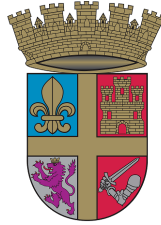


AMENDED



CITY OF
ST. AUGUSTINE
EST. 1565

CITY OF ST. AUGUSTINE PLANNING AND ZONING BOARD
PZB Meeting - September 2, 2025
TUESDAY, SEPTEMBER 2, 2025 - 1:00 PM
ALCAZAR ROOM

1. Roll Call
2. General Public Comments for Items Not on the Agenda
3. Approval of Minutes
 - a) August 5, 2025, Regular Meeting Minutes
4. Modification and Approval of Agenda
5. Variance
 - a) PZB2025-0064 Michael Mounir - Applicant & Owner
[119 Gaillardia Loop](#)
To approve a variance request to the front and side yard setback requirements.
6. Variance and Conservation Overlay Zone Development
 - a) PZB2025-0063 Merrill Bryan - Applicant
212 Spring Land Trust - Owner
[212 Spring St](#)
To approve a variance request to the side yard setback requirement and the removal of significant trees within Conservation Overlay Zone 3.
7. Use by Exception
 - a) PZB2025-0049 James G. Whitehouse, Esq. - Applicant
Richard Dettra / Dettra Living Trust - Owner
[120 La Quinta Pl](#)
To approve a Use by Exception for an off-site parking facility within 400 feet of a commercial use at 115 La Quinta Pl.
**Continued from the
August 5, 2025
Regular Meeting**
 - b) PZB2025-0062 David Heekin - Applicant & Owner
[8 Vedder St](#)
To approve a Use by Exception for off-site parking spaces within private parking facility.

8. Use by Exception, Variance, and Conservation Overlay Zone Development

a) PZB2025-0053

Christina Evans – Applicant
c/o Matthews | DCCM
Sisters of St. Joseph – Owner
[241 St. George St](#)

To approve a use by exception for a proposed expansion of an existing church use, variances to lot coverage and building height, and the removal of significant trees within Conservation Overlay Zone 3.

9. Rezoning

a) ~~PZB2025-0068~~

~~Administratively
Continued to the
October 7, 2025
Regular Meeting~~

~~Amy Skinner – Applicant
c/o City of St. Augustine – Property Manager
THTE – Owner
[SR 312 / PID #162210-0016](#)
[SR 312 / PID #162210-0017](#)
[SR 312 / PID #162210-0020](#)~~

~~To recommend a rezoning of approximately 54.67 upland acres to be rezoned from Residential General Office A (RGO-A) to Government Use (GU).~~

10. Land Use Plan Amendment & Rezoning

a) PZB2025-0066

Amy Skinner - Applicant
c/o City of St. Augustine
City of St. Augustine - Owner
[Adams St / PID #151090-0000](#)
[Adams St / PID #151120-0000](#)
[Adams St / PID #151130-0000](#)

To recommend a future land use plan map amendment to change the future land use of approximately 0.75 upland acres from Residential Low Density to Recreation and Open Space and a compatible rezoning from Residential Single Family-Two (RS-2) to Government Use (GU).

To recommend a future land use plan map amendment to change the future land use of approximately 3.80 waterward acres from Residential Low Density to Open Land (Conservation) and a compatible rezoning from Residential Single Family-Two (RS-2) to Open Land (OL).

b) PZB2025-0067

Amy Skinner - Applicant
c/o City of St. Augustine
City of St. Augustine - Owner
[SR 312 / PID #162210-0019](#)

To recommend a future land use plan map amendment to change the future land use of approximately 2.12 upland acres from Residential Medium Density/Mixed Use to Recreation and Open Space and a compatible rezoning from Residential General Office A (RGO-A) to Government Use (GU).

11. Other Business

- a) Staff presentation of findings related to the Evaluation and Appraisal report.

12. Adjournment

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

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

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



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
September 2, 2025	6.a.	PZB2025-0064
Request	Address	Parcel ID
Variance	119 Gaillardia Loop	158571-2060

Site & Background Information

Applicant & Owner: Michael Mounir

Property Class:
(St. Johns County
Property Appraiser) 0100 – Single Family

**Future Land Use
Designation:** [Residential Low Density](#)

Zoning Designation: [Residential Single-Family-Two \(RS-2\)](#)

Acreage: 0.26

Neighborhood: South Davis Shores

Archaeological Zone: N/A

Request Summary

This application is for a **VARIANCE** request to reduce the minimum front yard setback along the alley from fifteen (15) feet to five (5) feet and reduce the side yard setback from ten (10) feet to five (5) feet. The approval of this request would allow for construction of a screen enclosure over a recently installed pool.

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](#)]

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.

Yard, front, means a required yard extending between side lot lines across the front of a lot adjoining a public or private street. **In the case of through lots, unless the prevailing front yard pattern on adjoining lots indicates otherwise, front yards shall be provided on all frontages. Where one (1) of the front yards that would normally be required on a through lot is not in keeping with the prevailing yard pattern, the building inspector may waive the requirement for the normal front yard and substitute therefore a special yard requirement, which shall not exceed the average of the yards provided on adjacent lots.** In the case of corner lots, a front yard of the required depth shall be provided on one (1) frontage and a front yard half the required depth shall be provided on the other. Depth of a required front yard shall be measured at right angles to a straight line joining the foremost points of the side lot lines. The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the side and front lot lines would have met without such roundings. Front and rear yard lines shall be parallel. Where lots in residential districts comprising forty (40) percent or more of the frontage on one (1) side of a street between intersecting streets are developed with structures having an average front yard with a variation of not more than six (6) feet, no building thereafter erected shall project beyond the average line so established. This provision applies in all residential districts.

Yard, required, means the open space between a lot line and the buildable area within which no structure shall be located except as provided in this chapter.

	RS-2 Requirements	Proposed Site Conditions
Front Yard Gaillardia Loop	15- feet	N/A
Front Yard Paul's Alley	15 - feet	Five (5) feet
Side yard (north)	10 - feet	Five (5) feet
Side yard (south)	10 - feet	N/A
Pool setback*	5 - feet (from water's edge)	6-10 feet

* The pool may be located no nearer than five (5) feet from any property line. ([Sec. 28-348 \(4\)\(d.\)](#)).

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
The applicant is requesting to reduce the front yard (15-feet) and side yard (10-feet) setbacks to five (5) feet to accommodate the screen enclosure. The applicant identifies the hardship as the pool location with a lesser setback of five (5) feet. Based on the existing pool location the pool enclosure could not meet setbacks. Staff also recognize that the house location was shifted to retain cedar trees onsite for a Planning and Zoning Board application to remove significant trees (PZB2022-0085). The shifted house location created less room to accommodate a future pool and screen enclosure.
- b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and
The applicant states that a screen enclosure is needed for privacy for their children.
- c. This disadvantage does not exist because of conditions created by the owner or applicant; and
The current owner did not create the hardship of the home location that created a reduced rear yard. The current location of the single-family home was chosen to retain more cedar trees on site.

- 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.
As the screen enclosure does not expand the footprint of the current single-family development it is likely it will be in harmony with the neighbors.

In summary the pool setback is five (5) feet measured from the waters edge to the property boundary. The screen enclosure, because it is not more than ten feet from the primary structure must meet the primary setbacks of fifteen feet for the front along Paul's Alley and ten feet for the side property line ([Sec. 28-348 \(1\)](#)). Staff find that the applicant does meet the criteria for a variance but request that a condition be placed on the approval that 10 cedar trees be required as consistent with the requirements for Pelican Reef subdivision.

Staff Recommendation

Based on a review of Sec. 28-29 staff finds that the Board may **APPROVE** the variance requests to reduce the minimum secondary front yard setback along the alley from fifteen (15) feet to five (5), reduce the side yard setback from ten (10) feet to five (5) feet at 119 Gaillardia Loop / PID 158571-2060.

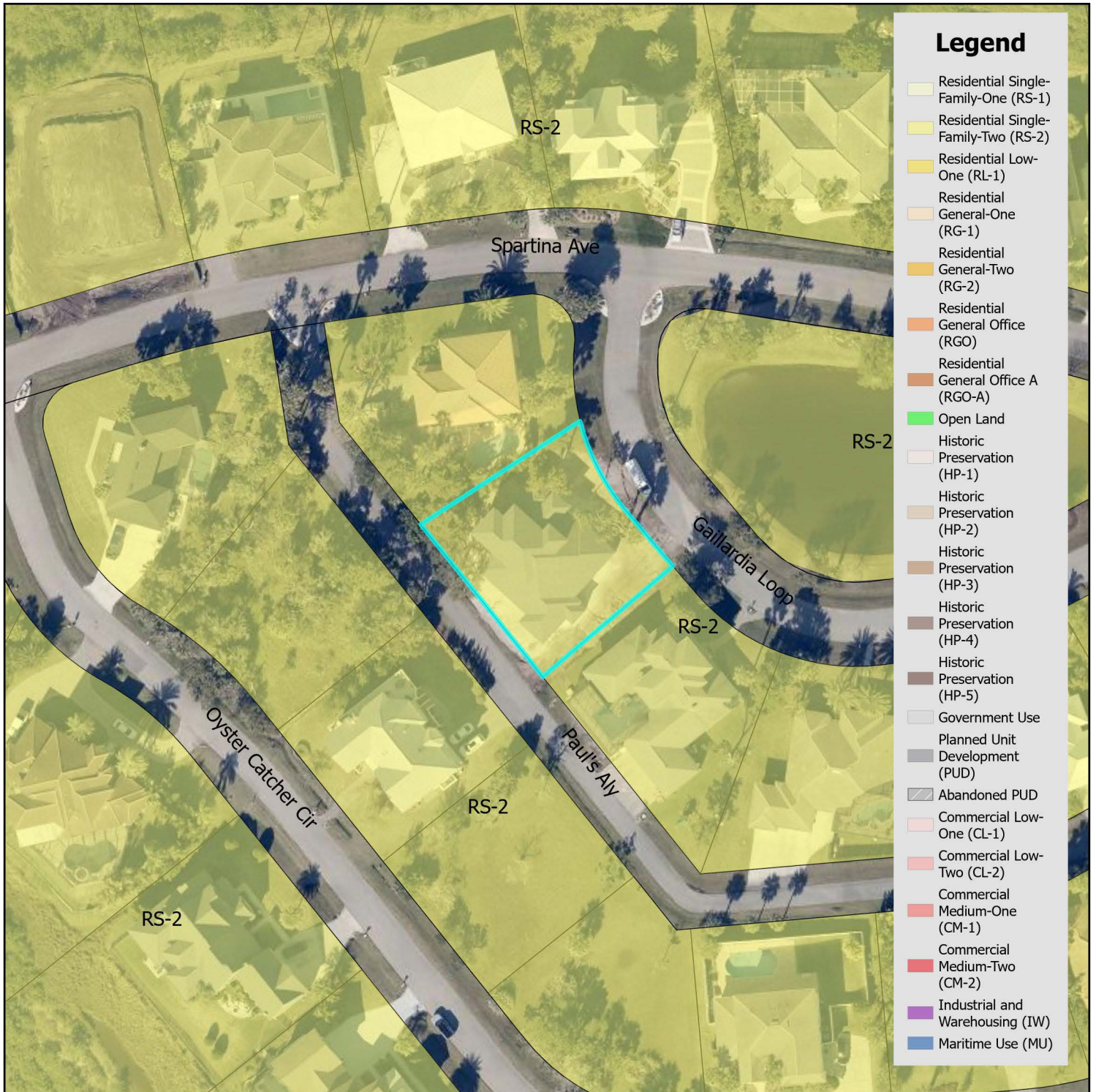
Attachments

1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Approved Site Plan for Pool
5. Supplemental Information

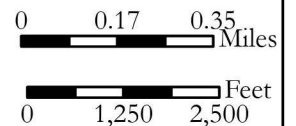
Staff Report prepared by:

Sarah Daugherty
Senior Planner
Planning and Building Department

Attachment 1: Site Maps and Photos



Zoning Map

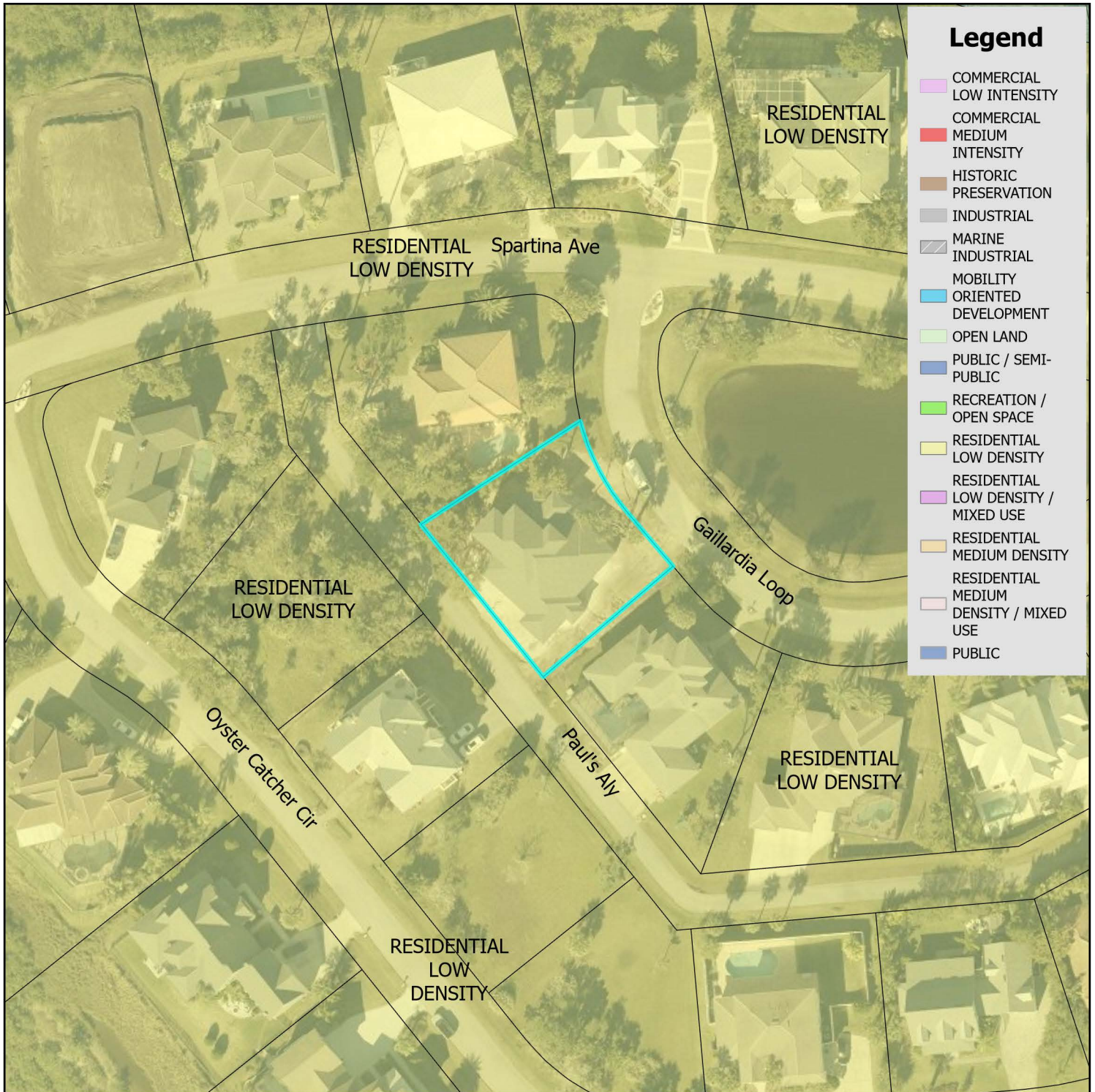


City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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

DISCLAIMER
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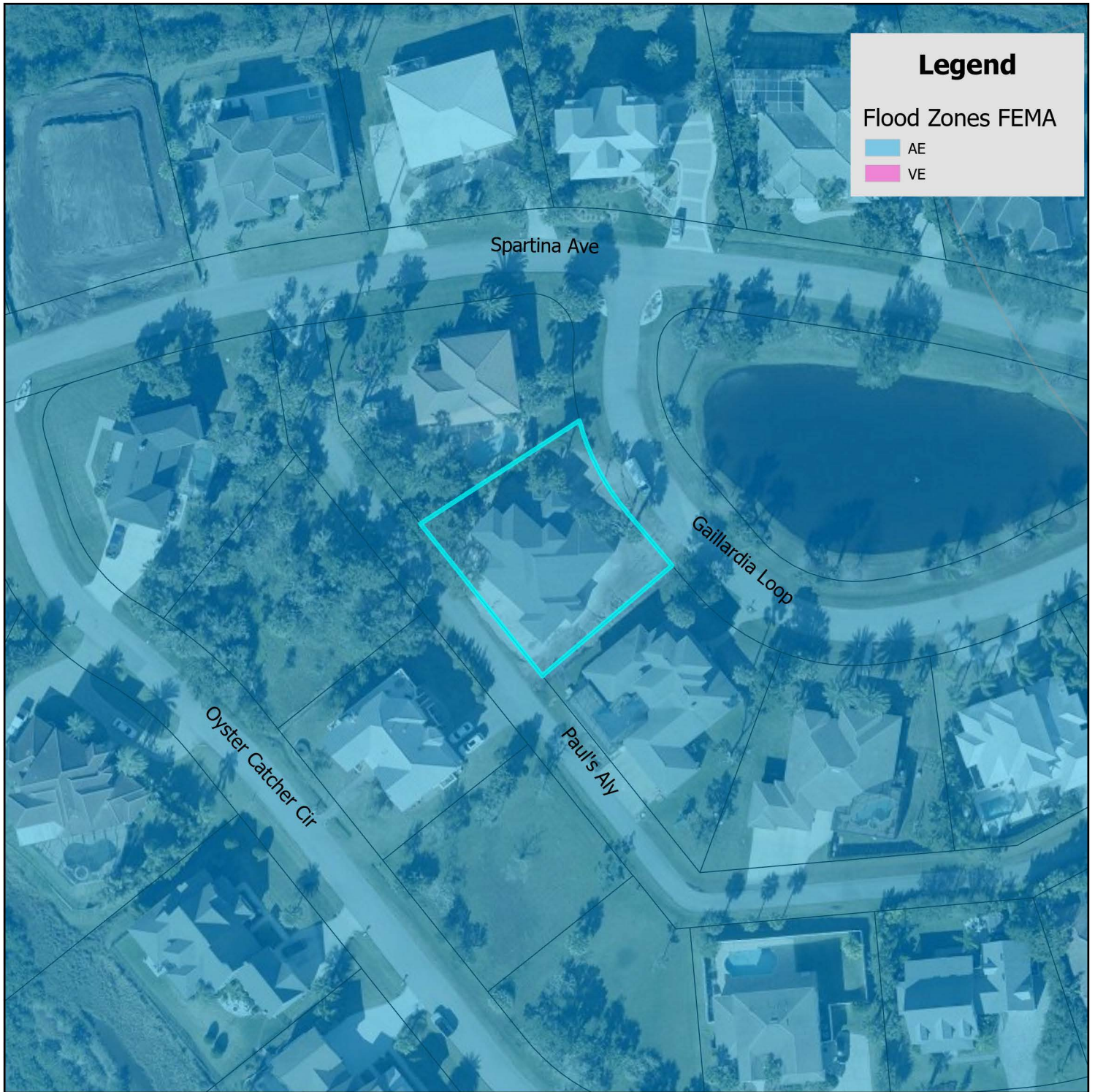
2025



0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



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

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: Michael Mounir Contact Number: 904 377 5896

Business (if applicable): _____

Address: 119 Gaillardia Loop City: Saint Augustine State: FL Zip: 32080

E-Mail Address: _____

2. NAME OF PROPERTY OWNER: Michael Mounir Contact Number: 904 377 5896

Business (if applicable): _____

Address: 119 Gaillardia Loop City: FL State: _____ Zip: 32080

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: 6 Block: 2

Subdivision: Pelican Reef Parcel Number: 1585712060

4. PROJECT STREET ADDRESS: 119 Gaillardia Loop

5. SPECIFIC PROPOSED USE: Screen Enclosure

6. ACTION REQUESTED:

☐ Conservation Zone Development

☐ Appeal of Staff Determination

☐ Exception

☐ Land Use Plan Amendment

☒ Variance

☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: Request to build a screen enclosure over a pool

deck. The pool deck is within the 5 foot setback and the screen enclosure will not exceed the 5 foot setback.

8. JUSTIFICATION FOR ACTION REQUESTED: We were approved for a pool noting
a screen enclosure would be added. A screen enclosure with privacy screen is an
essential component of the project to ensure the privacy of the children.

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: Yes, the pool and deck cannot be moved or modified to accomodate a screen enclosure.

(b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: Yes, the screen enclosure with pivity screens was a part of the overal pool project and is necessary to ensure the privacy of children

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: Yes, the plans were approved noting the precences of a screen enclose. Code enforcement was called during the construction of the pool and we were told that the pool is okay however we cannot build a screen enclosure.

(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, the screen enclosure will not affect other properties in the vacinity especially as it related to flooding.

10. PREVIOUS APPLICATIONS:

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

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

11. AGREEMENT:

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

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

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

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


Signature of Applicant

08.04.25
Date


Signature of Property Owner

08.04.25
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.

Mike Mallin

Print name of applicant

[Signature]

Signature of applicant

08.04.25

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.

