comfortable cycling within the area possible (**Exhibit 2 - Cycling Infrastructure**)
- **Public Transit:** In the city, there are two transit options available. The STAR Circulator is a free downtown bus service operated by Historic Tours of America's Old Town Trolley, launching on July 11 at 10:00 am, offering a 1.12-mile circular route with daily operation from 10:00 am to 10:00 pm, subject to special event variations. Additionally, the St. Johns County Sunshine Bus Company provides fixed-route bus services with stops in downtown St. Augustine, including the Red Line and Blue Line routes, offering service once every 2 hours and 10 minutes (**Exhibit 3 - Public Transit**)
- **Rideshare:** A broad range of rideshare options exist for residents and visitors, but rideshare hubs and microtransit pickup/dropoff points are lacking.

Traffic Data

The primary objective is to assess existing traffic patterns, travel behaviors, and crash trends within the designated study area. This assessment aims to identify potential delays in the network due to existing loading zones and opportunities for diversion during peak-hour periods. We utilize data from the City's Mobility Plan and the FDOT online GIS Traffic Database to evaluate the Average Annual Daily Trips (AADT) in downtown St. Augustine. In 2021, the City removed the level of service (LOS) as part of the Mobility Plan and Fee, replacing it with Quality of Service standards based on posted speed limits as the indicator for roadway design and functionality (**Table 6 - Roadway Classification**).

Crash Analysis

The analysis team conducted an in-depth examination of traffic incidents and crash data, focusing on identifying critical areas for potential improvements. Utilizing GIS mapping, they pinpointed locations with a notably high frequency of crashes, especially those involving pedestrians. This analysis was instrumental in assessing the impact of these incidents on nearby loading zones and the associated traffic delays.

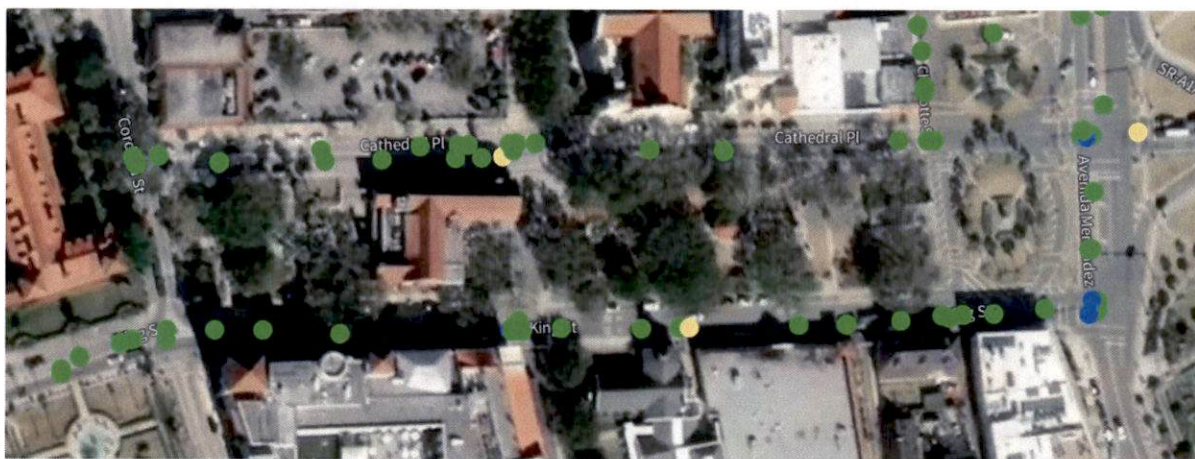
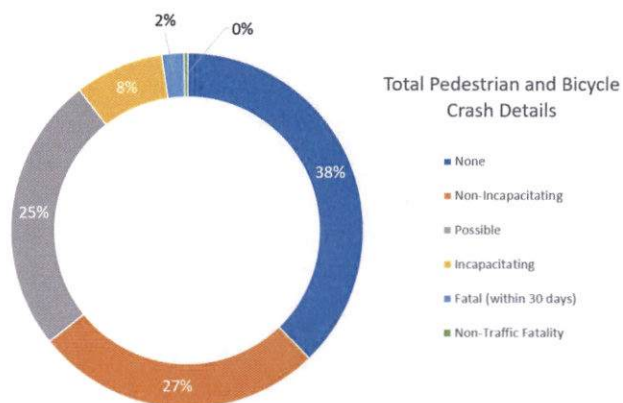
For this study, data spanning over five years, from July 27, 2018, to September 2, 2023, was meticulously gathered using Signal 4 Analytics, focusing on Cathedral Pl. and King St.. The analysis revealed significant findings:

- Total of 283 reported crashes
- 57 involving pedestrians
- 23 leading to possible injuries
- 19 related to alcohol consumption

- 12 non-incapacitating injury crashes
- 2 involving bicycles
- 0 fatalities

The occurrence of 57 crashes within a five-year period in pedestrian-dense areas like King St. and Cathedral Pl. is notably high, particularly considering the area's design for slow-moving traffic.

This situation underscores the need for enhanced safety measures beyond just speed reduction. Implementing curbside shared streets, for instance, could further moderate vehicle speeds in line with the city's Mobility Plan. Most of these incidents happened during daylight, with a higher frequency on Thursdays, Fridays, and Saturdays, correlating with the active periods of downtown St. Augustine's mobility services. Predominantly occurring in the afternoon and sometimes stretching into the evening, these incidents have the potential to disrupt peak-hour traffic and overall travel demand. This pattern of traffic incidents offers critical insights for developing future safety initiatives and interventions within the study area.



Locations of Traffic Incidents (July 27, 2018 - September 2, 2023)

Vehicular Analysis: Contrary to patterns observed in the pedestrian and cycling maps, the bulk of vehicular incidents are concentrated on Castillo Dr., Cathedral St., and King St. This is unsurprising as these roadways provide the primary vehicular access to the historic downtown from other parts of the city, St. Augustine Beach, and the region. A significant number of these crashes took place at the intersection near the Bridge of Lions and San Marco Ave. (SR A1A). This divergence in incident locations between vehicular traffic and pedestrian/cycling suggests

differing traffic dynamics and points to specific areas of concern for vehicular safety. Addressing these vehicular hotspots, especially around the Bridge of Lions intersection, will be paramount to ensuring overall road safety in the area. **Details are included in Exhibit 4 - Vehicular Traffic Incidents Map and Analysis.**

Pedestrian and Bike Incidents Analysis: According to incident report data, pedestrian and bike incidents occur primarily along King St., St. George St., Orange St., and Hypolita St. These incidents not only highlight areas of high cycling and pedestrian traffic but also suggest the possible inadequacies of current safety measures. Addressing these concerns will require a comprehensive analysis of each corridor. Enhanced intersection design, coupled with improved cycling and pedestrian infrastructure, will be crucial in mitigating these incidents and ensuring the safety of all road users in the area. **See Exhibit 5 - Pedestrian and Bike Incidents Map and Analysis.**

Curb Data

The parking inventory was first conducted through a desk analysis and later validated and enhanced during the on-site visit. It involved evaluating the distribution of parking, the regulations governing parking spaces, and the availability of parking signage. Additionally, the inventory includes details such as the number and average size of loading zones, as well as the count of on-street parking spaces that are paid and the specific periods during which parking is free of charge. The table provides a concise overview of parking details for various street locations, including loading spaces, parking spots, handicap spots, enforcement dates, times, and associated fees. **Refer to Exhibit 6 - Curb Policy Map and Table 7 - Parking Inventory Data and Policy.**

Parking Utilization

Data collection in the Cathedral Pl., King St., Charlotte St., and US-1 areas was conducted using ArcGIS. The methodology focused on counting vehicles in on-street parking areas. The most significant parking activity was noted on the evening of Friday, September 7, 2023, during the peak hours of 7 p.m. to 10:00 p.m., aligning with heightened nightlife activities. A subsequent daytime site visit on Saturday, September 8, 2023, from 11:30 a.m. to 1 p.m., provided additional insights. The collected data encompassed parking utilization and turnover rates, vital for refining parking management, developing pricing strategies, and efficiently distributing curb space. Furthermore, the study assessed the availability and current use of loading zones, aiming to improve the effectiveness of goods delivery and pickup operations in these areas. Findings include the following:

- The percentage of existing parking occupancy on the morning of September 8, 2023, was approximately 80.17%. The percentage of existing parking occupancy on the evening of September 7, 2023, was 51.72%. **See Exhibit 7 - Parking Utilization Heat Map.**
- **Varying Parking Demand:** The analysis reveals a wide range of parking utilization percentages across the streets. While some streets like King St. NW (2nd entry) and A1A

Eastside South (2nd entry) have 100% utilization, indicating high demand and full occupancy, others like King St. SW and Cathedral Pl. NW show lower utilization percentages, suggesting that parking spaces on these streets are less in demand.

- **Block of King St., between Charlotte St. and St. George St.:** The data collected during morning and evening rush hours consistently shows high utilization rate on this block. This is due to its central location and proximity to popular attractions. The demand for parking in this area likely results from work commuters and recreational visitors.
- **West Side of A1A between Hypolita St. and Anderson Circle:** High utilization rates exist for the west side of SR A1A, which can be attributed to its proximity to the Matanzas River and popular tourist destinations, such as the Castillo de San Marcos, making the area a destination for both local residents and visitors. The demand for parking here may be driven by tourists and diners at nearby restaurants.
- **Intersection of Charlotte St. and Anderson Circle:** The area where Charlotte St. intersects with Anderson Circle registers high utilization rates, which could be due to its location near commercial areas or specific businesses that attract a significant number of customers. The demand for parking in this area might be a combination of residential and commercial use.

Additional information can be found in **Exhibit 8 - Utilization for On-Street Parking Areas (Morning)**, **Exhibit 9 - Utilization for On-Street Parking Areas (Evening)**, **Table 8 - Existing Parking Occupancy (On-street Morning 9/8/2023)**, and **Table 9 - Existing Parking Occupancy (On-street Evening 9/7/2023)**.

9.0 EVALUATION OF EXISTING CONDITIONS: KEY FINDINGS

The Existing Conditions Memo for the St. Augustine Mobility and Curb Management Plan examines the escalating congestion and parking challenges in St. Augustine's historic district, exacerbated by its increasing popularity and unique urban fabric. The findings underscore a pressing need for comprehensive mobility and curb management solutions, highlighted by diverse transportation modes, extensive data analysis, and stakeholder feedback. This memo serves as a pivotal guide in strategizing improvements for the district's mobility infrastructure while respecting its historical and architectural significance.

1. **Historical Context & Congestion:** The historic district of St. Augustine is experiencing a surge in popularity among both visitors and new residents, resulting in significant congestion issues. The unique architecture and urban design of the district constrain the feasibility of road widening as a solution. While congestion primarily peaks during traditional rush hours and holidays, it is observed that during off-peak times, the existing road infrastructure has sufficient capacity to accommodate all modes of transportation. Additionally, crash data analysis has revealed specific areas and times where safety concerns are heightened, necessitating targeted interventions to improve road safety.

2. **Diverse Mobility Options:** The area experiences high pedestrian activity, cycling, micromobility, and various mobility operators including franchise operators and vehicles for hire operators, including tour and ride-hailing services.
3. **Data Collection & Analysis:** To inform the plan, an extensive data collection process was undertaken, encompassing traffic flows, parking utilization, transit routes, crash incidents, and curb usage. This data points to a notable deficiency in signage clearly defining loading zone times and enforcement rules. Furthermore, the data indicates that while parking utilization is generally high, nighttime presents specific challenges with certain areas exceeding capacity. This overutilization leads to instances of illegal and unsafe parking practices.
4. **Stakeholder Engagement:** Discussions with mobility operators highlighted several key needs, including the establishment of specific loading zones, enhanced clarity and communication about regulatory guidelines, and a strong desire for a strategic, long-term approach to mobility planning. These insights, coupled with survey findings, underscore the urgency for updating existing ordinances. Additionally, there's a clear call for improved wayfinding signage and the creation of more dedicated zones specifically tailored for mobility operators.
5. **Mobility & Transit Services:** The study analyzed existing mobility services such as public transit, franchise operators, and a variety of vehicle for hire services to gauge their impact on curb space utilization. It was observed that STAR Circulator ridership is notably low, indicating a significant demand for parking and efficient circulation within the study area. The STAR Circulator, a key component of the transit system, lacks clear communication about its free service and could benefit from reduced idle times at stops, ideally limiting them to under a minute for quick pickups and drop-offs. The vehicle for hire sector is experiencing rapid growth with frequent new entrants, yet there is no comprehensive tracking of these services. This dynamic necessitates an updated approach in the upcoming ordinance and regulatory revisions to effectively manage and incorporate these evolving transportation options.
6. **Site Observations:** During on-site evaluations, the team validated parking zones and curb designations while observing user behaviors, particularly the intense use of key locations and the frequent misuse of commercial loading zones. It was found that personal vehicles often occupy these loading zones, loading and unloading improperly, indicating a clear need for stricter enforcement. Additionally, observations revealed instances of freight activities occurring in areas not officially designated as loading zones, highlighting a gap in current management and enforcement practices.

List of Exhibits

Exhibit 1: Municipal Study/Project Area Map
Exhibit 2: Cycling Infrastructure Map
Exhibit 3: Public Transit Map
Exhibit 4: Vehicular Traffic Incidents Map and Analysis
Exhibit 5: Pedestrian and Bike Incidents Map and Analysis
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Table 6: Roadway Classification
Table 7: Parking Inventory Data and Policy
Table 8: Existing Parking Occupancy (On-street Morning 9/8/2023)
Table 9: Existing Parking Occupancy (On-street Evening 9/7/2023)

Exhibit 1 - Municipal Study/Subject Area

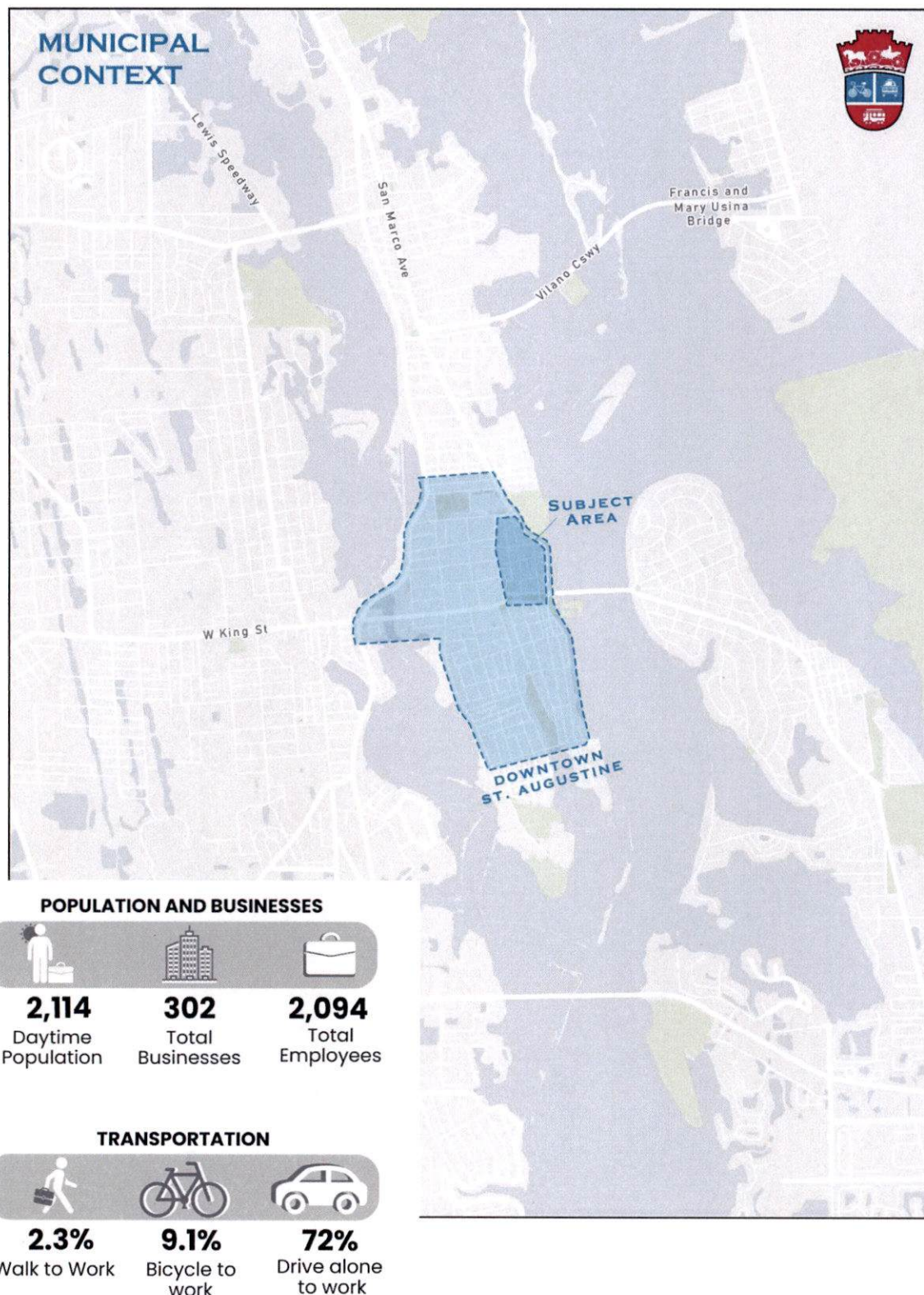


Exhibit 2: Cycling Infrastructure Map



Exhibit 3: Public Transit Map



Exhibit 4: Vehicular Traffic Incidents Map and Analysis

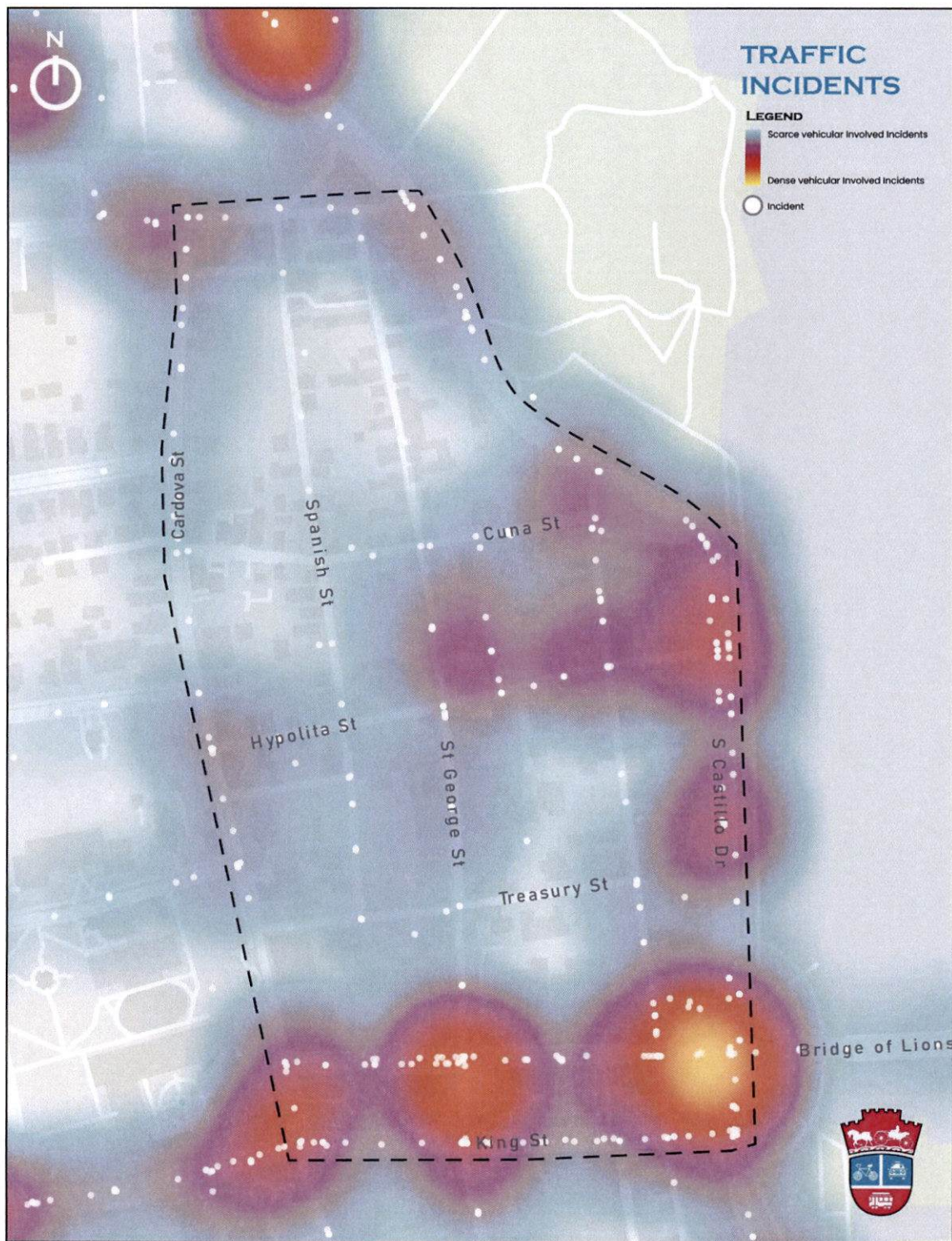


Exhibit 5: Pedestrian and Bike Incidents Map and Analysis

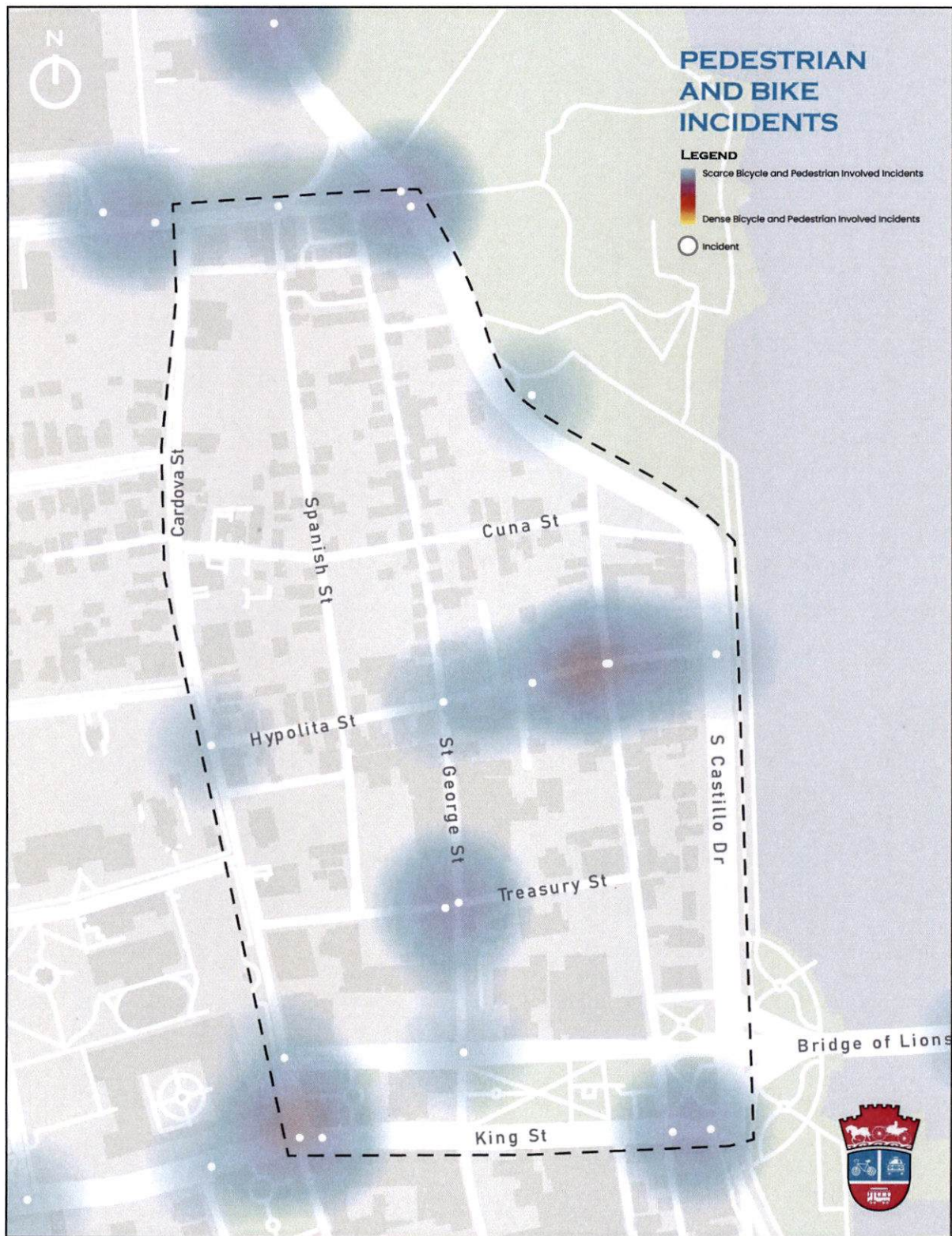


Exhibit 6: Curb Policy Map

Exhibit 7: Overall Parking Utilization Heat Map

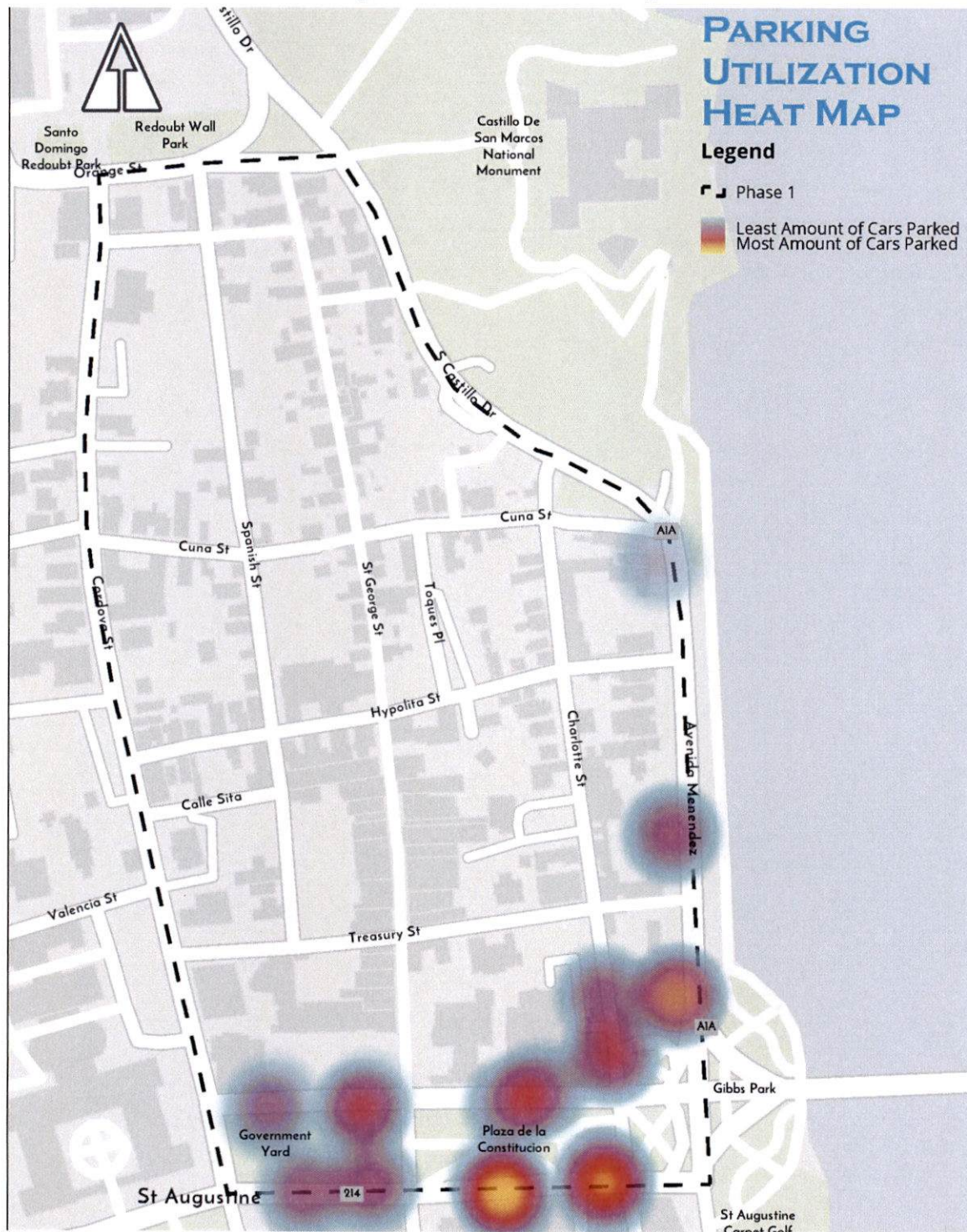


Exhibit 8: Utilization for On-Street Parking Areas - Morning

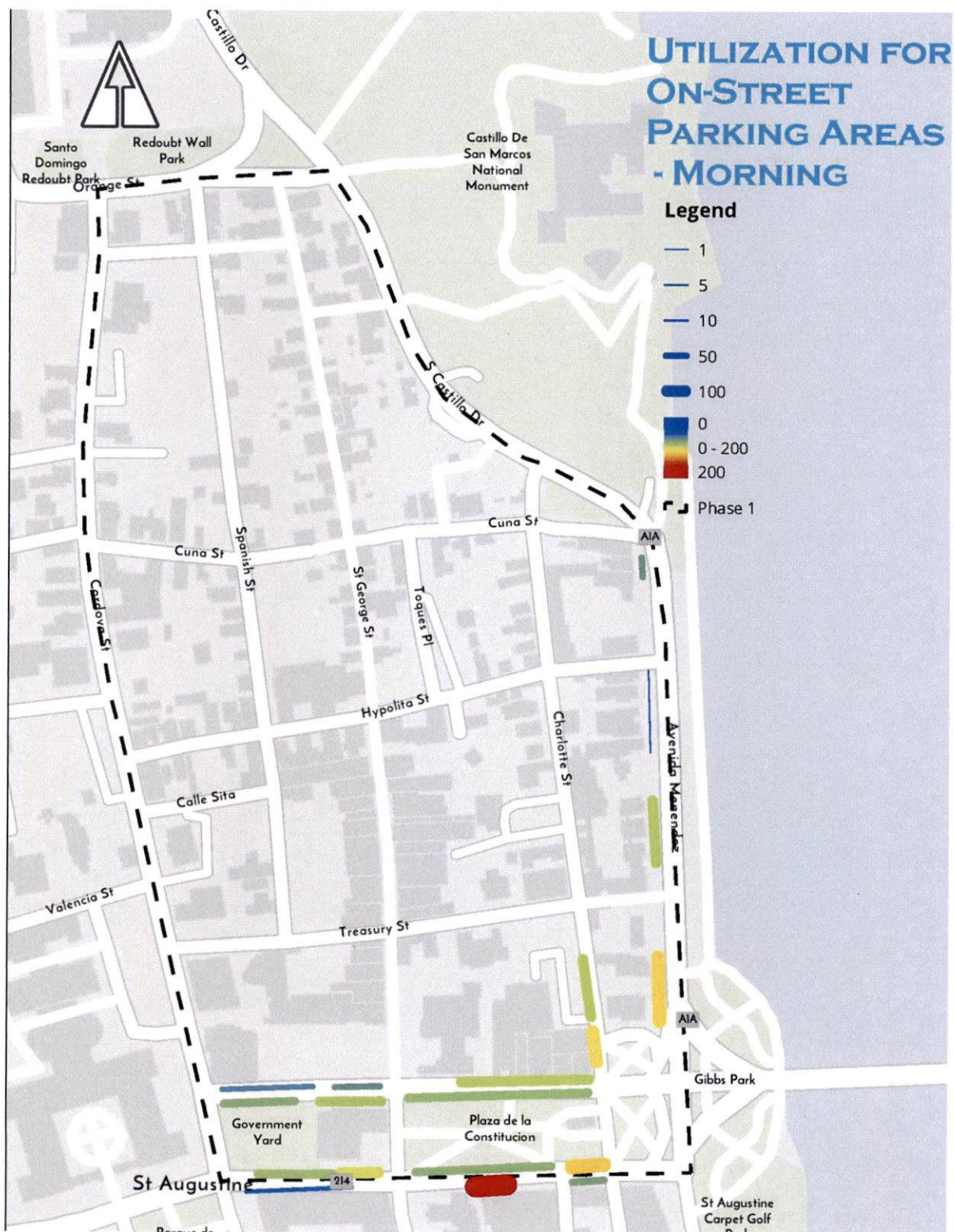


Exhibit 9: Utilization for On-Street Parking Areas - Evening

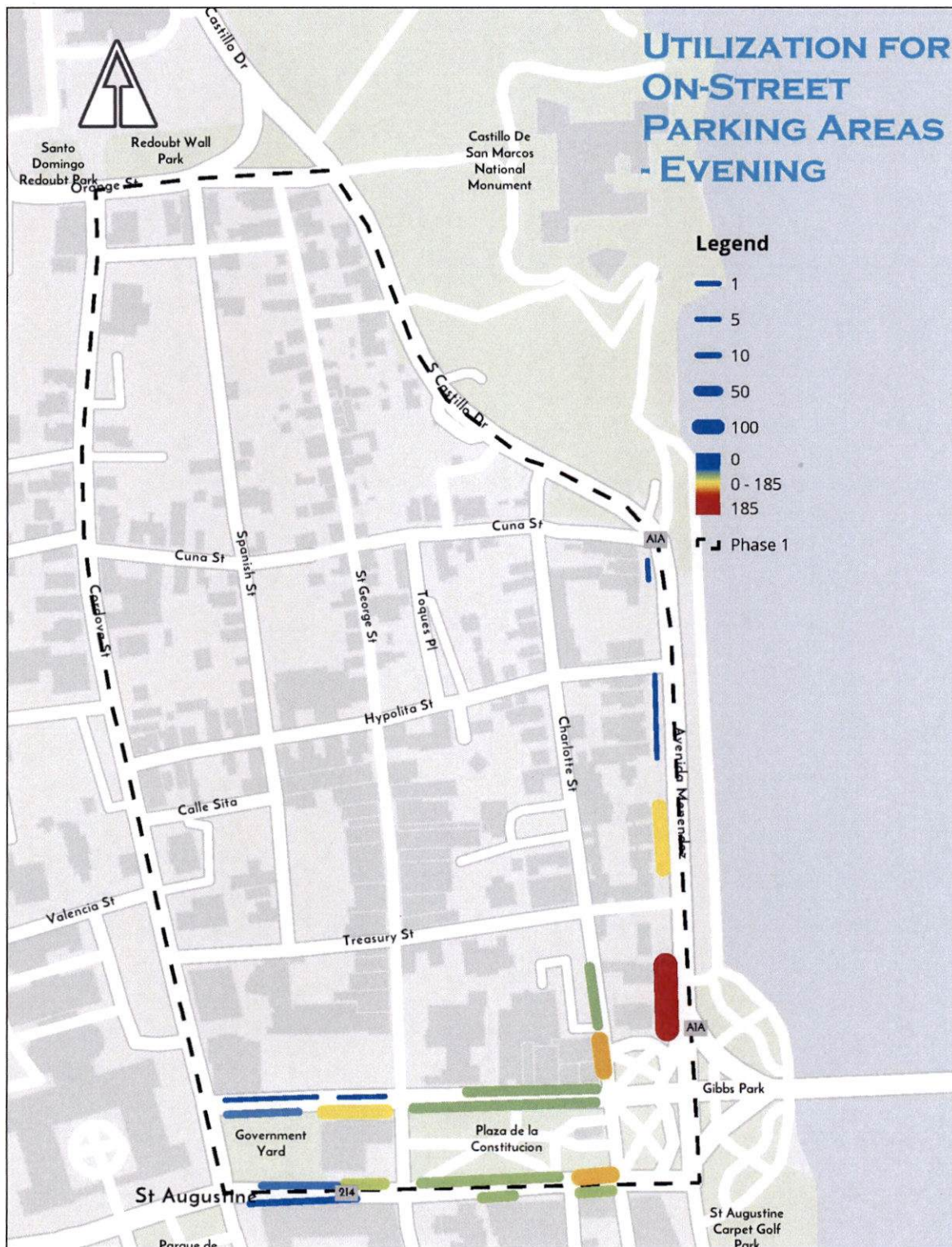


Exhibit 10: Improper Loading Zone

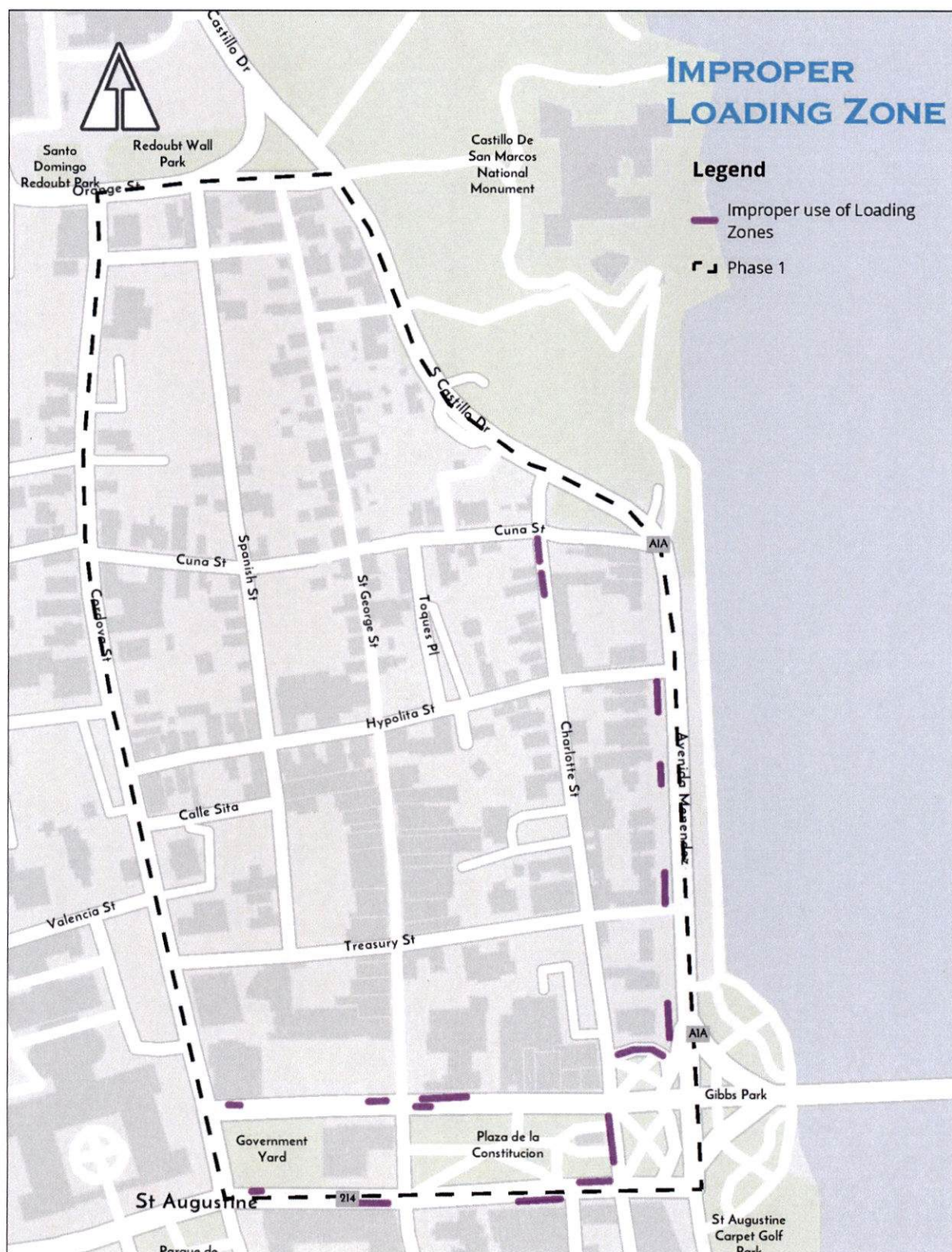


Table 1: City of St. Augustine Mobility and Transit Services Providers

	Operators	Public Transit	Franchise	Vehicle for Hire
1	St. Johns County Sunshine Bus Company	X		
2	STAR Circulator	X		
3	Old Town Trolley		X	
4	Red Train Tours		X	
5	Country Carriages		X	X
6	Coastal Carriages		X	X
7	St. Augustine Horse & Carriage		X	X
8	Old City Carriages		X	X
9	Explore Tours and Pickups			X
10	Pineapple Ride and Tour Services			X
11	Pastime Tours			X
12	Old Town Cart			X
13	Panda Tours (The Last Ride)			X
14	Land and Sea Tours			X
15	St. Augustine Transfer Company			X
16	St. Augustine Transfer/San Marco Hospitality			X
17	Chris Taylor's Bike Taxi and Tours			X
18	JBL Pedicab Management			X
19	The Tasting Tours			X
20	St. Augustine Gold Tours			X
21	Scooter Shuttles			X
22	Salty Seas Transportation			X
23	Abraxi Taxi			X
24	Clean Taxi St. Augustine			X
25	Night Rider TAXI & Airport Shuttle St. Augustine			X
26	ABC Taxi and Airport Shuttle			X

Table 2: STAR Circulator Monthly Ridership

Month	Ridership
July	5642
5642	3500
September	1845
October	2607
November	2381

Table 3: STAR Circulator Daily Ridership

Day	Approximate Number of Riders
Monday	86
Tuesday	91
Wednesday	85
Thursday	70
Friday	128
Saturday	166
Sunday	88

Table 4: Franchise Operators

	Business	Service	Vehicle Type	Passengers	Hours	Cost
1a	Old Town Trolley	Tours	Trolley Bus	60+	9 a.m. - 6 p.m. (holidays vary)	\$36.50+
1b	Old Town Trolley	Shuttle	Shuttle Bus	20 +/-	8:30 a.m. - 5:30 p.m.	Included in ticket
2	Red Train Tours	Tours	Trolley Bus	50	10 a.m. - 6 p.m.	\$24.00
3	Country Carriages	Tours	Carriage	4-6	4 p.m.- 10 p.m. (Later on Saturdays)	\$35+
4	Coastal Carriages	Tours	Carriage	4	Varies	Varies
5	St. Augustine Horse & Carriage	Tours	Carriage	4	Varies	\$85+
6	Old City Carriage	Tours	Carriage	4	Varies	Varies

Table 5: Vehicle for Hire Operators

	Business	Service	Vehicle Type	Passengers	Hours	Cost
1	Explore Tours and Pickups	Tours & Rides	Open Vehicle	10	10 a.m. - 6:30 p.m. (+Nights of Lights 11 p.m.)	\$30+
2	Pineapple Ride and Tour Services	Tours & Rides	E-Vehicle/Pedicab	9	10 a.m. - 10 p.m. (+Nights of Lights- 11 p.m.)	\$60+
3	Pastime Tours	Tours	Replica Model T	4	10 a.m. - 9 p.m. (+Private/Weddings)	\$150+
4	Old Town Cart (Connect)	Rides & Tours	GolfCart/Shuttle bus	6-14	Thurs-Sunday 4:30 - 11:30 p.m.	\$5+
5	Panda Tours (The Last Ride)	Tours	Golf Cart	5	9 a.m. - 11 p.m.	\$129+
6	Land and Sea Tours	Tours	Golf Cart/Walking/Boat	10	10:30 a.m. - 10:15 p.m. (varies with tour)	\$29+
7	St. Augustine Transfer Company	Tours	Walking and Golf Cart	5	Varies based on tour	Varies
8	St. Augustine Transfer/San Marco Hospitality	Tours	Walking and Golf Cart	5	Varies based on tour	Varies
9	Chris Taylor's Bike Taxi and Tours	Tours & Rides	Pedicab	2	Varies - until after 2 a.m.	Varies
10	JBL Pedicab Management	Tours & Rides	Pedicab	2	Varies - until after 2 a.m.	Varies
11	The Tasting Tours	Tours	Open Vehicle	8	1:30 -, 4:30 p.m. Sunday 11 a.m.	\$135+
12	St. Augustine Gold Tours	Tours	Golf Cart	6	9 a.m. - 2 p.m., 7:15 p.m. Nights of Lights	\$150
13	Scooter Shuttle Company	Rides	Van	14	On Call until 10:30 p.m., 12:30 a.m. on Weekends	\$3
14	Salty Seas Transportation	Rides	Taxi & Airport Shuttle	4-6	On Call	Varies
15	Abraxi Taxi	Rides	Taxi	9-6	On Call	Varies
16	Clean Taxi St. Augustine	Rides	Taxi	9-6	On Call	Varies
17	Night Rider TAXI & Airport Shuttle St. Augustine	Rides	Taxi & Airport	9-6	On Call	Varies
18	ABC Taxi and Airport Shuttle	Rides	Taxi & Airport	9-6	On Call	Varies

Table 6: Roadway Classification

Location	Location	Roadway Classification	Posted Speed	AADT	Lane
W. Castillo Dr.	N Ponce de Leon Blvd. to S Castillo Dr.	Urban major collector	25MPH	3,000	2 Lanes
S. Castillo Dr.	W Castillo Dr. to Cuna St.	Urban minor arterial	25 MPH	17,500	4 Lanes
Bridge of Lions / A1A	Avenida Menendez (SR A1A) to Dolphin Dr.	Urban minor arterial	30 MPH	18,000	2 Lanes
Cathedral Pl.	Cordova St. to Avenida Menendez (SR A1A)	Urban minor arterial	25MPH	6,200	2 Lanes
Cordova St.	King St. to Orange St.	Urban major collector	20PMH	3,700	2 Lanes
King St.	Cordova St. to Avenida Menendez (SR A1A)	Urban minor arterial	25MPH	12,000	2 Lanes
M L King Ave.	King St. to Cerro St.	Urban major collector	20 MPH	3,000	2 Lanes
Avenida Menendez	Cuna St. to Cathedral Pl.	Urban major collector	25 MPH	17,400	4 Lanes

Table 7: Parking Inventory Data and Policy

Street	Location (From - To)	Loading Spaces	Parking Spots	Handicap Spots	Dates	Time	Money
Cathedral Pl. NW	Cordova St. to St. George	1 (approx. 27LF)	7	1	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
Cathedral Pl. NW	Cordova St. to St. George	2 (approx. 41LF)	2	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
Cathedral Pl. SW	Cordova St. to St. George	0	7	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
Cathedral Pl. SW	Cordova St. to St. George	0	6	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
Cathedral Pl. NE	St. George St. to Charlotte St.	5 (approx. 103LF)	11	1	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
Cathedral Pl. SE	St. George St. to Charlotte St.	0	14	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
King St. NW	Cordova St. to St. George	1 (approx. 23LF)	7	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
King St. NW	Cordova St. to St. George	0	3	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
King St. SW	Cordova St. to St. George		11	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required

		3 (approx. 73LF)			Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
King St. NE	St. George St. to Charlotte St.	0	13	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
King St. NE	St. George St. to Charlotte St.	3 (approx. 71LF)	0	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
King St. SE	St. George St. to Charlotte St.	4 (approx. 97LF)	3	0	Mon-Sat	10 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
Charlotte St. East Side North	Treasury St. to Cathedral Pl	0	5	0	Mon-Sat	8 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
Charlotte St. East Side South	Treasury St. to Cathedral Pl	0	3	1	Mon-Sat	8 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
A1A Eastside North	Cuna St. to Hypolita St.	0	2	0	Mon-Sat	8 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
A1A Eastside North	Hypolita St. to Cathedral Pl.	5 (approx. 116LF)	5	0	Mon-Sat	8 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required

A1A Eastside South	Hypolita St. to Cathedral Pl.	3 (approx. 71LF)	3	0	Mon-Sat	8 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
A1A Eastside South	Hypolita St. to Cathedral Pl.	4 (approx. 80LF)	3	0	Mon-Sat	8 a.m. - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required
					Sun	1 - 9 p.m. (Up to 4 hours)	\$2.50 per hour Ticket Required

Table 8: Existing Parking Occupancy (On-street Morning 9/8/2023)

Street	Location (From - To)	Count	Number of Spaces
Cathedral Pl. NE	St. George St. to Charlotte St.	12	13
Cathedral Pl. SE	St. George St. to Charlotte St.	13	17
Cathedral Pl. NW	Cordova St. to St. George	3	8
Cathedral Pl. SW	Cordova St. to St. George	5	7
Cathedral Pl. SW	Cordova St. to St. George	5	6
Cathedral Pl. NW	Cordova St. to St. George	1	2
King St. NW	Cordova St. to St. George	6	8
King St. NW	Cordova St. to St. George	3	3
King St. SW	Cordova St. to St. George	3	10
King St. NE	St. George St. to Charlotte St.	10	14
King St. SE	St. George St. to Charlotte St.	7	4
King St. SE	St. George St. to Charlotte St.	2	3
Charlotte St. Eastside North	Treasury St. to Cathedral Pl	7	5
Charlotte St. Eastside South	Treasury St. to Cathedral Pl	3	3
A1A Eastside South	Hypolita St. to Catherdeal Pl.	4	3
A1A Eastside South	Hypolita St. to Catherdeal Pl.	3	3

A1A Eastside North	Hypolita St. to Catherdeal Pl.	5	5
A1A Eastside North	Cuna St. to Hypolita St.	1	2
Total		93	116

Table 9: Existing Parking Occupancy (On-street Evening 9/7/2023)

Street	Location (From - To)	Count	Number of Spaces
Cathedral Pl. NE	St. George St. to Charlotte St.	7	13
Cathedral Pl. SE	St. George St. to Charlotte St.	9	17
Cathedral Pl. NW	Cordova St. to St. George St.	0	8
Cathedral Pl. SW	Cordova St. to St. George St.	2	7
Cathedral Pl. SW	Cordova St. to St. George St.	5	6
Cathedral Pl. NW	Cordova St. to St. George St.	0	2
King St. NW	Cordova St. to St. George St.	2	8
King St. NW	Cordova St. to St. George St.	2	3
King St. SW	Cordova St. to St. George St.	2	10
King St. NE	St. George St. to Charlotte St.	8	14
King St. SE	St. George St. to Charlotte St.	2	4
King St. SE	St. George St. to Charlotte St.	2	3
Charlotte St. Eastside North	Treasury St. to Cathedral Pl.	1	5
Charlotte St. Eastside South	Treasury St. to Cathedral Pl.	6	3
A1A Eastside South	Hypolita St. to Cathedral Pl.	3	3
A1A Eastside South	Hypolita St. to Cathedral Pl.	6	3

A1A Eastside North	Hypolita St. to Cathedral Pl.	3	5
A1A Eastside North	Cuna St. to Hypolita St.	0	2
Total		60	116

Exhibit B

Stakeholder Engagement Memo

MEMO



To: Reuben Franklin, PE - City of Saint Augustine

From: Allison Justice – DDEC, Lauren Rushing - NUE Urban Concepts

CC: Uyen Dang, PE - DDEC, Jonathan Paul, AICP - NUE Urban Concepts,

Date: December 1, 2023

RE: St. Augustine Mobility and Curb Management Plan Phase 1 Summary of Stakeholder Engagement

Stakeholder engagement is a vital component of understanding local mobility operations and what kind of improvements will provide a benefit to residents, visitors, and local businesses. Per Task 1.2 of the Saint Augustine Mobility and Curb Management Plan Phase 1, the consultant team interviewed several franchise and vehicle-for-hire operators. The operators who were interviewed provide services for both ride-hailing and guided tours, operate on fixed or undefined routes, and use various vehicle types including golf carts, trolleys, pedicabs, and shuttle buses.