Project Address: 119 Gaillardia Loop, St. Augustine FL 32080

Applicant's Name: Mike Morini Applicant's Signature: [Signature]

Owner's Name: Mike Morini Owner's Signature: [Signature]

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

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	1585712060
Location Address	119 GAILLARDIA LOOP SAINT AUGUSTINE 32080-0000
Neighborhood	Pelican Reef (628)
Tax Description*	43/85-90 PELICAN REEF III LOT 6 BLK 2 OR5923/63 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Pelican Reef III
Sec/Twp/Rng	20-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.260
Homestead	N



Owner Information

Owner Name	Mounir Michael Et AL 100% Hornyak Marta 100%
Mailing Address	119 GAILLARDIA LOOP SAINT AUGUSTINE, FL 32080-0000

Map



Valuation Information

Assessed Year	2025
Building Value	\$1,020,467.00
Extra Features Value	\$2,475.00
Total Land Value	\$220,000.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$1,242,942.00
Total Deferred	\$0.00
Assessed Value	\$1,242,942.00
Total Exemptions	
Taxable Value	\$1,242,942.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2024	\$0	\$0	\$200,000	\$0
2023	\$0	\$0	\$155,000	\$0
2022	\$0	\$0	\$140,000	\$0
2021	\$0	\$0	\$120,000	\$0
2020	\$0	\$0	\$120,000	\$0
2019	\$0	\$0	\$110,000	\$0
2018	\$0	\$0	\$90,000	\$0
2017	\$0	\$0	\$90,000	\$0
2016	\$0	\$0	\$80,000	\$0
2015	\$0	\$0	\$75,000	\$0
2014	\$0	\$0	\$55,000	\$0

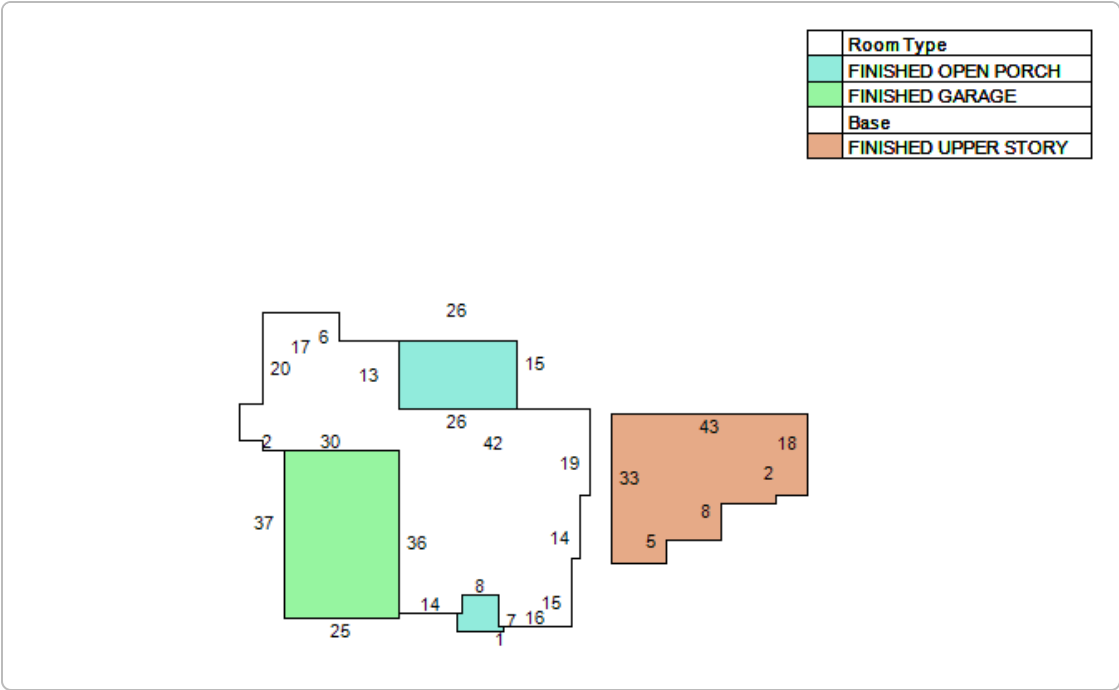
Building Information

Building	1
Building Value	\$1,020,467
Year Built	2024
Actual Area	5174
Conditioned Area	3790
Use	Single Family Residence
Style	01
Exterior Wall	Stucco

Roof Cover	Composite Shingle
Roof Structure	Gable Hip
Interior Flooring	Carpet, Ceramic Tile
Interior Wall	Drywall
Heating Type	Air Duct
Air Conditioning	Central
Bedrooms	4
Baths	5

Description	Square Footage
FINISHED UPPER STORY	1098
BASE AREA	2692
FINISHED GARAGE	925
FINISHED OPEN PORCH	69
FINISHED OPEN PORCH	390
Total SqFt	5174

Sketch Information



Extra Feature Information

Code Description	Status	Value
Summer Kitchen - Average (RES)		2475

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	0	0	1	UT	\$220,000

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
4/1/2024	3/28/2024	\$1,409,600.00	WARRANTY DEED	5923	63	Q	I	B CONSTRUCTION LLC	MOUNIR MICHAEL ET AL
4/1/2024	2/16/2024	\$0.00	CORRECTIVE DEED	5923	55	U	V	HOXHAJ LORENC	B CONSTRUCTION LLC
12/11/2023	8/12/2023	\$0.00	QUIT CLAIM DEED	5869	1326	U	V	HOXHAJ LORENC	B CONSTRUCTION LLC
2/23/2021	2/23/2021	\$149,000.00	WARRANTY DEED	5187	775	Q	V	VITA DOMINICK C,JANET C	HOXHAJ LORENC
7/19/2016	7/6/2016	\$110,000.00	WARRANTY DEED	4226	149	Q	V	KRALL JOSEPH P,MARIE	VITA DOMINICK C,JANET C
	4/9/2003	\$79,000.00	WARRANTY DEED	1934	1586	Q	V	THOMPSON BROS REALTY INC & THOMPSON PIERRE D	KRALL JOSEPH P & MARIE

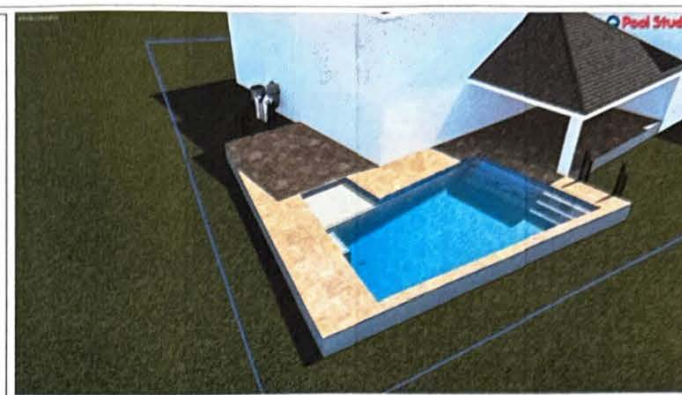
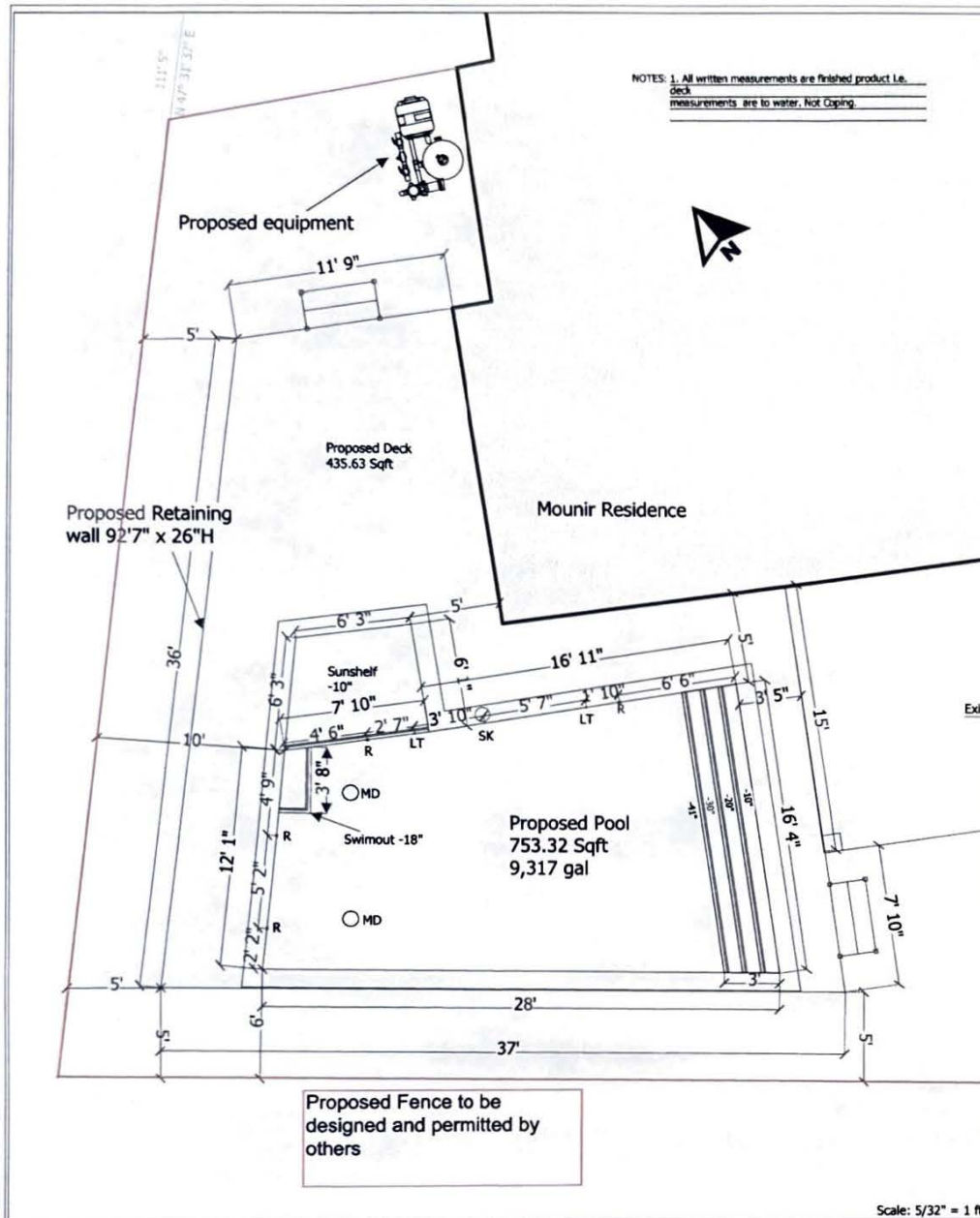
No data available for the following modules: Exemption Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 8/27/2025, 7:59:45 AM

Contact Us

Developed by
 **SCHNEIDER**
GEOSPATIAL

Attachment 4:
Approved Site Plan for Pool



Pool Finish

QuartzScapes Regular Series: Ivory

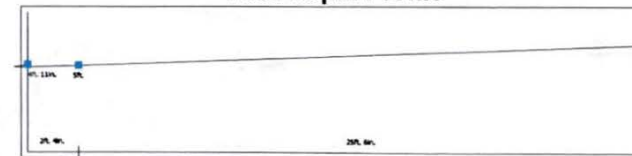
"Screen enclosure to be permitted by others"

Digitally signed by MICHAEL THOMPSON
Reason: This item has been signed & sealed by Michael A. Thompson on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.
Date: 2025.02.21 11:57:55 -05'00'



APPROVED
These plans have been reviewed for compliance with the City of St. Augustine Land Use & Development Codes. Any deviation from these plans or specifications related to the above codes must be reviewed and approved in advance in writing by the Planning & Building Department.
An approved set of these plans must be kept on the job site at all times.
Victoria Murphy 04/17/2025

Pool Depth Profile



BRYAN THE BUILDER HOMES & POOLS

Project Name: 119 Gaillardia Pool
Client Name: Michael Mounir
Client Email: fca3043@yahoo.com
Client Phone: 904-377-5895
Address: 119 Gaillardia Loop
City: Saint Augustine
State/Province: FL
Zip/Postal Code: 32080
Designer Name: Nicholas Freier

Notes: Regular vehicles are to enter through the entrance on the right using code 1179. Large trucks must enter through the exit using code 1181. No allowed on Paul's alley.

Pool Specs

Perimeter: 92' Area: 753.32 Sqft
Envelope: 26' x 19.2'
Depth: 3'-5" RTNS: (3) 3/4" eye ball
Drains: (2) 10" Round Lights: 2
Skim: (1) 2" Skp Port P.C.: (1) Line with Vac Lock
Dig Type Volume: 9,317 gal
Spillover Length(s): N/A
Coping Material: Travertine
Interior Finish: QuartzScapes Regular Series: Ivory
Notes: Pool barriers are screen pool alarm
-Sill Fence (erosion control) will be used on site to

Tile Specs

Raised Beams:

Pool Tile Material:

Deck Specs

Perimeter: 140' 8" Area: 435.63 Sqft
Coping Area: 96.05 Sqft
Coping Material: Travertine

Equipment

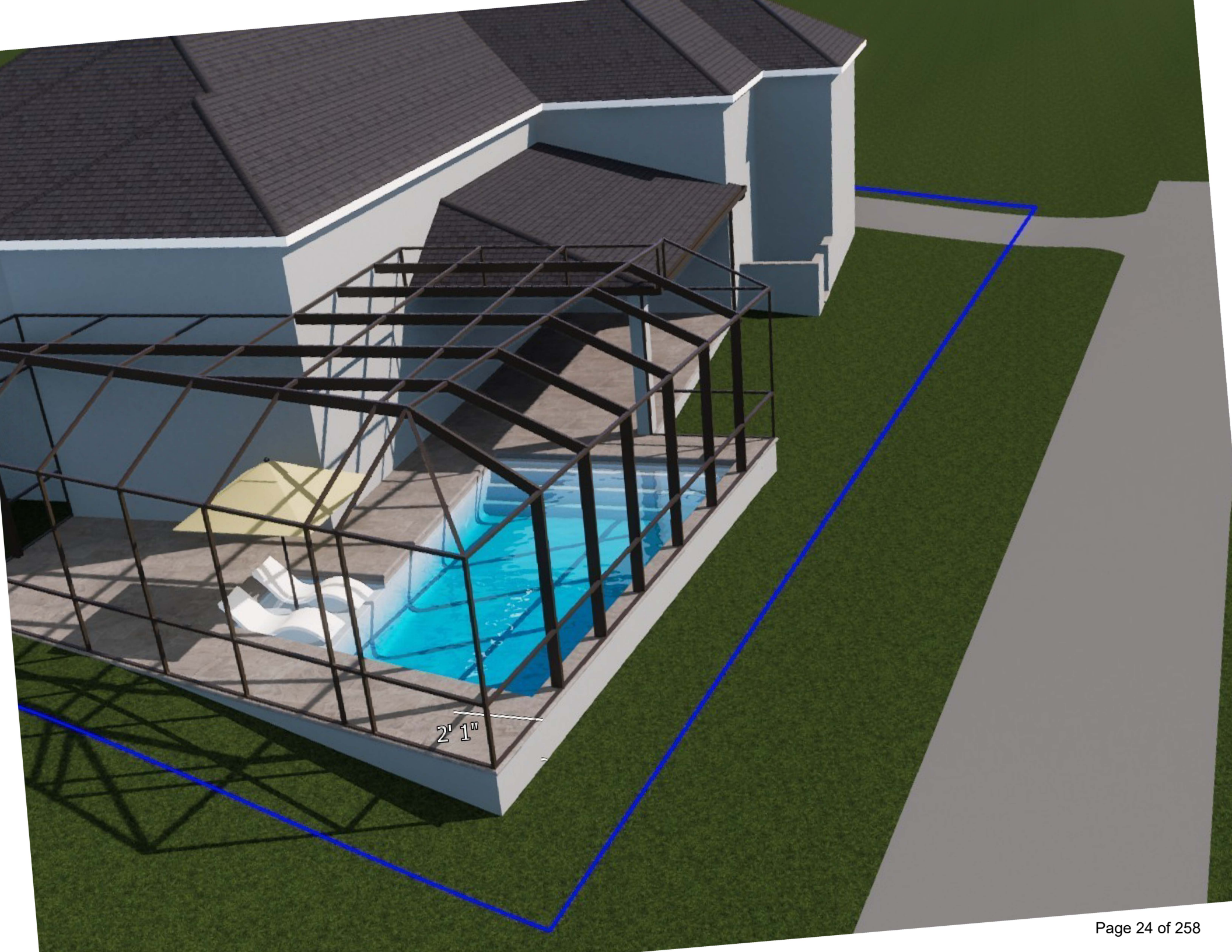
Circ Pump: Hayward Tristar VS 900 1.85hp
Filter: Hayward C200S Cartridge
Heater: C-SPA Electric 5.5 KW 240V
Equipment Pad: (1) 24x36 (1) 36x36
Pool Light: (2) Hayward mini Color LED
Other: (1) 25k Aquarite Sill System

Approval

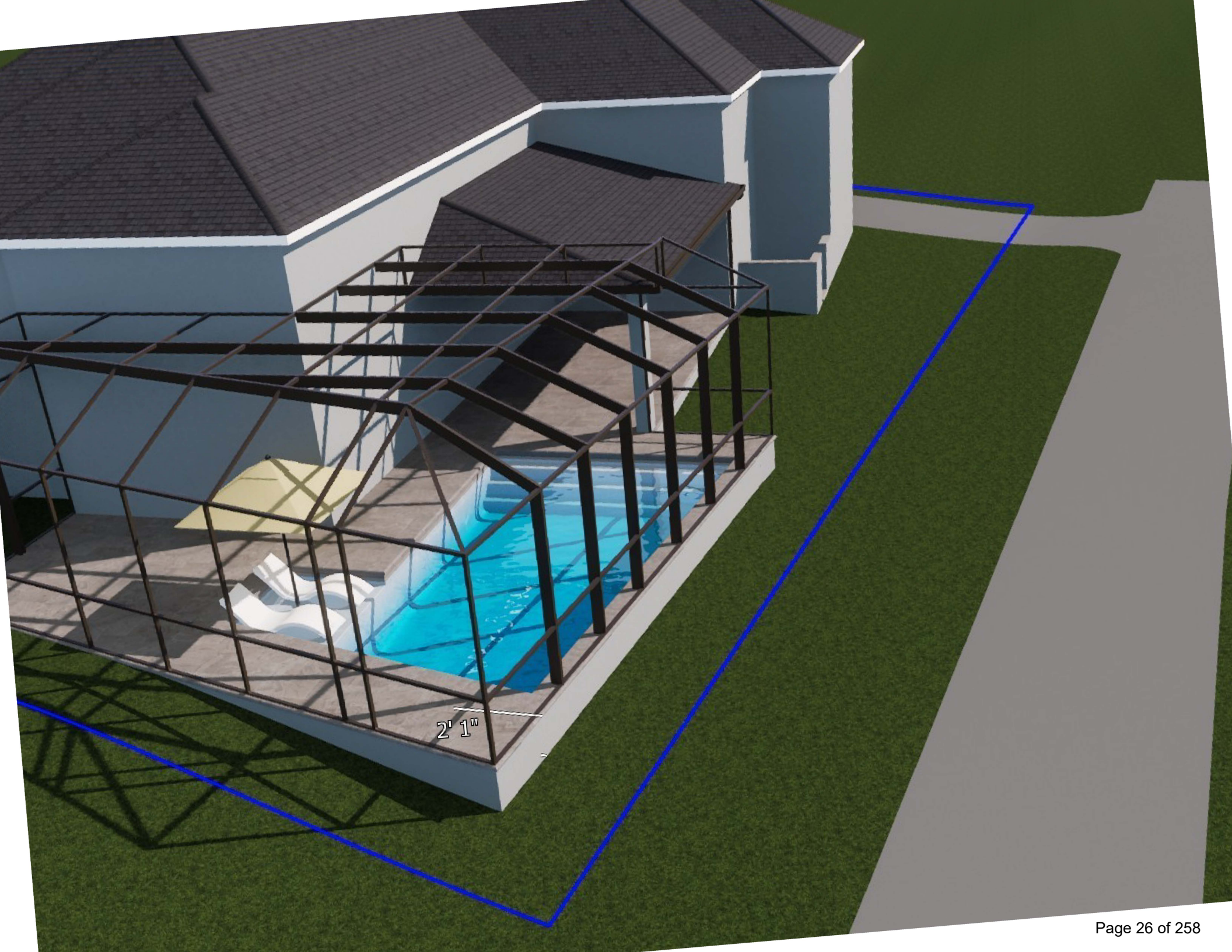
I/we (the undersigned) have reviewed this plan and approve it as correct within reasonable tolerance. I/we understand that any changes made to a shape or to a location may delay the project and/or result in additional cost.

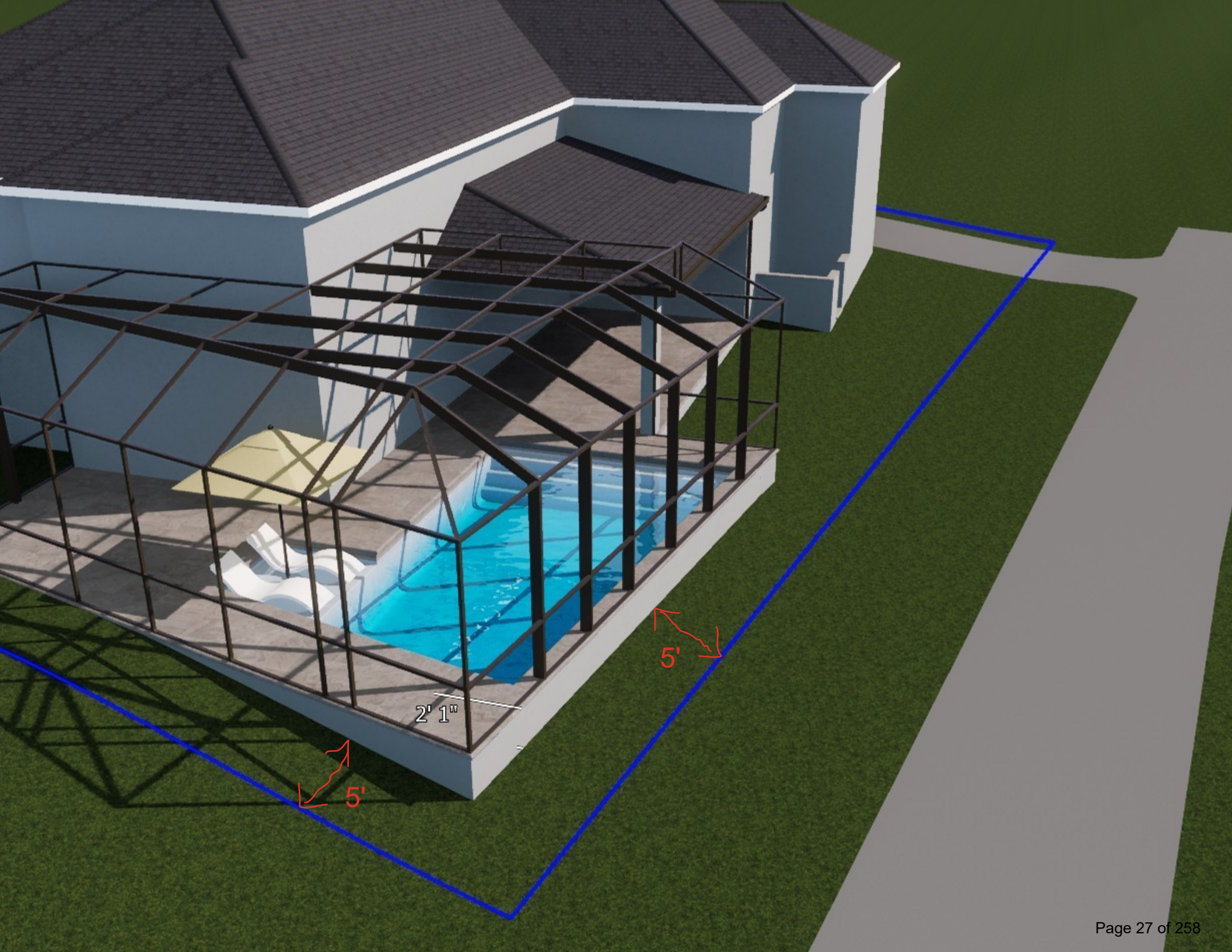
X

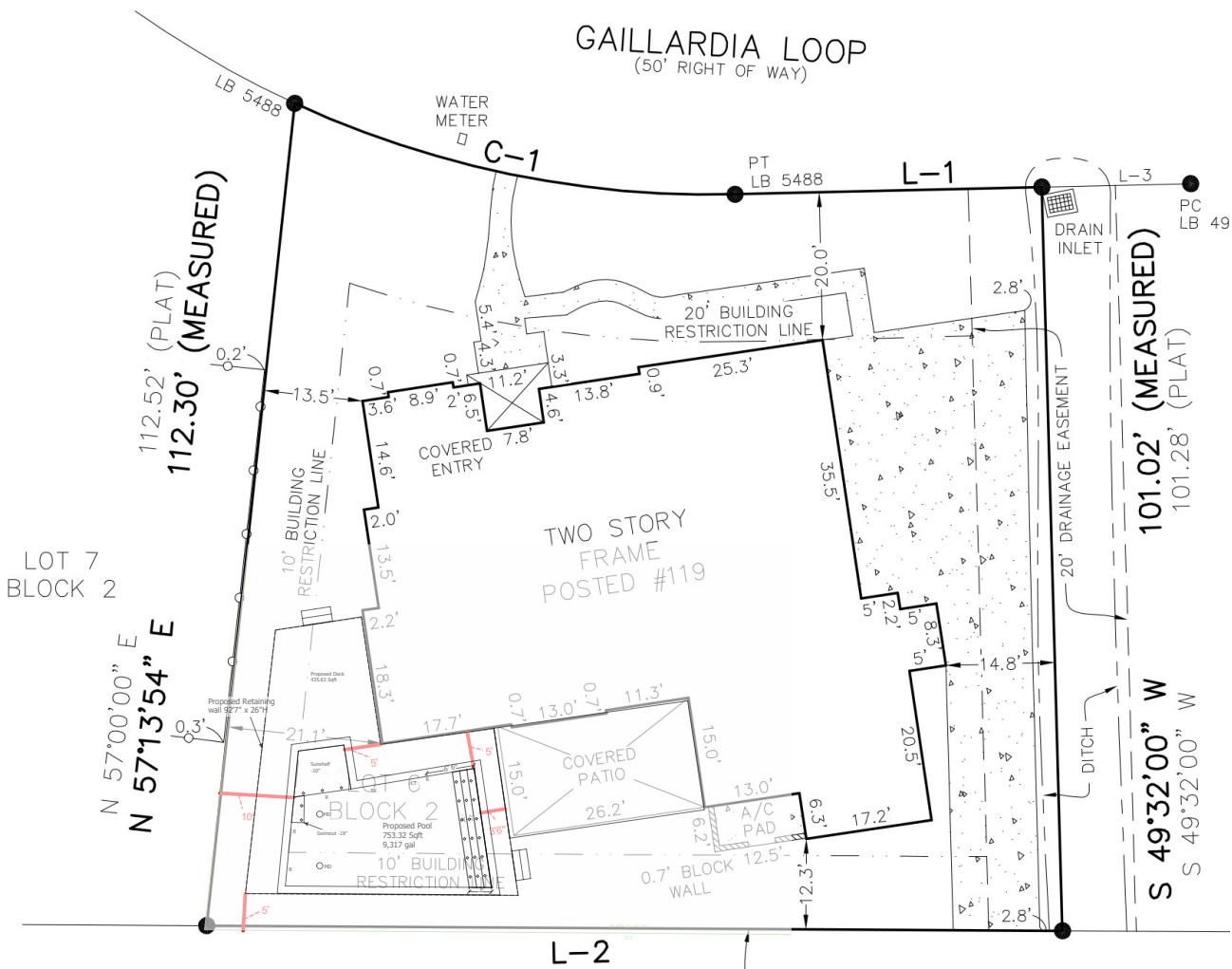
Attachment 5: Supplemental Information











All measurements are to waters edge

Scale: 1/16" = 1 ft

LEGEND:

- X — = FENCE
- = CONCRETE
- = SET 1/2" REBAR STAMPED PSM#6146
- = FOUND 1/2" IRON PIPE NO IDENTIFICATION (UNLESS OTHERWISE NOTED)
- = 4"x4" CONCRETE MONUMENT
- A/C = AIR CONDITIONER

PC = POINT OF CURVATURE
PT = POINT OF TANGENCY

PRC = POINT OF REVERSE CURV
PCC = POINT OF COMPOUND CL

NOTES:

- BEARINGS ARE BASED ON THE PLAT BEARING OF S 49°32'00" W ALONG THE SOUTHEASTERLY BOUNDARY LINE OF SUBJECT PARCEL.
- BY GRAPHIC PLOTTING ONLY THE CAPTIONED LANDS LIE WITHIN FLOOD ZONE "AE", AS SHOWN ON THE NATIONAL FLOOD INSURANCE MAP DATED DECEMBER 7, 2010, COMMUNITY NUMBER 405147, PANEL 0318.



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
September 2, 2025	6.a.	PZB2025-0063
Request	Address	Parcel ID
Variance and Conservation Overlay Zone Development	212 Spring Street	109700-0000

Site & Background Information

Applicant:	Merrill Bryan
Owner:	212 Spring Land Trust
Property Class: (St. Johns County Property Appraiser)	0100 – Single Family
Future Land Use Designation:	Residential Low Density
Zoning Designation:	Residential Single-Family-Two (RS-2)
Acreage:	0.24
Neighborhood:	Ravenswood
Archaeological Zone:	N/A

Request Summary

This application is for a **VARIANCE** request to reduce the minimum side yard setback along the southern property line from fifteen (10) feet to four (4) feet. The approval of this request would allow for a change of use from an accessory structure to a guest house.

The Conservation Overlay Zone development request to remove significant trees within COZ 3 has been withdrawn. Due to the proximity of the trees to the house causing detrimental damage to the foundation and structure, a tree removal permit has been administratively approved.

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](#)]

Guest house means an attached or detached structure intended to be used by a guest for sleeping and sanitation purposes but not for cooking. A guest house is not a dwelling unit and is a maximum of five hundred (500) total square feet of gross floor area.

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.

Yard, required, means the open space between a lot line and the buildable area within which no structure shall be located except as provided in this chapter.

Yard, side, means a yard extending from the rear line of the required front yard to the rear lot line, or in the absence of any clearly defined rear lot line, to the point on the side lot line involved which is farthest from the intersection of such line with the public street. In the case of through lots, side yards shall extend from the rear lines of front yards required. In the case of corner lots, yards remaining after front yards have established on both frontages shall be considered side yards. Width of a required side yard shall be measured in such a manner that the yard established is a strip of the minimum width required by district regulations with its inner edge parallel with the side lot line.

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
The applicant is requesting to convert a detached garage into a guest house. The applicant identifies the hardship as the garage location. The applicant states the garage was built in 1966 before the effective date of the zoning code. The garage cannot be converted into a guest house which requires a ten (10) foot side yard setback without a variance.
- b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and
The applicant states that a guest house would be used to accommodate extended family.
- c. This disadvantage does not exist because of conditions created by the owner or applicant; and
The current owner did not create the hardship of the home location as the existing structure was built in 1966.
- 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 this variance request 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 find that the applicant does meet the criteria for a variance.

Staff Recommendation

Based on a review of Sec. 28-29 staff finds that the Board may **APPROVE** the variance requests to reduce the minimum side yard setback from ten (10) feet to four (4) feet at 212 Spring St / PID 109700-0000.

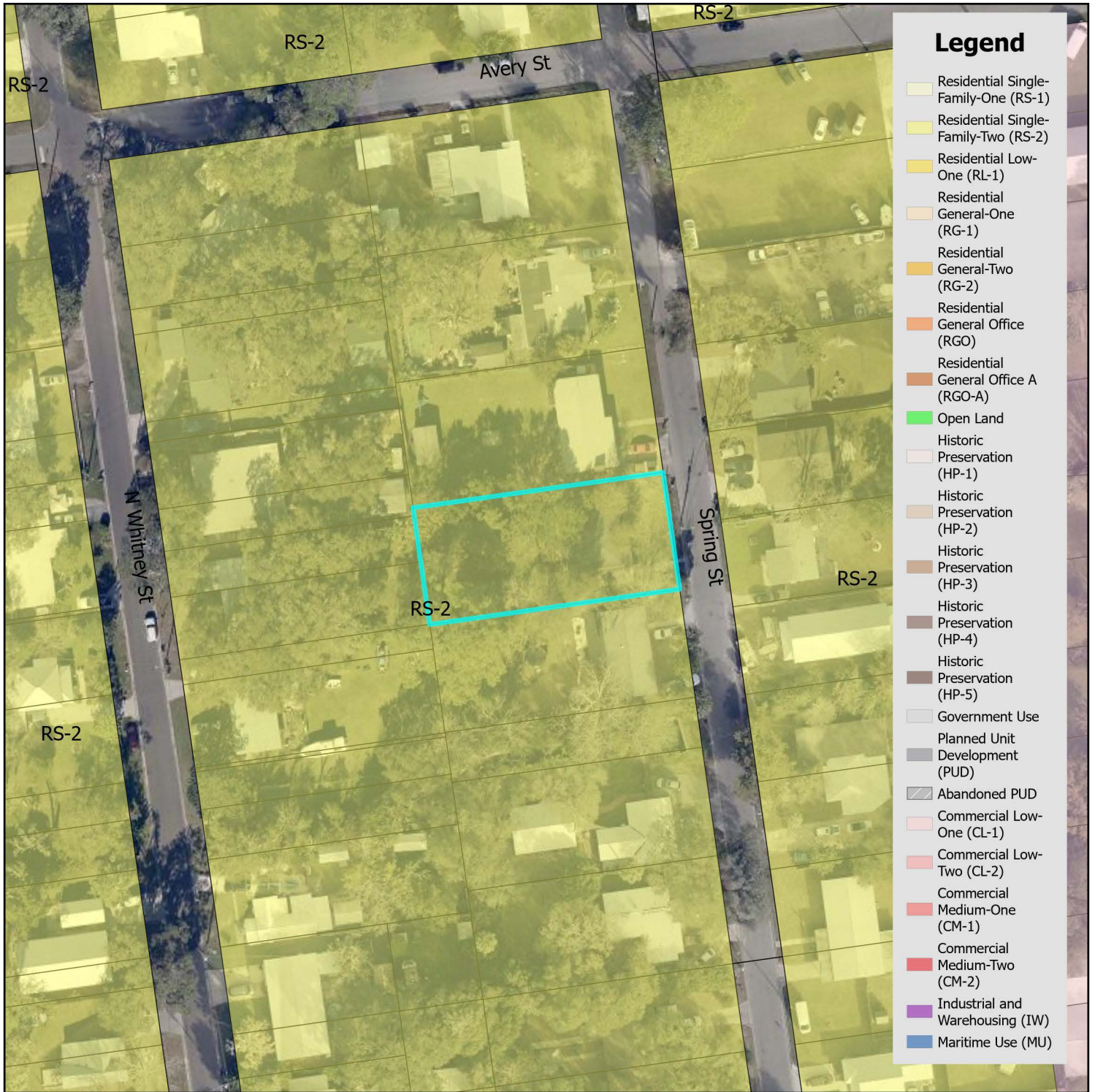
Attachments

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

Staff Report prepared by:

Sarah Daugherty
Senior Planner
Planning and Building Department

Attachment 1: Site Maps and Photos



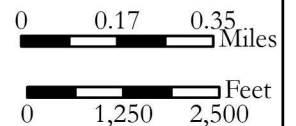
Zoning Map



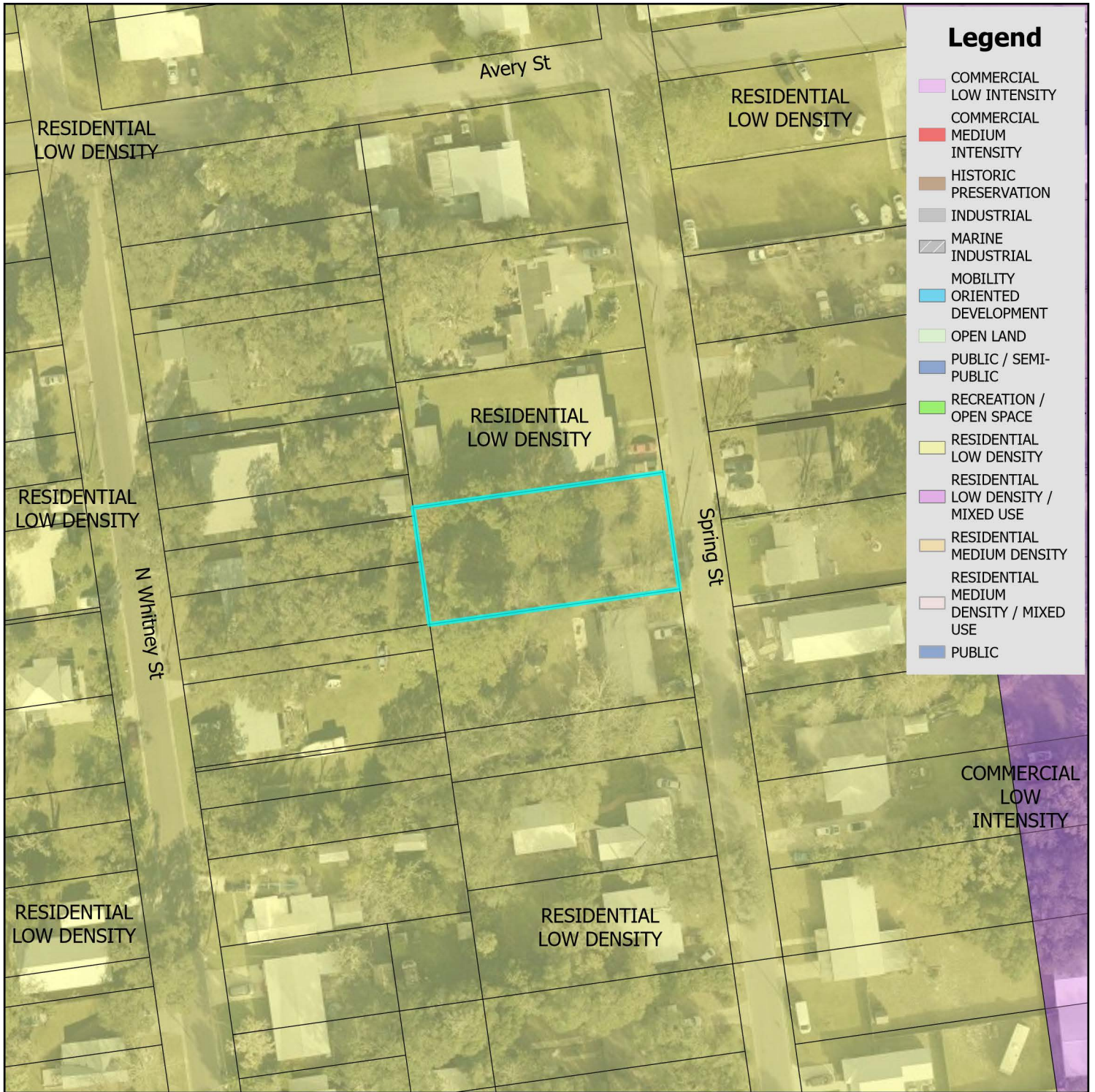
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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



Legend

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



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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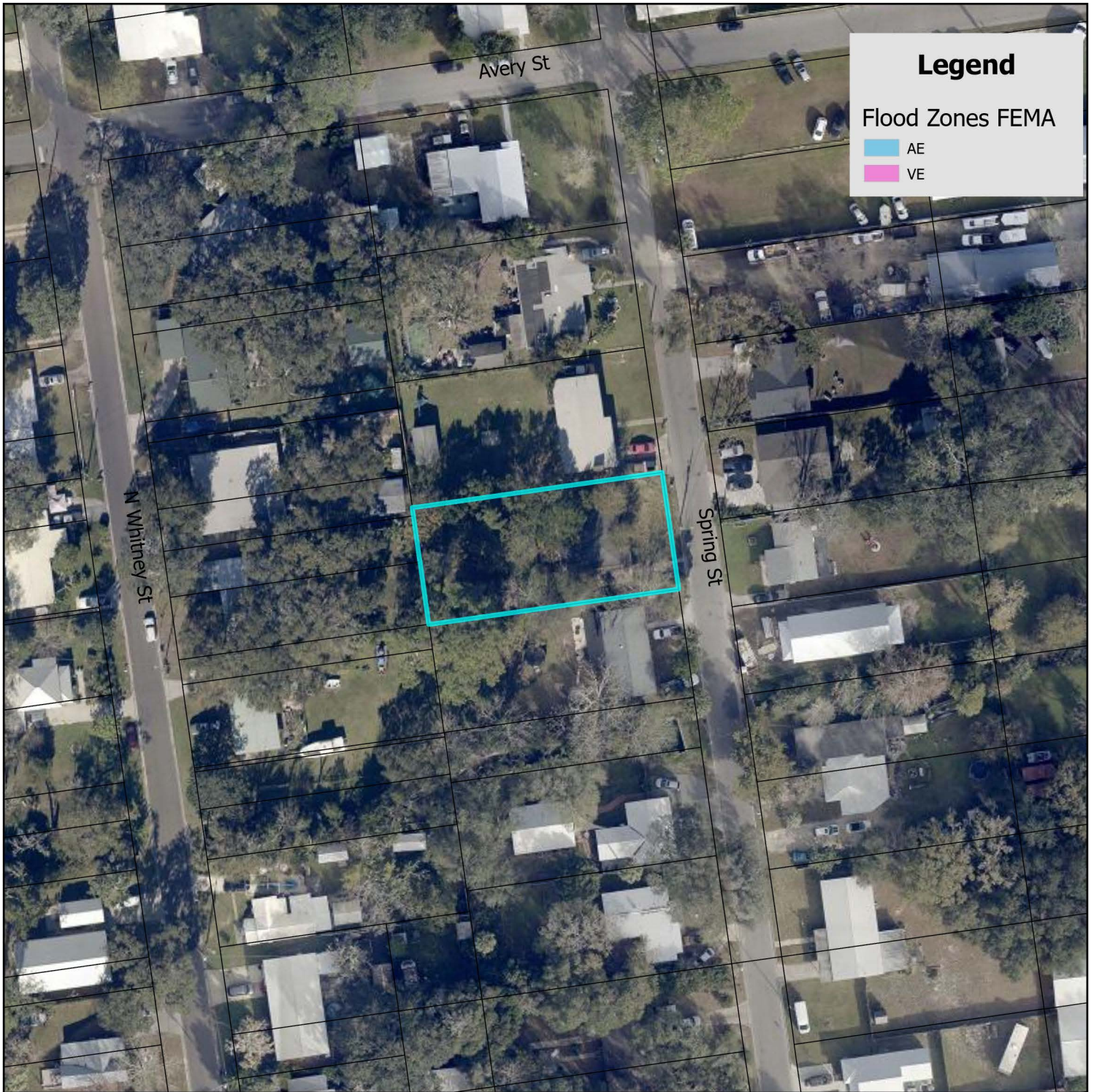
2025



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



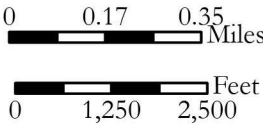
FEMA Flood Zone Map



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

DISCLAIMER
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2025



Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

Attachment 2: Application

Attention

The Planning and Building Department prides itself on customer service, and helping applicants achieve their goals within the parameters of the zoning code.

There are circumstances where applicants must go to a public hearing before the Planning and Zoning Board (PZB). There are legal requirements that need to be met to have a hearing before the PZB.

Due to the volume of applications and the increasingly complicated nature of applications the following policies and zoning code stipulations will be enforced:

- All applications must be received by the required deadline established for a specified meeting;
- All applications must be signed by the applicant and property owner, especially if different;
- All applications must be filled out as necessary based on the nature of the application and/or appropriate explanations or narratives describing the requested action must be attached; and,
- All applications must be accompanied by a site plan at an appropriate scale with measurements and level of detail that allows staff to review the application to determine and confirm any and all issues requiring review by the PZB, including an 11 x 17 inch copy of the proposed plan, and any necessary reports, surveys, plans and documents to accompany an application as appropriate.

Application submittals will be evaluated for completeness. Applications will not be scheduled for a PZB Public Hearing until they are "substantially complete" per Section 28-31 of the Zoning Code.

Complying with these submittal requirements will ultimately expedite applications and make the public hearing process more beneficial to all involved. Thank you for your cooperation.

Conservation Overlay Zone Developments:

- Dock applications for **Conservation Overlay Zone 1** require complete submittal packages that include:
 - a. Survey locations of the proposed docks or modifications to existing docks;
 - b. Plans of the proposed dock or dock modifications;
 - c. Bathometric surveys showing water depths at mean high tide and mean low tide, relationship of the proposed dock to water features, marsh, bank lines, creeks, navigable channels, other site specific issues;
 - d. Aerials of existing conditions, and showing proposed docks and/or water features;
 - e. Details of any railings, features, lighting, dock boxes, fish stations, boat lifts or other items that potentially impact scenic vistas; and,
 - f. Explanation of the impacts according to the 17 criteria outlined in Chapter 11 Conservation Zone Development.
- Preserved tree removal and tree canopy issues related to development in **Conservation Overlay Zone 3** require complete submittal packages that include:
 - a. Tree surveys locating all trees on the site 3" diameter and greater;
 - b. Tree survey including the proposed site plan at an appropriate scale to evaluate the proposed development's impact on the trees, including specific trees and the tree canopy overall;
 - c. An arborist's report outlining the type, size, condition, and professional opinion of the impact of the development on the trees and the specific condition of any "preserved" trees;
 - d. Explanation of the impacts according to the 17 criteria outlined in Chapter 11 Conservation Zone Development; and,
 - e. A detailed analysis of the proposed tree removal per Chapter 25, known as the Landscape Code, to determine tree credits and debits, and landscaping requirements per the Landscape Code.

Planned Unit Development (PUD) Applications:

Planned Unit Development (PUD) applications must comply with Division 8 of the Zoning Code.

A pre-application meeting is highly recommended prior to PZB submittal.

Subdivision Requirements:

Preliminary subdivision requirements must comply with Chapter 23 of the Land Development Code.

A pre-application meeting is highly recommended prior to PZB submittal.



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: Merrill Bryan Contact Number: 904-629-5866

Business (if applicable): _____

Address: 212 Spring St. City: St. Augustine State: FL Zip: 32084

E-Mail Address: GettingGreenerHomes@gmail.com

2. NAME OF PROPERTY OWNER: 212 Spring Land Trust Contact Number: 904-629-5866

Business (if applicable): _____

Address: 212 Spring St. City: St. Augustine State: FL Zip: 32084

E-Mail Address: GettingGreenerHomes@gmail.com

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: 11-14MC Crimmons Ravenwood

Block: of lot 3 thru 12 Blk 43

Subdivision: Ravenwood Lot 7

Parcel Number: 1097000000

4. PROJECT STREET ADDRESS: 212 Spring St. Saint Augustine, FL 32084

5. SPECIFIC PROPOSED USE: Single Family Home with Mother-in-Law Suite

6. ACTION REQUESTED:

☐ Conservation Zone Development

☐ Appeal of Staff Determination

☐ Exception

☐ Land Use Plan Amendment

☒ Variance

☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: GRANT VARIANCE FOR CONVERSION OF FREE STANDING GARAGE TO HABITABLE SPACE FOR MOTHER-IN-LAW SUITE OR GRANDFATHER IN. AS UNIT WAS CONSTRUCTED IN 1966. PRIOR TO ESTABLISHMENT OF CITY MUNICIPAL CODE AND PRIOR USE OF BUILDING WAS A WORKSHOP.

8. JUSTIFICATION FOR ACTION REQUESTED: SIMILAR REQUEST WAS MADE BY OWNER OF 111 COLON ST. AND REQUEST IS SIMILAR.

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: NO

(b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: TO UTILIZE THE SPACE AS A GARAGE. OWNER WILL HAVE TO CREATE A LARGE DRIVEWAY WHICH WILL COVER 50% OF REAR YARD AND CONVERT THE BUILDING TO A GARAGE BY PUTTING A GARAGE DOOR INTO THE BUILDING.

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: PROPERTY WAS RECENTLY PURCHASED.

(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: 111 COLON CASE, AND ALLOW EXTENDED FAMILY TO UTILIZE THE PROPERTY.

10. PREVIOUS APPLICATIONS:

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

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

11. AGREEMENT:

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

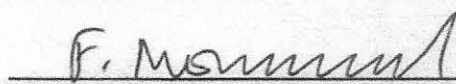
Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

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

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


Signature of Applicant

8/12/25
Date


Signature of Property Owner

08-12-25
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.

Merrill Bryan

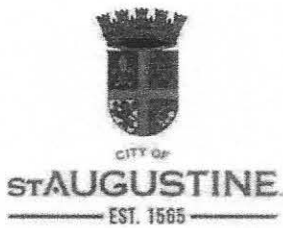
Print name of applicant

Merrill Bryan

Signature of applicant

8/12/25

Date



Owner's Authorization For Agent

MERRILL BRYAN is/are hereby authorized TO ACT ON BEHALF
OF Feras Moudeed, 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: F. Moudeed
Signature of Owner
FERAS MOUDEED
Print Name of Owner
904-226-9392
Telephone Number

State of FL
County of Duval

Signed and sworn before me on this 12th day of Aug, 2025
By Feras Moudeed

Identification verified: ☒

Oath sworn: ☒ Yes ☐ No

Notary Signature: _____

My Commission expires: _____



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: 212 Spring St., Saint Augustine, FL 32084

Applicant's Name: Merrill Bryant Applicant's Signature: [Signature]

Owner's Name: FERAS MOUDED Owner's Signature: [Signature]



Planning and Zoning Board Application Review Comments

Property Address: 212 SPRING ST, Saint Augustine, FL, 32084

PZB #: PZB2025-0063

Applicant Name: Merrill Bryan

Phone #: 9046295866

Email: GettingGreenerHomes@gmail.com

Comments:

Please provide information regarding the trees removed.
This will need to include:

- Type
- DBH
- Location on site

*** All presentations shall be submitted one week prior to the PZB hearing (08/26/2025).**

Conditions:

*** Failure to provide the requested information may result in continuation of the application.**

Submittal Deadline: August 12, 2025 by 5pm.