This memo provides a concise summary of the feedback collected and will be used to inform amendments to the Franchise and Vehicle for Hire ordinances and to make practical and effective recommendations to improve mobility and curb management. The tables below provide a list of franchise and vehicle-for-hire (VFH) operators who were interviewed (Table 1), or were contacted, but either non-responsive or not yet interviewed (Table 2).

Table 1. Mobility Operators Interviewed

COMPANY	OWNER/OPERATOR	VEHICLE TYPE	DATE
Old Town Trolley	Ed Swift	Trolley, Bus, STAR	10/9/23
Red Train Tours	Kim Kiff	Trolley/Train	10/16/23
Explore Tours and Pickups	Calli Zavodney	Open Electric Vehicle	10/18/23
Pineapple Ride and Tour Service	Blaise Morrell	E-Vehicle/Pedi Cab	10/24/23
Pastime Tours	Kenneth Chapman	E- Replica Model T	10/19/23
Old Town Cart	Adam Lynn	Golf Cart/Shuttle Bus	10/18/23

Panda Tours	Manda Gerber	Golf Cart	10/19/23
Land and Sea Tours	Luis Salva	Golf Cart	10/23/23
St. Augustine Transfer Company (2)	Aaron Jockers Carly Zervis	Golf Cart/Walking	10/23/23 11/2/23
San Marco Hospitality	Carly Zervis	Carriage, Golf Cart, Walking	11/3/23
Chris Taylor's Bike Taxi & Tours	Chris Taylor	Pedicab	11/7/2023

Table 2. Mobility Operators Contacted

COMPANY	OWNER/OPERATOR	VEHICLE TYPE	DATE CONTACTED
Celebration Carriages	Teresa Henegar	Horse and Carriage	10/20, 10/23 & 11/3
Country Carriages	Jennifer Cushion	Horse and Carriage	10/11, 10/20 & 11/3 (missed meeting on 10/26 & 11/7)
Coastal Carriages	Lacey Sanchez	Horse and Carriage	10/30, 11/1 & 11/3 (missed on 11/2)
The Tasting Tours	Joanna Engel	Open E Vehicle	10/17 & 11/3
St. Augustine Gold Tours	Tom Ryan	Golf Cart	10/19 & 11/3
Scooter Shuttles	Evonne Davis	Van	10/23 & 11/3
Salty Seas Transportation	Amy Lowery	Taxi and Airport Shuttle	10/30

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SUMMARY OF STAKEHOLDER INPUT

From October 9 - November 7, 2023, the consultant team interviewed 11 mobility operators who operate within St. Augustine's historic downtown district. All operators provided input specific to their individual businesses. However, many also offered comments and concerns related to the overall mobility needs of the historic district. The following is a summary of recurring themes that emerged from the interviews. A copy of a presentation to stakeholders is included in Exhibit 1.

Need for Designated Loading Zones, with Careful Consideration of Business Operations

VFH operators expressed a need for designated loading (pick-up/drop-off) and idling zones throughout the historic district. While VFH are permitted to use existing taxi stands, these stands tend to be congested and, therefore, do not always adequately serve the needs of the many businesses utilizing them, especially during peak periods. Operators also expressed confusion in understanding where they are "allowed" or not allowed to pick up, drop off, or idle while waiting for business patrons. This lack of understanding has resulted in unwanted ticketing. Operators recognize that picking up or unloading on-street causes congestion and creates unsafe situations for their riders. They emphasized the need for safe, designated locations to operate if the on-street solicitation is restricted, especially for vehicle-for-hire operators who do not have a brick-and-mortar location.

Several operators pointed to the Historic Downtown Parking Facility garage as a prime loading zone location and expressed the importance of having a loading zone at the future planned parking garage on King St. and US-1. Alternative location recommendations included the Castillo de San Marco National Monument surface parking lot and streets surrounding the Plaza de la Constitucion, such as Cathedral Place, which are popular destinations within the historic district. Other operators have agreements with local businesses, such as hotels and restaurants, that allow them to use private parking lots or utilize franchise-designated loading zones during busy evenings when trolleys are no longer in operation.

While most VFH operators expressed a strong desire for designated loading zones, pedicab operators emphasized the importance of allowances for pick-up/drop-off directly at destinations. Pedicab operators house contact cards at the district's many businesses, including hotels, bars, bed-and-breakfasts, and restaurants, and, most often, receive service calls through this means. Riders are generally families with young children and the elderly, which underscores the need for on-call, door-to-door service. Pedicab operators strongly expressed that any regulations restricting loading/unloading at designated locations would negatively impact their business. There may be a need to designate pedicabs as a handicap-friendly service to accommodate this business model and serve the needs of residents and visitors to St. Augustine, who may be mobility-challenged or have difficulty walking to loading zones.

Lack of Communication Regarding Regulations and Mobility Options

Lack of communication, both internally amongst City staff and between the City and mobility operators, regarding the interpretation of the existing code and what regulations apply to operators emerged as a strong theme in the interviews. Many operators do not have a deep understanding of the code, despite efforts to read it. They expressed the need for a robust communications plan that offers clear and simple instructions for how to operate. Several operators also expressed frustration with the City's customer service and claimed to receive mixed messaging regarding what is permitted and required under the existing code. Communication was identified as a long-standing issue between the City and the local community. Specific recommendations for a communication plan included a pamphlet to be distributed to educate the business community on the relevant codes and an informational webpage for visitors to house a list of licensed operators and information on mobility options.

Regarding interpretation and understanding of the code, two major issues arose: 1) the number of seats allowed for VFH vehicles, and 2) whether VFH companies are permitted to offer tours. Under the existing code, only franchises are permitted to have more than eight (8) seats in their vehicles and to operate tours; however, several VFH companies utilize larger vehicles and have operated tours for many years. Wanting to be in compliance, operators find it difficult to know how, and they often operate based on what they see others doing. For operators who believe they understand the code and operate within it, there is a sentiment that other operators do not "follow the rules," and as a result, their own businesses suffer in competition with non-compliant operators.

Mobility Operators Perceive the STAR Circulator as Direct Competition

Several operators offered feedback on the City's new STAR Circulator shuttle stating that, as it operates today, they perceive the circulator as direct competition to their business. Citing the idling of vehicles for long periods and close stops making it quicker to walk, operators feel that the current route is too short and that stop locations are inefficient. One operator suggested that the Circulator would be put to better use and could serve as a complement to mobility operators if it were to function primarily as a visitor/employee shuttle with service to/from Saint Augustine Beach and city areas outside the historic district. There were also several comments that the shuttle vehicle is too large for operation within the historic district and that the area is better served by more nimble vehicles, such as those that operate with vehicle-for-hire licenses.

Protection for the Local Businesses Community and Historic Quality

Almost all of the operators interviewed expressed their passion for the City of St. Augustine and feel strongly that their services contribute to an improved visitor experience and enhanced quality of life for its residents. The local business community, and the mobility operators within it, are an increasingly connected network of small businesses that have grown organically to meet the needs of local residents and work to support each other's businesses. This is evidenced through mobility operator agreements with local hotels and other service/tourism businesses that share information with visitors or share space for operations.

Ride-hailing and pedicab operators have also built relationships and refer business patrons to each others' businesses when they do not have the capacity to meet the demand. The local business community and their contributions are valued and cherished by participants and long-standing residents.

Operators emphasized the importance of changes in the Franchise and Vehicle for Hire ordinances to support the growth of small, local businesses and in recognition of their importance to the community. Several operators expressed concern and frustration about the lack of regulation for Transportation Network Companies (i.e. Uber/Lyft), as well as the difficulties competing with these companies. Operators hope that the City will work to prioritize their businesses and increase awareness for visitors on the various local mobility options available.

A related comment included the need to protect the quality and integrity of guided tour operations. In the past, guides have been required to take a test that required a deep understanding of the City's history, and some operators feel that this requirement should be reinstated.

'Horse and Carriage' Licenses Are Available but Not Being Issued

The consultant team has not been able to speak directly with the horse and carriage operators yet, and other operators with experience in that business spoke for them on certain topics. The understanding is that there are 30 licenses available, only 16 are currently in use, and the City is not releasing the others. An explanation has not been provided for why the remaining licenses are not available for use, and this has created frustration among the horse and carriage companies. There is growing sentiment among the horse and carriage companies that the City is attempting to phase them out of operation. Some mobility operators believe this industry should eventually go away, while others believe they are an important and unique part of the City's character.

Need for Improved Licensing and Operations Enforcement

Several operators expressed the need for an increase in enforcement to ensure that businesses are 1.) licensed to operate, and 2.) operating in compliance with the relevant ordinances.

During special events, such as Nights of Lights, "out-of-towners" or non-local mobility operators come to St. Augustine to serve the increased demand for mobility. This is not uncommon, and some local operators also travel around the country in a similar manner. However, local operators identified issues with non-local operators not obtaining the proper licensing. There is also a sentiment that non-local operators are not respectful of informal courtesies that are well-known among the local community. Further, one reason these operators do not seek to obtain licensing is because they do not have insurance leaving both riders and the City exposed to risk. There is a need for improved on-street enforcement to check that operators are licensed. Ensuring non-local businesses obtain licensing may also improve the mentality that they have made an investment in being part of the local community.

Franchise operators expressed several frustrations with VFH, delivery vehicles (i.e., Amazon/FedEx), and transportation network companies (i.e., Uber/Lyft) operations. The key issues highlighted include:

1. Loading/unloading in existing zones dedicated to franchise operators.
2. Vehicles that provide seating for more than eight (8) passengers.
3. VFH operators provide guided tours.

Franchises pay significant fees to the City to operate under special conditions, and it is believed that those conditions should be protected. The City should consider hiring a nighttime manager to monitor operations during peak evening and nighttime hours and provide more consistent enforcement.

Insurance Requirements Are Inadequate for Some and Burdensome for Others

The existing Vehicle for Hire ordinance requires, "One hundred twenty-five thousand dollars (\$125,000.00) for one (1) person injured or killed, and fifty thousand dollars (\$50,000.00) for all property damaged or destroyed in any one (1) accident, and two hundred fifty thousand dollars (\$250,000.00) for more than one (1) person injured or killed in any one (1) accident covering each motor-driven passenger vehicle owned, operated, driven or controlled by such owner, operator, agent, lessee or driver."

Franchise operators identified concerns that low insurance requirements for VFH do not adequately protect businesses and riders. Smaller mobility operators cited insurance requirements as being burdensome to their business and a large portion of their operating costs. While smaller operators see insurance as a barrier to business, some operators choose to obtain coverage plans above the minimum requirements with one operator securing \$3 million of coverage and paying \$1,000 per vehicle per month. Another operator, who provides services in cities across the county, stated that coverage requirements of \$1 million are not uncommon in other cities.

Prohibition of Lithium-Ion Batteries

The pedicab industry is currently undergoing a transition from the use of hazardous lithium-ion batteries, with many insurance companies instituting strict requirements for safe alternatives. One alternative identified by a local pedicab operator is the LiFePO₄ battery, which is a lithium-ion phosphate battery (different in chemical composition from lithium-ion). While these batteries are expensive, using them may reduce insurance costs for pedicab operators. The City should consider requiring the use of safe alternatives to lithium-ion batteries.

Improvements Should Serve a Long-Term Vision for Mobility for the Historic District

In addition to providing input on concerns and improvements to aid the day-to-day operations of their individual businesses, many operators expressed interest in a unified vision for mobility in the historic district. Operators support the vision of a "park once" environment where residents and visitors can park on the periphery of the district and use local mobility services to access

destinations within the district. This vision would discourage vehicle traffic on narrow streets within the district and prioritize pedestrians, alternative mobility options, tour vehicles, commercial deliveries, and mobility-challenged services. Improved traffic circulation would be facilitated by making parking information available on a website or app, while wayfinding signage, including dynamic/variable messaging, at various locations outside the historic district would direct traffic flow from peripheral streets to suitable parking locations. Designated loading zones would prioritize space for mobility operators, improving safety, organization, and traffic flow for the various shuttles, pedicabs, trolleys, and golf carts. Physical improvements would be supplemented by an education campaign that would raise awareness for locals and visitors on the mobility options available and would encourage visitors to support small, local businesses with their mobility choices.

SUMMARY OF STAKEHOLDER COMMENTS FOR FRANCHISE AND VEHICLE FOR HIRE ORDINANCES

Franchise Ordinance:

1. **Remove Barriers to Franchising:** While many VFH operators have an interest in becoming franchised as a way to grow their business, they commented that the Franchise ordinance was not written for the “little guys” and includes requirements that are too cumbersome for small businesses; A tiered approach to allow for different types of franchise licenses including various specifications on number of seats, license costs, and regulations on operating activities may reduce barriers to obtaining franchise licenses while protecting the special conditions of the top-tier licenses.
2. **Clarification on Licensing for ‘Horse and Carriage’:** ‘Horse and Carriage’ is technically a franchise, but is covered under the VFH; It is not clear as to why the City isn’t allowing all available licenses to be obtained for ‘horse and carriage.’
3. **Remove Barriers to Business Improvements:** Franchises would like to see less onerous rules when it comes to modifying routes and fee rates. Franchises must have these changes approved by the City Council but would like to return to this approval being needed only from the City Manager or other staff.
4. **Remove Requirement for 8:30 a.m. Start Time:** The ordinance states that vehicles must be on the street by 8:30 a.m., but sometimes that time is not warranted (note: this requirement was not found in the ordinance and may refer to a separate franchise agreement).
5. **Specifications on Seat Allowances:** The ordinance is not clear on the number of seats allowed in vehicles.
6. **Franchise Protection:** Franchise operators are long-standing local businesses that make valuable contributions to the St. Augustine community and local economy. Franchises pay significant fees for special considerations and operations, and this special status should remain protected.

Vehicle for Hire Ordinance:

1. **Enforcement:** The ordinance needs more “teeth” for enforcement including hire violation fines and methodology for how to handle repeat violations including license revocation.
2. **No-Solicitation Policy:** Include a no-solicitation policy, similar to that in the franchise ordinance to improve safety and congestion (note: this recommendation was cited as an issue for pedicab operations).
3. **Approval of Vehicle Branding/Style:** A process should be included in the ordinance, similar to what is seen in the Franchise ordinance, for obtaining approval for vehicle branding and style to ensure consistency with the historic urban environment and to prevent “copycatting” of competitor businesses.
4. **Licenses Caps:** The number of licensed operators in the City should be limited through license caps to ensure a well-organized mobility system and to allow regulation and enforcement to be kept in check.
5. **Increase Insurance Requirements:** While some operators expressed insurance requirements as a barrier to business, the safety and protection of riders should come first. The City should seek to find a balance between supporting the growth of small businesses and ensuring that proper protection is afforded to riders.
6. **Vehicle Types:** The ordinance should identify the standard types of vehicles that are allowed to operate in the City to avoid the use of unwanted vehicles and activities.

Additional Comments

Additional comments collected during interviews include:

1. Franchises are willing to work with the City to use cameras in vehicles to assist with enforcement.
2. Driver training and safety standards should be in place.
3. Some offer “free” rides, and some operators have an issue with this approach.
4. Investigate what the City can do to regulate Uber and Lyft; at minimum, they need to use designated areas for pick-up/drop-off locations.
5. Large tour/charter buses bring tours through downtown which causes congestion.
6. Need for clear rules and enforcement about advertising on vehicles; vehicle-for-hire companies would like to be able to advertise on vehicles.
7. Some operators have experienced issues with both “copycatting” of their business branding and poaching of customers.

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STAKEHOLDER SURVEY

A short survey was provided to stakeholders to collect additional information. The survey revealed key issues that echoed conversations during the interviews. Issues include the following: 1.) the availability and competition for loading zones in the downtown district; 2.) equity in oversight of operations; 3.) eliminating solicitation; 4.) increased insurance requirements; 5.) improved communication; 6) facilitation of a 'park once' environment. Detailed survey results can be found in Exhibit 2.

NEXT STEPS

As a next step, NUE Urban Concepts will compile the feedback and develop proposed recommendations for an ordinance change to the Franchise and Vehicle for Hire ordinances.

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LIST OF EXHIBITS

- **Exhibit 1: Stakeholder Presentation (10/16/23)**
- **Exhibit 2: Online Survey Results**
- **Exhibit 3: Meeting Minutes**

Exhibit 1:
Stakeholder Presentation (10/16/2023)

City of Saint Augustine



Mobility and Curb Management Plan

Stakeholder Meeting - Red Train Tours
Date: 10/16/2023



MOBILITY COHORT

NUE URBAN CONCEPTS
LAND USE • MOBILITY • PARKING • FEES

2023



Introduction



MOBILITY COHORT

NUE URBAN CONCEPTS
LAND USE • MOBILITY • PARKING • FEES



Allison Justice
Project Manager



Uyen Dang, PE
Transportation Engineer



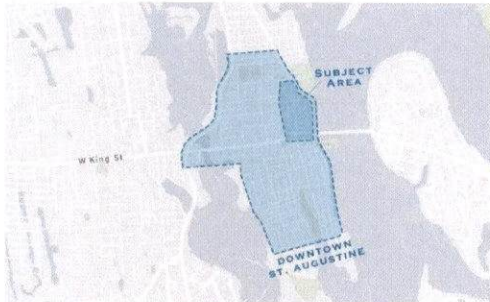
Jonathan Paul, AICP
Principal Planner



Lauren Rushing
Mobility Planner



GOAL: Provide Transportation Demand Management solutions to meet the mobility needs of Downtown Saint Augustine



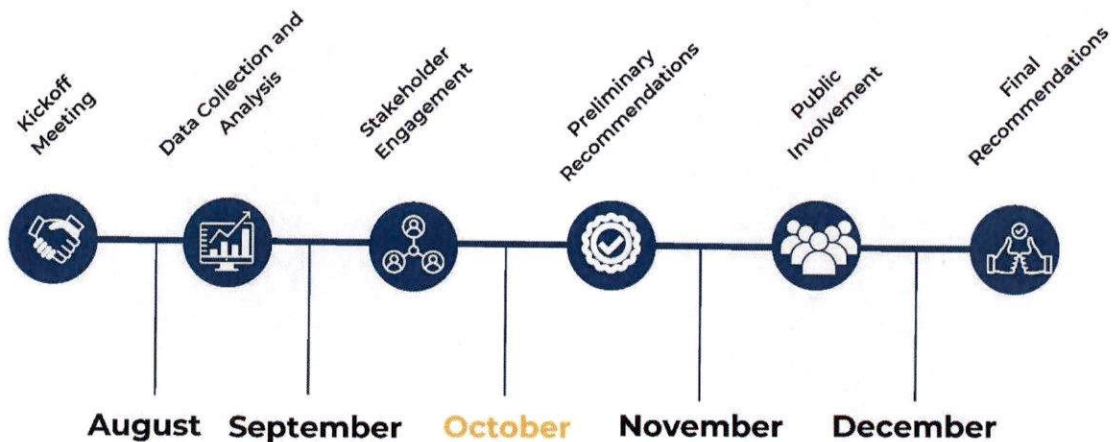
Project Location Map

SCOPE

- Evaluate existing curb policies
- Data Collection and Analysis
 - Transit, tour companies, traffic, bike/ped, etc.
 - Field observations, field interviews, parking counts
- Stakeholder Engagement
- Update Vehicle for Hire Ordinance
- Next Step recommendations
- Next Phase - Pilot

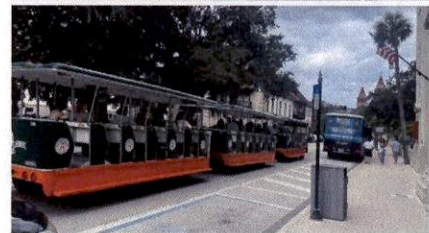
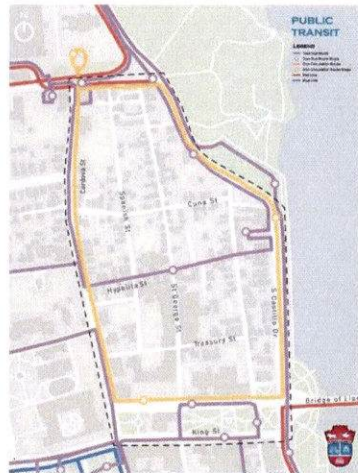
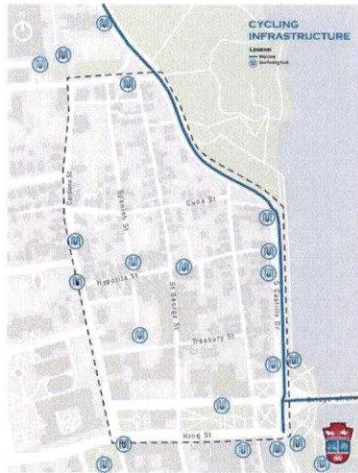
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Project Schedule



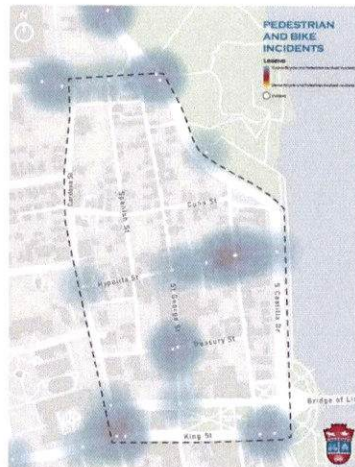
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Review Existing Plans



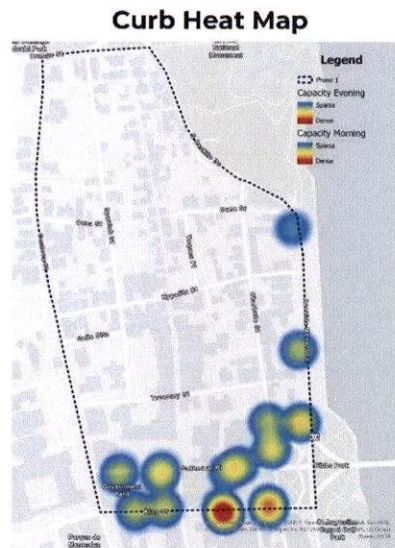
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Curb Policy and Crash Data



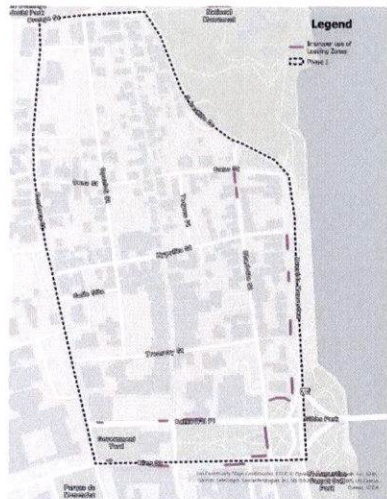
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Review Existing Curb Data



DDEC

Site Visit and User Behavior Observation

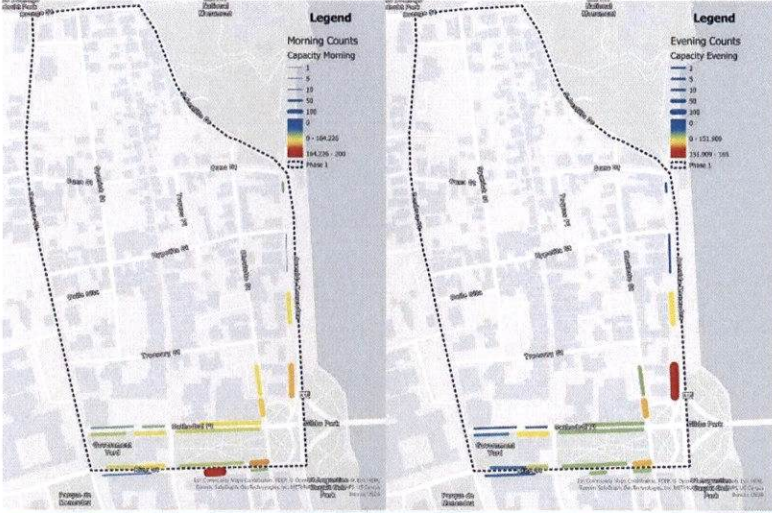


- Validation of parking zones, real-time occupancy data collection, and user behavior observation.
- Ensured accuracy of parking zones and curb designations.
- Collection during site visit for understanding dynamic curb space utilization.
- Observation of pedestrians, bicyclists, micromobility users, transit passengers, and vehicle travelers.

Key findings: Improper use of loading zones



DDEC



- DDEC**

DDEC



Please fill out this Survey Online!