Thank you,

Victoria Murphy

vmurphy@citystaug.com

American Land Title Association

ALTA Settlement Statement - Cash
Adopted 05-01-2015

File No./Escrow No.: 24-0952

Print Date & Time: 07/01/2024 1:57 PM

Officer/Escrow Officer: Lisa Poutre

Settlement Location: 1919 Blanding Boulevard
Jacksonville FL 32210

Duane C. Romanello, P.A.
1054490

1919 Blanding Boulevard
Jacksonville, FL 32210

Property Address: 212 Spring Street, Saint Augustine, FL 32084

Buyer: 212 Spring Land Trust

Seller: Direct Home Buyer 1, Inc.

Lender: CASH

Settlement Date: June 26, 2024

Disbursement Date: June 26, 2024

Additional dates per state requirements:

Seller		Description	Borrower/Buyer	
Debit	Credit		Debit	Credit
		Financial		
	170,000.00	Contract Sales Price	170,000.00	
		Prorations/Adjustments		
1,465.26		County taxes from 01/01/2024 to 06/26/2024		1,465.26
		Loan Charges to CASH		
		Other Loan Charges		
		Impounds		
		Title Charges & Escrow / Settlement Charges		
495.00		Closing/Settlement Statement to Duane C. Romanello, P.A.	150.00	
85.00		Title Search Fee to Attorney		
141.00		Municipal Lien Search to Proplogix		
100.00		Administration Fee to Duane C. Romanello, P.A.	100.00	
689.80		Title Insurance to Old Republic National Title Insurance Company/ATFS		
		Commission		
		Government Recording and Transfer Charges		
		Recording fees: Deed: \$27.00 to St. Johns County Clerk of Court	27.00	

Seller		Description	Borrower/Buyer	
Debit	Credit		Debit	Credit
1,190.00		State tax/stamps: to St. Johns County Clerk of Court		
		Efiling Recording Fee to Simplifile	4.75	
		Payoff(s)		
		Miscellaneous		
		Survey Fee to LandTec Surveying and Lien	400.00	
Seller			Borrower/Buyer	
Debit	Credit		Debit	Credit
4,166.06	170,000.00	Subtotals	170,681.75	1,465.26
		Due From Buyer		169,216.49
165,833.94		Due To Seller		
170,000.00	170,000.00	Totals	170,681.75	170,681.75

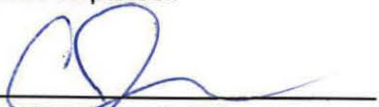
Acknowledgement

We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize Duane C. Romanello, P.A. to cause the funds to be disbursed in accordance with this statement.

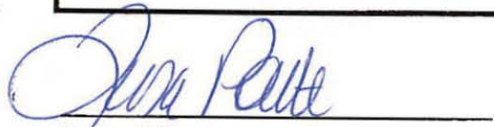
212 Spring Land Trust

By: Feras Mouded
Its: Trustee

Direct Home Buyer 1, Inc.
a Florida Corporation



By: Christa Jackson Guthrie
Its: President



Escrow Officer

Lica Poutro

Acknowledgement

We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize Duane C. Romanello, P.A. to cause the funds to be disbursed in accordance with this statement.

212 Spring Land Trust

By: Best Point East, LLC

Its: Trustee

Feras Mouded

dotloop verified
06/28/24 1:17 PM EDT
UKOA-ZVAF-O6BY-YPWF

By: Feras Mouded

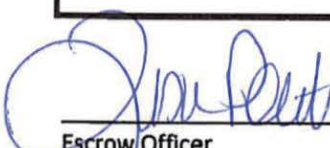
Its: Manager

Direct Home Buyer 1, Inc.

a Florida Corporation

By: Christa Jackson Guthrie

Its: President


Escrow Officer

Lica Poutro

CLOSING STATEMENT (Addendum)

1. **Contract** This transaction is being consummated in accordance with an “As Is” Residential Contract For Sale And Purchase (the “Contract”) dated June 14, 2024, by and between **Direct Home Buyer 1, Inc. (Seller)** and **The 212 Spring Land Trust (Buyer)** as related to the real property located at **212 Spring Street, Saint Augustine, FL 32084. (The Property)**

2. **Earnest Money.** Seller and Buyer hereby direct and instruct Duane C. Romanello, P.A., (“DCRPA” or the “Closing Agent”) to disburse all Earnest Money deposits it holds pursuant to the Contract in accordance with the closing statement used at closing.

3. **Title Commitment.** The Closing Agent obtained a commitment for title insurance issued by Old Republic National Title Insurance Company (the “Title Commitment”) and Buyer acknowledges receipt and review of a copy of the Title Commitment dated **June 13, 2024** referencing Commitment Number **1539880**. Furthermore, Buyer accepts the various title exceptions contained therein.


06/28/24
1:17 PM EDT
dotloop verified

(Buyer Initial)

4. **Ad Valorem Property Taxes:** 2024 property taxes have been prorated with Buyer receiving a credit for Seller’s estimated share. Buyer shall pay the 2024 property taxes. The proration of property taxes is estimated based on the 2023 tax bill for subject property. When current tax bills are available, the parties will make such further adjustments as might be necessary and will re-prorate the taxes if necessary. Buyer acknowledges that they will be obligated to pay the entire tax bill when it becomes due November 1, 2024.

5. **Final Utility Bills (if applicable):** Seller shall pay for service through closing date. Purchaser to assume utility service costs afterwards.

6. **Rents and Deposits (if applicable):** Buyer and Seller acknowledge that the closing statement does not show credits for rents or security deposits. Seller is not aware of any tenants living in the property.

7. **Errors and Omissions:** The parties agree that should any inadvertent errors or omissions later be discovered in any document executed at settlement, they shall promptly execute such corrective documents and remit such sums as may be required to adjust or correct such errors or omissions. BUYER and SELLER shall fully cooperate in all regards with DCRPA in executing any and all documents necessary to effectuate the full and complete transfer of the Property included within the sale, if necessary, and all other transfers of any kind related to this transaction.

8. **Survival.** Seller and Buyer acknowledge that the terms and provisions of the Contract shall survive this Closing as and to the extent, and only as and to the extent, provided in the Contract; and the terms and provisions of this Closing Statement shall also survive this Closing.

9. **Modification:** This Closing Statement shall not be modified or amended except by an instrument in writing executed by or on behalf of Seller and Buyer, however either party may waive provisions or modify transmittal instructions which do not affect the other party.

10. **Counterparts:** This Closing Statement may be executed by the parties separately in counterparts, each of which shall be deemed to be an original, and all of such counterparts together shall constitute one and the same instrument. Executed counterparts may be transmitted by email, telecopy or other electronic means and counterparts so transmitted shall be deemed originals for all purposes.

11. **Disbursements:** Seller and Buyer hereby direct and instruct the closing agent to make all disbursements provided for herein in accordance with the Settlement Statement.

12. **Waiver of Closing Agent Liability for Property Condition.** Neither Closing Agent or Seller makes any representations or warranties and does not assume any liability with respect to the physical condition of the Property or any repairs that may be needed to the Property. Buyer has been advised and encouraged to have the Property inspected and to secure hazard insurance coverage prior to closing. If a survey was prepared for the subject transaction the Buyer acknowledges receipt and review of a copy thereof and accepts title subject to the matters set forth thereon. Closing agent does not adjust or assume liability for water, rents, gas, electricity, taxes on personal property, garbage taxes or fees, license fees or taxes, service maintenance agreements, association assessments or dues or estoppel information furnished by mortgagees or others. Buyer has either inspected the Property or waived its right to inspect the Property. Buyer has not requested DCRPA to assist it in performing any due diligence and by closing on this transaction accepts the Property in its "as is" condition subject only to those warranties set forth in the Seller's Affidavit executed contemporaneous herewith which representations and warranties are applicable under the Contract and this addendum.

13. **Acknowledgement Regarding Legal Representation.** The undersigned acknowledge and agree that DCRPA has been engaged to act as the title and closing agent in the above referenced sales transaction. The undersigned further acknowledge and agree that any closing documents prepared in connection with this transaction by DCRPA have been prepared by DCRPA as part of its duties as title agent and the preparation of such documents does not constitute the giving of legal advice to, or the undertaking of legal representation of the parties to the Contract. The undersigned further acknowledge and agree that any sums paid to DCRPA, if any, by the undersigned as attorneys' fees are paid as a cost of this transaction and not in connection with any legal representation of either party by DCRPA. The undersigned have executed this document prior to signing any other document at the closing or have had a chance to review it prior to authorizing the release of funds or recordation of any documents executed in connection with the closing. If DCRPA previously represented any party to this transaction - including legal services relating to the Property - then such party waives any conflict and authorizes DCRPA to act as closing and title insurance agent and represent the interests of any Lender involved, if any, to insure the perfection of a Lender's first priority purchase money mortgage and otherwise comply with the terms and conditions of Lender's closing instruction or escrow letter.

The Buyer confirms that, other than as set forth in the Title Commitment, DCRPA has not made any representations concerning the Property or other agreements assumed which have in any way effected Buyer's decision to close this transaction. Buyer has had ample opportunity to obtain the advice of its separate legal counsel or other consultants, concerning the Title Commitment, the Property and this transaction and Buyer has not requested or received any legal advice or tax advice from DCRPA. Buyer specifically understands that there may be adverse title matters disclosed as exceptions on the Title Commitment or reflected on any survey obtained in connection with this

transaction. There may also be matters such as zoning restrictions and adverse changes to adjacent properties which may impair the enjoyment or value of the Property. In all events, the Closing Agent has no responsibility to the Buyer for any such matters, or disclosures regarding the same, except only to issue the title insurance policy(ies) indicated on the closing statement which shall be subject to all exceptions noted on the Title Commitment, disclosed on any survey, arising from the closing transaction or reflected in the closing documents.


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(Buyer Initial)

Closing agent earns a commission on the title insurance policies and endorsements it issues and all parties approve of the same recognizing that such commission is earned in the performance of closing agent's duties. The amount charged for title insurance premiums are established by closing agent in compliance with the rules promulgated by the Florida Department of Financial Services. The Seller in the event of a sale, and the Borrower/Buyer in the event of a refinance transaction are advised that a significant premium discount (reissue and substitution rate) to the premium may be available on account of existing title insurance policies. Any applicable discounts are reflected on the closing statement or annotations thereto. If an existing policy has not been furnished as of the time of closing, then a discount may still be available. However, attorney fees and fees for settlement services are typically discounted to reflect compensation by reason of title insurance premiums and if a title insurance discount is requested after closing then closing agent may increase the attorney's fees and settlement fees accordingly.

EACH PARTY ACKNOWLEDGES AND AGREES THAT THEY HAVE BEEN ADVISED THAT THEY HAVE THE RIGHT TO EMPLOY THEIR OWN ATTORNEY REGARDING THIS TRANSACTION AND THE LEGAL SIGNIFICANCE OF THIS CLOSING TAKING PLACE SUBJECT TO THE FIRST MORTGAGE.

Buyers and Sellers agree to close this transaction without a municipal lien search on the property and agree that they will forever hold harmless Duane C. Romanello, P.A. as to any recourse to the above, together with all costs including attorney's fees. I have carefully reviewed the closing statement, including all annotations, and to the best of my knowledge and belief it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I hereby further certify that I have received a copy of the closing statement.

Direct Home Buyer 1, Inc.
a Florida Corporation

212 Spring Land Trust
By: Best Point East, LLC
Its: Trustee

By: Christa Jackson Guthrie
Its: President

Feras Mouded

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MUNS-2HUR-HTRC-U1HG

By: Feras Mouded
Its: Manager

Duane C. Romanello, P.A.

By: 
Duane C. Romanello

transaction. There may also be matters such as zoning restrictions and adverse changes to adjacent properties which may impair the enjoyment or value of the Property. In all events, the Closing Agent has no responsibility to the Buyer for any such matters, or disclosures regarding the same, except only to issue the title insurance policy(ies) indicated on the closing statement which shall be subject to all exceptions noted on the Title Commitment, disclosed on any survey, arising from the closing transaction or reflected in the closing documents.

_____ (Buyer Initial)

Closing agent earns a commission on the title insurance policies and endorsements it issues and all parties approve of the same recognizing that such commission is earned in the performance of closing agent's duties. The amount charged for title insurance premiums are established by closing agent in compliance with the rules promulgated by the Florida Department of Financial Services. The Seller in the event of a sale, and the Borrower/Buyer in the event of a refinance transaction are advised that a significant premium discount (reissue and substitution rate) to the premium may be available on account of existing title insurance policies. Any applicable discounts are reflected on the closing statement or annotations thereto. If an existing policy has not been furnished as of the time of closing, then a discount may still be available. However, attorney fees and fees for settlement services are typically discounted to reflect compensation by reason of title insurance premiums and if a title insurance discount is requested after closing then closing agent may increase the attorney's fees and settlement fees accordingly.

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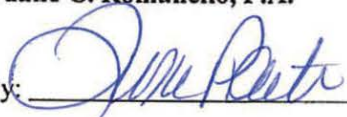
Direct Home Buyer 1, Inc.
a Florida Corporation


By: Christa Jackson Guthrie
Its: President

212 Spring Land Trust

By: Feras Mouded
Its: Trustee

Duane C. Romanello, P.A.

By: 
Lisa Poutro

[Part III, Ch. 692 F.S. - Conveyances to Foreign Entities - By Entity Buyer]

NOTICE: FLORIDA NOW RESTRICTS THE SALE OF PROPERTY TO FOREIGN PRINCIPALS (Secs. 692.202-205, F.S.)

THIS NOTICE DOES NOT APPLY TO CITIZENS OF THE UNITED STATES AND PERMANENT RESIDENT ALIENS.

CAUTION: THIS NOTICE IS NOT INTENDED TO PROVIDE LEGAL ADVICE. PERSONS WHO ARE OR MAY BE DEFINED AS “FOREIGN PRINCIPALS OF FOREIGN COUNTRIES OF CONCERN” SHOULD CONSULT WITH AN ATTORNEY BEFORE PURCHASING OR ACQUIRING ANY INTEREST IN REAL PROPERTY IN FLORIDA ON OR AFTER JULY 1, 2023. LAND ACQUIRED IN VIOLATION OF THIS LAW MAY BE FORFEITED TO THE STATE.

Effective July 1, 2023, *foreign principals* of these *foreign countries of concern* are prohibited from purchasing or acquiring any interest in certain types of Florida real property, subject to limited exceptions:

- The People’s Republic of China
- The Russian Federation
- The Islamic Republic of Iran
- The Democratic People’s Republic of Korea
- The Republic of Cuba
- The Venezuelan regime of Nicolás Maduro
- The Syrian Arab Republic
- Any agency of or any other entity of significant control of such foreign country of concern

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BUYERS ARE A FOREIGN PRINCIPAL IF ANY OF THESE APPLY TO THEM:

- (a) The government or any official of the government of a foreign country of concern;
- (b) A political party or member of a political party or any subdivision of a political party in a foreign country of concern;
- (c) A partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, or a subsidiary of such entity;
- (d) Any person who is domiciled in a foreign country of concern and is not a citizen or lawful permanent resident of the United States, or
- (e) Any person, entity, or collection of persons or entities, described in paragraphs (a) through (d) having a controlling interest in a partnership, association, corporation, organization, trust, or any other legal entity or subsidiary formed for the purpose of owning real property in Florida.

IF A BUYER IS A FOREIGN PRINCIPAL, FLORIDA LAW PROHIBITS THEM:

- From purchasing or acquiring any interest in real property in Florida classified as agricultural land¹ or within 5 miles of a military installation.²
- With limited exceptions, from purchasing or acquiring any interest in real property in Florida within 10 miles of a critical infrastructure facility or military installation³

¹ Agricultural land is defined to be that which has “agricultural classification” under F.S. 193.461.

² “Military Installation” means a base, camp, post, station, yard, or center encompassing at least 10 contiguous acres that is under the jurisdiction of the Department of Defense or its affiliates. Sec. 692.201(5), F.S.

³ “Critical infrastructure facility” means any of the following, if it employs measures such as fences, barriers, or guard posts that are designed to exclude unauthorized persons:

- (a) A chemical manufacturing facility.
- (b) A refinery.

- **NOTE:** Foreign principals of the People's Republic China are prohibited from purchasing or acquiring any interest in any real property in Florida regardless of its classification, subject to the Limited Residential Exception and Diplomatic Purposes Exception described below

CERTAIN EXCEPTIONS MAY APPLY:

- **Limited Residential Exception** - If the Buyer is a 'natural person' subject to the law, they may still purchase one residential real property, up to 2 acres in size, if all of the following apply:
 - (a) The parcel is not on or within 5 miles of any military installation;
 - (b) Buyer has a current verified United States visa that is not limited to authorizing tourist-based travel or official documentation confirming that the person has been granted asylum in the United States and such visa or documentation authorizes the person to be legally present in Florida;
 - (c) The purchase is in the Buyer's name, i.e., the name of the person who holds the visa or official documentation described in paragraph (b), and
 - (d) The Buyer is only entitled to one residential property as described above.
- **Diplomatic Purposes Exception** - The real property is for diplomatic purposes as recognized, acknowledged, or allowed by the Federal Government

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-
- (c) An electrical power plant as defined in s. 403.031(20).
 - (d) A water treatment facility or wastewater treatment plant.
 - (e) A liquid natural gas terminal.
 - (f) A telecommunications central switching office.

- (g) A gas processing plant, including a plant used in the processing, treatment, or fractionation of natural gas.
- (h) A seaport as listed in s. 311.09.
- (i) A spaceport territory as defined in s. 331.303(18)
- (j) An airport as defined in s. 333.01.

Affidavit

[Part III, Ch. 692 F.S. - Conveyances to Foreign Entities - By Entity Buyer]

BEFORE ME, the undersigned authority, duly authorized to take acknowledgments and administer oaths, personally appeared **FERAS MOUDED** ("Affiant") who deposes and says under penalties of perjury that:

(When used "Affiant" and "Buyer" include singular or plural as context so requires or admits.)

1. Affiant is the Manager of Best Point East, LLC, who is the Trustee of the 212 Spring Land Trust which is hereinafter referred to as "Buyer." All statements in Lines 4 through 5 below are made solely with respect to the Buyer and any holder of a "Controlling Interest" in the Buyer (as defined in s. 287.138(1)(a), F.S.), in each case solely with respect to the real property identified in Line 2.

2. Buyer is purchasing or acquiring an interest in the following described real property:

Lot 7, A Replat of Lots 4, 5, 6, 7, 8, 9 and 10, Block 43, Mc Crimmons's Ravens-Wood, according to the map or plat thereof as recorded in Plat Book 11, Page 14, Public Records of Saint Johns County, Florida.

3. Affiant has been given the opportunity to consult with an attorney.

4. Buyer is (initial which is applicable):

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Not a Foreign Principal as defined in s. 692.201, F.S., and is in compliance with the requirements set out in ss. 692.202-205, F.S.

OR

A Foreign Principal as defined in s. 692.201, F.S., and is in compliance with the requirements set out in ss. 692.202-205, F.S.

5. Affiant acknowledges the foregoing representations will be relied upon to establish compliance with the law.

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(Affiant)

Print Name: Feras Mouded

Official Capacity: Manager

Name of Buyer: The 212 Spring Land Trust

Address: 3431 World Court Jacksonville, FL 32277

Approved by FREC pursuant to F.A.C. 61J2-10.200

USA PATRIOT ACT AFFIDAVIT

Before me, the undersigned authority, duly authorized to administer oaths and take acknowledgements, personally appeared **FERAS MOUDED** ("**Affiant**"), who after being by me first duly sworn, on oath, deposes and states:

1. That the Affiant is of sound mind and is over eighteen (18) years of age.
2. 2. The Affiant expressly represents he is not engaged in any terrorist acts or money laundering activity that would be in violation of the USA Patriot Act (i.e. 31 USC 5318).
3. The Affiant expressly represents he is not on the list of persons with whom all transactions are blocked by or is otherwise subject to an Executive Order issued in connection with the USA Patriot Act (i.e., 31 USC 5318).
4. The Affiant expressly covenants not to violate any such laws, and not to deal with any such person or enter into any such blocked transaction under the USA Patriot Act (i.e. 31 USC 5318).
5. The Affiant gives this Affidavit with full understanding of the penalties provided for perjury.

Dated: June 26, 2024

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Feras Mouded

Violation / Encroachment Acknowledgement

File Number: 24-0952

Legal Description: Lot 7, A Replat of Lots 4, 5, 6, 7, 8, 9 and 10, Block 43, Mc Crimmons's Ravens-Wood, according to the map or plat thereof as recorded in Plat Book 11, Page 14, Public Records of Saint Johns County, Florida.

212 Spring Street St. Augustine, Florida 32084

The undersigned Buyers/Mortgagors of the above captioned property do hereby acknowledge the following violations/encroachments, to wit:

Concrete driveway encroaches over property line.

Fence(s) encroaches over property line. Ownership of fence is not determined.

As shown on that certain survey of the above property made by LandTec Surveying and Lien dated 6/21/2024, Job Number 213958-NE.

The undersigned Buyers/Mortgagors acknowledge an exception for the above encroachments, violations, and or set backs shall appear in any title insurance policy issued.

The undersigned Buyers/ Mortgagors further acknowledge that certain easements and set backs are set forth in Schedule B II of the commitment for Title Insurance which are not shown on the said survey.

The above is hereby acknowledged and Buyers/Mortgagors agree that they will not hold the Settlement Agent, or the issuer of the title insurance policies, nor the holder of any mortgage on the property herein described, liable in the event said violations/encroachments are ever required to be moved or removed.

Date: June 26, 2024

The 212 Spring Land Trust

By: Best Point East LLC

Its: Trustee

Feras Mouded

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QXPQ-XV8E-RICQ-SC55

By: Feras Mouded

Its: Manager

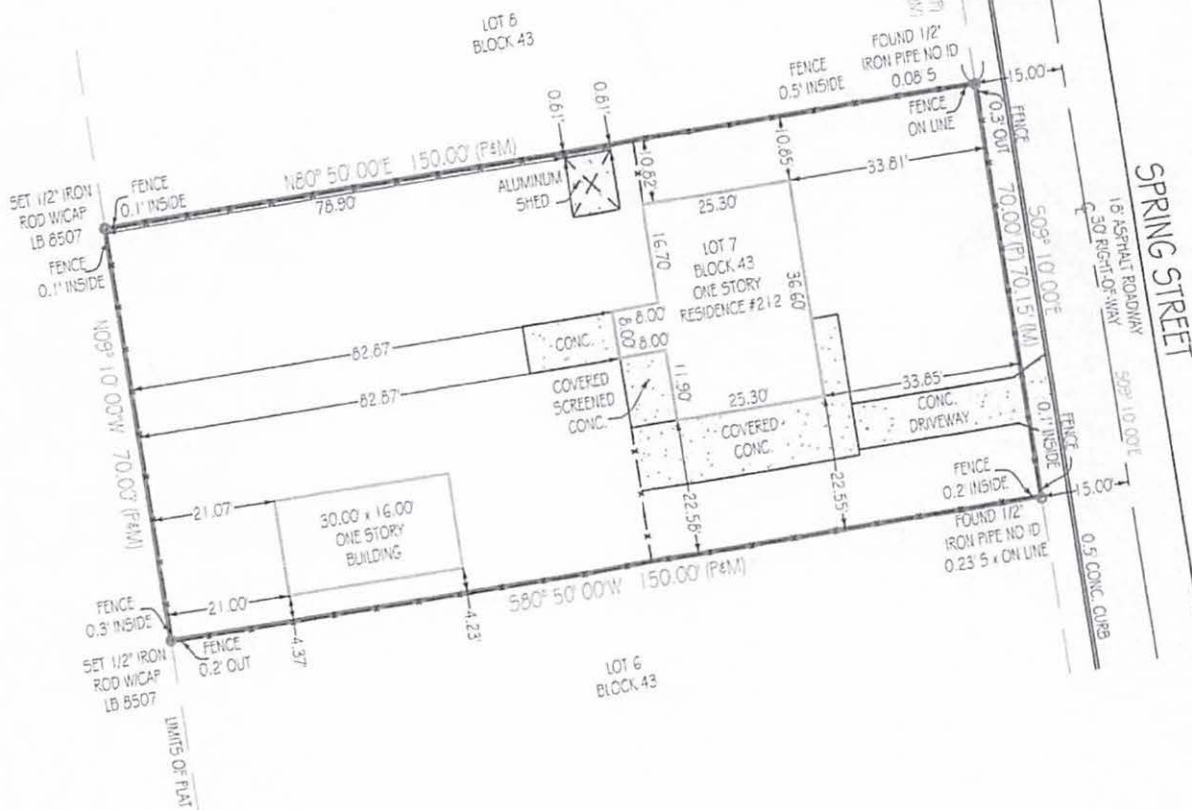


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AERIAL PHOTOGRAPH
(MAY NOT SHOW LATEST IMPROVEMENTS)
(NOT-TO-SCALE)



CP = CONTROLLING POINT (POINT OF ROTATION) *HFA* = HELD FOR ALIGNMENT - ALL OTHER MONUMENTATION AND IMPROVEMENTS RELATIVE THERETO
Platted Easements, Notable or Adverse Conditions (unplatted easements also listed if provided by client): IF APPLICABLE, RECIPIENTS
OF THIS SURVEY SHOULD REVIEW THE POSITION OF ANY FENCE LINES SHOWN HEREON AND THEIR RELATIONSHIP TO THE BOUNDARY LINE
• NO NOTABLE CONDITIONS FOUND

Elevations, if shown:

Benchmark: _____
 Benchmark Elev.: _____
 Benchmark Datum: _____
 Elevations on Drawing are in:
 N.G.V.D.29 ☐ N.A.V.D.88 ☐

Revisions:

Job Nr. 2

Date of Field Work: 06/21/2024

Drawn by: A. R.



LICENSED BUSINESS No. 6507

Sheet 2 of 2 (Survey Related Data) - See Sheet 1 of 2 for Sketch of Survey, SURVEY IS NOT COMPLETE WITHOUT ALL SHEETS

TYPE OF SURVEY:

☒ BOUNDARY

☐ CONSTRUCTION

☐ CONDOMINIUM

☐ ALT/NSPS

☐ TOPOGRAPHIC

☐ SPECIAL PURPOSE

PURPOSE OF SURVEY (SEE GENERAL NOTES BELOW):

Purchase/Refinance

LEGAL DESCRIPTION:

LOT 7, A REPLAT OF LOTS 4, 5, 6, 7, 8, 9 AND 10, BLOCK 43, MC CRIMMONS'S RAVENS-WOOD, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 11, PAGE 14, PUBLIC RECORDS OF SAINT JOHNS COUNTY, FLORIDA.

PROPERTY ADDRESS:

212 SPRING STREET
ST AUGUSTINE, FL 322084

INVOICE NUMBER: 213958-NE
DATE OF FIELD WORK: 06/21/2024

CERTIFIED TO

MASON TITLE & ESCROW COMPANY
FERAS MOUDED

FLOOD ZONE: X
FLOOD MAP: 12109C
PANEL: 0314
SUFFIX: J
PANEL DATE: 12/07/2018

PLATTED EASEMENTS, NOTABLE OR ADVERSE CONDITIONS (UNPLATTED EASEMENTS ALSO LISTED IF PROVIDED BY CLIENT):
IF APPLICABLE, RECIPIENTS OF THIS SURVEY SHOULD REVIEW THE POSITION OF ANY FENCE LINES SHOWN HEREON AND THEIR RELATIONSHIP TO THE BOUNDARY LINE.

- NO NOTABLE CONDITIONS FOUND.

ABBREVIATION LEGEND (SOME ITEMS IN LEGEND MAY NOT APPEAR ON DRAWING):

A OR AL = ARC LENGTH

CO = CLEANOUT

CA = CENTRAL ANGLE

CATV = CABLE TV RISER

CH = CHORD DISTANCE

CONC. = CONCRETE

CR = CALCULATED FROM RECORD

DE = DRAINAGE EASEMENT

EL OR ELEV = ELEVATION

EV = ELECTRIC METER

F.F.E. = FINISHED FLOOR ELEV.

FR = FOUND IRON ROD

FND = FOUND NAIL

G.F.F.E. = GARAGE FINISHED FLOOR ELEV.

L = LEGAL DESCRIPTION

M = MEASURED

CHC = OVERHEAD CABLE

P = PLAT

PC = POINT OF CURVE

PCC = POINT OF COMPOUND CURVATURE

PH = POOL HEATER

PI = POINT OF INTERSECTION

PK = PARKER KAELOH

POB = POINT OF BEGINNING

POC = POINT OF COMMENCEMENT

PP = POOL PUMP

PRC = POINT OF REVERSE CURVATURE

PT = POINT OF TANGENCY

QTR = QUARTER

R = RADIUS

RNG = RANGE

ROW = RIGHT OF WAY

SEC = SECTION

TR = TELEPHONE RISER

TWP = TOWNSHIP

LE = UTILITY EASEMENT

LP = UTILITY POLE

WM = WATER METER

WV = WATER VALVE

SYMBOLS (SOME ITEMS IN LEGEND MAY NOT APPEAR ON DRAWING - NOT TO SCALE):

= UTILITY POLE

= WELL

= LIGHT POLE

= CATCH BASIN

= FIRE HYDRANT

= MANHOLE

= WATER VALVE

= WATER METER

= CENTER LINE

= PARTY WALL

= AIR CONDITIONER

= SEPTIC LID

= ELEV. SHOT

= HANDICAP PARKING SPACE

= SEC. QTR. CORNER

= SECTION CORNER

LINETYPES:

BOUNDARY

BUILDING

EASEMENT

CHAIN LINK FENCE

WOOD FENCE

PLASTIC FENCE

OVERHEAD CABLE

GENERAL NOTES:

1. THIS SURVEY IS BASED UPON RECORD INFORMATION PROVIDED BY CLIENT. NO SPECIFIC SEARCH OF THE PUBLIC RECORD HAS BEEN MADE BY THIS OFFICE UNLESS OTHERWISE NOTED.

2. ANY FENCES SHOWN HEREON ARE ILLUSTRATIVE OF THEIR GENERAL POSITION ONLY. FENCE TIES SHOWN ARE TO GENERAL CENTERLINE OF FENCE. THIS OFFICE WILL NOT BE RESPONSIBLE FOR DAMAGES RESULTING FROM THE REMOVAL OF, OR CHANGES MADE TO ANY FENCES UNLESS WE HAVE PROVIDED A SURVEY SPECIFICALLY LOCATING SAID FENCES FOR SUCH PURPOSES. DETERMINATION OF FENCE POSITIONS SHOULD BE BASED SOLELY ON THEIR PHYSICAL RELATIONSHIP TO THE MONUMENTED BOUNDARY LINES.

3. GRAPHIC REPRESENTATIONS MAY HAVE BEEN EXAGGERATED TO MORE CLEARLY ILLUSTRATE MEASURED RELATIONSHIPS - DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED POSITIONS.

4. UNDERGROUND IMPROVEMENTS HAVE NOT BEEN LOCATED EXCEPT AS SPECIFICALLY SHOWN.

5. ELEVATIONS ARE BASED UPON NATIONAL GEODETIC VERTICAL DATUM (N.G.V.D. 1929) OR NORTH AMERICAN VERTICAL DATUM (N.A.V.D. 1988) AS SHOWN ON HEREON.

6. ALL BOUNDARY AND CONTROL DIMENSIONS SHOWN ARE FIELD MEASURED AND CORRESPOND TO RECORD INFORMATION UNLESS SPECIFICALLY NOTED OTHERWISE.

7. ANY CORNERS SHOWN AS "SET" HAVE EITHER BEEN SET ON THE DATE OF FIELD WORK, OR WILL BE SET WITHIN 2 BUSINESS WEEKS OF SAID DATE AND ARE IDENTIFIED WITH A CAP MARKED LB (LICENSED BUSINESS) #8507.

I HEREBY CERTIFY THAT THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS OUTLINED IN CHAPTER 5J-17.051 & 5J-17.052 OF THE FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, AND THAT THE ELECTRONIC SIGNATURE AND SEAL (IF AFFIXED) HEREON MEETS PROCEDURES AS SET FORTH IN CHAPTER 5J-17.062, PURSUANT TO SECTION 472.025, FLORIDA STATUTES.

PABLO A. ALVAREZ

LICENSE

No. PSN #7274

STATE OF FLORIDA

NATIONAL LAND SURVEYORS

Digitally signed by Pablo Alvarez
Date: 2024.06.26
11:50:45 -05'00'

SIGNATURE

DATE: 06/26/2024

PABLO ALVAREZ - PROFESSIONAL SURVEYOR AND MAPPER FLORIDA REGISTRATION NO. 7274 (NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OR THE ELECTRONIC SEAL (IF AFFIXED) OF THE FLORIDA LICENSED SURVEYOR AND MAPPER SHOWN ABOVE)

PRINTING INSTRUCTIONS:

WHEN PRINTING THIS PDF IN ADOBE, SELECT "ACTUAL SIZE" TO ENSURE CORRECT SCALING. DO NOT USE "FIT".

LANDTEC

SURVEYING

and Lien

LICENSED BUSINESS No. 8507

Page 60 of 258

CLARIFICATION OF TITLE VESTING AND MAILING ADDRESS FOR DEED

Closing Date: June 26, 2024

Buyer(s): The 212 Spring Land Trust

Property Address: 212 Spring Street, Saint Augustine, FL 32084

File No.: 24-0952

In order to clarify the manner in which I will be taking title to the above captioned property, I the undersigned herein direct and authorize Duane C. Romanello, P.A. to prepare the closing documents with the name of the buyer(s) reflected as follows:

Best Point East, LLC, as Trustee of the 212 Spring Land Trust dated 6/22/2024


06/28/24
1:17 PM EDT
dotloop verified

(Initial)

The mailing address that will appear on the Warranty Deed for the buyers/grantees is as follows:

3431 World Court, Jacksonville, Florida 32277


06/28/24
1:17 PM EDT
dotloop verified

(Initial)

I hereby acknowledge that we fully understand the importance of the proper vesting of title to real property.

Further, I herein agree to indemnify and hold harmless Duane C. Romanello, P.A. from any loss or damage concerning the way title is vested on the Deed of Conveyance for this transaction other than its compliance with instructions contained herein,

If you do not fully understand the importance of proper VESTING OF TITLE TO REAL PROPERTY, Duane C. Romanello, P.A. urges you to seek the advice of a Real Estate Attorney.

212 Spring Land Trust

Dated 6/22/2024

By: Best Point East

Its: Trustee


dotloop verified
06/28/24 1:17 PM EDT
JDGC-GPjW-LEj8-4C1D

By: Feras Mouded

Its: Manager

Attachment 3:
St. Johns County
Property Appraiser
Report

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

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	1097000000
Location	212 SPRING ST
Address	SAINT AUGUSTINE 32084-0000
Neighborhood	Ravenswood (485)
Tax Description*	11-14 MC CRIMMONS RAVENSWOOD OF LOT 3 THRU 12 BLK 43 RAVENSWOOD LOT 7 OR 5979/392 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Mc Crimmon's Ravenswood, A Replat Of Lots 4-5-6-7-8-9 And 10 Block 43
Sec/Twp/Rng	41-7-29
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.240
Homestead	N



Owner Information

Owner Name	212 Spring Land Trust D:06-22-2024 100% Mouded Feras Trustee 0%
Mailing Address	3431 WORLD CT JACKSONVILLE BEACH, FL 32277-0000

Map



Valuation Information

Assessed Year	2025
Building Value	\$58,646.00
Extra Features Value	\$8,700.00
Total Land Value	\$75,000.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$142,346.00
Total Deferred	\$0.00
Assessed Value	\$142,346.00
Total Exemptions	
Taxable Value	\$142,346.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

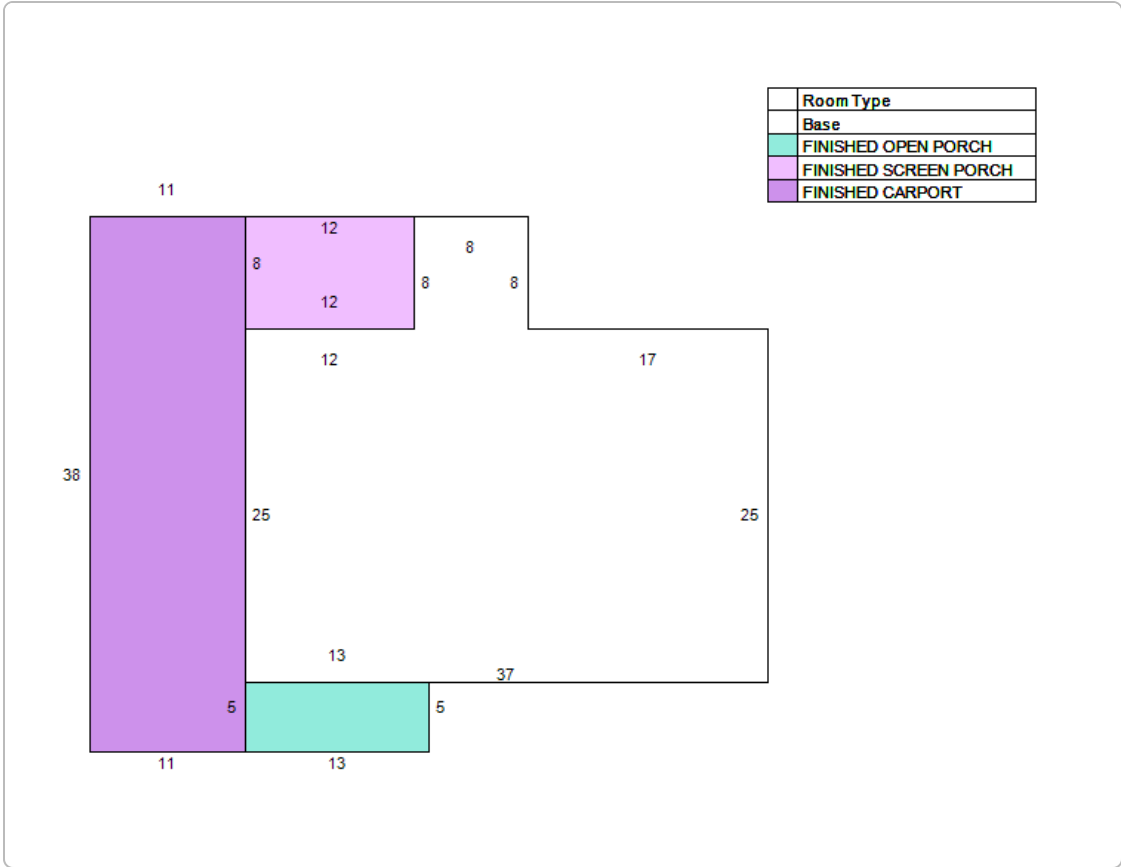
Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2024	\$104,751	\$6,000	\$85,386	\$0
2023	\$108,076	\$6,300	\$71,155	\$0
2022	\$93,044	\$2,574	\$70,032	\$0
2021	\$68,731	\$2,691	\$42,318	\$0
2020	\$69,839	\$2,808	\$31,832	\$0
2019	\$62,826	\$2,925	\$31,832	\$0
2018	\$65,243	\$3,978	\$25,092	\$0
2017	\$58,770	\$6,106	\$23,968	\$0
2016	\$51,989	\$6,106	\$19,100	\$0
2015	\$44,055	\$6,106	\$17,227	\$0
2014	\$42,047	\$6,106	\$17,227	\$0

Building Information

Building	1	Roof Cover	Composite Shingle
Building Value	\$58,646	Roof Structure	Gable Hip
Year Built	1966	Interior Flooring	Terrazzo, Carpet
Actual Area	1568	Interior Wall	Drywall
Conditioned Area	989	Heating Type	Forced Air
Use	Single Family Residence	Air Conditioning	Window
Style	01	Bedrooms	3
Exterior Wall	Brick, Concrete Block	Baths	1

Description	Square Footage
BASE AREA	989
FINISHED SCREEN PORCH	96
FINISHED CARPORT	418
FINISHED OPEN PORCH	65
Total SqFt	1568

Sketch Information



Extra Feature Information

Code Description	Status	Value
Garage - Low (Mix)		8700

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	70	150	1	UT	\$75,000

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
7/3/2024	6/26/2024	\$170,000.00	WARRANTY DEED	5979	392	Q	I	DIRECT HOME BUYER 1 INC	212 SPRING LAND TRUST
6/28/2024	3/1/2024	\$0.00	WARRANTY DEED	5976	756	U	I	CANEDY PHILLIP ET AL	DIRECT HOME BUYER 1 INC
5/8/2024	3/1/2024	\$96,000.00	WARRANTY DEED	5946	977	U	I	CANEDY PHILLIP ETAL	DIRECT HOME BUYER 1 INC
1/19/2024	1/19/2024	\$0.00	SUMMARY ORDER ADMIN	5888	1382	U	I	KELICK EVA A ESTATE	CANEDY PHILLIP ETAL
	5/5/1999	\$73,900.00	WARRANTY DEED	1408	96	Q	I	POMAR CHARLES G & CYNTHIA	KELICK EVA A
	1/1/1978	\$0.00		368	180	U	I		POMAR CHARLES G,CYNTHIA

No data available for the following modules: Exemption Information.

Attachment 4: Supplemental Information



PROPERTY ADDRESS:

212 SPRING STREET
ST AUGUSTINE, FL 322084

On your behalf, and as a requirement for your transaction, this document has been coordinated with us by the firm shown below. Landtec Surveying, Inc. is a private firm and remains entirely responsible for this document's content.



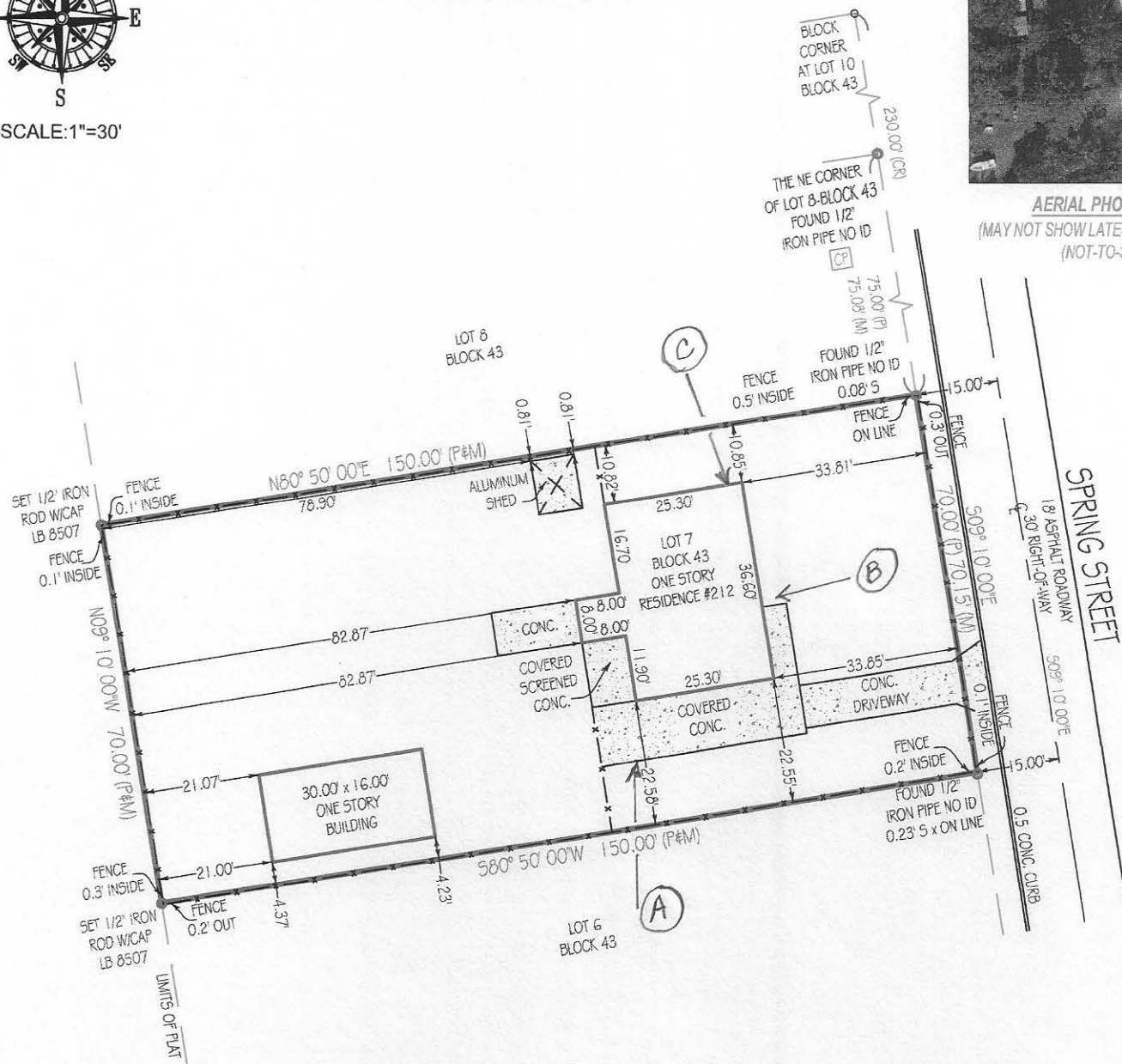


SCALE: 1"=30'

BEARING REFERENCE:
CENTER LINE OF SPRING STREET AS S 09°10'00" E
ALL BEARINGS SHOWN HEREON REFERENCED THERETO.



AERIAL PHOTOGRAPH
(MAY NOT SHOW LATEST IMPROVEMENTS)
(NOT-TO-SCALE)



CP = CONTROLLING POINT (POINT OF ROTATION) *HFA* = HELD FOR ALIGNMENT - ALL OTHER MONUMENTATION AND IMPROVEMENTS RELATIVE THERETO
Platted Easements, Notable or Adverse Conditions (unplatted easements also listed if provided by client): IF APPLICABLE, RECIPIENTS
OF THIS SURVEY SHOULD REVIEW THE POSITION OF ANY FENCE LINES SHOWN HEREON AND THEIR RELATIONSHIP TO THE BOUNDARY LINE
- NO NOTABLE CONDITIONS FOUND.

This survey has been issued by the following
Landtec Surveying office:
700 West Hillsboro Boulevard, Suite 2-102
Deerfield Beach, FL 33441
Office: (561) 367-3587
Fax: (561) 465-3145
www.Landtecsurvey.com

Elevations, if shown:
Benchmark: _____
Benchmark Elev.: _____
Benchmark Datum: _____
Elevations on Drawing are in:
N.G.V.D.29 ☐ N.A.V.D.88 ☐

Revisions: _____ Job Nr: 213958-NE Date of Field Work: 06/21/2024 Drawn by: A. R.

LANDTEC

LICENSED BUSINESS No. 8507

TYPE OF SURVEY:

- ☒ BOUNDARY ☐ CONSTRUCTION ☐ CONDOMINIUM
☐ ALTA/NSPS ☐ TOPOGRAPHIC ☐ SPECIAL PURPOSE

PURPOSE OF SURVEY (SEE GENERAL NOTES BELOW):

Purchase/Refinance

LEGAL DESCRIPTION:

LOT 7, A REPLAT OF LOTS 4, 5, 6, 7, 8, 9 AND 10, BLOCK 43, MC CRIMMONS'S RAVENS-WOOD, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 11, PAGE 14, PUBLIC RECORDS OF SAINT JOHNS COUNTY, FLORIDA.

PROPERTY ADDRESS:

212 SPRING STREET
 ST AUGUSTINE, FL 322084

INVOICE NUMBER: 213958-NE

DATE OF FIELD WORK: 06/21/2024

CERTIFIED TO

MASON TITLE & ESCROW COMPANY
 FERAS MOUDED

FLOOD ZONE: X

FLOOD MAP: 12109C

PANEL: 0314

SUFFIX: J

PANEL DATE: 12/07/2018

PLATTED EASEMENTS, NOTABLE OR ADVERSE CONDITIONS (UNPLATTED EASEMENTS ALSO LISTED IF PROVIDED BY CLIENT):

IF APPLICABLE, RECIPIENTS OF THIS SURVEY SHOULD REVIEW THE POSITION OF ANY FENCE LINES SHOWN HEREON AND THEIR RELATIONSHIP TO THE BOUNDARY LINE.