FOR INFORMATION:

We want to hear from you!

Complete the survey.

Email: info@ddec.com

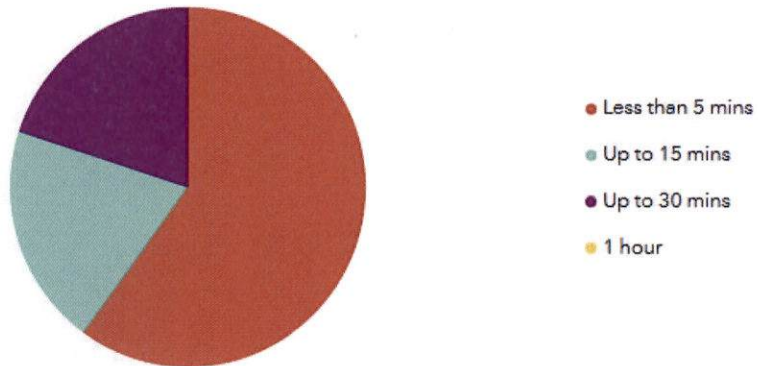
Subject: Saint Augustine Mobility and Curb Management Plan

Exhibit 2:

Survey Results

What is the approximate wait time for your customers? *

Column Bar Pie Map



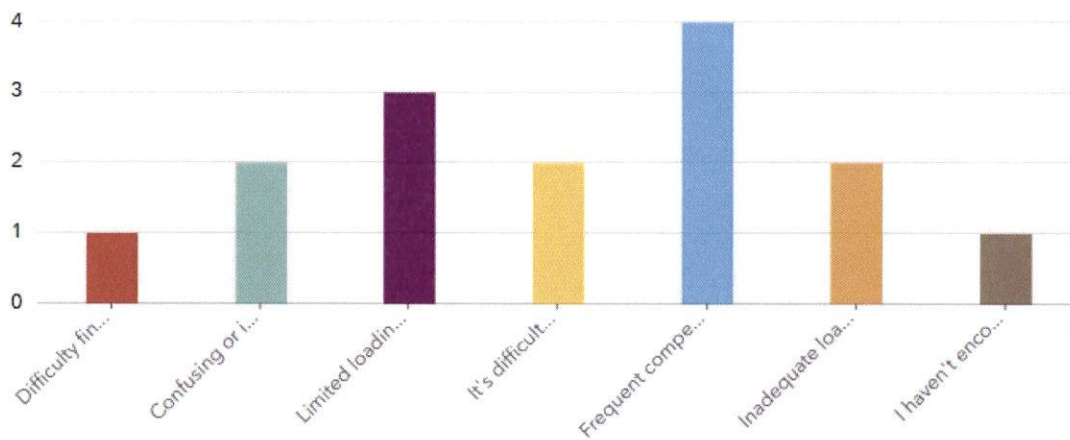
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Answers	Count	Percentage
Less than 5 mins	3	60%
Up to 15 mins	1	20%
Up to 30 mins	1	20%
1 hour	0	0%

Which challenges have you faced?

Column Bar



[Hide table](#)

☒ Empty categories [Sort](#)

Answers	Count	Percentage
Difficulty finding loading zones near desired destinations	1	20%
Confusing or inadequate signage for loading zones	2	40%
Limited loading zones available	3	60%
It's difficult for my passengers to find the loading zones	2	40%
Frequent competition for loading zones with other businesses or vehicles	4	80%
Inadequate loading zones infrastructures (i.e. ADA, curb ramps)	2	40%
I haven't encountered any issues in downtown St. Augustine.	1	20%

Which tour do you operate? *

Word cloud

The word cloud requires at least 20 answers to show.

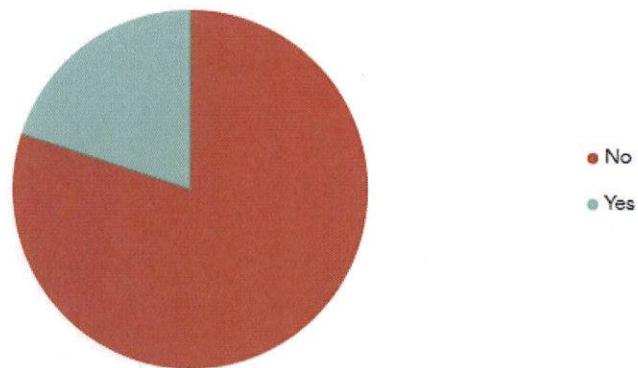
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[AA Show words](#)

Response	Count
St Augustine Transfer Company	1
Self-employed -- horse-drawn carriage, golf cart, walking	1
Red train tours	1
Pastime Tours	1
Hotels, restaurants, bnbs, bars etc. But the majority of our taxi and tours come from people flagging us down as we ride through town. We also stage at Tradewinds, Ann omalleys, Scarlets, white lion, no name, town square, intersections along st George	1

Do you currently pay a franchise fee to operate in the City? *

Column Bar Pie Map



[Hide table](#)

☒ Empty categories [↑↓ Sort](#)

Answers	Count	Percentage
No	4	80%
Yes	1	20%

Submission Date	What is the approximate wait time for your customers?	How would you provide solutions to meet the mobility needs of Downtown Saint Augustine	Which tour do you operate?	Which challenges have you faced?	Do you currently pay a franchise fee to operate in the City?
10/16/2023	Less than 5 mins	As we spoke earlier, I think there just us to be equity and oversight that is similar with all businesses giving tours and providing transportation. Everyone should be held to the same standards and expectations. Designating stops, overseeing zone activity, oversight of routes and vehicles, eliminating street-side sales and solicitation and increasing insurance requirements to realistic coverage is a great way to start.	Red train tours	Frequent competition for loading zones with other businesses or vehicles	Yes
10/23/2023	Less than 5 mins	More mobility hubs, more communication to let tourists know transportation availability.	St Augustine Transfer Company	Limited loading zones available Frequent competition for loading zones with other businesses or vehicles	No
10/23/2023	Up to 15 mins	I feel the needs of the city and small companies like myself, providing a vehicle service to locals interest like on the wave, offering shuttle/taxi service of our tour companies provides just that in order to achieve this, we must be allowed to represent ourselves on the street, along with having designated areas for pick up and drop off that is convenient, not only to our companies, but the city at large parking structures hotels, and B&Bs	Pastime Tours	Confusing or inadequate signage for loading zones Limited loading zones available It's difficult for my passengers to find loading zones Frequent competition for loading zones with other businesses or vehicles Inadequate loading zone infrastructures (i.e. ADA, curb ramps)	No
11/2/2023	Up to 30 mins	- actively move toward City's stated goal of a park-once environment by constructing satellite parking facilities and working with a diverse group of private transportation/tour businesses to facilitate alternative transportation options (trolleys, shuttles, e-bikes, mopeds, golf carts, horse-drawn vehicles, segways, scooters, rideshare services, etc.) and to create additional handicapped-accessible designated parking spaces in the core downtown area	Self-employed (San Marco Hospitality) - horse-drawn carriage, golf cart, walking	Difficulty finding loading zones near desired destinations Confusing or inadequate signage for loading zones Limited loading zones available It's difficult for my passengers to find loading zones Frequent competition for loading zones with other businesses or vehicles Inadequate loading zone infrastructures (i.e. ADA, curb ramps)	No
11/3/2023	Less than 5 mins	I'm not sure what the issues are here. I've really not had any problems for the 9 years I've been operating	Hotels, restaurants, bnbs, bars etc. But the majority of our taxi and tours come from people flagging us down as we ride through town. We also stage at Tradewinds, Ann Onalleys, Scarlets, white lion, no name, town square, intersections along st George	I haven't encountered any issues	No

Exhibit 3:

Meeting Minutes

St. Augustine Mobility and Curb Management Study Stakeholder Meeting Notes: (11)

October 9, 2023

Ed Swift – Old Town Trolleys

Attendees:

Uyen, Allison, Jonathan, Lauren, Ed, Reuben (city)

Notes:

Uyen: Presentation of data results and findings to date

Ed:

Most concerned with Changes to Chapter 27: Vehicle for Hire Ordinance

1. Wants a "no solicitation" policy within Ordinance
 - a. Other "carts and operators" will park in his lot and solicit customers
2. Wants approval of vehicle style
 - a. Or at minimum, City approval of the Vehicles
3. Cap the licenses
4. Increase Insurance limits
 - a. Currently goes by state \$125,000/\$250,000
5. Increase Fees and punishments
 - a. 3 strikes

Chapter 14: Franchise Agreement

1. Less onerous process for certain changes
 - a. Administration approval of fee changes, route changes, stops, etc...

Jonathan Asked:

1. What would you change in Chapter 14 (above)
2. Would you share Camera info with City
 - a. Yes- they would certainly put something in place but would need to get cameras on the cloud and have a policy in place

Fed Ex/UPS/etc...: Needs to be part of curb management and enforcement

October 16, 2023

Kim Kiff – Red Train Tours (Ripleys)

Attendees:

Uyen, Allison, Jonathan, Lauren, Kim Kiff

Uyen: Presentation of data results and findings to date

How they Operate:

Prior to Covid they operated just like Old Town Trolley.

Now – don't have booths and don't make stops except for school groups

1 hour tour – operates to and from Ripley's Believe it or Not facility

Testing a camera system now and would support sharing info

Kim's Comments – Mirrored those of Ed Swift as franchise operators

1. Ex-Employee operated golf cart that looked like train and sold himself as "red train" – Need to be able to regulate that behavior – just finished lawsuit
2. Some narrow streets they have issues with getting through (Aviles Street)
3. Don't like golf carts "soliciting" customers on street
4. Would like designated drop off and pick up
5. Would like to see city oversight of routes
6. Driver Training is important
7. Limits on # of Licenses
8. Higher fines for violators
9. Enough insurance
10. Inspection and Safety Standards
11. Don't like that some advertise as "FREE"
12. Issues with golf carts coming into their parking lot late and violating the noise ordinance, then they get in trouble

Franchise Ordinance:

1. Current ordinance states that vehicle must be on road by 8:30AM, but sometimes it's not needed. This could come out, but not a big deal

October 18, 2023

Calli Zavodney – Explore Tours

Attendees:

Allison, Jonathan, Lauren, Meredith (City), Calli Zavodney

Explore Tours:

- 8 Years in Business – used to do Pedi Cab, but no longer
- 10-11 seats – all electric vehicles
- Tours and Transportation – Only in Downtown, not on US1/A1A and don't go over bridge
- Doesn't allow drivers to pick up on road

Comments:

1. Don't have designated spaces to pick up – Would like a loading zone.
2. Had issue with parking garage, but can now pick up on North Side of Garage
3. Would like to be franchised, but due to their size, cannot compete with the standards in place. Larger operators can afford the higher insurance and standards
4. Disorganization within City – Had the vehicles approved 8 years ago, but now city is taking issue with the vehicles.
5. Insurance rates are high – she wasn't sure how much her coverage was, but says she carries plenty of insurance and others should as well.
6. Would like to have a set place to go and solicit business if needed

October 18, 2023

Adam Lynn – Old Town Connect

Attendees:

Allison, Lauren, Adam Lynn

Old Town Connect:

- Changed name from Cart – really about transportation
- In business 2 years – used to operate restaurant
- Had issue with Uber during Covid and wanted to solve transportation challenge for locals
 - Entertaining way to get back and forth to beach
- First had large golf carts but hard to fix, so will now only have 8 person carts
- Had Trolley – purchased by Old Town Trolley
- Now have Shuttle busses – 14 person
- GOAL:
 - Operate 5-6 shuttles to transport from hotels to downtown or beach
 - One 30 person shuttle for weddings, etc...
 - 3-4 golf carts for downtown (8 person)
 - Would like drivers to lease carts and offer free rides
 - Golf carts pick up anywhere and they do solicit if they see someone that looks like they need a ride
- Operate Thursday – Sunday from 10-10 and F-S from 10-2AM
- Looking at an app and GPS

Comments:

1. Wanted to franchise but the insurance requirements were too high and the agreement mentions “sightseeing”, which they do not do.
2. Others operate over 8 passengers and do tours – they should be franchised.
 - a. He does not do tours – only transportation and tells his drivers not to discuss history on the rides
3. Insurance – should be fair and yet protect the public. He has plenty of insurance due to shuttles and CDL drivers
4. Tells drivers not to park in street and to always pull off due to safety

October 19, 2023

Manda Gerber – Panda Tours

Attendees: Lauren, Allison, Manda Gerber

Business:

- Golf Cart – 6 Person
- Tours Only – not vehicle for hire
 - Pre Booked Online
 - Pickup at Corner Market
- Not a fixed route.
- 2 Years in Business – 2021.

Comments:

1. No place to pull over, loading zones, stands, etc...
 - a. Ideally would be more loading zones and pickup at parking garage
2. Have gotten tickets for leaving vehicle to go gather a tour
3. Cannot get franchised – city not giving any more franchises.
 - a. Knows people that have also tried.
 - b. Says the old St Augustine Transfer company turned in 15 and ?Chris Cushins?
4. Insurance – very expensive, so she holds the minimum
5. Would like clear concise communication on the ordinance – maybe communication program from city

October 23, 2023

Luis Salva – Land and Sea Tours

Attendees: Lauren, Allison, Reuben, Luis and wife

Business:

- 7 Years in Business
- Partners with Scenic Cruises for the water portion and 8-9 passenger golf cart for land
- Historic tours
- Fixed Route
- Trying to get a 14 passenger van registered, but doesn't qualify if they do tours with it. Reuben to discuss with them.
 - He took row out to modify, but Reuben said this is an issue because they have had others put seats back in

Comments:

1. Loading zones – no place to load passengers

- a. During Nights of Lights they rent space to pick up passengers. This year it's at Trinity Episcopal
 - i. The first two seasons, the former Burger Buckets restaurant allowed us to use the space next to the restaurant on the Cordova St side. We then leased a couple of parking spaces from the Norman Rockwell museum on Spanish St last season. However, the museum closed and this upcoming season we are leasing some space from Trinity Episcopal Church at their parking lot behind the church
 - ii. Idea for City to provide off site loading during nights of lights?
2. Worried about cost of insurance

October 23, 2023

Kenneth Chapman – Pastime Tours

Attendees: Lauren, Allison, and Kenneth

Business:

- 2 years in business
- Started in tourism business 18 years ago...horse and carriage industry (Country Carriages)
- Son was tour guide of the year in St. Augustine
- Model T replica carts
 - Does tours but also offers free rides if he's available
 - Would like to expand

Comments:

1. Thinks vehicles should change with the times, which is electric
2. Ordinances are outdated and haven't been good for small business
3. New busses seem to be congesting city more – need smaller vehicles and to use the small businesses already around town.
4. Should keep the new development and garage in mind when re-writing ordinances
5. Need better enforcement

October 23, 2023

Aaron Jockers – St. Augustine Transfer Company

Attendees: Lauren, Allison, and Aaron

Business:

- Walking and Golf Cart tours
-

Comments:

1. Lack of facilitation for small businesses laws for golf carts
2. Can use some taxi stands, but need Loading zones
3. Delivery drivers parking in middle of street
4. City should have better communication and marketing about what providers are out there
5. Maybe limit the number of vehicles for hire and tour during certain times of year?
6. STARR stops are too close together – could walk it
7. Would like to know Ridership info
8. Some carts have advertising, which isn't allowed
9. Should have designated spots in the new garage if built (Brody's)

October 24, 2023

Blaise Morrell – Pineapple Tours

Attendees: Lauren, Allison, and Blaise

Business:

- 8 years – started with pedi cabs – thinks it's the best way to get around and now they are electric
- Tours and Rides
- Has parking on Riberia Street with parking on site. OR they pick up at hotels
 - Designated Taxi Stands
 - Cathedral & St. George
 - Cordova & King
 - Government House – Great location to pick up
- All electric vehicles
- Would like to expand with mini bus
- Maintains relationships with hotels

Comments:

1. Uber and Lyft is his number 1 concern – they have no regulations and are taking business from locals. Don't have to have licenses or insurance requirements with city
2. In past, City has not cared much about small businesses in this industry, but seems to be changes – he's been here 20 years and cares about city
3. STARR Bus – Thinks the bus is unnecessary in its current route.

- a. Route is too short
 - b. Busses too big for downtown
 - c. Should be for longer distances
- 4. Would like to see more protection for small businesses – especially businesses that run year round, not just for Nights of Lights
- 5. Guide Licenses – wishes there were more regulations for guides like there used to be. State regulates now and City cannot give test at a local level.
- 6. Doesn't like the free golf cart rides
- 7. Eventually would like to see downtown closed to cars from "nonlocals"
 - a. Park once – park and ride for tourist

October 26, 2023

Jennifer Cushions – Country Carriages – MISSED – Followed up

November 2, 2023

Lacey Sanchez – Coastal Carriages – MISSED – Followed up

November 2, 2023

Carly Zervis – St. Augustine Transfer Co/San Marco Hospitality

Attendees: Lauren, Allison, and Blaise

Business:

- Walking and Golf Cart tours
- Partner with Aaron Jockers and also starting a restaurant
- Carriage driver for 15 years – not in carriage business, but spoke a lot about it
- Sent us links to several studies, including a Restaurant Hospitality Institute Study

Comments:

- 1. Would like to eventually see mobility down San Marco (north)
- 2. Communication – Don't get same information from city employees
 - a. Communication about mobility – would like to see a communication plan
- 3. Don't feel like carriages are treated the same as other Franchises – does city want to eliminate?
- 4. STARR – feels like city trying to get involved in transit
- 5. Thinks St. Augustine can have a more radical vision since it was never built for cars downtown
- 6. Carriages shouldn't be on Bayfront with the cars...Clock turnaround best spot, but horses can't stop on the surface at the stop sign
- 7. Could use solution on Nights of Lights for backups and better mobility - trolleys using both sides of garage and backups were all the way down Orange with people trying to get into garage

November 7, 2023

Chris Taylor – Chris Taylor’s Bike Taxi and Tours

Attendees: Lauren, Allison, and Chris

Business:

- Pedicab
- Operating Pedicabs since 2013 – longest in St. Augustine
- 2016 – Started own business
- Has business cards in over 400 businesses – gets most business from direct pickups from these locations
- Pedicabs often stage at St. George and Orange after 5PM once the last Old Town Trolley tour
- Other staging at taxi stand between White lion and no name bar

Comments:

1. Has not had many issues with city personally. He has a good relationship with staff and enforcement in downtown
2. Likes to be able to pick up and drop off at specific locations, such as restaurants
3. Does believe “soliciting” and sitting in certain locations can look bad
4. Thinks he would lose business if he was forced to pick up in specific locations
5. Believes the other companies coming into town for Nights of Lights can make others look bad if they don’t have insurance or permits or tour guide licenses – thinks they should all be held to a standard
6. Works in other cities and most insurance requirements are \$1MM – costs have increased significantly and one of the reasons is due to operators using Lithium Ion batteries that can catch on fire
 - a. Says industry is moving toward safer batteries that he uses already. “Lifepo 4 Battery”
 - b. They are more expensive, but safer and maybe they should be required?

Exhibit C

Proposed Recommendations Memo

“DRAFT”

DRAFT



MEMO

To: Reuben Franklin, PE - City of St. Augustine

From: Uyen Dang, PE - DDEC

CC: Lauren Rushing - NUE Urban Concepts, Jonathan Paul, AICP - NUE Urban Concepts, Allison Justice - DDEC

Date: January 8th, 2024

RE: Proposed Recommendations Memo for St. Augustine Mobility and Curb Management Plan

1.0 INTRODUCTION

The proposed recommendations for the St. Augustine Mobility and Curb Management Plan have been shaped through a thorough analysis of the existing conditions and a comprehensive issues assessment in the City of St. Augustine historic district. This dynamic area, renowned for its history, attractions, and businesses, has been grappling with mobility and curb-related challenges due to the City's popularity and growth. St. Augustine has grown dramatically in recent years, and its transportation network has evolved. Travel patterns and behaviors are shifting. Meantime, increased demand for curbside uses has resulted in the need for increased operations, management, enforcement, and competition for curb access. To achieve goals and support growth, the City requires a plan to better manage and prioritize how the curb is used.

Drawing on best practices (**Exhibit A**) this document outlines a well-rounded mobility and curb management plan that aims to deliver effective solutions. The plan includes strategies, tools, and recommendations to improve curb management in St. Augustine.

The curb management plan can help the City of St. Augustine achieve goals, particularly in the following areas:

- **Operations** – Current managerial practices regarding curbside operations are often handled ad hoc.
- **Permitting and Pricing** – Curbside demand management approaches and associated fee structures are inconsistent and inequitable across use cases.

DRAFT

- **Roles and Responsibilities** – Dedicated staff and funding sources for curb management.
- **Enforcement** – Streamline curbside enforcement.
- **Pilot Projects** – Pilot projects deliver new insights and practices that can be transitioned into permanent operational procedures.
- **Flexibility** – The City of St. Augustine has some curb practices in place now, but they are not applied as holistically and flexibly as they ideally could be.

2.0 STRATEGIC VISION

The St. Augustine Mobility and Curb Management Plan serves as the City's blueprint for managing curbside space within the City's historic district. With the ultimate vision of a thriving district and improved experience for residents, visitors, and business owners, the recommendations will position the City of St. Augustine as a leader in mobility and curb management. The Plan presents a comprehensive set of recommended strategies that reflect best practices and anticipate emerging opportunities that respond to St. Augustine's curb challenges and advance stakeholder-identified goals and priorities.

The Mobility and Curb Management Plan is intended to help the City with the following:

1. Plan for new and emerging mobility operators and support the growth of existing local mobility operator businesses in St. Augustine's historic district.
2. Address congestion through effective management of curbside space, and
3. Formalize an objective for tracking and evaluating curb usage within the district.

3.0 PLANNING CONTEXT

The recommendations expand upon the City's prior endeavors and are informed by a three-pronged approach to thoroughly understanding the planning context in St. Augustine:

- Review of previous plans, studies, policies, and public surveys
- Data collection and analysis of existing conditions
- Stakeholder interviews

The findings of this process are documented in detail in the **Existing Conditions Memo for the St. Augustine Mobility and Curb Management Plan**.

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4.0 CURB MANAGEMENT BEST PRACTICES

The Curb Management Best Practices Matrix (**Exhibit A**) serves as a foundational tool in the development of proposed recommendations for the City of St. Augustine Mobility and Curb Management Plan. This matrix compiles a comprehensive collection of industry-leading practices and strategies from various urban areas, offering insights into how cities have successfully tackled curb-related challenges. The document presents a set of curb management best practices, categorized into different areas such as curb regulations, storage, curb access features, sustainable and emerging mobility, and digital governance and policy. These practices include measures like streamlining curbside regulations, implementing dynamic pricing, and expanding commercial loading zones. The recommendations vary in terms of timelines, costs, and efforts, aiming to enhance the efficiency and effectiveness of curb management in the traffic engineering and transportation industry.

In summary, the best practice matrix covers the following:

- **Curb Regulations (RG):** practices that will allow the City of St. Augustine to evolve curbside space to match a changing development and mobility landscape.
- **Storage (ST):** the modernization of the City's existing approaches to parking management and operations, while accounting for accessibility and mobility functions.
- **Curb Access Features (AC):** Implementation of deliberate strategies accounting for a wide range of curbside access functions will result in safer and more efficient mobility.
- **Sustainable and Emerging Mobility (SE):** Curbside strategies can help further the transition toward sustainable travel patterns while providing a framework that accounts for future shared and automated mobility uses.
- **Digital Governance and Policy (DG):** The innovation and digitization, seen in the curbside environment, help provide the building blocks for a dedicated curb program and establish a framework that will catalyze new partnerships and technologies.

The next step is to formulate concrete near-term (1-3 years) and long-term (5+ years) recommendations for specific policies, programs, and projects geared toward optimizing curb management.

5.0 MOBILITY AND CURB MANAGEMENT PROPOSED RECOMMENDATIONS

This section outlines the proposed recommendations for the City of St. Augustine Mobility and Curb Management Plan, drawing upon a comprehensive analysis of existing conditions, industry best practices, and the unique demands of the downtown/historic district. These recommendations are strategically designed to address a range of key issues, including curb regulations, storage, curb access features, sustainable and emerging mobility, and digital governance and policy. Each recommendation is tailored to address specific challenges and

opportunities within the City's mobility landscape, aiming to optimize curbside space utilization, improve traffic flow, enhance public safety, and promote equitable access.

Curb policy recommendations are designed to bring structure to the organization of St. Augustine's mobility, to clarify how mobility should be regulated, and to manage or reduce congestion resulting from the popularity of the City. Proposed policies are based on data collection and analysis and are informed by a robust stakeholder engagement initiative, which included outreach to existing mobility operators.

Recommendation 1: Adopt a Tiered Franchise System

As a parallel effort under the scope of the Mobility and Curb Management Plan, the City is currently undergoing an update of the existing Chapter 14 Motor Vehicle Franchise Ordinance and Chapter 27 Vehicle for Hire Ordinance to develop a more structured and clear framework for licensing and operation of the City's private mobility operators. This update strives to address various issues and challenges identified by both the City and the mobility operators. The **Existing Conditions Memo for the St. Augustine Mobility and Curb Management Plan** and the **Summary of Stakeholder Engagement Memo** discuss these challenges in detail.

The updated ordinances will provide a clearer distinction between 1) a franchise operator - defined as operating a sightseeing motor vehicle and providing guided tours, and 2) a vehicle for hire - defined as a ride-hailing service that provides solely a form of transportation.