- NO NOTABLE CONDITIONS FOUND.

ABBREVIATION LEGEND (SOME ITEMS IN LEGEND MAY NOT APPEAR ON DRAWING):

A OR AL = ARC LENGTH	EL OR ELEV = ELEVATION	OHC = OVERHEAD CABLE	PP = POOL PUMP	UE = UTILITY EASEMENT
C/O = CLEANOUT	EM = ELECTRIC METER	P = PLAT	PRC = POINT OF REVERSE	UP = UTILITY POLE
CA = CENTRAL ANGLE	F.F.E. = FINISHED FLOOR ELEV.	PC = POINT OF CURVE	CURVATURE	WM = WATER METER
CATV = CABLE TV RISER	FIR = FOUND IRON ROD	PCC = POINT OF COMPOUND	PT = POINT OF TANGENCY	WV = WATER VALVE
CF = CALCULATED FROM FIELD	FN = FOUND NAIL	QTR = QUARTER	R = RADIUS	
CH = CHORD DISTANCE	FND = FOUND	RNG = RANGE	ROW = RIGHT OF WAY	
CONC. = CONCRETE	G.F.F.E. = GARAGE FINISHED FLOOR ELEV.	SEC = SECTION	TR = TELEPHONE RISER	
CR = CALCULATED FROM RECORD	L = LEGAL DESCRIPTION	TWP = TOWNSHIP		
DE = DRAINAGE EASEMENT	M = MEASURED			

SYMBOLS (SOME ITEMS IN LEGEND MAY NOT APPEAR ON DRAWING - NOT TO SCALE):

☐ = UTILITY POLE	⊙ = WELL	♿ = HANDICAP PARKING SPACE
★ = LIGHT POLE	⊕ = CENTER LINE	
☐ = CATCH BASIN	ℓ = PARTY WALL	
☐ = FIRE HYDRANT	A/C = AIR CONDITIONER	⊕ = SEC. QTR. CORNER
⊙ = MANHOLE	⊙ = SEPTIC LID	
⊕ = WATER VALVE	X = ELEV. SHOT	⊕ = SECTION CORNER
⊕ = WATER METER		

LINE TYPES:

BOUNDARY	—————
BUILDING	—————
EASEMENT	-----
CHAIN LINK FENCE	- x - x -
WOOD FENCE	- // - //
PLASTIC FENCE	- o - o -
OVERHEAD CABLE	- - - - -

GENERAL NOTES:

- THIS SURVEY IS BASED UPON RECORD INFORMATION PROVIDED BY CLIENT. NO SPECIFIC SEARCH OF THE PUBLIC RECORD HAS BEEN MADE BY THIS OFFICE UNLESS OTHERWISE NOTED.
- ANY FENCES SHOWN HEREON ARE ILLUSTRATIVE OF THEIR GENERAL POSITION ONLY. FENCE TIES SHOWN ARE TO GENERAL CENTERLINE OF FENCE. THIS OFFICE WILL NOT BE RESPONSIBLE FOR DAMAGES RESULTING FROM THE REMOVAL OF, OR CHANGES MADE TO, ANY FENCES UNLESS WE HAVE PROVIDED A SURVEY SPECIFICALLY LOCATING SAID FENCES FOR SUCH PURPOSES. DETERMINATION OF FENCE POSITIONS SHOULD BE BASED SOLELY ON THEIR PHYSICAL RELATIONSHIP TO THE MONUMENTED BOUNDARY LINES.
- GRAPHIC REPRESENTATIONS MAY HAVE BEEN EXAGGERATED TO MORE CLEARLY ILLUSTRATE MEASURED RELATIONSHIPS - DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED POSITIONS.
- UNDERGROUND IMPROVEMENTS HAVE NOT BEEN LOCATED EXCEPT AS SPECIFICALLY SHOWN.
- ELEVATIONS ARE BASED UPON NATIONAL GEODETIC VERTICAL DATUM (N.G.V.D. 1929) OR NORTH AMERICAN VERTICAL DATUM (N.A.V.D. 1988) AS SHOWN ON HEREON.
- ALL BOUNDARY AND CONTROL DIMENSIONS SHOWN ARE FIELD MEASURED AND CORRESPOND TO RECORD INFORMATION UNLESS SPECIFICALLY NOTED OTHERWISE.
- ANY CORNERS SHOWN AS "SET" HAVE EITHER BEEN SET ON THE DATE OF FIELD WORK, OR WILL BE SET WITHIN 2 BUSINESS WEEKS OF SAID DATE AND ARE IDENTIFIED WITH A CAP MARKED LB (LICENSED BUSINESS) #8507.

I HEREBY CERTIFY THAT THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS OUTLINED IN CHAPTER 5J-17.051 & 5J-17.052 OF THE FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, AND THAT THE ELECTRONIC SIGNATURE AND SEAL (IF AFFIXED) HEREON MEETS PROCEDURES AS SET FORTH IN CHAPTER 5J-17.062, PURSUANT TO SECTION 472.025, FLORIDA STATUTES.



Digitally signed
 by Pablo Alvarez
 Date: 2024.06.26
 11:50:45 -05'00'

SIGNATURE: PABLO ALVAREZ - PROFESSIONAL SURVEYOR AND MAPPER FLORIDA REGISTRATION NO. 7274 (NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OR THE ELECTRONIC SEAL (IF AFFIXED) OF THE FLORIDA LICENSED SURVEYOR AND MAPPER SHOWN ABOVE)

DATE: 06/26/2024

PRINTING INSTRUCTIONS:

WHEN PRINTING THIS PDF IN ADOBE, SELECT "ACTUAL SIZE" TO ENSURE CORRECT SCALING. DO NOT USE "FIT".

LANDTEC
 SURVEYING
 and Lien
 LICENSED BUSINESS No. 8507



TYPE: WATER OAK
DBH: 62"
LOCATION: (A)
LEFT SIDE OF CARPORT

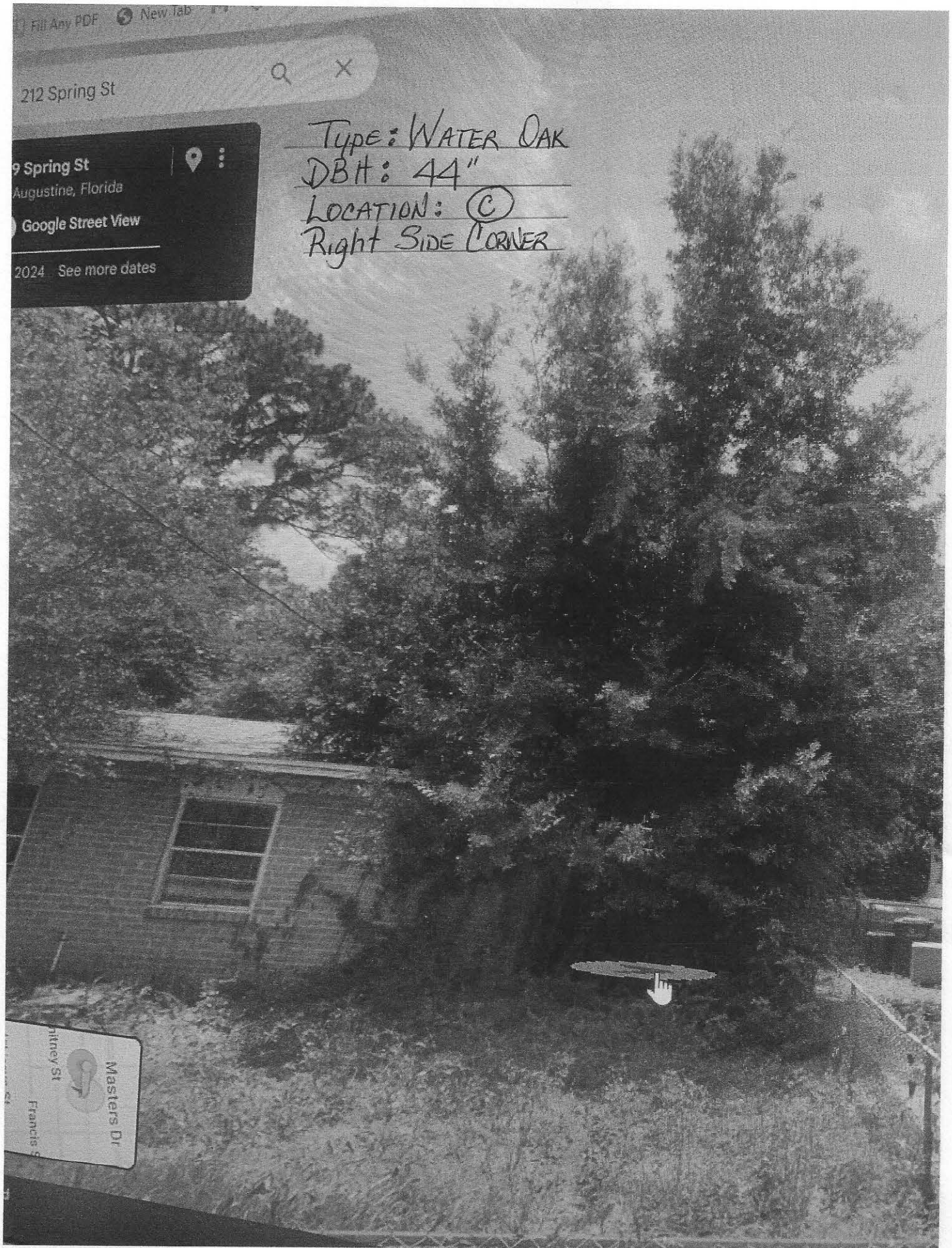


Type: WATER OAK

DBH: 22"

LOCATION: (B)

FRONT CENTER





Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
September 2, 2025	7.a.	PZB2025-0049
Request	Address	Parcel ID
Use by Exception	120 La Quinta Place	202210-0000
[LINK TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]		

Site & Background Information

Applicant:	James G. Whitehouse, Esq.
Owner:	Richard Dettra / Dettra Living Trust
Property Class: (St. Johns County Property Appraiser)	0100 – Single Family
Future Land Use Designation:	Commercial Low Intensity
Zoning Designation:	Commercial Low-One: CL-1 [LINK TO DISTRICT REGULATIONS]
Acreage:	0.34
Neighborhood:	Lincolnville
Archaeological Zone:	IIIA

Request Summary

This application is a request to construct a parking lot at 120 La Quinta Place, a use by exception under Sec. 28-347 of the City Code. [[LINK TO CODE SECTION](#)]

This request is part of a proposal to develop the site at 115 La Quinta Place for retail, office, and restaurant uses. One of the requirements under Sec. 28-347. – Supplementary regulations for certain uses require that parking lots be within four hundred (400) feet of a property requiring off-street parking, which the property at 120 La Quinta Place does.

	115 La Quinta Place (information provided by applicant)	120 La Quinta Place
Proposed on-site off-street automobile parking spaces	Twenty-three (23)	Eleven (11) or seventeen (17)
Proposed use(s)	Museum (front building facing Riberia Street) 2,500 square feet of retail use (middle building) 60-seat restaurant with a 1,200 square foot kitchen	Single-family home
Minimum City Code required off-street automobile parking spaces	Museum: five (5) Retail: eight (8) Restaurant: twenty-one (21)	Single-family home: two (2)

In total, the minimum number of off-street automobile parking spaces required by City Code, which were last significantly modified in 1988, is thirty-four (34); the applicant proposes either thirty-four (34) or forty (40).

This request was originally heard during the July 1st, 2025, Planning and Zoning Board (PZB) regular meeting and was continued to allow the applicant the opportunity to provide a site plan of the proposed commercial use at 115 La Quinta Place which they since have.

Consistency with the City of St. Augustine Comprehensive Plan 2040

Goal, Policy, or Objective	Staff Analysis
Future Land Use Element [LINK TO DOCUMENT]	
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.	This proposal is consistent with the city's policy to encourage the development of undeveloped pockets within developed areas such as the property at 115 La Quinta Place.

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 proposal is consistent with the city's policy to prioritize infill and redevelopment as it would allow for redevelopment at 115 La Quinta Place.
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	This proposal is consistent with the city's objective to encourage redevelopment and renewal of areas that are exhibiting evidence of decline such as 115 La Quinta Place.
Policy 6.1.4 The land development code shall determine where buffers shall be required between adjacent land uses. Buffers may be either prescriptive standards or variable and shall be defined in the land development code. Buffers may serve one or more of the following purposes: provide functional separations between dissimilar uses; provide landscaping adjacent to parking lots and other vehicle use areas; and provide protection from uses that may have some degree of incompatibility that can be mitigated wholly or partially to protect against light, glare, noise or appearance.	This proposal is consistent with the city's policy to implement buffers between differing land uses by adhering to the requirements of Chapters 25 and 28.
Policy 6.5.1 Commercial Low Intensity This district is intended to apply to areas where small groups of low intensity commercial uses may be appropriately located to serve within convenient traveling distance from one (1) or several neighborhoods. The district is intended for low traffic generating commercial uses including general retail sales and service-related uses intended to serve the local neighborhoods. In addition, professional and business offices, compatible tourist accommodations and similar uses are encouraged. Appropriate uses may include recreation, public and institutional uses,	The proposed general retail, food service, and museum uses are consistent with the Commercial Low Intensity future land use designation.

Open Land (Conservation), multi-family, and residential or non-residential mixed uses. Residential Uses Single or multi-family uses to a maximum of 16 dwelling units per acre. - Not more than fifty percent (50%) of the Commercial Low Intensity designation shall be permitted for residential use. Other uses Maximum lot coverage of 60%; maximum height restriction of 35 feet. To encourage mixed use developments: - Residential uses included in mixed use developments shall occupy a minimum of 20% and a maximum of 40% of the development area, unless otherwise approved by the PZB. - Commercial uses included in a residential mixed-use development shall occupy a minimum of 40% and a maximum of 60% of the development area, unless otherwise approved by the PZB. - Mixed use commercial projects are encouraged.	
Historic Preservation Element [LINK TO DOCUMENT]	
Goal 3 Preserve and protect the historic and authentic character of St. Augustine to minimize the demolition of older, historic buildings and structures.	This proposal is consistent with the city’s goal to minimize the demolition of older, historic buildings and structures by preserving the existing structure at 120 La Quinta Place and the majority of the structures at 115 La Quinta Place.
Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Policy 2.16.13 Development and redevelopment in the City shall utilize strategies, site development techniques, engineering solutions, and best practices to reduce the flood risk and losses due to flooding in the City, including but not limited to: Green street techniques to divert, capture or absorb water in a way to reduce flood impacts on private property, including, but not limited to street trees, landscaped areas and vegetative curb	This proposal has the potential to be more consistent with the city’s policy for redevelopment to utilize strategies to reduce the impacts of flooding through the inclusion of permeable pavement and other site development techniques.

extensions, bioswales, vernacular streetscapes, and roadway redesign; 2. Hybrid stormwater master plan to integrate a combination of green and gray infrastructure, including but not limited to bioretention, increasing pipe capacity, stormwater parks, rain garden/bioswales, pumps, and water flow diversion strategies; 3. Underground utilities in vulnerable and feasible areas; 4. Assess parking standards and redesign parking lots with greater water capture techniques; 5. Comprehensive planning; 6. Land development regulations; 7. Increases of setback lines; 8. Natural shoreline restoration; 9. Permeable pavement; 10. Dry and wet flood proofing of structures; and 11. Green/open space.	
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
Housing Element [LINK TO DOCUMENT]	
Infrastructure Element [LINK TO DOCUMENT]	

Staff Analysis of Request and Applicable Sections from the City of St. Augustine’s Code of Ordinances

Sec. 28-2. – Definitions. [[LINK TO CODE 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.

Parking facility means a structure or lot used for the storage of more than three (3) vehicles.

Sec. 28-29. – Zoning exceptions, variances and appeals. [[LINK TO CODE 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.

Sec. 28-206. – Commercial low-one: CL-1. [\[LINK TO CODE SECTION\]](#)

- (2) Permitted accessory uses and structures:
- See [section 28-348](#).
 - Parking lots complying with section [28-347](#)(3)

Sec. 28-347. – Supplementary regulations for certain uses. [\[LINK TO CODE SECTION\]](#)

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

- (a) A six-foot solid masonry wall or fence shall be erected along all property lines adjunct to residentially zoned property.

Proposal complies; a six (6) foot fence is shown along property lines.

- (b) No source of illumination for such lots shall be directly visible from any window in any residence in the residential district.

Proposal complies; note “b.” on the submitted site plan, which states “no source of illumination for such lots shall be directly visible from any window in any residence in the residential district.”

- (c) There shall be no movement of any vehicles on such lots between the hours of 11:00 p.m. and 7:00 a.m.

Proposal complies; note “c.” on the submitted site plan, which states “there shall be no movement of any vehicles on such lots between the hours of 11:00 P.M. and 7:00 A.M.”

- (d) There shall be no sales or service activity of any kind on such lots.

Proposal complies; note “d.” on the submitted site plan, which states “there shall be no sales or service activity of any kind on such lots.”

- (e) Vehicles prohibited from being parked in residential districts by [section 28-336](#) shall not be permitted to be parked on such lot.

Proposal complies; note “e.” on the submitted site plan, which states “vehicles prohibited from being parked in residential districts by section 28-336 shall not be permitted to be parked on such lot.”

- (f) All parking lots shall be paved with erosion-resistant material in accordance with city specifications (see division 2 of this article).

Compliance with this requirement will be required during the civil engineering plan review process administered by the city.

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

(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
(2)	Art gallery, library and museum	400			
(26)	Professional/business office	400			
(27)	Restaurant	75 patron area (nonfixed seating)	or 4 patrons (fixed seating)		and 1 per 200 sq. ft. nonpatron area
(41)	Business, commercial, or service establishments	300			

Staff Recommendation

Based on a review of Sec. 28-29 staff finds that the Board may **APPROVE** the off-site parking lot use by exception request at 120 La Quinta Place / PID 202210-0000 as it meets the requirements of Sec. 28-347. – Supplementary regulations for certain uses.

Attachments

1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Warranty Deed
5. Proposed Site Plan at 120 La Quinta Place
6. Proposed Site Plan at 115 La Quinta Place
7. Parking Provision Analysis Submitted by Applicant
8. Additional Applicant Provided Material

Staff Report prepared by:

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

Attachment 1: Site Maps & Photos

120 La Quinta Place

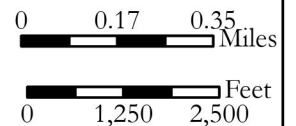


© All EagleView Technology Corporation

12/08/2024



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 herein.

2025

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
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.

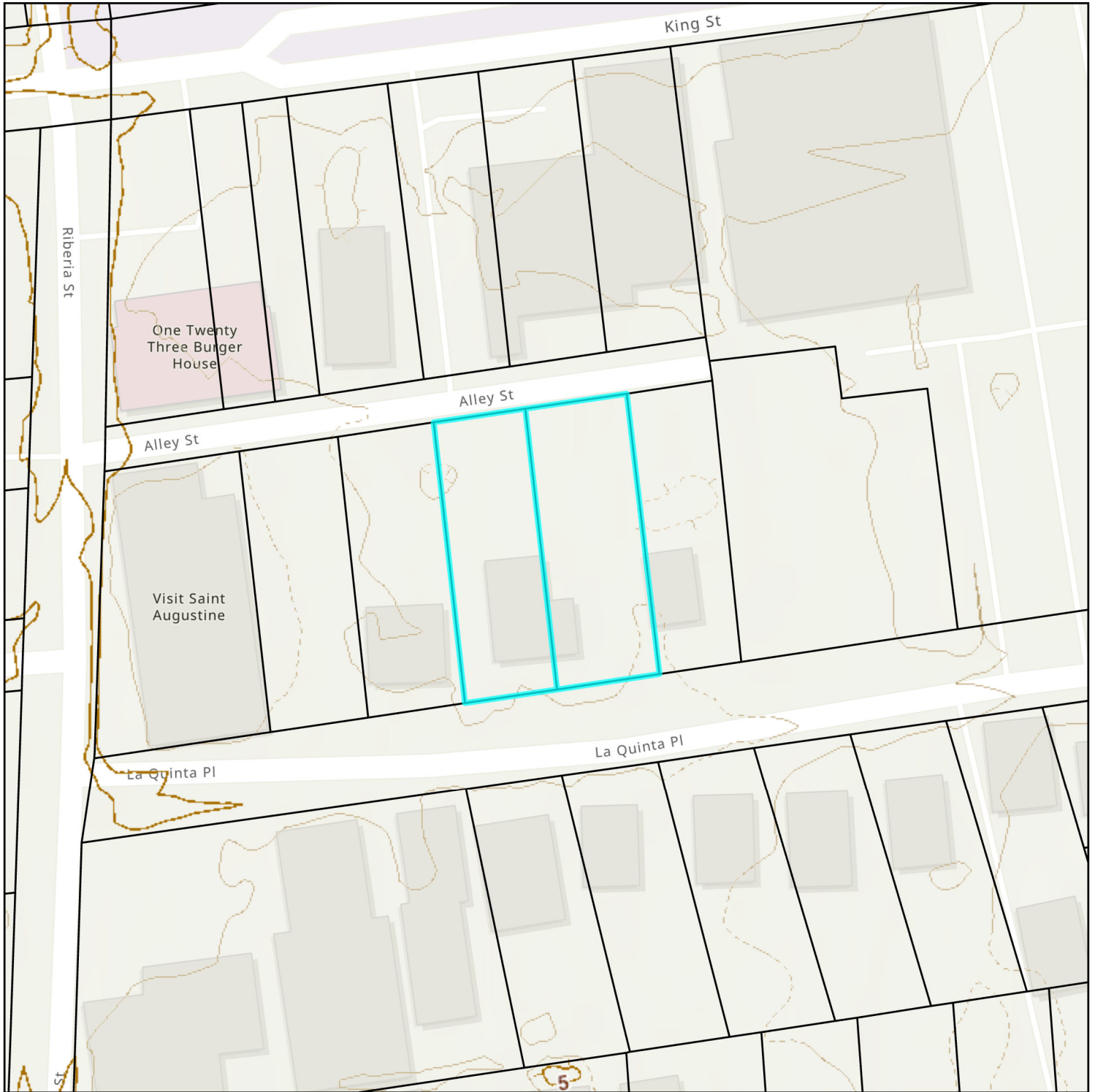
2025



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
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



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: 904-495-0400

Business (if applicable): ** (Owner's Authorization Attached)

Address: 104 Sea Grove Main Street City: St. Augustine State: FL Zip: 32080

E-Mail Address: jameswhitehouse@sjlawgroup.com

2. NAME OF PROPERTY OWNER: Dettra Living Trust Contact Number: _____

Business (if applicable): - Richard P. Dettra, Trustee

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: 10 & 11

Block: 46

Subdivision: Hopkins Subdivision

Parcel Number: 202210-0000

4. PROJECT STREET ADDRESS: 120 La Quinta Place

5. SPECIFIC PROPOSED USE: CL-1 Permitted Parking Lot

6. ACTION REQUESTED:

☐ Conservation Zone Development

☐ Appeal of Staff Determination

☒ Exception

☐ Land Use Plan Amendment

☐ Variance

☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: Request for Parking Lot use pursuant to City Code, allowed under Sec. 28-206. - Commercial low-one: CL-1, subsection 2(b) - Parking lots complying with section 28-347(3).

8. JUSTIFICATION FOR ACTION REQUESTED: ** see attached **

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

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

10. PREVIOUS APPLICATIONS:

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

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

11. AGREEMENT:

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

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

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

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

Signature of Applicant

Date

4/21/25

Signature of Property Owner

Date

Owner's authorization attached

7. Request:

Request for Parking Lot pursuant to City Code, as allowed under Sec. 28-206 - Commercial low-one: CL-1, subsection 2(b) - Parking lots complying with section 28-347(3).

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

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

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

8. Justification:

Owner intends to construct a parking lot for the use of adjacent properties as allowed under our city code within this commercial zoning district, CL-1.

This same use is employed on this very same block just one parcel to the east (see attached) and is an allowable use within this district as long as the owner meets the requirements as outlined in section 28-347(3).

Parking is highly demanded in this commercial area as seen in many recent public hearings and denials of applications that were not able to provide parking in this very same area and throughout our city.

Owner submits the attached proposed site plan showing that he will meet all the requirements of our city code and as such seeks approval of this use by exception herein.

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: 120 La Quinta Place

Applicant's Name: Tamer G. Whitcomb, Esq. Applicant's Signature: [Signature]

Owner's Name: Owner's authorization attached Owner's Signature: [Signature]



Owner's Authorization For Agent

James G. Whitehouse, Esq. _____ is/are hereby authorized TO ACT ON BEHALF
OF Rich P. Dettra, Trustee DETTRA LIVING TRUST, 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 _____ Board, for an application
related to the structure located at:
120 La Quinta

BY: _____

Signature of Owner

Richard Dettra
Print Name of Owner

904 501 7179
Telephone Number

State of Florida

County of St. Johns

Signed and sworn before me on this 2nd day of April, 2025.

By Richard Dettra

Identification verified: _____

Oath sworn: ☒ Yes _____

No _____

Notary Signature: _____

My Commission expires: _____

7/28/2028



JENNIFER SALDA
Notary Public
State of Florida
Comm# HH576165
Expires 7/28/2028

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

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	2022100000
Location Address	120 LA QUINTA PL SAINT AUGUSTINE 32084-0000
Neighborhood	City of St. Augustine (610)
Tax Description*	HOPKINS SUB CITY PART OF BLK 46-C LOTS 10 & 11 OR5983/1602 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Hopkins Subdivision
Sec/Twp/Rng	18-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.340
Homestead	N



Owner Information

Owner Name	Dettra Living Trust D: 11-30-2007 100% Dettra Richard P Trustee 0% Dettra Diane V Trustee 0%
Mailing Address	21 BERMUDA RUN WAY SAINT AUGUSTINE, FL 32080-0000

Map



Valuation Information

Assessed Year	2025
Valuation Method	Market
Building Value	\$405,219.00
Extra Features Value	\$284.00
Total Land Value	\$428,400.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$833,903.00
Total Deferred	\$0.00
Assessed Value	\$833,903.00
Total Exemptions	\$0.00
Taxable Value	\$833,903.00

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

Historical Assessment Information

Year	Valuation Method	Building Value	Extra Feature Value	Total Land Value
2024	Market	\$451,971	\$284	\$428,400
2023	Market	\$457,918	\$284	\$428,400
2022	Market	\$400,950	\$674	\$359,856
2021	Market	\$299,729	\$674	\$278,460
2020	Market	\$245,110	\$674	\$251,685
2019	Market	\$199,062	\$674	\$232,942
2018	Market	\$201,865	\$674	\$203,490
2017	Market	\$208,459	\$2,102	\$203,490
2016	Market	\$211,276	\$2,186	\$184,748
2015	Market	\$174,933	\$2,355	\$141,908
2014	Market	\$134,911	\$2,440	\$128,520

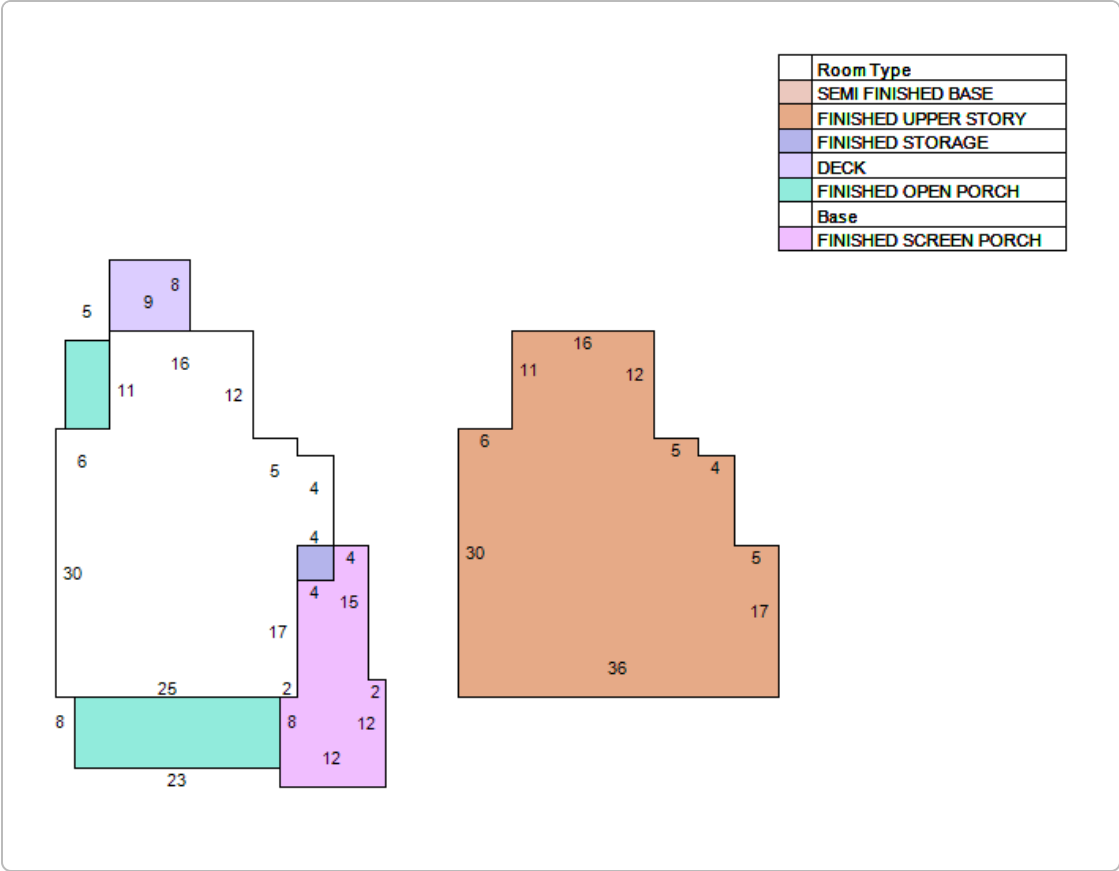
Building Information

Building	1	Roof Cover	Composite Shingle
Building Value	\$405,219	Roof Structure	Gable Hip
Year Built	1915	Interior Flooring	Pine Wood, Ceramic Tile
Actual Area	3227	Interior Wall	Drywall
Conditioned Area	2533	Heating Type	Air Duct
Use	Single Family Residence	Air Conditioning	Central
Style	01	Bedrooms	4
Exterior Wall	Wood	Baths	2

Description	Square Footage
FINISHED SCREEN PORCH	260
BASE AREA	1021
FINISHED OPEN PORCH	50
FINISHED DECK	72
FINISHED STORAGE/UTILITY	16
FINISHED OPEN PORCH	184

Description	Square Footage
FINISHED UPPER STORY	1174
SEMI-FINISHED BASE	450
Total SqFt	3227

Sketch Information



Extra Feature Information

Code Description	Status	Value
Masonry Wall (Mix)		284

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	102	140	102	EF	\$428,400

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
7/11/2024	7/11/2024	\$885,500.00	WARRANTY DEED	5983	1602	Q	I	MERWIN ANNE	DETTRA LIVING TRUST D: 11-30-2007
4/4/2023	3/29/2023	\$100.00	LIFE ESTATE	5734	1528	U	I	MERWIN ANNE	MERWIN ANNE
6/29/2020	6/5/2020	\$0.00	DEATH CERTIFICATE	4975	1452	U	I	MERWIN BRUCE (DECD)	MERWIN ANNE
	3/24/2010	\$170,000.00	WARRANTY DEED	3299	338	U	I	KLOECKNER BRUCE	MERWIN BRUCE, ANNE
	9/30/2009	\$0.00	LIS PENDENS	3246	918	U	I	US BANK NATIONAL ASSOCIATION	KLOECKNER BRUCE L
	8/8/1995	\$155,000.00	WARRANTY DEED	1122	1573	U	I	HEIRS OF THOMPSON	KLOECKNER BRUCE L
	7/11/1995	\$0.00	ORDER DET HX REAL P	1118	809	U	I	PROBATE 95-294CP	HEIRS OF THOMPSON
	6/29/1995	\$0.00	SUMMARY ORDER ADMIN	1122	1570	U	I	DADE COUNTY PROBATE #76-4949	PROBATE 95-294CP
	6/28/1995	\$0.00	SUMMARY ORDER ADMIN	1118	812	U	I	PROBATE #95-294CP	DADE COUNTY PROBATE #76-4949
	6/28/1995	\$0.00	ORDER DET HX REAL P	1118	352	U	I	PROBATE 95-292CP	PROBATE #95-294CP

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	6/28/1995	\$0.00	SUMMARY ORDER ADMIN	1118	349	U	I	THOMPSON WM MARTIN SR,PROBATE 95-292CP	PROBATE 95-292CP
	6/28/1995	\$0.00	SUMMARY ORDER ADMIN	1116	796	U	I	THOMPSON MARGARET ELIZABETH ESTATE	THOMPSON WM MARTIN SR,PROBATE 95-292CP
	6/28/1995	\$0.00	ORDER DET HX REAL P	1116	793	U	I	THOMPSON MARGARET ELIZABETH ESTATE	THOMPSON MARGARET ELIZABETH ESTATE

No data available for the following modules: Exemption Information.

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

| [User Privacy Policy](#) | [GDPR Privacy Notice](#)

[Last Data Upload: 6/4/2025, 12:09:41 AM](#)

[Contact Us](#)

Developed by



Attachment 4: Warranty Deed

Rec: \$18.50 Doc: \$6198.00 (\$885,450.00)
In, Return and Prepared by:
Carol Lagasse
ESTATE TITLE OF ST. AUGUSTINE, INC.
71 CARRERA STREET
ST AUGUSTINE, FL 32084
as a necessary incident to the fulfillment of conditions
contained in a title insurance commitment issued by it.

Property Appraisers Parcel I.D. (Folio) Number(s):
202210-0000
File No.: 65030

WARRANTY DEED

This Warranty Deed, Made the 11th day of July, 2024, by **ANNE MERWIN**, unmarried whose post office address is:

16 Yorkshire Dr Greenville SC 29615,
hereinafter called the "Grantor", to

RICHARD P. DETTRA AND DIANE V. DETTRA, TRUSTEES OF THE DETTRA LIVING TRUST DATED NOVEMBER 30, 2007

WITH FULL POWER AND AUTHORITY TO PROTECT, CONSERVE, SELL, CONVEY, LEASE, ENCUMBER OR OTHERWISE MANAGE AND DISPOSE OF CAPTIONED PROPERTY

whose post office address is: **21 Bermuda Run Way, St. Augustine, FL 32080**, hereinafter called the "Grantee".

WITNESSETH: That said Grantor, for and in consideration of the sum of **Ten Dollars and No Cents (\$10.00)** and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee, all that certain land situate in **St Johns** County, Florida, to wit:

LOT 10 AND 11, PLAT OF THE SUBDIVISION OF THE GILBERT ESTATE, IN THE CITY OF SAINT AUGUSTINE, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN MAP BOOK 1, PAGE 125, OF THE PUBLIC RECORDS OF SAINT JOHNS COUNTY, FLORIDA; SAID GILBERT ESTATE ALSO KNOWN AS GILBERT HOMESTEAD.

ALSO KNOWN AS:

LOTS 10 AND 11, HOPKINS SUBDIVISION, OF A PART OF BLOCK 46C, ACCORDING TO THE OFFICIAL MAP OF THE CITY OF SAINT AUGUSTINE DATED JUNE 12, 1923, BEING THE SAME PROPERTY DESCRIBED IN THOSE DEEDS RECORDED IN DEED BOOK 83, PAGES 409 THROUGH 414 AND DEED BOOK 119, PAGES 101 THROUGH 104, OF THE PUBLIC RECORDS OF SAINT JOHNS COUNTY, FLORIDA; TOGETHER WITH ALL SEWER PRIVILEGES AT PRESENT BELONGING TO OR APPERTAINING TO THE ABOVE DESCRIBED PROPERTY AS SET FORTH IN DEED BOOK 10, PAGE 186, OF THE PUBLIC RECORDS OF SAINT JOHNS COUNTY, FLORIDA.

The property is the homestead of the Grantor(s).

TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to 2023, reservations, restrictions and easements of record, if any.

(The terms "Grantor" and "Grantee" herein shall be construed to include all genders and singular or plural as the context indicates.)

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

SIGNED IN THE PRESENCE OF THE FOLLOWING WITNESSES
TWO SEPARATE DISINTERESTED WITNESSES REQUIRED

Carol A Lagasse
Witness 1 Signature

Anne Merwin
ANNE MERWIN

Witness 1 Printed Name and Post Office Address:

Carol A Lagasse
71 Carrera St.
St. Augustine FL 32084

Tom Rives
Witness 2 Signature

Witness 2 Printed Name and Post Office Address:

Tom Rives
303 Porpoise Point Dr.
St. Augustine FL 32084

State of Florida
County of St Johns

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 11th day of July, 2024 by ANNE MERWIN. He/She/They is/are ☐ Personally Known OR ☒ Produced drivers license(s) as Identification.

Carol A Lagasse
Notary Public Signature (SEAL)

Printed Name:

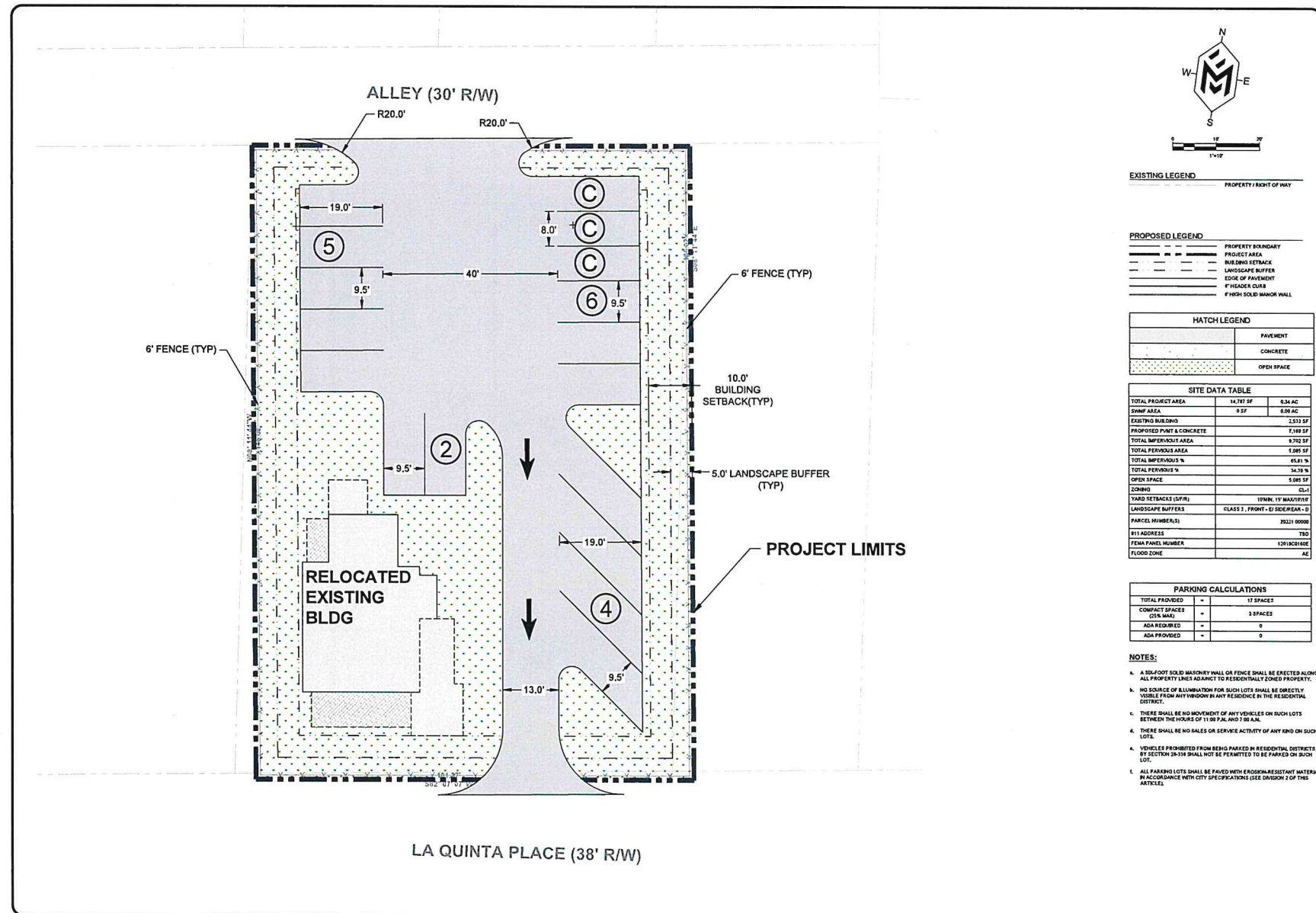
My Commission Expires: _____

☐ Online Notary (Check Box if acknowledgment done by Online Notarization)



CAROL A. LAGASSE
Notary Public
State of Florida
Comm# HH538205
Expires 7/21/2028

Attachment 5:
Proposed Site Plan at 120 La Quinta
Place





MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-4897

REVISIONS	
NO.	DESCRIPTION
1	ISSUED FOR PERMIT

CONCEPTUAL SITE PLAN

120 LA QUINTA

CITY OF ST. AUGUSTINE

PREPARED FOR: CLIENT

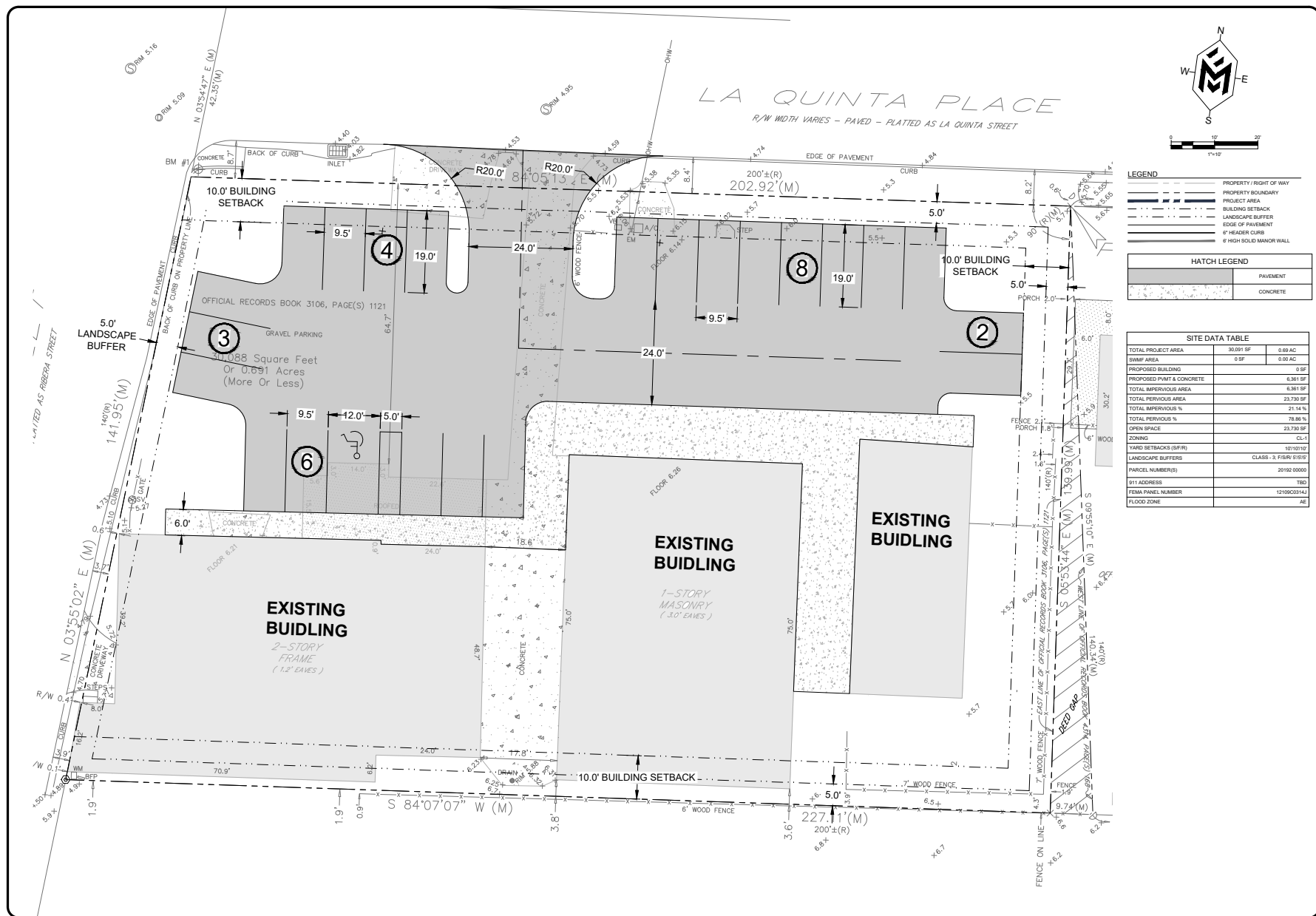
DATE: 06-14-2023

PROJECT: 2008

1

OF 1

Attachment 6:
Proposed Site Plan at 115 La Quinta
Place



MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-6887

CONCEPTUAL SITE PLAN
115 LA QUINTA
CITY OF ST. AUGUSTINE

REVISIONS

NO.	DATE	DESCRIPTION
1	07/20/2018	ISSUED FOR PERMIT

1
OF 1

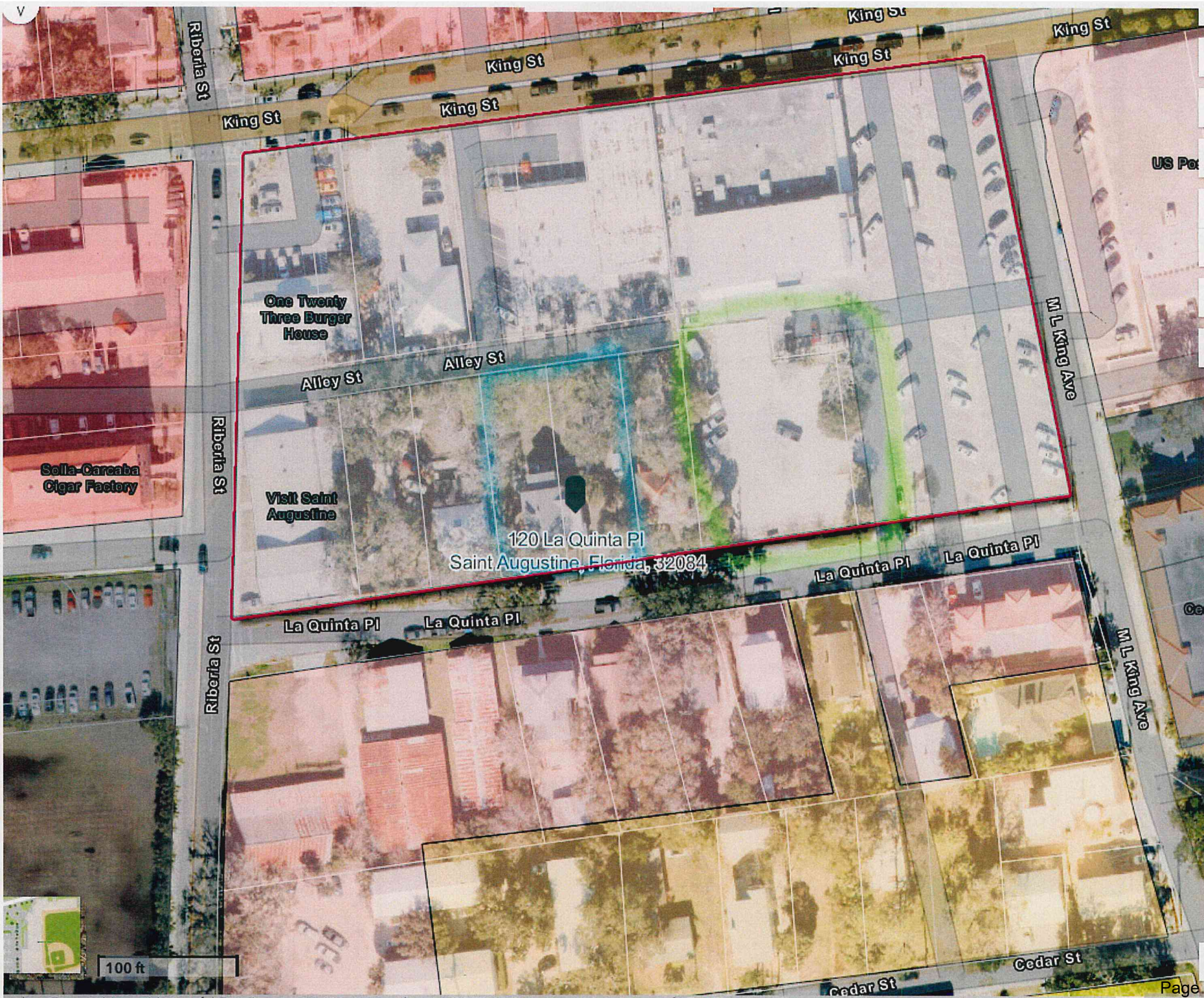
Attachment 7:
Parking Provision Analysis Submitted
by Applicant