One of the significant issues facing the City currently is that many mobility operators who are licensed as a Vehicle for Hire are operating guided tours - a right that the City intends to reserve for Franchisees. To support these small, local businesses and to provide a path to franchising, the update to Chapter 14 will allow for three (3) franchise tiers. Different vehicle types, passenger seating maximums, insurance requirements, license fees, approval processes, and designated loading zones will distinguish each tier.

For the purpose of recommendations for the Mobility and Curb Management Plan, the draft proposed franchise tiers are defined below at the conceptual level. However, it should be noted that the details of the proposed franchise tiers are still being determined at the time of this memo and will need to undergo review by the public and the City Commission.

Tier 1 Franchisee

- Vests existing franchisees (Old Town Trolley and Ripley's Red Train)
- Large vehicles, trolleys
- 30+ passengers
- Highest insurance requirements and license fees
- Priority dedicated loading zones

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Tier 2 Franchisee

- Mid-size vehicles including buses
- 30 passenger maximum
- Dedicated loading zones

Tier 3 Franchisee

- Small vehicles including golf carts and low speed vehicles
- 14 passenger maximum
- Dedicated loading zones

Horse & Carriage

While Horse & Carriage businesses are required to be franchised, they will continue to be treated as a franchise category in themselves (not included in tiers) and the licensing and operation provisions will remain in Chapter 27 Vehicle for Hire.

Recommendation 2: Create a Communications Plan for Mobility Operators

To enhance communication and ensure transparency between the City and mobility operators, we propose the creation of a comprehensive Communications Plan. This plan should encompass several key components, including public information sessions to clarify ordinance updates following their adoption. Additionally, a dedicated webpage should be established, offering easy access to all pertinent ordinances, guidelines, and essential information needed by mobility operators.

To provide clarity on licensing requirements and regulations, a comprehensive brochure or toolkit should be created, summarizing key aspects. A designated point person or staff member, trained on the updated regulations, should be available to assist operators in achieving compliance and guiding them through the licensing and franchising processes. The City may also consider collaboration with the St. John's County Chamber of Commerce and Florida Small Business Development Center to help offer valuable support and resources to mobility operators as they navigate the regulatory landscape efficiently and effectively. By implementing these strategies within the Communications Plan, the City can promote better collaboration with mobility operators, encourage compliance, and ensure a well-informed relationship between all stakeholders involved.

Recommendation 3: Dedicated Loading Zones for Mobility Operators

Proposed curb policies include the establishment of dedicated loading zones (Exhibit B) for four classifications of mobility operators: 1) Franchise Operators - Tier 1, 2, 3 and Horse and Carriage (Exhibit C); 2) Ride Hailing (Exhibit D); 3) Transit (Exhibit E) and 4) Commercial Loading (Exhibit F). Loading zones provide dedicated curb access for vehicles to load and unload passengers and goods. They help to reduce double parking on congested or narrow streets and improve safety and reliability for all road users. The proposed loading zones are purposefully placed to ensure a certain level of traffic flow without impacting the most

congested and heaviest crash intersections. They are designed to shift longer-term parking toward the existing parking garage, reducing cruising and vehicle miles traveled in congested areas. They also maximize on-street parking to promote higher turnover for businesses such as stores and coffee shops.

A comprehensive matrix detailing the specific locations of loading zones in reference to their corresponding map locations can be found within the **Exhibit B - Designated Loading Zone Matrix**. The matrix provides a detailed overview of loading zone placements, offering a reference tool for understanding the precise allocation and distribution of these zones in relation to their geographical positions on the maps. A comprehensive map demonstrating curb policy recommendations is found in **Exhibit G - Curb Policy Proposed Recommendations Map**.

Recommendation 4: Centro Mobility Hub and Micromobility Hubs

The “Centro” Mobility Hub

It is recommended to develop and market the area encompassing the Cordova Street Loop, the Visitor Information Center, and the Parking Garage as a **central Mobility Hub** where residents and visitors to the City can go to access mobility services and information. In keeping with St. Augustine’s rich Spanish colonial history, the name “**Centro**”, meaning “hub” in Spanish, is recommended to brand the location as a future well-known destination in downtown St. Augustine.

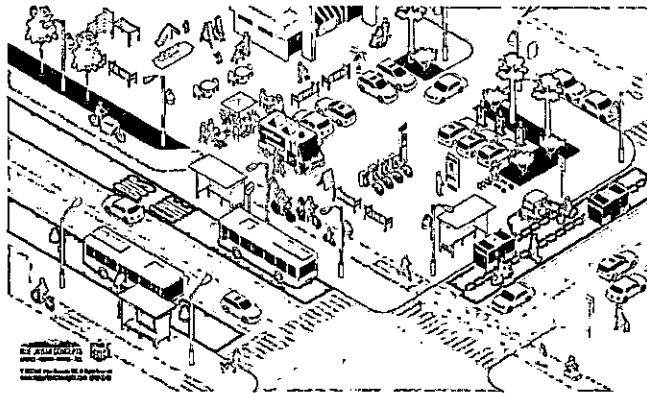


Image 1: Example Mobility Hub

The plan suggests a space allocation system (dedicated loading zones) for mobility operators, with priority given to Franchisees who will have dedicated spaces on the north side of the parking garage (Tier 1, Tier 2, and Horse & Carriage) and in the Cordova Street Loop near the shade structure (Tier 3). Designated areas for the STAR Circulator, are also given within the Cordova Street Loop (**Exhibit H**). Additionally, the plan proposes the establishment of shared pickup and drop-off locations for Ride Hailing services, including Vehicles for Hire, Transportation Network Companies (TNCs), and Taxis, at the Visitor Information Center (VIC)/ Cordova Street Loop situated at 10 S. Castillo Drive.

This location was chosen for its convenience and accessibility for both the operators and the public, as well as the VIC’s existing high visitor traffic. The proposed location of multiple types of transportation modes, concentrated in one central location naturally inspires the proposed policy establishing a **dedicated Mobility Hub for St. Augustine**. Offering a first and last-mile connection between the Centro and one’s origin/destination, the Centro can capitalize on the

concentration of transportation assets and VIC assets. It can also serve as a gathering place, connecting people to transportation, in a structured, organized, and safe manner.

Painted Curb Program

The recommendation involves the introduction of a **painting curb program** within the mobility hub framework, taking inspiration from the effective San Francisco Color Curb Program. This initiative aims to designate curb spaces using distinct colors to efficiently allocate areas for franchisees, Transportation Network Companies (TNCs), Vehicles for Hire, and other relevant mobility operators. By adopting this approach, the goal is to improve curb management, alleviate congestion, and offer clear guidance for various transportation services, ultimately contributing to a more organized and efficient mobility hub system.



*Image 2: Color Curb Program Green Zone
Source: San Francisco MTA*

MicroMobility Hubs



Image 3: Example Micromobility Hub in West Palm Beach

Micromobility hubs are envisioned as central focal points within the historic downtown district, designed to facilitate the use of micromobility devices such as bike share and e-scooters. These hubs aim to promote sustainable and convenient transportation options for residents and visitors alike. We propose three **micromobility hubs** on cross streets adjacent to St. George Street at **1) Treasury Street, 2) Hypolita Street, and 3) Cuna Street (Exhibit H)**. These strategic placements will ensure accessibility and ease of use, encouraging individuals to utilize these eco-friendly modes of transportation while navigating the downtown area efficiently and reducing environmental impacts.

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Recommendation 5: Optimizing St. Augustine's Curbside Permitting System

To optimize the utilization of curbside space in the City of St. Augustine and ensure efficient allocation, we recommend advancing the City's permitting system and procedural processes. This initiative is essential for improving curb management, promoting transparency, and enhancing the allocation of curbside space. Specifically, this optimization should be tailored to Vehicles for Hire, Taxis, and Commercial Loading, addressing their needs and requirements.

Implementation Steps:

- **Review and Update Procedures:** Conduct a comprehensive review of existing permitting procedures and identify areas for improvement, including digitization and automation where possible.
- **Digital Permitting:** Implement a digital permitting system that allows users to apply for, track, and manage curb permits online, reducing paperwork and wait times.
- **Transparency and Communication:** Improve communication with stakeholders by providing clear guidelines, requirements, and updates related to the permitting process. Created a dedicated information page within the City of St. Augustine website.
- **Performance Metrics:** Implement performance metrics and regular reporting to assess the effectiveness of the permitting system and identify areas for continuous improvement.

Recommendation 6: Curbside Enforcement and Compliance

For comprehensive curbside enforcement and compliance management in the City of St. Augustine, we recommend allocating additional resources specifically dedicated to this vital function. This proposition is designed to bolster the efficiency and effectiveness of enforcement, guaranteeing consistent adherence to curbside regulations. Additionally, we suggest appointing a parking enforcement officer who manages curb usage both during the day and at night to ensure round-the-clock compliance and enforcement efforts.

Implementation Steps:

- **Resource Allocation:** Allocate additional personnel and funding specifically for curbside enforcement within the City's budget. Begin with a daytime coordinator to ensure that franchise and vehicle for hire operators are operating at designated zones.
- **Training:** Provide training and education to enforcement personnel to ensure they are well-equipped to enforce regulations fairly and consistently.
- **Technology Integration:** Invest in modern enforcement technologies such as cameras and data analytics to improve efficiency and accuracy in enforcement.
- **Public Awareness:** Launch public awareness campaigns to educate residents and visitors about curbside regulations and the importance of compliance.

Recommendation 7: Establish a Smart Loading Zone Pilot Program

To improve curbside operations for franchisees and vehicle-for-hire operators while adhering to the City's permitted regulations, we recommend establishing a Smart Loading Zone Pilot Program on King Street and Cathedral Place from Cordova Street to Avenida Menendez. This program will use technology and data to optimize loading zones, ensuring efficient pick-up and drop-off processes for these operators. Leveraging curbsight camera smart technology will enable real-time allocation and monitoring of loading zones to meet the needs of operators.

Implementation Steps:

1. **Identify Mobility Operator-Specific Needs:** Work closely with franchise and vehicle for hire operators to understand their specific loading and unloading requirements.
2. **Technology Integration:** Implement smart sensor cameras in designated loading zones to monitor usage and occupancy.
3. **Dynamic Allocation Monitoring:** Develop a monitoring system that dynamically assigns loading zones based on real-time demand, operator schedules, and compliance with permitted regulations.
4. **Operator Engagement:** Provide operators with access to a dedicated platform for information on available loading zones and any relevant regulations.
5. **Enforcement and Compliance:** Ensure robust enforcement measures to maintain order and compliance within the Smart Loading Zone Program, with penalties for violations.
6. **Public Communication:** Launch communication campaigns to inform franchised and vehicle-for-hire operators, as well as the general public, about the benefits and guidelines of the program.

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Recommendation 8: Create a Mobility Signage Program

For a well-organized and efficient curbside system accommodating franchisees, ride hailing, public transit, the STAR Circulator, and commercial deliveries in downtown St. Augustine, a comprehensive Mobility Signage Program is proposed. This program will introduce custom signage to delineate specific areas for each operator group. Furthermore, the inclusion of QR codes on these signs is recommended to facilitate easy access to the Mobility Database (MODii). Residents and visitors can utilize these QR codes to curb policies specific to downtown St. Augustine, promoting user education and compliance with established regulations.



Image 4: Example Mobility Signage Program for St. Augustine

Implementation Steps:

- **Signage Development:** Collaboration with design professionals is advised to create customized mobility signage that unambiguously marks areas for franchise operators, vehicles for hire, the STAR Circulator, and commercial loading. The incorporation of QR codes on these signs enhances access to the MODii platform.
- **Location Identification:** Strategic placement of mobility signs with QR codes throughout downtown St. Augustine should be determined to optimize traffic flow and curb access.
- **Standardized Design:** Maintaining a consistent design language for mobility signage ensures easy recognition and differentiation from other signage in the area.
- **Visibility:** High visibility of signage and QR codes during both day and night should be ensured, utilizing reflective materials or suitable lighting as required.
- **Education:** Comprehensive operator education and training sessions should be conducted to acquaint operators with the new signage system. Residents and visitors should be encouraged to utilize QR codes for access to curb policy information.
- **Enforcement and Compliance:** Close collaboration with law enforcement and regulatory agencies is essential to enforce compliance with mobility signage regulations and curb management policies.

Recommendation 9: Improve Wayfinding Signage System

To enhance traffic flow and assist visitors in finding parking facilities, we recommend implementing directional wayfinding signage outside of St. Augustine's historic district. These signs will offer clear directions to the designated parking garage, guiding drivers straight to the facility and reducing congestion in the historic downtown area. Wayfinding design not only streamlines navigation but also enhances safety, promotes economic development, and fosters a stronger sense of place. To truly maximize the opportunities presented by the newly proposed mobility and curb management system, the following are recommended:

Pedestrian Signage

- Directional ground decals are proposed for the St. George Street Pedestrian Path to direct and orient pedestrians to St. Augustine's "Centro" Mobility Hub.
- Signage promoting and directing people to the St. George Street Pedestrian Path, and connecting people with the Mobility Hub, is also proposed.
- **Mobility Hub signage at the VIC**, including:
 - A fixed or mobile A-Frame sign promoting the Star Circulator.
 - A fixed trifold sign communicate the loading zones, City events, and activities, a map showing how to get to the destination, and the duration of the walk.



Image 5: Example A-Frame Pedestrian Wayfinding Sign

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Bicycle Signage

Bicyclist wayfinding signage serves as a vital navigational tool, offering clear and concise directions to cyclists. These signs are strategically placed throughout urban areas to facilitate safe and efficient cycling routes, reducing the risk of conflicts with motorized traffic. Bicycle signage should direct cyclists away from St. George Street and towards alternative routes for navigating the downtown historic district.



Image 6: Example Wayfinding Signage

Loading Zone Signage

- **Signage and specialty pavement markings are proposed to communicate the locations of loading zones for the four classifications of curb users: 1) Franchise Operators (Exhibit C); 2) Ride Hailing (Exhibit D); 3) Transit (Exhibit E) and 4) Commercial Loading (Exhibit F).**

PARKING SCHEDULE			
	M-F	SAT	SUN
7 AM			
10 AM	LOADING	LOADING	LOADING
4 PM			
7 PM	LOADING		
			

Image 7:
Example Loading Zone

Directional Signage

- For motorists, **directional wayfinding signage, located outside the downtown/historic district**, is proposed to direct vehicles to the parking garage. This will improve navigability, reduce vehicle cruising for on-street parking, and direct future garage parkers along the periphery of the downtown, thereby reducing congestion within the downtown.

Transit Signage

- For public transit riders, **digital signage is proposed for the St. Johns County Sunshine Bus stops and Star Circulator** at the “Centro” Mobility Hub. Digital signs can provide commuters with bus schedules and arrival times and alert them to the arrival of the next bus. These signs can also inform the public about temporary delays, changes to bus schedule times, and the weather. This information helps passengers better plan their day and transportation routes.



Image 8: Example Bus Countdown Display

Implementation Steps

- **Signage Design:** Collaborate with signage experts to design directional wayfinding signs that indicate the route to the parking garage.
- **Location Identification:** Determine strategic locations outside downtown, such as major entry points, highways, or key intersections, where these signs should be placed for maximum visibility.
- **Standardization:** Maintain a standardized design language for directional wayfinding signs to ensure consistency and clarity.
- **Visibility:** Ensure high visibility of signage during both day and night, employing reflective materials or appropriate lighting.
- **Education:** Promote awareness of the designated route to the parking garage through informational campaigns and digital channels.

Recommendation 10: Create a Mobility and Parking Communications Strategy for Events

To ensure effective communication and information dissemination, especially during large events, we recommend the development of a comprehensive marketing and communications strategy titled **"Know Before You Go."** This strategy should focus on providing essential parking information to residents and visitors through various channels, including newsletters and social media, to enhance their event experience and facilitate smooth parking access. By implementing this strategy, there is a dual purpose of diverting traffic and promoting the event adding to a more connected and vibrant downtown.

Implementation Steps:

- **Strategy Development:** Create a detailed "Know Before You Go" marketing and communications strategy that outlines objectives, target audiences, messaging, and channel selection.
- **Content Creation:** Develop informative and engaging content that includes event-specific parking details, maps, alternative transportation options, and any relevant updates or changes.
- **Newsletter:** Establish a dedicated newsletter channel to regularly communicate parking information leading up to and during large events. Encourage sign-ups from residents and visitors.
- **Social Media:** Leverage social media platforms to share timely updates, parking tips, and real-time information during events. Utilize event-specific hashtags and engage with users to answer questions and provide assistance.
- **Website Integration:** Ensure that the official City website prominently features the "Know Before You Go" parking information, making it easily accessible to online users. This strategy should be designed to provide crucial parking information to both residents and visitors through a variety of channels. The primary goal is to enhance their overall event experience by facilitating seamless access to parking facilities and minimizing parking-related challenges.
 - **Small Events:** For smaller-scale events, the strategy can focus on concise and localized messaging through channels such as social media updates and community newsletters. The key is to ensure that attendees are well-informed about parking options, restrictions, and any event-specific parking considerations.
 - **Medium Events:** Medium-sized events may benefit from a more extensive communications approach. In addition to social media and newsletters, consider the use of event-specific Variable Message Signs (VMS) and announcements at key access points. This approach ensures that attendees receive clear parking guidance as they approach the event area.

- **Large Events:** For larger events, a comprehensive communications strategy becomes essential. This could include a dedicated event website or app featuring real-time parking availability, detailed parking maps, and transportation alternatives like shuttles or ridesharing services. Timely email notifications and SMS alerts can keep attendees informed about parking conditions and help manage traffic flow effectively.
- **Collaboration:** Collaborate with event organizers, local businesses, and transportation partners to coordinate and share messaging and ensure consistent parking.

Recommendation 11: Historic Downtown Loop

The Historic Downtown Loop (**Exhibit H**) consists of recommendations for short-term interventions to improve both vehicle and multimodal traffic flow on the periphery of the historic district and to provide dedicated transit infrastructure. These short term interventions serve as quick-build stepping stones to long-term, permanent improvements that will reimagine the peripheral corridors to address congestion, accommodate multimodal travel, and enhance the urban experience in the historic district. A unique short-term intervention (Phase 1) and permanent improvement (Phase 2) is recommended for each corridor based on its land use context and traffic characteristics.

The long-term, permanent recommendation would implement a one-way transit loop with a 5-minute headway, connecting the existing parking garage and Visitor Information Center (VIC) with the rest of the historic district. This proposed loop would provide one-way traffic flow for vehicles consisting of a northbound route along Cordova Street, an eastbound route on Orange St., a southbound route along San Marco Avenue/ Avenida Menendez/SR A1A, followed by a westbound course on Cathedral Place.

Cordova Street: Cathedral Pl. to Orange St.

Phase 1: Speed Limit Reduction to 15 MPH & Pavement Markings (Shared Street)

The short-term intervention for Cordova St should consist of a speed limit reduction to 15 MPH to enhance safety and create a more welcoming traffic environment for multimodal travel. The speed limit reduction should be accompanied by pavement markings that communicate the lane is shared with transit, bicycles, micromobility, and golf carts. In Phase 1, Cordova St. will remain open to two-way traffic.

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Phase 2: Convert to Curbless Shared Street & One-Way Vehicle/Transit Traffic

The long-term improvement on Cordova St. would convert the existing street into a curbless shared street with one-way northbound access for motor vehicles and transit.

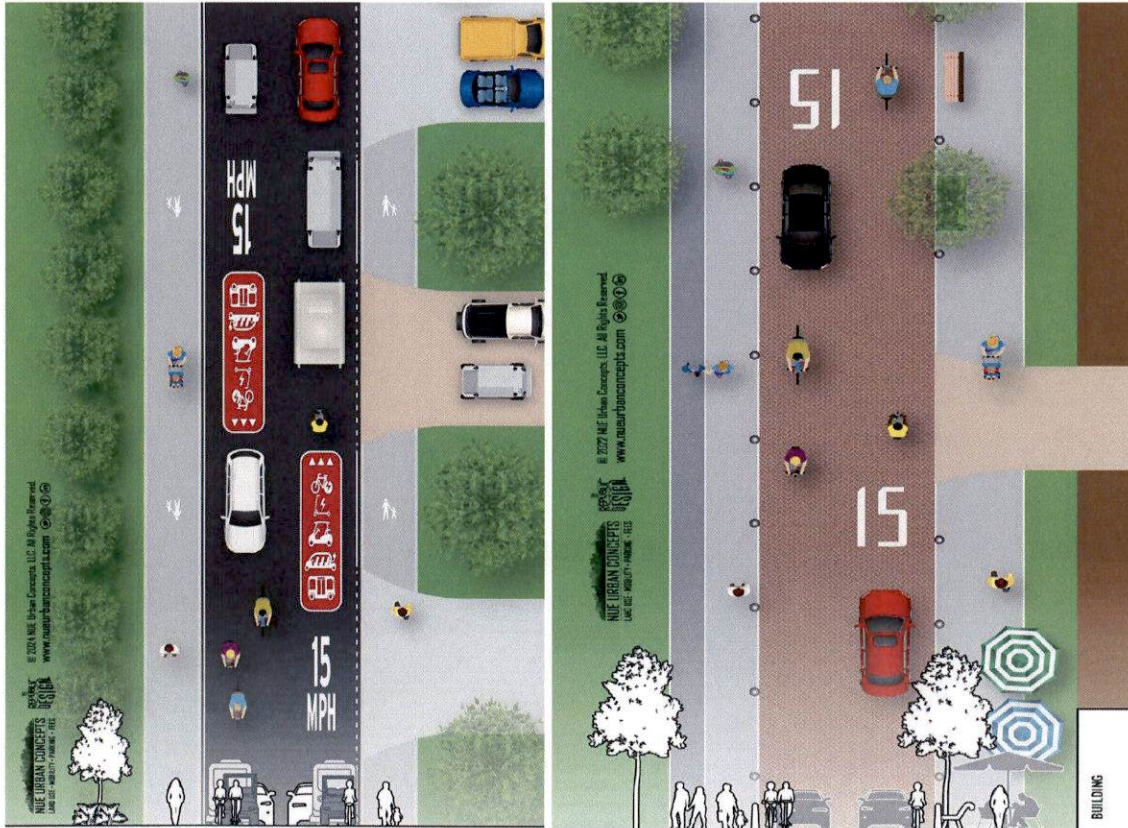


Image 9: Example Shared Street (Phase 1)

Image 10: Example Curbless Shared Street (Phase 2)

Orange Street: Cordova St. to SR A1A

Phase 1: Speed Limit Reduction to 15 MPH & Pavement Markings (Shared Street)

The short-term intervention for Orange St should consist of a speed limit reduction to 15 MPH to enhance safety and create a more welcoming traffic environment for multimodal travel. The speed limit reduction should be accompanied by pavement markings that communicate the lane is shared with transit, bicycles, micromobility, and golf carts.

Phase 2: Convert to Curbless Shared Street & One-Way Vehicle/Transit Traffic

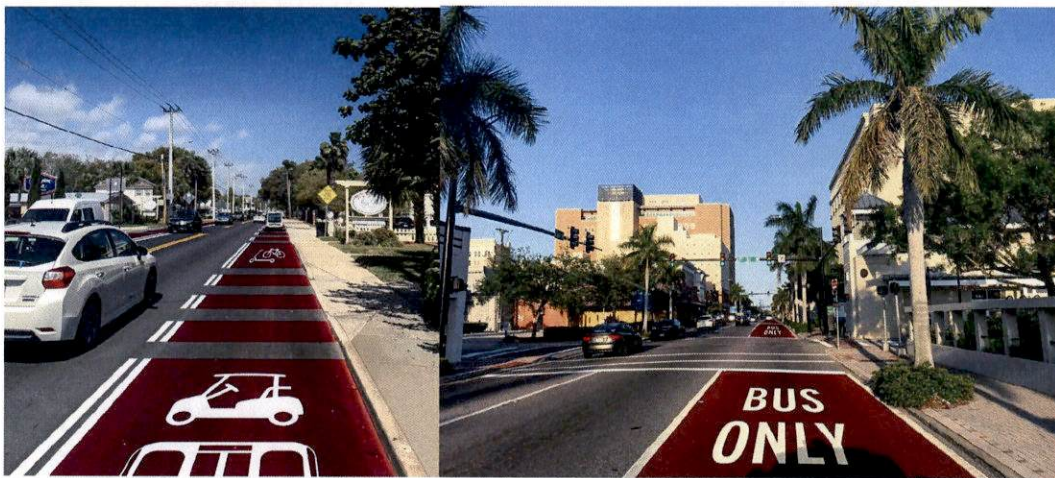
The long-term improvement on Orange St. would convert the existing street into a curbless shared street with one-way eastbound access for motor vehicles and transit.

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San Marco Avenue/Avenida Menedez/SR A1A: Orange St. to Cathedral Pl.

Phase 1: Low Speed Mobility / Right Turn Only Lane (Southbound)

The short-term intervention for San Marco Ave involves the conversion of the southbound outside travel lane to a dedicated low speed mobility lane between Orange St. and Cathedral Pl. The Low Speed Mobility Lane would provide dedicated infrastructure for transit and could also be used by other low-speed modes of travel such as bicycles, scooters, pedicabs, and golf carts. The Low Speed Mobility Lane would allow motor vehicles only for use as a "right turn only" lane. This measure aims to improve the functionality of the Star Circulator and provide safe infrastructure for alternative modes of travel. To ensure the success of these changes, it is essential to remove all metered parking along the corridor. These comprehensive measures are designed to optimize traffic flow, increase accessibility, and provide a safer and more efficient transportation environment for all modes of travel.



Example: Low Speed Mobility Lane or Transit Lane

Phase 2: Reimagine & Repurpose A1A Study

Long-term it is recommended that the City engage in a corridor study to explore how San Marco Avenue/Avenida Menedez/SR A1A can be reimaged and repurposed along the bayfront to improve traffic flow, accommodate more people, provide safe multimodal infrastructure, and contribute to an improved urban environment and aesthetic for the historic district.

Implementation Steps:

- **Corridor Study:** Begin by thoroughly assessing the project corridor, considering traffic patterns, land use context, safety issues, and community needs. Develop a conceptual design for the project, incorporating the findings including undergrounding of existing utilities from the corridor assessment and addressing mobility challenges effectively. Develop a communications plan for public buy-ins. Create a detailed project plan that outlines tasks, timelines, and responsibilities, ensuring a clear roadmap for implementation.

- **Preliminary Engineering and Grant Funding Acquisition:** Engage in preliminary engineering activities, including the creation of comprehensive design plans and specifications. Identify and apply for grant opportunities to supplement the project's design and construction phases, securing additional financial support.
- **Bidability Design and Permitting Preparation:** Prepare all necessary designs, permits, and approvals required for the project, ensuring compliance with regulatory standards.
- **Construction Phase:** Begin the construction phase as per the approved plans, closely monitoring progress and quality assurance to adhere to grant requirements.

Cathedral Place: SR A1A to Cordova St.

Phase 1: Repurpose Parking for Loading Zones & Parklet and Add Low Speed Mobility / Right Turn Only Lane (Westbound)

It is recommended that a portion of the existing parking on Cathedral Place between Cordova St. and the Cathedral Place Parking Lot be repurposed to accommodate a new loading zone for Vehicles for Hire (**Exhibit D**). In addition, because gathering of idling pedestrians is anticipated at the Franchise Tier 1 loading zone at Cathedral Place east of St. George Street, **a parklet is proposed** for this location. A Parklet is a sidewalk extension that provides more space and amenities for people using the street. They are public places for passersby to relax and enjoy the atmosphere of the city around them. Sometimes parklets are utilized to extend the dining space of restaurants. This proposed Parklet would be approximately 50-linear feet from the existing crosswalk. For St. Augustine, the Parklet would convert designated on-street parking spaces into a dedicated seating area for waiting passengers to enhance their comfort and safety. The Parklet would effectively reduce the distance for pedestrians in the crosswalk, an added safety benefit.



Example Parklet in Mexico City

Implementation Steps:

- **Short-Term Implementation** (Tactical Urbanism using Flex Post Delineators, Planters, and Best Practices): Begin by assessing and measuring the Parklet location, engaging with the community for input, and designing a temporary Parklet. Obtain the required permits and approvals, then install flex post delineators and planters accordingly. Monitor the Parklet's usage and make any necessary adjustments to ensure it functions effectively.
- **Mid-Term Implementation** (Building a Permanent Parklet): Develop a detailed design for the permanent Parklet, select qualified vendors and contractors, and secure all required

permits and regulatory approvals. Proceed with the construction of the permanent Parklet, including the installation of furniture and amenities. Finally, mark the completion with a celebratory opening event, inviting the community to enjoy the space.

In addition, exactly as recommended on San Marco Ave, we recommend converting the outside lane (north lane) on Cathedral Place to a Low Speed Mobility Lane / Right Turn Only Lane that would provide dedicated infrastructure for transit and could also be used by other low-speed modes of travel such as bicycles, scooters, pedicabs, and golf carts (**Exhibit H**).

Phase 2: Curbless Shared Street

Long-term, the City should consider converting Cathedral Place into a curbless shared street. This conversion would create more space for people in a popular area by expanding the public space of the Plaza de la Constitucion, while still allowing slow moving vehicles and alternative mobility modes to navigate the street. A shared-street would also free up more space to expand the pedestrian frontage zone to accommodate street/cafe furniture, expanded loading zones, or incorporate a mobility hub with shared mobility. The City will need to collaborate with urban planners to create a conceptual design for the shared street, including retractable bollards. Retractable bollards allow for flexible use of the street space, ensuring they function reliably, and ultimately enhancing the area's functionality and safety for pedestrians and vehicles alike.

5.0 FUNDING

A curb pricing framework outlines opportunities for using pricing to manage curbside demands, improve compliance and enforcement practices, and deliver financial resources to support a sustainable curb and parking management program. St. Augustine has a finite supply of curb space in commercial areas. If curbs or parking in busy areas are left unmanaged, demand can quickly exceed the supply of curb space, making it hard for people to find open or available space and causing inefficiencies in the roadway system.

Although there are three strategies or tools to manage demand for the curb (time limits, use limits, and pricing), curb pricing is widely regarded as the best tool for managing demand. As the St. Augustine historic district continues to grow, increased density will heighten competition for the limited parking supply. This, in turn, will intensify pressures along the curb. Revenues from a curb pricing program would help improve curbside enforcement activities and be reinvested into the community, improving mobility operation and livability within the district.

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As St. Augustine explores implementation strategies for curb pricing, it should center on the following principles:

- Curb pricing rates should be established to achieve target parking occupancy goals.
- Curb pricing should support efficient enforcement structures, ensure optimized mobility operations, and contribute toward streetside amenities.
- Curb pricing should be easily communicated to and understood by the public.
- Curb permitting structures should be simple and transparent.
- Curb pricing structures should include strategies to ensure equitable outcomes.
- Curb pricing should achieve City goals and policies.

Based on the aforementioned principles, the City should explore the following curb pricing opportunities:

- Exploring strategies to charge for specific load and unload activities.
- Revisiting existing curb use lease fee permit structures.
- Formalizing micromobility permit structures.
- Creating permanent parklet and street dining permit programs.

Pricing is a direct and efficient way to manage demand for a scarce resource. It is also flexible and precise, as prices are easy to adjust over time as circumstances change, whereas time limits and permits are relatively blunt and inflexible tools. Revenues generated from pricing can be reinvested in the community to advance curb management and broader City goals.

5.0 NEXT STEPS

Implementation of the St. Augustine Mobility and Curb Management Plan will require dedicated funding and staffing resources to realize. As St. Augustine considers the curb management recommendations toward implementation of the plan, the following recommendations can offer broad guidance over time. Action-oriented next steps communicate the recommendations and the factors that can contribute to the decision-making process and create a foundational body of work to build upon as implementation and monitoring progress.

Pilot Mobility Loading Zones

To conduct a pilot program for Mobility Loading Zones, we propose a thoughtful approach that involves identifying precise locations for observation, designating separate spaces for franchisees, vehicles for hire, buses, horse and carriage, and the STAR circulator, and creating an informative pamphlet, named the "St. Augustine Mobility Passport," featuring all mobility operators in the City of St. Augustine. This pilot initiative will be instrumental in shaping the future of loading zones, allowing for flexibility in space relocation as necessary and monitoring the effectiveness of each designated zone. The City should collaborate closely with stakeholders to ensure their valuable feedback is integrated into the program's success.

Implementation Steps:

- **Location Identification:** Carefully identify and mark specific locations for the pilot Mobility Loading Zones, taking into account operator requirements and regulatory guidelines.
- **Separate Zones:** Designate distinct zones for franchisees and the STAR circulator, each with its signage, location, and clear demarcation.
- **Mobility Passport:** Develop the "Mobility Passport" booklet, featuring information on all mobility operators within St. Augustine, with a catchy and memorable name. This information can later be incorporated into a permanent webpage as part of the Marketing and Communications Plan.
- **Pilot Evaluation:** Monitor the performance and effectiveness of each loading zone throughout the pilot phase, making adjustments as needed.
- **Stakeholder Engagement:** Actively engage with stakeholders, including operators and the community, to gather feedback and insights, ensuring their input is integral to the program's success.

Exhibits

- Exhibit A: Curb Management Best Practices Matrix
- Exhibit B: Curb Policy Proposed Recommendations: Dedicated Loading Zones Matrix
- Exhibit C: Curb Policy Proposed Recommendations: Franchise
- Exhibit D: Curb Policy Proposed Recommendations: Vehicles for Hire
- Exhibit E: Curb Policy Proposed Recommendations: Transit
- Exhibit F: Curb Policy Proposed Recommendations: Commercial Loading
- Exhibit G: Curb Policy Proposed Recommendations Map
- Exhibit H: Curb Policy Proposed Recommendations: Mobility

Exhibit A: Curb Management Best Practices								
Code	Measure	Description	Near Term (1-3 years)	Medium Term (3-5 years)	Long Term (5-10 years)	Cost	Impact	Effort
RG.1	Curb Regulations	Streamline digitized curbside regulations with dynamic pricing and commercial loading zones for franchised/vehicles for hire operators.		X		\$	High	High
RG.2	Curb Regulations	Add resources for curbside enforcement and compliance.	X			\$	High	High
RG.3	Curb Regulations	Establish or advance a permitting system and procedural processes to optimize curb use for franchised and vehicles for hire operators.		X		\$	Medium	High
RG.4	Curb Regulations	Update changes to the language in zoning code and land development regulations to better support commercial operations within the curbside.	X			\$	Medium	Medium
ST.1	Storage	Perform an implementation study for dynamic pricing and commercial loading zones and update on-street parking procedures.	X			\$	High	High
ST.2	Storage	Refine and scale residential parking programs.		X		\$	Medium	Medium
ST.3	Storage	Build and expand accessible parking (ADA) inventory	X			\$	Medium	Medium
ST.4	Storage	Create program to allow for car sharing.		X		\$	Low	Medium
AC.1	Curb Access Features	Create more loading zones for franchised and vehicles for hire operators.	X			\$	High	Low
AC.2	Curb Access Features	Expand and relocate conventional commercial loading zones.	X			\$	High	Medium
AC.3	Curb Access Features	Establish a smart loading zone program for commercial loading for franchised/vehicles for hire operators			X	\$	Medium	High
AC.4	Curb Access Features	Create a transit shelter and shared stop program.	X			\$	Medium	Medium
SE.1	Sustainable and Emerging Mobility	Deploy public charging infrastructure to promote equitable electric mobility.			X	\$	Low	High
SE.2	Sustainable and Emerging Mobility	Develop a mobility hub strategy.		X		\$	Medium	Medium
SE.3	Sustainable and Emerging Mobility	Proactively evaluate current and future curb policies and tools to manage automated mobility services.			X	\$	Medium	Low
SE.4	Sustainable and Emerging Mobility	Create a Transportation Demand Management (TDM) Plan to manage curb demands		X		\$	Medium	Medium
DG.1	Digital Governance and Policy	Maintain, update and share a curb asset information database.		X		\$	Medium	Medium
DG.2	Digital Governance and Policy	Automate enforcement and pricing processes to enhance efficiency and accuracy in managing curbside regulations.	X			\$	High	Medium
DG.3	Digital Governance and Policy	Create and maintain digital policy expressions and management tools.		X		\$	Medium	Medium

Source: DDEC, LLC

1/8/2024

Exhibit B: Designated Loading Zones Matrix									
Reference ID	Location	Tier 1 Franchise	Tier 2 Franchise	Tier 3 Franchise	Horse & Carriage	Ride Hailing (Vehicles for Hire, TNCs, Taxis)	Transit (Sunshine Bus Company)	Star Circular	Commercial Loading (Fedex, UPS, Cheney Brothers, Grubhub, etc.)
1	North Visitor Information Center (VIC)	X	X		X		X		X
2	Cordova Street, at the Visitor Information Center (VIC), 10 S Castillo Dr.			X		X		X	
3	Orange Street between St. George Street to S Castillo Drive/A1A	X							
4	S Castillo Drive/A1A between Charlotte Street and Orange Streets (at No Name Bar)	X							
5	S Castillo Drive/A1A at Cuna Street							X	
6	East side of S Castillo Drive/A1A, between Treasury and Cuna Street				X	X			
7	West side of S Castillo Drive/A1A, between Treasury Street and Hypolita Street								X
8	Anderson Circle					X			
9	East Ponce De Leon Circle								X
10	Cathedral Drive at St. George Street	X							
11	Charlotte Street, between King Street and Cathedral Drive	X							
12	South side of King Street between Cordova Street to St. George Street								X
13	North side Cathedral Place between Cordova Street and St. George Street					X		X	
14	Charlotte Street between Hypolita Street and Cuna Street								X
15	Spanish Street between Cuna Street and Tolomata Lane								X

Source: DDEC, LLC

1/8/2024

Exhibit C: Curb Policy Proposed Recommendations: Franchise

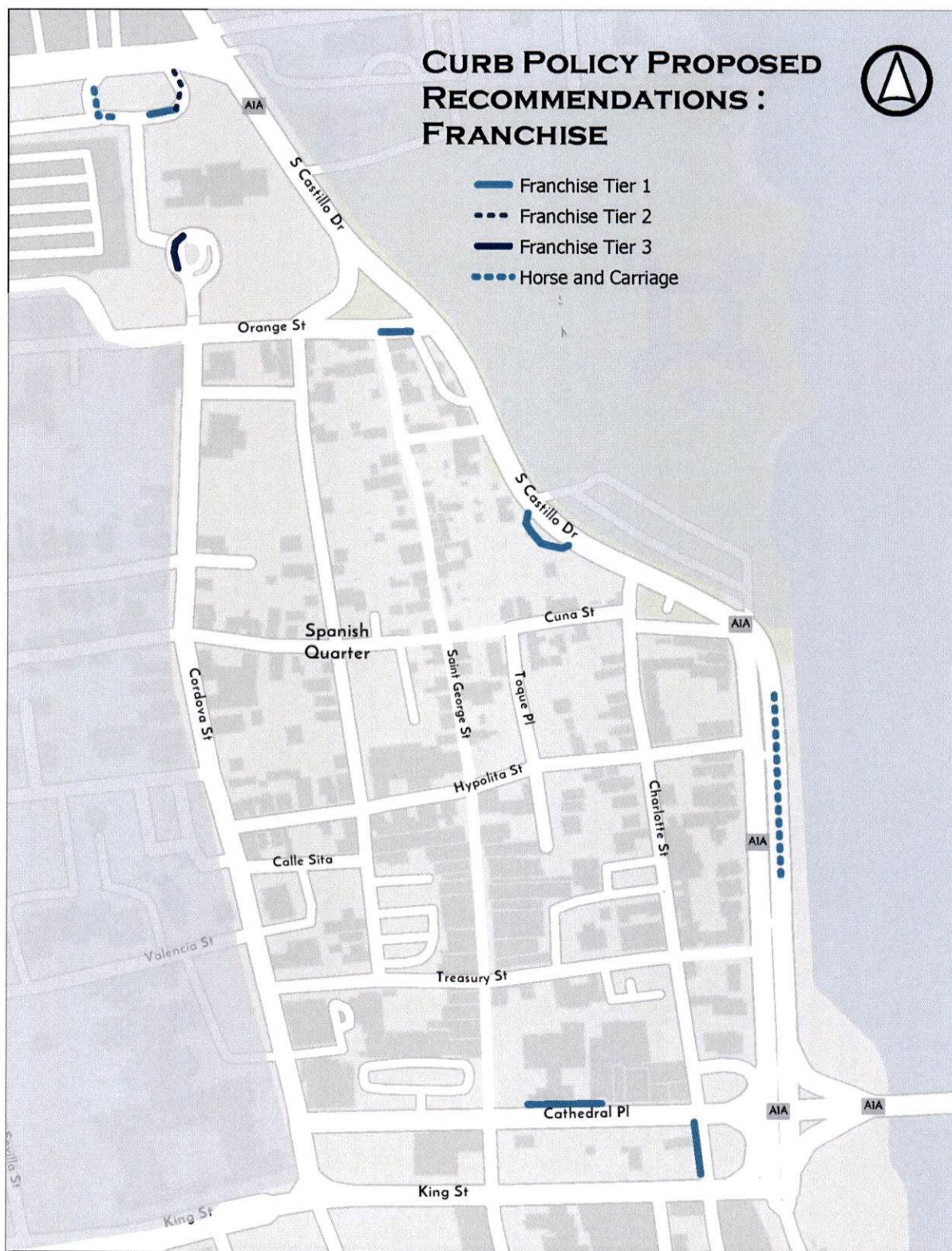


Exhibit D: Curb Policy Proposed Recommendations: Vehicles for Hire

Exhibit E: Curb Policy Proposed Recommendations: Transit

Exhibit F: Curb Policy Proposed Recommendations: Commercial Loading



Exhibit G: Curb Policy Proposed Recommendations Map



CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and City Commissioners

DATE: March 17, 2025

RE: Reminder: Open Positions on Boards and Committees

Below is a list of Boards and Committees indicating current vacancies or upcoming term expirations. Your assistance in identifying and encouraging qualified candidates to apply is greatly appreciated.

- **Historic Architectural Review Board**
[1 Regular Terms Expiring 3/28/25]
- **Lincolntown Community Redevelopment Steering Committee**
[3 Terms Expiring 4/30/25]
- **St. Augustine Firefighters' Pension Trust Fund, Board of Trustees**
[1 Vacancy – Term Expired 1/1/25]
- **St. Augustine Police Officers' Retirement System, Board of Trustees**
[1 Vacancy – Term Expiring 9/30/28]

Advertisements requesting applications for the above-referenced vacancies were published in the St. Augustine Record and are currently posted on the City's website.

Sincerely,



Darlene Galambos
City Clerk

xc: Clerk's Office

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, January 13, 2025

The City Commission met in formal session Monday, January 13, 2025, at 5:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Sikes-Kline, and the following were present:

1. Roll Call: Nancy Sikes-Kline, Mayor/City Commissioner
Barbara Blonder, Vice Mayor/City Commissioner
Jim Springfield, City Commissioner
Jon DePreter, City Commissioner

Absent: Cynthia Garris, City Commissioner

Also Present: David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Stephen Slaughter, Director, Public Works & Utilities
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Jennifer Michaux, Police Chief
Carlos Aviles, Fire Chief
Elyse Wiemann, Recording Secretary

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Mayor Nancy Sikes-Kline requested a moment of silence and Vice-Mayor Barbara Blonder led the pledge of allegiance.

2. ADMINISTRATIVE ITEMS

2.A. Modification and Approval of Regular Agenda

MOTION

Commissioner Jim Springfield **MOVED** to approve the Regular Agenda. The motion was **SECONDED** by Commissioner Jon DePreter and **APPROVED BY UNANIMOUS VOICE VOTE.**

3. Special Presentations, Recognitions and Proclamations

3.A Proclamation 2025-02: Proclaims January 2025 as Human Trafficking Awareness Month in the City of St. Augustine. (B. Blonder, Vice-Mayor)

3.B Farewell poetry reading for the 2023-2024 City of St. Augustine Poet Laureate, Norma Sherry. (M. Wissel, Director Communications)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Roger Van Dusew
- Chris Fulmer

- Scott York
- James Carr
- Tom Reynolds
- Melinda Rakoncay
- Eric Ostrander
- Martha Mickler
- Brad Beach
- BJ Kalaidi

5. Consent Agenda

David Birchim, City Manager, read the Consent Agenda.

CA.1. Preview of upcoming Commission meetings.

CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON JANUARY 27, 2025:

•Ordinance 2024-34: Amends the Zoning Designation of 30.15 acres of property from City of St. Augustine Industrial and Warehousing (IW) to City Planned Unit Development (PUD) at 404 Riberia Street.

CA.3. REMINDER OF UPCOMING MEETINGS:

- January 27, 2025, 3:30PM-Community Redevelopment Agency Meeting
- January 27, 2025, 5:00PM- Regular City Commission Meeting
- February 10, 2025, 4:30PM-De Aviles Award Presentation, The Forson Family
- February 10, 2025, 5:00PM- Regular City Commission Meeting

CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:

- December 2, 2024, Special City Commission Meeting
- December 9, 2024, Regular City Commission Meeting

CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S): NONE.

CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION.

(COMMISSION APPROVAL REQUIRED). (TO BE READ AT A SUBSEQUENT MEETING). NONE.

CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED:

- Proclamation 2025-01: Proclaims January 17, 2025, as Arbor Day in the City of St. Augustine. (N. Sikes-Kline, Mayor)

CA.8. Approval of an Interlocal Agreement Between the City of St. Augustine and St. Johns County Regarding Maintenance for Roadway, Utilities, and Drainage Improvements on West King Street. (J. Beach, Chief Resilience Officer and Deputy Director, Utilities & Public Works)

CA.9. Approval of a Cost Share Agreement between the City and Vista Hotel IV Inc to memorialize the final relocation of utilities on the vacated Missouri Ave. (D. Birchim, City Manager)

End Consent Agenda

5.A. Additions, deletions or modifications to Consent Agenda

(None)

5.B. Approval of Consent Agenda

MOTION

Mayor Sikes-Kline MOVED to approve the Consent Agenda. The motion was SECONDED by Commissioner Blonder and APPROVED BY UNANIMOUS VOICE VOTE.

6. Appeals

(None)

7. General Public Presentations, Items of Great Public Importance, and Other Items Requiring Public Hearings

7.A. General Public Presentations

(None)

7.B. Items of Great Public Importance

(None)

7.C. Other Items Requiring Public Hearing

(None)

8. Ordinances and Resolutions – Public Hearing Required.

8.A. Ordinances – Second Reading

8.A.1. Ordinance 2024-01: Annexes Parcels of Land including the St. Joseph Academy Catholic High School at 155 State Road 207. (A. Skinner, Director Planning and Building)

Amy Skinner, Planning and Building Director, presented Ordinance 2024-01.

Public hearing was opened, and Commissioners heard comments from the following members of the public:

- Melinda Rakoncaj
- BJ Kalaidi

David Birchim City Manager replied to public comment, and said the property was and would remain tax exempt as it was a school. He said the City was providing security to school with a contract directly with the St. Augustine Police Officer assigned and to protect the City from liability issues the City contacted St. Joseph's Academy and the St. Johns County Sheriff's office. He said they asked if the Sheriff's office could provide security for the school and they were unable to do so at that time, and St. Joseph's could not provide private security for the campus; however, wanted to maintain our City's Police Officer for security. He said the only way for that to happen was to annex them to the City. He said they were on City utilities and there would be no change. He said that was the basis for the annexation

and protect the campus using the City's Police Department similar to other public schools and Flagler College. He said it was a service provided to the community, and they paid for it. He said a contract would be entered into and St. Joseph's would pay in a manner that would not increase the City's liability.

Ms. Lopez replied to the question regarding fireworks and stated there was a state statute that allowed fireworks to be used during 'firework holidays'; however, it did not preempt local government from having prohibitions on fireworks, which the City had.

Commissioner Blonder reminded the public that these three ordinances were heard on first reading in February 2024.

Mayor Sikes-Kline felt the reasons explained were acceptable to the annexation and she was in support of the three Ordinances. She said they wanted to do everything they could to make the schools a safe place. She noted the City would be collecting income from the 'fire assessment fee' and thought it was more than adequate to help off-set any additional cost.

Commissioner Springfield stated that brining in that many acres into the City and the school decided to move, the property would be left in the City and in the future the property could be a taxable use. He said having some control over a local school with security was key. He said the school would not use that officer one hundred percent of the time, so the City was able to have a little extra benefit with having an extra officer available when needed. He said just like Flagler College the officer would be paid for by the school. He noted that he was in support of the annexation.

Commissioner DePreter advised that he was familiar with the property and had been on the Planning and Zoning Board (PZB) when recommended for rezoning.

He was in favor of the annexation. He noted that the property per the land development code would change from County Residential to County Institutional and thought the Planning Board made the right decision with that category of zoning. He said then the zoning changed to an Open Land category which was good as that allowed a 20% lot coverage. He agreed with the annexation as this school was a member of the community and it was for public safety.

Commissioner Blonder agreed with her fellow commissioner and was in support of the annexation.

MOTION

Commissioner Springfield MOVED to pass Ordinance 2024-01 on second reading. The motion was SECONDED by Commissioner DePreter.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2024-01

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA ANNEXING APPROXIMATELY 39.8 ACRES OF PROPERTY NOW LOCATED IN ST. JOHNS COUNTY, FLORIDA, LYING WEST OF THE CITY LIMITS OF ST. AUGUSTINE, NORTH OF STATE ROAD 207, AND SOUTH OF COLUMBUS STREET AS DESCRIBED HEREIN; REDEFINING THE BOUNDARY LINES OF THE CITY OF ST. AUGUSTINE TO INCLUDE SAID PROPERTY; AMENDING SECTION 1.04 OF THE CHARTER LAWS OF THE CITY OF ST. AUGUSTINE, FLORIDA; PROVIDING FOR FILING OF A COPY HEREOF WITH THE CLERK OF THE CIRCUIT COURT OF ST. JOHNS COUNTY, FLORIDA, WITH THE CHIEF ADMINISTRATIVE OFFICER OF ST. JOHNS COUNTY, FLORIDA AND WITH THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR INCLUSION IN THE CITY CODE; PROVIDING FOR REPEAL OF CONFLICTING

ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Springfield, DePreter, Blonder, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8.A.2. Ordinance 2024-02: Amends the Future Land Use Designation of 39.8 acres of Annexed Property at 155 State Road 207 from St. Johns County Residential-D to City Institutional. (A. Skinner, Director Planning and Building)

Amy Skinner, Planning and Building Director presented Ordinance 2024-02.

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

MOTION

Commissioner DePreter MOVED to pass Ordinance 2024-02 on second reading. The motion was SECONDED by Commissioner Blonder.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2024-02

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF APPROXIMATELY 39.8 ACRES OF PROPERTY LOCATED NORTH OF STATE ROAD 207 AND SOUTH OF COLUMBUS STREET AS PORTIONS OF THE HUERTAS GRANT IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT DESIGNATION OF ST. JOHNS COUNTY RESIDENTIAL-D TO A CITY DESIGNATION OF INSTITUTIONAL; PROVIDING REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR

SEVERANCE OF INVALID PROVISIONS;
AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: DePreter, Blonder, Springfield,
Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8.A.3. Ordinance 2024-03: Amends the Zoning Designation of 39.8 acres of Annexed Property at 155 State Road 207 from St. Johns County Residential single family- three (RS- 3) and Open Rural (OR) to City Open Land (OL). (A. Skinner, Director Planning and Building)

Amy Skinner, Planning and Building Director presented Ordinance 2024-03.

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

MOTION

Commissioner DePreter MOVED to pass Ordinance 2024-03 on second reading. The motion was SECONDED by Commissioner Springfield.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING APPROXIMATELY 39.8 ACRES OF PROPERTY LOCATED NORTH OF STATE ROAD 207 AND SOUTH OF COLUMBUS STREET AS A PORTION OF THE HUERTAS GRANT IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT CLASSIFICATION(\$) OF ST. JOHNS COUNTY RESIDENTIAL SINGLE FAMILY-THREE (RS-3) AND ST. JOHNS COUNTY OPEN RURAL (OR) TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES;

PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: DePreter, Springfield, Blonder, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8.B. Ordinances – First Reading (only if required by law)

(None)

8.C. Resolutions – Public Hearing (only if required by law)

(None)

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

9.A.1. Ordinance 2025-01: Requires a supermajority vote of the City Commission for PUD rezonings or amendments. (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, reviewed the Ordinance.

Mayor Sikes-Kline clarified that any Planning Unit Development (PUD) or amendments to a PUD that were currently in the process would not be affected. She felt by having the super majority it could provide the City with more leverage and this could be a good option. She said PUDs could be great tools or could be intolerable for the City. She said she was in favor of giving the Commission more control. She said it could protect the City from over commercialization, intensification of land use, and the City's character.

Commissioner DePreter said at the prior meeting there was discussion to update and clarify the PUD process regardless of the supermajority. He asked if the ordinance was to pass on first reading was

the PUD process part of the discussion or a separate issue.

Mr. Birchim replied that if passed on first reading the ordinance would be heard by PZB for review and the other aspects such as the comparative analysis, clearer public benefit, and simplification or summary of application would also be reviewed. He said those did not have to be codified in the ordinance but would make recommendations on those as well as the supermajority ordinance as that would be a land development code change and then would come back for second reading.

Commissioner DePreter stated he was concerned with passing the supermajority. He felt some of his concerns could be clarified with some of the discussions as mentioned, as it would be beneficial to the Commission but also to the public for better understanding. He said regarding the supermajority, he thought all PUDs were not equal and thought there were three categories for PUD's and depending on the type of PUD's, they could be classified and tiered. He said with smaller board, such as four or five, he was not support of supermajority. He asked if a supermajority had ever been done in the City.

Mr. Birchim replied that it had not been done before.

Commissioner DePreter felt this would be precedent setting and thought it should be discussed further by the PZB.

Commissioner Springfield stated PUDs were critical and could have a large impact. He agreed that negotiations were also critical and most times when applicants applied for a PUD, they wanted to do something completely different and hence the reason for the PUD. He spoke in support to pass this on first reading to hear from the PZB

Commissioner Blonder agreed that the concerns mentioned could be addressed if

passed on first reading. She said communities were deeply impacted by the passing of certain PUDs. She said a PUD allowed the Commission to examine and weigh the public benefit and to push toward the greatest public benefit. She said the Zoning and Land Use Codes protected the City from over development and higher intensity. She was in support of the supermajority ordinance and thought it was the right time and direction.

Mayor Sikes-Kline appreciated the support, and the comments, and perspectives. She said nothing had changed the face of the City more than the implementation of PUDs, and was not opposed to PUDs. She noted that the Commission was the precedent setting board and should move forward boldly with things that had never been done before.

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2025-01 on first reading and moved to second reading. The motion was SECONDED by Commissioner Springfield.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING SECTION 28-2 OF THE CODE OF THE CITY OF ST. AUGUSTINE PROVIDING DEFINITIONS FOR SIMPLE MAJORITY AND SUPERMAJORITY; AMENDING SECTION 28-289 OF THE CODE PROVIDING FOR SIMPLE MAJORITY AND SUPERMAJORITY VOTING TO ESTABLISH OR AMEND A PUD; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR AN EFFECTIVE DATE.

VOTE ON MOTION:

**AYES: Sikes-Kline, Springfield,
DePreter, Blonder**

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

Commissioner Blonder asked if a commissioner was absent due to illness or another reason could they attend remotely, could they participate in the supermajority or was there a state preemption regarding that.

Ms. Lopez replied that if someone had a medical condition where they were unable to attend in person and could attend, if technologically possible, they could attend but their vote would not be counted. She said Florida law required physical presents for the vote.

9.B. Resolutions

9.B.1. Resolution 2025-01: Grants an ad valorem tax exemption for a historic property located at 121 Kings Ferry Way and provides an effective date. (J. Courtney, Historic Preservation Officer)

Amy Skinner, Planning and Building Director, reviewed the Resolution.

Commissioner Springfield said this was a tax benefit and over the years he had watched the Darnold's work, and he appreciated the incredible work they did for the City, and he thought this was a great example of that. He said he was in favor of the resolution.

Commissioner DePreter agreed and was in support of the resolution.

Commissioner Blonder felt this application was a great example for the program.

Mayor Sikes-Kline felt this was a great example for the program and how City staff would work with applicants as it was a lengthy process. She said the Darnold's had made a great impact on the City. She

was in support of the resolution and was very proud of the work shown.

MOTION

Commissioner Sikes-Kline MOVED to pass Resolution 2025-01. The motion was SECONDED by Commissioner Springfield.

VOTE ON MOTION:

**AYES: Sikes-Kline, Springfield,
DePreter, Blonder**

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9.B.2. Resolution 2025-02: Approves the purchase of Approximately 1.18 Acres of Land located on the South Side of May Street next to Hospital Creek. (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistance City Manager reviewed the Resolution.

Mayor Sikes-Kline asked for clarification regarding the resolution.

Mr. Birchim said the City had a policy to purchase real estate and there were different tiers in how real estate could be bought and each tier had different requirements. He said in this case, the Conservation Program was committed to only purchasing properties at their appraised value; however, this property was offered to the City above the appraised value. He said when considering purchasing property above the appraised value the Commission had to find a paramount public purpose. He said there was discussion about this property and two other conservation applications that came before the Commission and those other two will be presented with their appraisals at the next meeting. He said those have been offered for purchase at the appraised value, whereas this property was offered at above appraised value and hence the reason for a straight real estate transaction.

Mr. Franklin explained that if the property was purchased the funds that would be used were unrestricted funds. He said currently the account had \$3 million available and after the purchase the balance would be 1.7 million available in the non-restricted general fund.

Commissioner DePreter asked if this property was purchased, would it cause the City an issue with purchasing the other two properties.

Mr. Birchim replied no it would not cause an issue; however, they would be using all the unrestricted reserve funds.

Mayor Sikes-Kline asked if all three properties were purchased would there be no funds left.

Mr. Birchim replied that if all three properties were purchased there would be enough money in unrestricted reserves and the conservation fund, but that would exhaust the fund.

Commissioner Blonder noted that the other two parcels purchased with conservation funds would be eligible for grant reimbursement as previous properties had been. She said it would not be immediate but once reimbursed, the funds could be put back into the unrestricted fund.

Mr. Birchim said that was correct. He said the City had been successful in receiving 50% reimbursement from the State through their Conservation Acquisition Fund.

Mr. Franklin replied that there was \$600,000 in the Conservation Program which would purchase the Hundred Acre Marsh property, and if Avery Street were purchased there would be \$520,000 left in the unrestricted fund.

Commissioner DePreter said he was familiar with the property and agreed that the best and highest use was residential. He said he did not feel this property being developed was good for the area; however,

he had a couple concerns. He asked if the Department of Transportation (DOT) access would be granted or would there be an associated cost with that.

Mr. Birchim replied that there would be a DOT right-of-way permit as it belonged to them. He said the City would apply to DOT for access off of May Street. He said the City had a right-of-way off San Carlos Avenue, which allowed access to the property. He said if purchased and if a park were established that design would be vetted by the community and approved by the Commission, which would show the access points. He said he would assume the DOT would grant the City access but that remained to be seen.

Commissioner DePreter said there had been concerns from residents about traffic on San Carlos Avenue. He asked if this property currently was involved in a lawsuit.

Ms. Lopez replied the City was a defendant and several other property owners along Hospital Creek and was a long-running lawsuit with an individual who was suing the City and his neighbors regarding the placement of his dock on the creek. She noted that was pending but any action taken on the property would not negatively affect the City's position in that case.

Commissioner DePreter asked if the property were purchased would the land use would remain the same.

Mr. Birchim replied that he did not see a reason to change the land use.

Commissioner DePreter noted he received support from the community regarding the property. He said he thought this was a great location for water access and non-motorized vehicles. He said he was not in support of buying the property above the appraised value.

Commissioner Springfield agreed that he was in support of purchasing the property

at the appraised value; however, if bought, it would be taken off the tax roll and it was a million-dollar piece of property so that needed to be considered. He said if bought the purpose for the property did not need to be designated at this time. He said a lot of research should be done before establishing a kayak launch as there could be other hazards since it was near a bridge.

Commissioner Blonder was in support of the purchase but only at the appraised value. She asked what the procedure be if the resolution was denied.

Ms. Lopez replied that if there was a consensus that the City was interested in the property the resolution could be tabled, and directions could be provided to staff to follow up. She said the Commission had the ability to purchase property above the appraised value as noted in the City Code. Mayor Sikes-Kline said she did not feel as strongly as the other Commissioners regarding the appraised value; however, understood their reasoning. She felt the property was very important and agreed that a use for it did not have to be set as of yet. She said it could be used for creating a sense of arrival to the City. She loved there was deep water access, and the aesthetics were very important. She said she was more fear driven based on what the property could be outside of City ownership.

Kevin Van Dyke, owner of the property, requested to speak and said the appraisal viewed the property as residential and most of the comparisons were zoned for open land (OL) and most of those were commercial and he felt the appraisal did not take that into account. He said as a vacant lot it was valuable and understood the reasoning for not wanting to purchase above appraised value but thought this would be a great asset to the City and appreciated those who spoke in favor of the purchase.

Mayor Sikes-Kline questioned the uses of the property.

Mr. Birchim replied that OL was a mixed use commercial or residential zoning category. He said when created, the City was looking at property that could be preserved in the future and listed what was currently on that property. He explained the uses within the zoning category and noted for a subdivision, the property would have to be rezoned; however, there was potential for development.

Commissioner Blonder noted there was a proposed development presented to the Planning and Zoning Board (PZB) and it failed. She asked if Commissioner DePreter could provide insight.

Commissioner DePreter added that OL was twenty percent lot coverage, and the appraisal was made at the best and highest value, which was deemed residential. He said he was unsure how residential would work with the OL designation. He said the last proposal for the property was a marina with additional structures. He said his concern was the accessory uses could be lodging, which expanded beyond a marina. He said that it was a major concern for the PZB, and the applicant was not asking for a rezoning.

Commissioner Springfield said the reason for trying to be conservative was to allow funds for the other two properties. He said those other two were very valuable to conservation and having the funds to purchase them was important to him. He said all three were valuable but the other two were true conservation properties.

Mr. Franklin added that the City Archologist reviewed the site, and the vast majority was fill; however, the western bank was part of an archeological site known as the Miramar Village, which was a Native Indian Village. He said there were resources on the western bank portion of the site.

Mayor Sikes-Kline commented that money was set aside for important historic and archeological properties. She said she was unaware of the amount, but it could be used given the importance of the site.

Meredith Breidenstein, Assistance City Manager, agreed with the estimated funds mentioned by Mr. Franklin and noted that the fiscal year (FY) 2024 was not closed but based on FY end 2023 reserves and what was used in 2024, there was a three-million-dollar estimate. She said there would be around \$600,000 left in reserves and the remaining conservation fund. She said if all three purchases were made, it would leave around \$500,000 in non-restricted reserves. She noted that the City had three months of revenues for true emergency purposes. She said there was \$100,000 in the historical and archeological fund, which was funded by visitor dollars.

Mayor Sikes-Kline felt \$1.3 million dollars for waterfront property was a fair price.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2025-02.

The motion was not SECONDED.

Commissioner Springfield said the City was not in the park business. He stated if facilities and buildings were added, there would be a need for a recreation department, which the City did not have, and would create more stress for the current departments. He said not only would they spend \$1.3 million dollars on the property, but there would also be additional cost for the maintenance.

Commissioner DePreter agreed that it was very important and thought purchasing it was just as important. He said once bought, then they could go through the process with the community. He said the main question was whether to purchase the property at the appraised value or not.

Commissioner Blonder asked if it was possible to make a motion to purchase the property at the appraised value if the owner was willing.

Ms. Lopez said that could be done or they could authorize the City Manager to continue negotiations with Mr. Van Dyke.

Mayor Sikes-Kline said she thought the best option would be to table the item and instruct the City Manager to bring back another offer, which would provide the community with a chance to understand what was taking place.

Commissioner Blonder noted that Commissioner Springfield brought up a very important concern regarding infrastructure and maintenance. She said this had to do with stewardship of the land and as we acquire more properties, we have to handle how they would be managed. She said we were devoting a lot of funds to removing invasive species, and this was why she did not want to purchase the property above the appraised value because every purchase came with a cost.

Commissioner DePreter MOVED allow the City Manager to continue negotiations with the property owner. The motion was SECONDED by Commissioner Blonder and APPROVED BY UNANIMOUS VOICE VOTE.

9.B.3. Resolution 2025-03: Requires review and consideration of the use of Florida- friendly landscaping and permeable infrastructure for city capital improvement and maintenance projects. (A. Skinner, Director Planning and Building)

Amy Skinner, Planning and Building Director, reviewed the Resolution.

Commissioner Blonder said she was very pleased and noted the most important part in the resolution was the following statement, "whereas public project can become a showcase of techniques and

design that can inspire private residents and business owners to better integrate environmentally friendly development". She said there would be examples all around the community that would inspire them to move in the same direction.

Commissioner Springfield commented that he thought property owners should be rewarded for their best efforts.

Commissioner Blonder agreed and was in support of creating a rewards program.

Commissioner DePreter commended Commissioner Blonder for coming up with this, as it was a good first step for the City and he thought more could be done when it came to residential development, such as building with piers and providing incentives.

MOTION

Commissioner Blonder MOVED to pass Resolution 2025-03. The motion was SECONDED by Mayor Sikes-Kline and APPROVED BY UNANIMOUS VOICE VOTE.¹

10. Staff Reports and Presentations

10.A. 100th Anniversary of Sister City Relationship Presentation. (M. Wissel, Director Communications)

Melissa Wissel, Communications Director, provided a presentation on celebrating 100 years of Friendship with Avilés, Spain. She introduced Paul Weaver, Historian, who attended the trip and recorded history in the making.

Paul Weaver, Historian for the 100th Anniversary of Sister City Relationship provided a brief overview of what took place during the celebration on Avilés, Spain and in the City of St. Augustine.

11. ITEMS BY CITY ATTORNEY (None)

12. ITEMS BY CITY CLERK

12.A.1. Review and Consideration for the City of St. Augustine Poet Laureate Applications. (D. Galambos, City Clerk)

Darlene Galambos, City Clerk, requested an appointment for the next City Poet Laureate. She said the position was advertised and two applications were received. She added that both applicants were talented and qualified.

Commissioner DePreter said it was hard to judge something that was not quantifiable. He asked for clarification on exactly what were the responsibilities of the poet laureate.

Ms. Wissel replied that the poet laureate would be invited to attend City events and write original poems for the events. She said the first responsibility of the selected poet laureate would be to read an original poem for Arbor Day which was Friday, January 17, 2025. She said another opportunity was to participate in outreach within the schools or local organizations.

Commissioner DePreter said both individuals had their own unique style. He said Ms. Catherine Avery St. Jean had more of a rhyming aspect to her writing and Ms. Ann Browning Masters was more history, culture, and had the support from the community. He said after reviewing both applications, he was in favor of Ms. Anne Browning Masters.

Mayor Sikes-Kline agreed that both were very qualified individuals. She also spoke in support of Ms. Masters. She encouraged Ms. St. Jean to apply again in the future.

Commissioner Springfield said he was not shy about his inability to judge poetry and thought for the City to have a representative to write poetry about St. Augustine, Dr. Browning Masters was the best candidate.

¹ Break from 7:00p.m.-7:10p.m.

Commissioner Blonder agreed with her fellow commissioners and was in support of Dr. Masters. She added both poets were great artists and thought the City had a wonderful selection of artists that added to the fabric of the community.

MOTION

Commissioner Springfield MOVED to accept Dr. Browning Masters as the poet laureate from 2025-2027. The motion was SECONED by Commissioner Blonder and APPROVED BY UNANIMOUS VOICE VOTE.

12.A.2.Notification of Board Vacancy-Board of Trustees, St. Augustine Police Officers' Retirement System. (D. Galambos, City Clerk)

Darlene Galambos, City Clerk, notified the commission of a vacancy on the St. Augustine Police Officers' Retirement System Board of Trustee. She said the position would be advertised and it would be brought back as soon as possible.

13. ITEMS BY CITY MANAGER

David Birchim, City Manager, announced that the Utility Department would be replacing the City's watermain on the King Street Bridge. He said the community would see construction taking place there and this was ahead of the summer project by Florida Department of Transportation (FDOT) to replace the King Street Bridge, which would take place after the 4th of July.

Mr. Birchim said the City wanted to honor Mr. Tom Rainer, a 2019 La Florida Award recipient, who recently passed. He said the City would fly the American flag in his honor and presentation of the flag would be given to the family at a future meeting.

14. Items by Mayor and Commissioners

Commissioner Springfield spoke in regard to Nights of Lights! (NOL), and said he wanted to eliminate all vendors as he had

received several complaints about not being able to walk on the sidewalks. He stated he spoke with former Mayor Len Weeks about the original intent of NOL and the intent was to represent the architecture of the City with single rows of white lights. He said something had to be done to assist with the issues that occurred during NOL to help the residents. He said the City did not profit much off of NOL as it was mostly sales tax revenue; however, it helps the businesses. He thanked the streets and grounds crews for keeping the City clean.

Commissioner Blonder said she had received a large number of complaints from City residents regarding NOL. She said one of the main concerns was traffic, which was chaos. She said she was able to walk at a slow pace faster than the vehicles were able to drive. She said in 2017 a plan was supported by the commission to help make San Marco Avenue better and felt that plan would be supported by the community at this time. She agreed that NOL was great for the business community but not at the cost of taxpayers and residential livability. She felt that the county should assist and if no help was offered, she was unsure if NOL could be sustainable.

Commissioner DePreter said he had received the same emails about the street vendors. He agreed that the San Marco Avenue plan had been a lost opportunity. He said normally it was vehicle congestion but thought there were too many pedestrians as well. He said he was looking forward to the discussion regarding capacity within the City.

Mayor Sikes-Kline said she was thankful for the comments as she had received the same. She felt this NOL season was very different from past years. She noted the Tourist Development Council (TDC) had requested the Board of County Commissioners (BOCC) to spend an additional \$400,000 on advertising for the NOL specifically starting back in the summer, which was earlier than normal.

She said the campaign was very successful. She said this year was intense and she was looking forward to hearing the report from staff in the beginning of February.

15. Adjournment

There being no further business, the meeting was adjourned at 8:22 P.M.²

Nancy Sikes-Kline, MAYOR

Darlene Galambos, CITY CLERK

² Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, February 10, 2025

The City Commission met in a formal session on Monday, February 10, 2025, at 5:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Sikes-Kline, and the following were present:

1. Roll Call: Nancy Sikes-Kline, Mayor/City Commissioner
Barbara Blonder, Vice Mayor/City Commissioner
Cynthia Garris, City Commissioner
Jim Springfield, City Commissioner
Jon DePreter, City Commissioner

Also Present: David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Amy Skinner, Director, Planning and Building
Stephen Slaughter, Director, Public Works & Utilities
Barry Fox, Manager, Code Enforcement and Vacation Rental
Donna Hayes, Director, Human Resources
Corey Sakryd, Director, General Services
Melissa Wissel, Director, Communications
Jennifer Michaux, Police Chief
Carlos Aviles, Fire Chief
Elyse Wiemann, Recording Secretary

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Mayor Nancy Sikes-Kline requested a moment of silence and Vice-Mayor Barbara Blonder led the pledge of allegiance.

2. ADMINISTRATIVE ITEMS

2.A. Modification and Approval of Regular Agenda

MOTION

Commissioner Jon DePreter MOVED to approve the Regular Agenda. The motion was SECONDED by Commissioner Jim Springfield and

APPROVED BY UNANIMOUS VOICE VOTE.

3. Special Presentations, Recognitions and Proclamations

3. A. Proclamation 2025-06: Proclaims February 2025 as Black History Month in the City of St. Augustine. (C. Garris, Commissioner)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Brook Cantiu
- Teresa Rose
- Chris Fulmer

- David Abraham
- Kelsey May
- Tom Reynolds
- Debra Silbar
- Lauren Giber
- Bryce Hannon
- Aaron Jockers
- Isabel Dickson
- Robert Lenz
- BJ Kalaidi

5. Consent Agenda

David Birchim, City Manager, read the Consent Agenda.

CA.1. Preview of upcoming Commission meetings.

CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON DATE: NONE.

CA.3. Reminder of Upcoming Meetings:
•February 24, 2025, 5:00PM–Regular City Commission Meeting
•March 10, 2025, 5:00PM–Regular City Commission Meeting
•March 24, 2025, 5:00PM–Regular City Commission Meeting
•April 14, 2025, 5:00PM–Regular City Commission Meeting

CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:
•January 13, 2025–Regular City Commission Meeting

CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S):
•125 Martin Luther King Avenue–Ella Pearl Stevens
•110 Cerro Street–Malorie Shannon

CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION. (COMMISSION APPROVAL REQUIRED). (TO BE READ AT A SUBSEQUENT MEETING).
Proclamation 2025-05: Proclaims February 16, 2025, as A1A All-American Road Day

in the City of St. Augustine. (N. Sikes-Kline, Mayor)

CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.

CA.8. MOU between the City of St. Augustine and the firefighter's union modifying the distribution of state premium tax revenues share between the City and the firefighters. (D. Hayes, Human Resources Director)

End Consent Agenda

5.A. Additions, deletions or modifications to Consent Agenda

(None)

5.B. Approval of Consent Agenda

MOTION

Commissioner Springfield MOVED to approve the Consent Agenda. The motion was SECONDED by Mayor Sikes-Kline and APPROVED BY UNANIMOUS VOICE VOTE.

6. Appeals

(None)

7. General Public Presentations, Items of Great Public Importance, and Other Items Requiring Public Hearings

7.A. General Public Presentations

(None)

7.B. Items of Great Public Importance

(None)

7.C. Other Items Requiring Public Hearing

(None)

8. Ordinances and Resolutions – Public Hearing Required.

8.A. Ordinances – Second Reading

(None)

8.B. Ordinances – First Reading (only if required by law)

(None)

8.C. Resolutions – Public Hearing (only if required by law)

(None)

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

(None)

9.B. Resolutions

(None)

10. Staff Reports and Presentations

10.A. Update on the status of the City's Drop-in Day Center and establishing Dining with Dignity at 90-92 South Dixie Highway. (B. Fox, Code Enforcement and Vacation Rental Manager)

Barry Fox, Code Enforcement and Vacation Rental Manager provided an update of the City's Drop-in Day Center off South Dixie Highway.

Commissioner Springfield asked if there had been any architectural improvements since the last meeting.

Mr. Fox replied that the recommendations from the commission were considered, and improvements had been made.

Commissioner Springfield said Dining with Dignity was a relatively large group of

people and asked if the pavilion would hold that many people.

Mr. Fox replied that there would be some exterior picnic tables but most seating would be under the pavilion.

Commissioner Blonder said that sidewalks were not completely down South Dixie Highway, and in addition she was concerned with how people would get to the site. She asked if transportation would be provided.

Mr. Fox noted that there would not be transportation to the site; however, sidewalks for the site had been discussed and there would be one constructed on the west side of South Dixie Highway.

Commissioner Blonder explained that it was not safe to walk or bike down South Dixie Highway and her concern was how people would make it to the site.

Mr. Birchim said Stephen Slaughter, Public Works and Utilities Director would have more insight on the sidewalk.

Stephen Slaughter, Public Works and Utilities Director, replied that the sidewalks were currently under design and could provide a more specific timeline at a later date; however, he knew it would be completed this fiscal year.

Mr. Fox said the sidewalk on the property should be tied to another one. He noted there was no formal transportation plan at this time.

Commissioner DePreter said he was in favor of the building being built on piers to save the tree canopy and that the electricity would be underground.

Commissioner Garriss thanked Mr. Fox for the update. She said the sidewalks on South Dixie were important and wanted an update on when that would happen as many could not walk to work and it needed

to be safe for the homeless trying to make it to the site.

Mayor Sikes-Kline said at a future meeting they wanted an explanation to the sidewalk plan and other ways to encourage people to get to the site.

Mr. Birchim replied in the affirmative.

10.B. 2024-2025 Nights of Lights in Review Presentation. (D. Birchim, City Manager)

David Birchim, City Manager, provided a brief overview regarding the 2024 Nights of Lights! (NOL) Season. He reviewed the following items:

- Traffic and Congestion
- Shuttling
- Parking
- Public Restrooms
- Solid Waste
- Public Safety: St. Augustine Police Department and St. Augustine Fire Department
- Communication
- Economic Impacts
- Vendors

He provided feedback from the stakeholders meeting, short-term and long-term recommendations.

Mayor Sikes-Kline thanked the residents for providing their input and having patience. She said they all appreciated it as they were the ones suffering the most.

Commissioner Springfield asked how many parking spaces there were at the current Broudy lot. He said locals told him this was the best place to park as the shuttle rides were not long as it was closer to town and there were many spaces.

Reuben Franklin, Assistance City Manager, replied that the grass lot was able to hold around 300 vehicles.

Commissioner Springfield noted that once the parking garage was built there would be an additional 400 parking spaces.

Mr. Birchim commented that this location would be able to shuttle people into the City who were walking or using bicycles in the neighborhood.

Commissioner Springfield felt it was a difficult job to keep a balance between the residents' quality of life and businesses' wants and need to drive the economy. He was concerned that the City was exposed to an event similar to the one that recently took place in New Orleans as there were so many pedestrians. He said that type of event could not be prevented; however, he felt we needed to be prepared for it. He said there should be substations for the Fire Department, Emergency Medical Technicians (EMT), and the Police Department as a way to eliminate having to return to the station. He thought limiting the number of days Nights of Lights! took place should be considered if the funding needed was not available, as we were at a deficit, and it was unfair for the residents and businesses who had to cover the cost. He understood there was some controversy with hiring a consultant; however, he felt they were experts at large events and could be of assistance.

Commissioner Blonder felt that the current Nights of Lights! was unsustainable, but understood how important it was for businesses. She mentioned the Heritage Tourism Assessment and Recommendations Report of 2003 and felt it was very illuminating. She said the parking garage payment system was too slow and thought there were ways to sell tickets in advance or make it automated. She said the 'working group' of stakeholders had to include the neighborhood associations for resident representation. She said resident services were reduced significantly during NOL and she understood as there was only so much equipment and staff but thought it was a cost to the residents. She was not in

support of daily pressure washing because too much water was being used, and it required a lot of staff time. She recommended that the golf carts tours should be licensed. She felt all advertisement for NOL tourism should be suspended as there was a lot of advertisement provided from the "Best of" magazines and did not feel NOL needed continuously to be advertised. She said during times of high visitation, having more streets pedestrian only could be best and thought it should be expanded, and downtown streets should be closed on peak days to non-resident vehicles. She thought the shared bike/transit lane on San Marco Avenue should be reconsidered. She said the City had a direct deficit of \$325,000 and there were even more indirect expenses. She noted the Heritage Tourism Assessment and Recommendation Report of 2003 and said it had many outstanding points and thought they should be taken into account. She recommended having a tourism management ordinance put in place.

Ms. Lopez asked for more clarification as to what that meant.

Mayor Sikes-Kline clarified that it was a recommendation referring to the similar ordinance in Charleston, South Carolina. Commissioner Blonder stated that she did not feel NOL was Heritage Tourism, but the intent was to highlight the architecture of the buildings, and it was not serving the purpose of what it was originally designed to do. She said the report suggested creating a 'task force' with equal representation.

Commissioner DePreter thanked the City Manager for the comprehensive approach as well as the community for their feedback and constructive ideas. He thought that the last season of NOL had been less than successful as there were too many cars and people trying to share the area. He stated that his main concern was public safety, and this City had not been designed for so many cars or such masses of

people. He said that through his discussions with various business owners and residents, it appeared that there had been some confusion as to whether NOL was a pedestrian or a drive through event. He said, going forward he wanted to see safe areas for bicycle storage, which would alleviate some of the traffic and thought that the messaging should focus on letting visitors and residents alike know that this was a multi-modal City. He was in favor of engaging a consultant that would assist the commission with setting goals for the next big event as well as open communication with the county in the future.

Commissioner Garris thanked Mr. Birchim for his review. She noted in the report it was mentioned that the restroom facility costs had more than doubled with so many visitors in town. She felt that traffic near the bridge was very congested, and it was an accident waiting to happen. She pointed out that bicyclists were not respected on the road and that it should be looked into as she thought more people would ride their bikes if they felt safe. She asked for parking notifications to be displayed on Highway US1 to help alleviate the congestion that was caused when the parking garage was full. She agreed that having a consultant could be helpful. She said the problem with NOL was the amount of people could not be predicted. She said the residents were the ones who lived here year-round, and livability was important, and they were unable to enjoy NOL. She said something needed to be done to have a balance. She suggested removing the parking fee on Sundays from 1:00p.m. to 9:00 p.m. as she did not understand the reason for the fee. She said Sunday should be residents' day as businesses still needed the residents in order to be successful.

Mayor Sikes-Kline made a few comments regarding the presentation. She noted that in the report provided there would be a severe increase in costs, and those costs were unknown. She said these things should be done to make the City safe;

however, the City did not have a large staff and felt that the task at hand was monumental. She noted that it was sixty-five consecutive nights and that was a challenge as there were around 16,000 residents within ten square miles. She felt expanding the vendors' ordinance was a good opportunity and needed for the safety of the pedestrians. She pointed out that the violation of colored lights had not been addressed. She said the intent of NOL was to highlight the architecture of the buildings in town. She said this needed to be approached with a global view as this could be a way for the City to grow and change in new ways. She agreed that having a consultant was beneficial as it held someone accountable to the Commission and the citizens. She thought having a consultant could assist with the following items:

- Dedicated shuttle lane and/or bicycles
- Crowd control
- Public safety plan
- Employee parking
- Better management of visitor experience
- Protecting the reputation of the historic city

Mayor Sikes-Kline suggested creating a task force as mentioned in the Heritage Tourism Assessment and Recommendations Report. She said she was committed to asking the Tourism Development Council (TDC) for funding as they were willing to assist moving forward. She suggested expanding the vendor ordinance, moving forward with a consultant, and creating a mission statement for the task force.

Commissioner Blonder felt the global view should be a priority, keeping the multi-model transportation, and have the task force create strategies for leveraging steps for a plan.

Mayor Sikes-Kline said she hoped that the recommendations from Mr. Birchim was the plan moving forward and the next steps

were to find out the costs as well as staffing.

Commissioner DePreter questioned what was needed for staff.

Mr. Birchim replied that he wanted consensus for a consultant, moving forward with the short-term recommendations of renting the Bank of American (BOA) parking lot, renting of portable toilets, staffing service for the cleaning of those toilets, and trash removal increase. He informed the Commission they had talked to the BOA owners, and if there was a consensus to move forward with the short-term recommendations for the 4th of July, he would provide the costs.

Commissioner Blonder said she wanted to make sure the consultants fee was included in the request to TDC. She said for her to be in favor of the short-term recommendations was that the City would be paid back for the cost as the City had invested so much already and without that, she was unable to support NOL moving forward.

Mr. Birchim replied that step one was obtaining the amount needed. He said a scope of services had been drafted for a consultant but requested feedback. He said this was the crucial step before moving forward but wanted to provide financial impact before requesting assistance from the TDC.

Commissioner Springfield asked if the construction of King Street bridge would last until December 2026.

Mr. Birchim replied that it would take approximately two years.

Commissioner Springfield agreed with Commissioner DePreter that this was a twelve-month problem. He reminded everyone that the awards the City had been acknowledged for were given to the City by different organizations hard work.

He noted that the City did not advertise for tourism and lost money on tourism.

Mayor Sikes-Kline commented that the advertising by the TDC was governed by state statute, and advertising would continue.

Commissioner DePreter inquired about the SMART St. Augustine project that was being established. He said there were about 1,600 parking spaces with about one-third of those parking spaces belonging to the City and the rest were private spaces. He asked if this system would provide both public and private spaces or only public.

Reuben Franklin, Assistance City Manager replied that SMART St. Augustine, a grant project for \$15 million dollars, was under design currently and it would cover the public parking lots or lots that the City had a cost share agreements with and managed by the City.

Ms. Lopez asked for clarification regarding vendors. She reviewed the locations where vendors were not allowed and asked if there were other locations or data they wanted about vendor locations.

Mayor Sikes-Kline asked to included Avenida Menendez and the block between St. George Street and Cordova Street on Cathedral Place. She said she noticed problems in these locations and thought the Police Chief would have more guidance as to where the problem areas were located.

Ms. Lopez said she reviewed the Charleston, South Carolina Tourism Ordinance as noted in the Heritage Tourism Assessment and Recommendations Report of 2003, and the items listed were being done by the City currently or were going to be implemented.

Mayor Sikes-Kline noted that Charleston had a 'livability court', which the City did not have.

Ms. Lopez said that was Code Enforcement.

There was a consensus on the short-term recommendations made by staff.

Commissioner Blonder said she was in agreeance but with the contingency she had mentioned earlier regarding funding.

There was a consensus on the long-term recommendations to hire a consultant.

Mr. Birchim replied that he would provide the financial impact of this for the 4th of July prior to requesting funds from TDC.

Mayor Sikes-Kline asked about creating a task force as mentioned in the Tourism Ordinance as noted in the Heritage Tourism Assessment and Recommendations Report of 2003.

Ms. Lopez suggested having the consultant lead the meetings with the various stakeholders rather than creating another Sunshine Committee that would be required to abide by the Sunshine Laws.

Mayor Sikes-Kline agreed that would be best.

Commissioner DePreter agreed.
Commissioner Blonder said the 'task force' would be one of the contractual items for the consultant.

Commissioner Springfield said in the scope of work it should require him to gather information from local experts and use them as a key source resource.

Mayor Sikes-Kline said one of the things she was hearing was to add more Police Officers; however, she understood the City would need more employees to help with crowd control. She said statutorily, according to the City Attorney, the TDC was unable to pay for more officers.

Commissioner Garris asked if the TDC could assist with the security that was at the parking garage.

Mr. Birchim replied that there were some things that Public Safety Assistants (PSA) or private security were allowed to be used for but there were other things that they were unable to use. He said they would have to take a closer look at staffing and see how it could be handled.

Ms. Lopez said authorized uses of TDC monies were, for example, convention centers, auditoriums, aquariums, museums, zoos, or advertising tourism. She said in terms of tourist public facilities the statue was focused on capital improvement type items, such as transportation, sewer, water, drainage and pedestrian improvements. She said that was the challenge but there were different statues that would allow the City to use different funding but the City did not qualify.

Commissioner Blonder commented that she had heard from the business community that they were in support of assisting. She said there could be a way to help bridge the gap between what the City did qualify for and what they do not.

Ms. Lopez said the VIC could use TDC funds, so it could be creative budgeting. Mayor Sikes-Kline thanked the community for the feedback and the positivity. She said this was a delicate balance between the residents, businesses, employees and tourists.

11. ITEMS BY CITY ATTORNEY

11.A. 2025B Special Session Legislative Update-for informational purposes only. (A. Owen, Assistant City Attorney)

No presentation made, provided by the City Attorney's Office for information purposes.

12. ITEMS BY CITY CLERK

(None)

13. ITEMS BY CITY MANAGER

Mr. Birchim reminded everyone that Menendez Day would take place on Friday, February 14, 2025, at 11:00 a.m.

14. Items by Mayor and Commissioners

Commissioner Springfield noted that at the prior meeting he had mentioned recognizing native landscaping and vegetation. He said that the program was in place but had been suspended due to COVID. He said it was part of the Street Tree Advisory Committee, and it would start again soon. He thanked the Commission for their support of the Forson Family in presenting them with the de Avilés Award. He noted downtown employee parking was an ongoing issue and not just during NOL. He agreed that bike sharing was a problem. He agreed with one of the speakers during public comments, that residents and tourists should both feel welcome in the City. He said it would be good to know which businesses profit during peak tourist periods. He noted that he had visited the Homeless Coalition which was a county program. He said it was a great program and encouraged everyone to visit.

Commissioner Blonder said she spoke to many businesses owners in Uptown and they noted the locals were their primary business and during NOL, their profits decreased. She noted that she had experienced the dangers of riding a bike on a shared road, but it needed to be addressed. She thanked those who came out to Fish Island for the ribbon cutting and those who provided feedback at the meeting.

Commissioner DePreter said he was an avid bicyclist in town and was using an electric bike currently and found people to be more respectful; however, bike safety

needed improvement. He said if downtown became more pedestrian friendly the question was what businesses would benefit, and which would suffer long term. He said he enjoyed the Fish Island ribbon cutting and the City's new poet laureate. He said he met with the Visitors & Convention Bureau (VCB) in his new capacity and said he would keep everyone up to date.

Commissioner Garris thanked those who came out and voiced their concerns. She said traffic was heavy even without NOL as there had been an influx of new county residents. She said the consultant could help those who were out of state but there were many new residents, and traffic would continue to increase. She said in the past fifteen years the City had changed and it continued to daily, she said we should prepare ourselves for the change and govern accordingly.

Mayor Sikes-Kline thanked the community for their input. She said there was a bicyclist safety campaign put out by the City paid for by the North Florida Transportation Planning Organization (TPO) and she felt it could be referenced when the City requested grants from them in the future. She recognized Jessica Beach, City's Chief Resiliency Officer, as she was on the cover of Florida Trend Magazine and had the center fold. She asked Commissioner Blonder if she would sponsor adding an Environmental Stewardship Award for the City.

Commissioner Blonder agreed, and said she was happy to take the lead and thanked her for asking. She said she would work with staff and provide an update in the future.

Mr. Birchim advised that Carlos Avilés, Chief of the St. Augustine Fire Department had a brief announcement.

Carlos Avilés, Chief of the St. Augustine Fire Department announced that 'Spark the Flame' youth empowerment program

would be held again this year on April 18th and April 19th for middle and high school students.

15. Adjournment

There being no further business, the meeting was adjourned at 8:15 P.M.¹

Nancy Sikes-Kline, MAYOR

Darlene Galambos, CITY CLERK

¹ Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

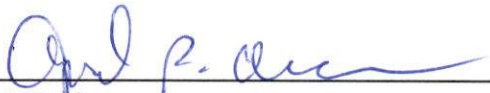
DATE: March 13, 2025

RE: **ORDER RELEASING CODE ENFORCEMENT LIEN: 14 FANCHER COURT**

Please find enclosed an Order Releasing Lien for 14 Fancher Court, owned by Holistic Investments LLC. This release reflects the previously outstanding Code Enforcement lien levied against this property. The outstanding balance of \$2,500.00 has been paid in full.

Please place the Order Releasing Lien on the consent agenda for consideration and execution at the March 24, 2025 City Commission meeting.

Should you have any questions or comments, please do not hesitate to contact me. Thank you.



April R. Owen
Assistant City Attorney

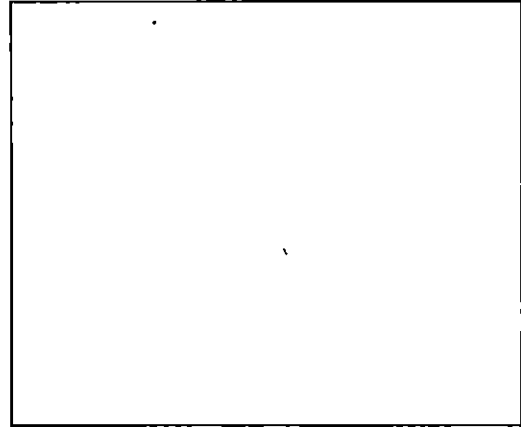
/s/
Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Frankline, Assistant City Manager
Isabelle C. Lopez, City Attorney
Darlene Galambos, City Clerk *(with original)*

Agenda Title:

Order releasing the Code Enforcement lien levied against 14 Fancher Court as paid in full.

BEFORE THE
CODE ENFORCEMENT,
ADJUSTMENTS & APPEALS BOARD
OF THE CITY OF ST. AUGUSTINE, FLORIDA



ORDER RELEASING LIEN
CEAAB CASE NO. 2023-0290

IN THE MATTER OF: **HOLISTIC INVESTMENTS LLC**
 C/O BRIAN SCRONE
 14 FANCHER COURT
 ST. AUGUSTINE, FLORIDA 32080

VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida:
 CITY CODE, CHAPTER 25, SECTION 25-56

LIEN FILED AGAINST: **HOLISTIC INVESTMENTS LLC C/O BRIAN SCRONE**

VIOLATION SITE: **14 FANCHER COURT, ST. AUGUSTINE, FLORIDA 32080**

LEGAL DESCRIPTION: **8-9 HIGHLAND MANOR LOT 14 OR5640/812**

PARCEL NUMBER: **160680-0000**

.....
ORDER

THIS MATTER having come to be heard before the Code Enforcement, Adjustments and Appeals Board of the City of St. Augustine, and this Board having entered the following Order:

➤ **ORDER IMPOSING LIEN**

- Dated August 8, 2023
- Recorded in O.R. Book 5811, Page 1937 on August 18, 2023

And the Board, being fully advised in the premises, hereby finds:

➤ **THE ABOVE REFERENCED LIEN HAS BEEN PAID IN FULL.**

THEREFORE, it is hereby ordered that the lien against the property, as established in the Order referenced herein, is hereby released.

IN WITNESS WHEREOF, this Order Releasing Lien has been duly signed and executed by the Lienor, this _____ day of _____, 2025.

**CITY OF ST. AUGUSTINE, FLORIDA,
a municipal corporation**

ATTEST:

By: _____
Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk

(S E A L)

.....

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, **NANCY SIKES-KLINE**, by means of [] physical presence or [] online notarization, who is personally known to me, who is the person who executed the foregoing instrument and who acknowledged before me that she executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____, 2025.

Notary Public, State of Florida

(S E A L)

BEFORE THE
CODE ENFORCEMENT,
ADJUSTMENTS & APPEALS BOARD
OF THE
CITY OF ST. AUGUSTINE, FLORIDA

**ORDER
IMPOSING LIEN
CEAAB CASE NO. 2023-0290**

IN THE MATTER OF:

**Holistic Investments LLC
C/O Brian Scrone
14 Fancher Court
St. Augustine, FL 32080
(Hereinafter referred to as Respondent)**

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

City Code, Chapter 25, Section 25-56- Removal of a tree without permit.

ORDER

THIS MATTER originally came before the Board for public hearing on **August 8, 2023**, after due notice to the Respondent(s), at which time the Board heard testimony under oath and received evidence. The Board issued findings of fact, conclusions of laws, and an oral order reduced to writing and furnished to the Respondent(s) to take corrective action by a time certain, as more specifically set forth in that order. On **June 13, 2023** the Board issued an **"Order Imposing Fine"** which allowed the Respondent **thirty (30)** days to correct the violation by **replacing the tree removed and paying the \$2,500 fine.**

Based on the evidence and testimony presented at the **August 8, 2023** hearing, the Board finds that the required corrective action **has not** been taken as ordered which constitutes non-compliance with the City Code, Chapter 25, Section 25-56.

The Board's previous order set forth a compliance date of **July 13, 2023**, and a fine of \$2,500. The Board acknowledged that as of July 13, 2023 the fine had not been paid. On **August 8, 2023**, the Board ordered the fine would be imposed in the form of a lien.

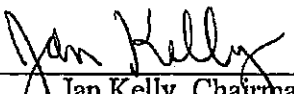
IT IS HEREBY ORDERED that the above described fine in the amount of \$2,500 is hereby pending against the Respondent(s) for the violation that existed upon the following described property, situated in St. Augustine, Florida, to wit:

Violation Site: 14 Fancher Court, St. Augustine, FL 32080
Legal Description: 8-9 HIGHLAND MANOR LOT 14 OR5640/812
Parcel Number: 160680 0000

Public Records of St. Johns County, FL
Clerk number: 2023065774
BK: 5811 PG: 1937
8/18/2023 2:17 PM
Recording \$18.50

THIS ORDER SHALL BE RECORDED IN THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY FORTHWITH AND SHALL CONSTITUTE A LIEN AGAINST THE ABOVE DESCRIBED PROPERTY, AND UPON ANY OTHER REAL OR PERSONAL PROPERTY OWNED BY THE VIOLATOR, PURSUANT TO SECTIONS 162.08 AND 162.09, FLORIDA STATUTES. FURTHER INFORMATION ON THIS MATTER MAY BE OBTAINED BY CONTACTING THE BUILDING AND CODE ENFORCEMENT DIVISION, P.O. BOX 210, ST. AUGUSTINE, FL 32085-0210, (904) 825-1066.

DONE AND ORDERED THIS 8TH DAY OF AUGUST, 2023. In open session at the Alcazar Room, 75 King Street, St. Augustine, Florida.



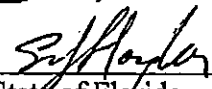
Jan Kelly, Chairman
Code Enforcement, Adjustments & Appeals Board

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Jan Kelly, who is personally known to me who is the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same for the purposes therein expressed.

Witness my hand and official seal, this 14 day of August, A.D., 2023.





Notary Public, State of Florida

You have 30 days in which to appeal this order to the Circuit Court of St. Johns County. The Code Enforcement, Adjustments and Appeals Board, upon notification by the Code Enforcement Inspector that a previous order of the Board has not been complied with by the set time, may order the violator to pay a maximum fine of \$500 for each day the violation continues past the date set for compliance. A certified copy of an order imposing a fine may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists, or upon any other real or personal property owned by the violator; and it may be enforced in the same manner as a court judgment by the Sheriffs of this state, including levy against the personal property, but shall not be deemed to be a court judgment except for the enforcement purposes. After three (3) months from filing of any such liens which remain unpaid, the Code Enforcement, Adjustments and Appeals Board may authorize the local governing body attorney to foreclose on the lien.

CITY OF ST. AUGUSTINE, FLORIDA

M E M O R A N D U M

TO: David Birchim
City Manager

DATE: March 12, 2025

RE: Expenditure from Federal Confiscation Funds

This is a request for an expenditure of \$13,712.50 from the Federal Confiscation fund. These funds will be used to purchase the following:

- Coil Vending Machine

This investment will streamline managing and distributing essential consumable supplies while improving accountability and efficiency, all while utilizing funds from assets seized through legal means.

If you concur, please place this matter on the next available consent agenda for the consideration and approval of the City Commission.

Thank you for your consideration in this matter.



Jennifer Michaux
Chief of Police

cc: D. Galambos, City Clerk
M. Triantafyllidis

**VendNovation, LLC**

15335 NE 95th Street
Redmond Washington 98052 U.S.A

Email: billing@vendnovation.com
Voice: 425-454-3264 x123
Fax: 425-637-8655

Quote

Quote 2020-# 2024-000673

Bill To

St. Augustine Police Department

Attn:

Estimate Date : Nov 13, 2024

Ship To

Reference# : Station Vending and
Locker for St.
AugustinePD

#	Item & Description	Qty	Rate	Amount
1	Coil Vending Machine SKU : VN-HELIX VendNovation Helix Vending Machine	1.00 -	6,562.50	6,562.50
2	12 Door Configurable Locker Assembly - SD SKU : LKR12C - SD	1.00 ea.	3,500.00	3,500.00
3	EMS-12m - 1 Year Software License SKU : EMS-12m Yearly reporting/monitoring/training/support for EMS dispenser	1.00 1 Year	1,600.00	1,600.00
4	Shipping Estimate SKU : ship est. Shipping estimate only. Actual shipping charges are invoiced upon order approval and shipping date	1.00 Box	850.00	850.00
5	Installation and Training SKU : SER Installation and Training	1.00 ea	1,200.00	1,200.00
			Sub Total	13,712.50
			Total	\$13,712.50

Notes

If you are tax exempt please forward your exempt certificate

Please email
SOPurchasing if you
have any problems
or concerns with
Vending or Locker.
Thank you.

Scan employee ID
Press # to enter ID
SEAGA



PLEASE SCAN ID BADGE HERE



A vending machine with 69 numbered slots, organized into five rows. The slots contain various items:

- Row 1 (Slots 10-19): 10. Small notepad, 11. Small notepad, 12. Small notepad, 13. Large gloves, 15. Blotting paper, 17. Small notepad, 18. Small notepad, 19. Small notepad.
- Row 2 (Slots 20-29): 20. Small notepad, 22. Small notepad, 24. Small notepad, 26. Small notepad, 27. Small notepad, 29. Small notepad.
- Row 3 (Slots 30-39): 30. Small notepad, 32. Small notepad, 33. Small notepad, 34. Small notepad, 35. Small notepad, 37. Small notepad, 38. Small notepad, 39. Small notepad.
- Row 4 (Slots 40-49): 40. Small notepad, 41. Small notepad, 43. Small notepad, 45. Small notepad, 47. Small notepad, 49. Small notepad.
- Row 5 (Slots 50-59): 50. Small notepad, 51. Small notepad, 52. Small notepad, 53. Small notepad, 54. Small notepad, 55. Small notepad, 56. Small notepad, 57. Small notepad, 58. Small notepad, 59. Small notepad.
- Row 6 (Slots 60-69): 60. Small notepad, 61. Small notepad, 62. Small notepad, 63. Small notepad, 64. Small notepad, 65. Small notepad, 66. Small notepad, 67. Small notepad, 68. Small notepad, 69. Small notepad.