115 LA QUINTA - PARKING

- REUSE/SAVE BUILDINGS

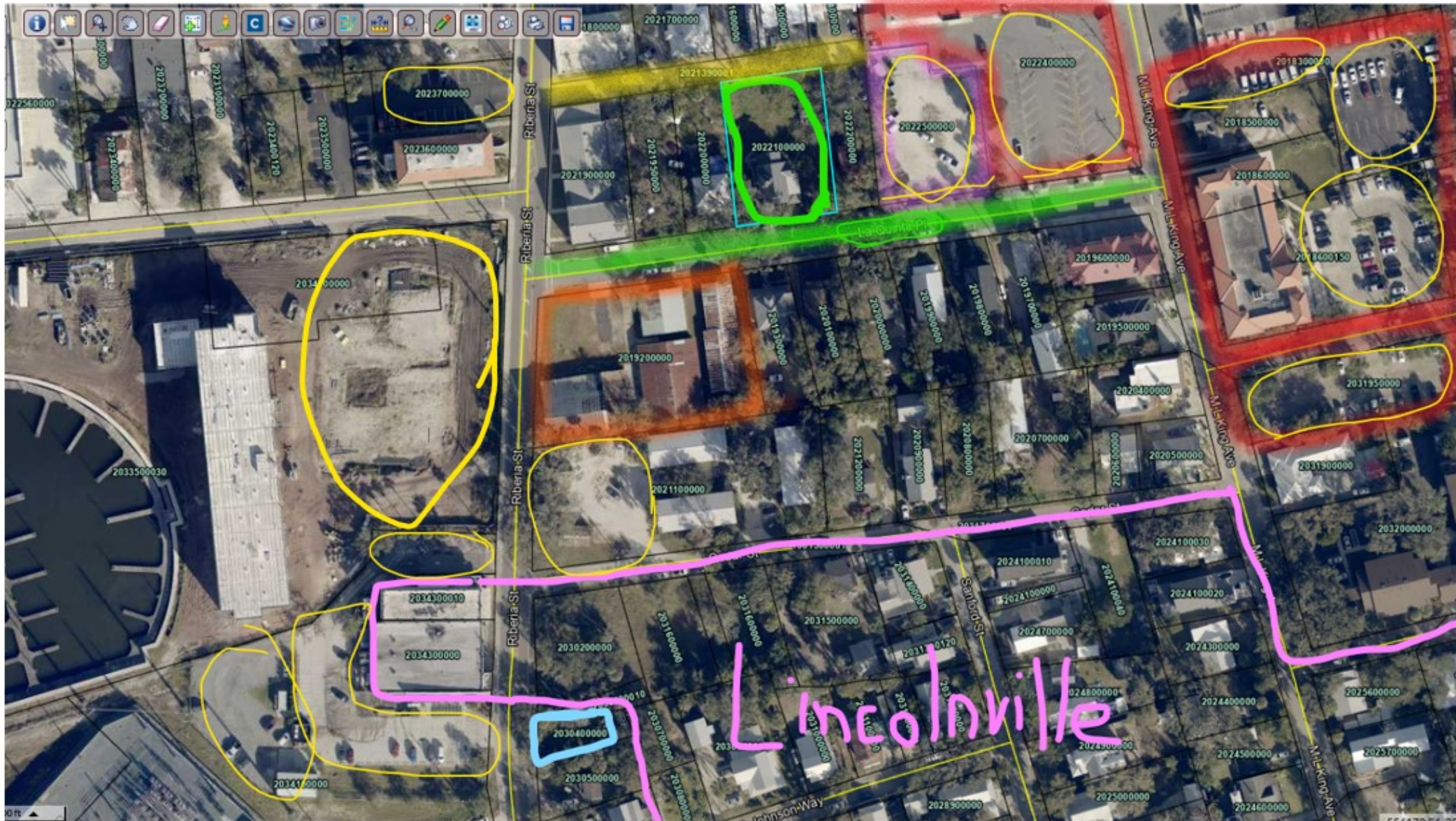
Museum (front building facing Riberia St)	5
Retail 2,500 sqft (middle building)	8
Restaurant 60 seats	15
Kitchen 1,200 sqft	6
Total (parking spaces)	34

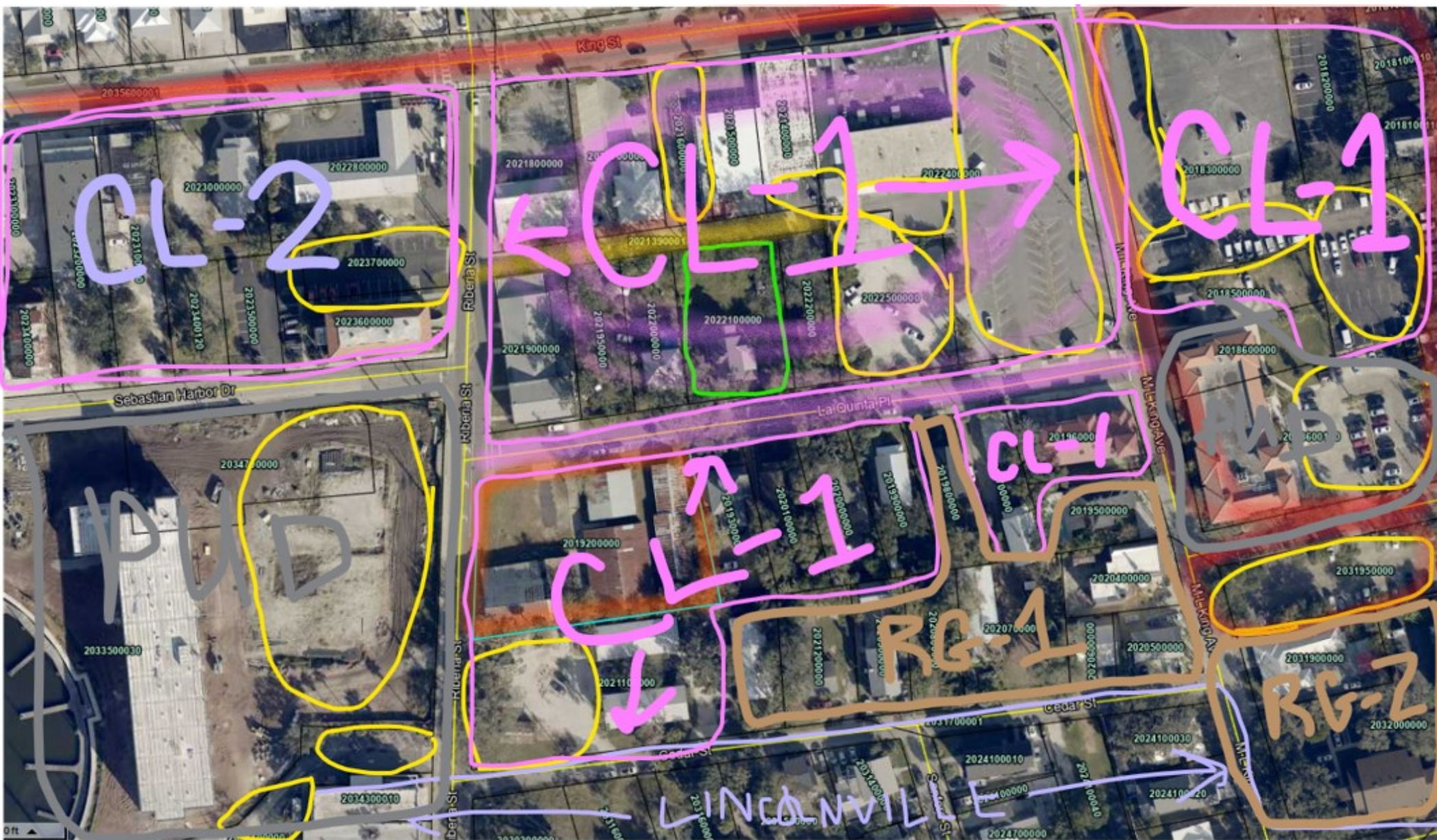
Attachment 8:
Additional Applicant Provided Material





PERMITTED - "PARKING LOTS"





(2) *Permitted accessory uses and structures:*

- a. See [section 28-348](#).
- b. [Parking lots complying with section 28-347\(3\)](#).

PERMITTED - "PARKING LOTS"

(3) *Permissible uses by exception:*

- a. Hotel/motel, maximum of thirty (30) units.
- b. Plant nursery.
- c. Sale of alcoholic beverages with alcoholic content not more than fourteen (14) percent for consumption, either on the premises or off the premises.
- d. Wholesaling from sample stocks only, provided no manufacturing or storage for distribution is permitted on the premises.
- e. Medical/dental clinic, intermediate care facility.
- f. Uses and structures as for RG-1 ([section 28-163](#)).
- g. Indoor movie theatres.
- h. Commercial recreational or entertainment facilities in completely enclosed building such as billiard parlor, bowling alley, swimming pool, skating rink, dance hall and similar uses.
- i. Building trades contractor not requiring outside storage, nor the use of any vehicle in excess of one-ton capacity, nor any machinery, ditching machines, tractors, bulldozers or other heavy construction equipment.
- j. Micropigmentation clinic.
- k. Craft alcohol industry, limited to alcohol by volume (ABV) not to exceed fourteen (14) percent, such as but not limited to, beer and wine. Wholesaling from sample stocks only, provided no manufacturing or storage for distribution is permitted on the premises.

SECTION 28-347(3) - "PARKING LOTS" REQUIREMENTS TO BE MET

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

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

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

- (1) *Home occupations and home office, private.* Home occupations and Home office, private shall have the same meaning and comply with the same criteria as home-based businesses pursuant to F.S. § 559.955, as may be amended from time to time.
- (2) *Day nurseries.* Day nurseries, including kindergartens and child care centers, but excluding child care homes, shall be a permissible use by exception in all residential districts, except RS-1, subject to all of the following conditions:
 - a. Indoor usable space shall consist of space available for indoor play, classrooms, activity areas or map areas, and shall not be less than twenty (20) square feet per child.
 - b. Outdoor play areas shall be enclosed by a fence or wall of at least four (4) feet in height and such area shall not be less than forty-five (45) square feet per child and shall contain sufficient space for use by fifty (50) percent of the maximum enrollment at one time.
 - c. All facilities, operation and maintenance shall meet all applicable city or state regulations for such use.
 - d. An application for exception, where required, shall state the maximum number of children to be accommodated; and in no case shall the number of children approved in the grant of exception be exceeded.
 - e. A site plan shall be submitted indicating designated indoor and outdoor space, fences or walls, vehicular ingress and egress, off-street parking areas, and loading and unloading areas. The site plan shall be approved with the exception and shall be maintained according to the plan as long as the use exists.
- (3) *Parking lots.* Off-street parking lots shall be a permissible use by exception in all districts where such lots are within four hundred (400) feet of premises requiring off-street parking; such lots in residential districts shall also conform to the following:
 - a. A six-foot solid masonry wall or fence shall be erected along all property lines adjunct to residentially zoned property.
 - b. No source of illumination for such lots shall be directly visible from any window in any residence in the residential district.
 - c. There shall be no movement of any vehicles on such lots between the hours of 11:00 p.m. and 7:00 a.m.
 - d. There shall be no sales or service activity of any kind on such lots.
 - e. Vehicles prohibited from being parked in residential districts by [section 28-336](#) shall not be permitted to be parked on such lot.
 - f. All parking lots shall be paved with erosion-resistant material in accordance with city specifications (see division 2 of this article).



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
September 2, 2025	7.b.	PZB2025-0062
Request	Address	Parcel ID
Use by Exception	8 Vedder Street	155180-0000

Site & Background Information

Applicant & Owner: David Heekin

c/o Landmark Title

Property Class:
(St. Johns County
Property Appraiser)

0100 – Single Family

**Future Land Use
Designation:**

Commercial Medium Intensity

Zoning Designation:

Commercial Medium-Two: CM-2 [[LINK FOR DISTRICT REGULATIONS](#)]

Acreage:

0.11

Neighborhood:

Greater Fullerwood

Archaeological Zone:

N/A

Request Summary

This application is a Use by Exception request for four (4) off-site automobile parking spaces within four hundred (400) feet for a professional/business office use at 8 Vedder Street. The approval of this application would allow offsite parking at 3000 N Ponce De Leon Boulevard.

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 land use plan, and policy, to prioritize infill, redevelopment and mixed-use development due to its location and Commercial Medium Intensity land use designation.
Policy 6.5.2 Commercial Medium Intensity This district is intended to apply where adequate traffic circulation capacity is available to provide medium intensity automotive oriented commercial and service uses and related facilities, and to areas where adequate lot depth is available to provide meaningful development for service-oriented automotive uses, tourist accommodations, attractions and supporting facilities. Appropriate uses may include recreation, public and institutional uses, Open Land (Conservation), multi-family, and residential or non-residential mixed uses. Residential Uses Single or multi-family units to a maximum of 16 units per acre. • Not more than fifty percent (50%) of the Commercial Medium Intensity designation shall be permitted for residential use. Other uses maximum lot coverage of 70%; maximum height restriction of 35 feet. To encourage mixed use developments:	Commercial Medium Intensity is the current land use designation at 8 Vedder Street.

- Residential uses included in mixed use developments shall occupy a minimum of 25% and a maximum of 50% of the development area, unless otherwise approved by the PZB. - Commercial uses included in a residential mixed-use development shall occupy a minimum of 30% and a maximum of 70% of the development area, unless otherwise approved by the PZB. - Mixed use commercial projects are encouraged.	
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 promote economic development in effort 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 flexible options for the provision of automobile parking.
Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
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](#)]

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:*

Location	Use	1 Space Per Gross Floor Area (Sq. Ft.)	Gross Floor Area (Sq. Ft.)	Number of Parking Spaces Required
8 Vedder	Professional/business office	400	1260	4

8 Vedder Street has 1269 square feet heated and cooled according to the St. Johns County Property Appraiser. This would require four parking spaces at 1 parking space per 400 square feet. Staff have confirmed that the property at 3000 N Ponce De Leon Boulevard has 27 parking spaces and four of those spaces are additional spaces not required to meet parking regulations. Staff have verified that 3000 N Ponce de Leon Boulevard is within four hundred feet. The property at 3000 N Ponce de Leon Blvd is directly across the street from the applicant's property and the closest parking spaces are within fifty (50) feet.

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.

Staff Conclusion

The property at 8 Vedder meets the requirements for a Use by Exception for off street parking within four hundred (400) feet. The property is currently a single-family home in a district that is zoned Commercial Medium-Two: CM-2. The proposed use of a professional/ office space is a permitted use within CM-2 zoning designation. Utilizing off-site parking maintains the current structure and preserves the character of the neighborhood while allowing economic development compatible with the current zoning designation.

Staff Recommendation

Based on a review of Sec. 28-29 staff finds that the Board may **APPROVE** the use by exception request for four (4) off-site parking spaces within four hundred (400) feet at 8 Vedder Street / PID 155180-0000.

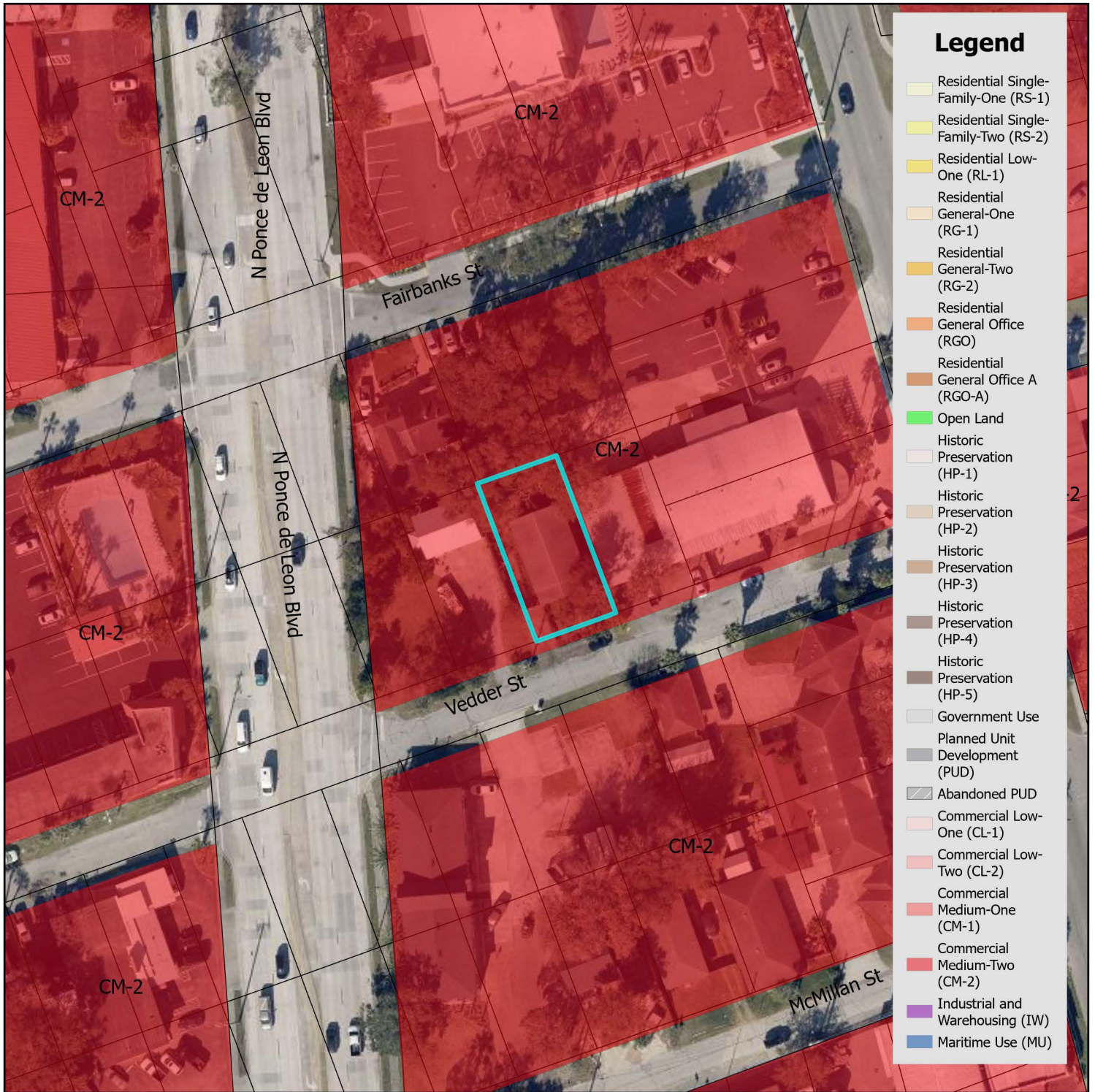
Attachments

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

Staff Report prepared by:

Sarah Daugherty
Senior Planner
Planning and Building Department

Attachment 1: Site Maps and Photos



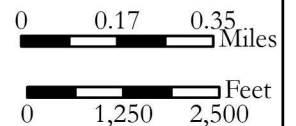
Zoning Map



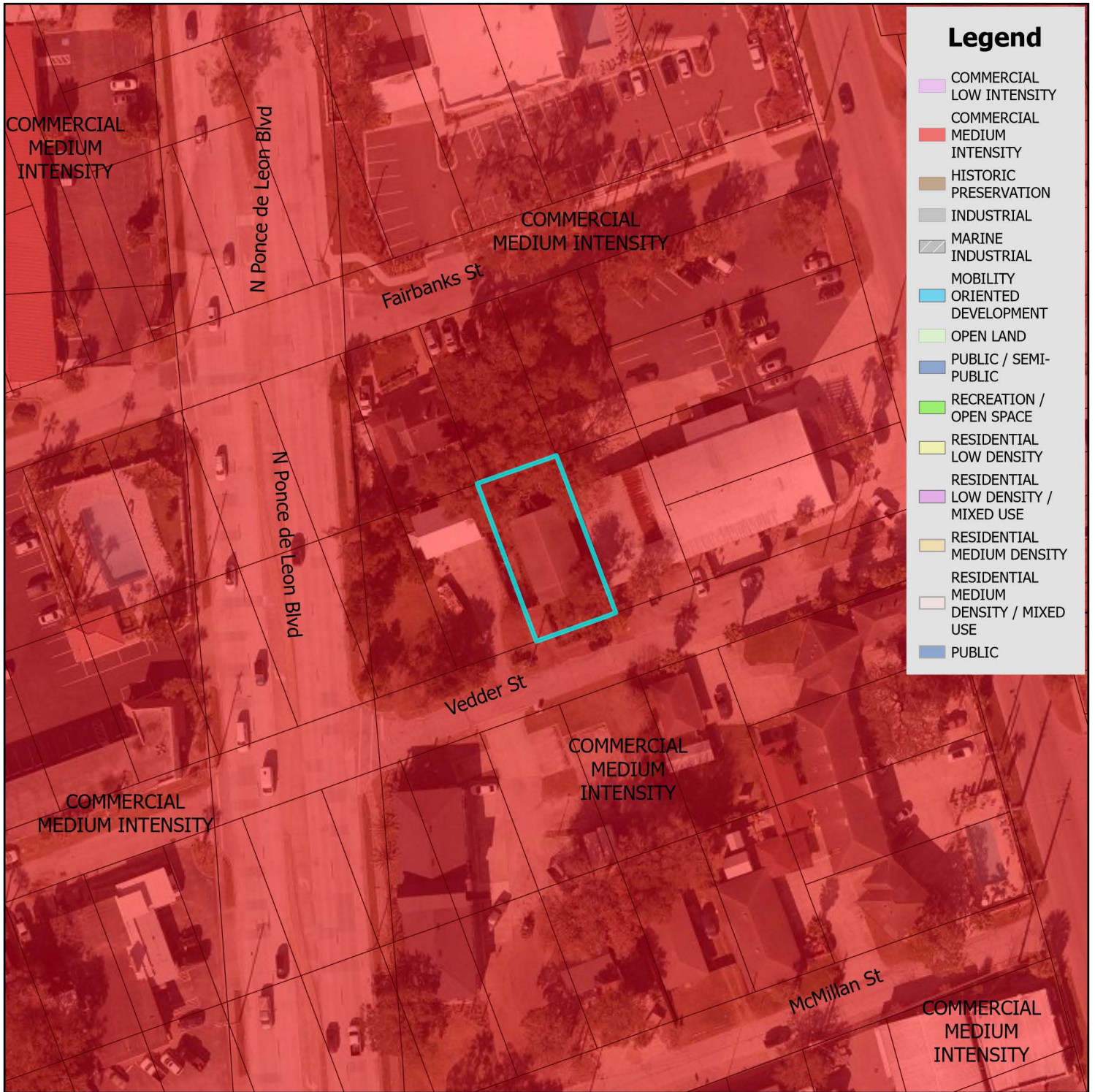
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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



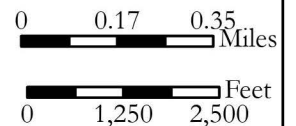
Future Land Use Map



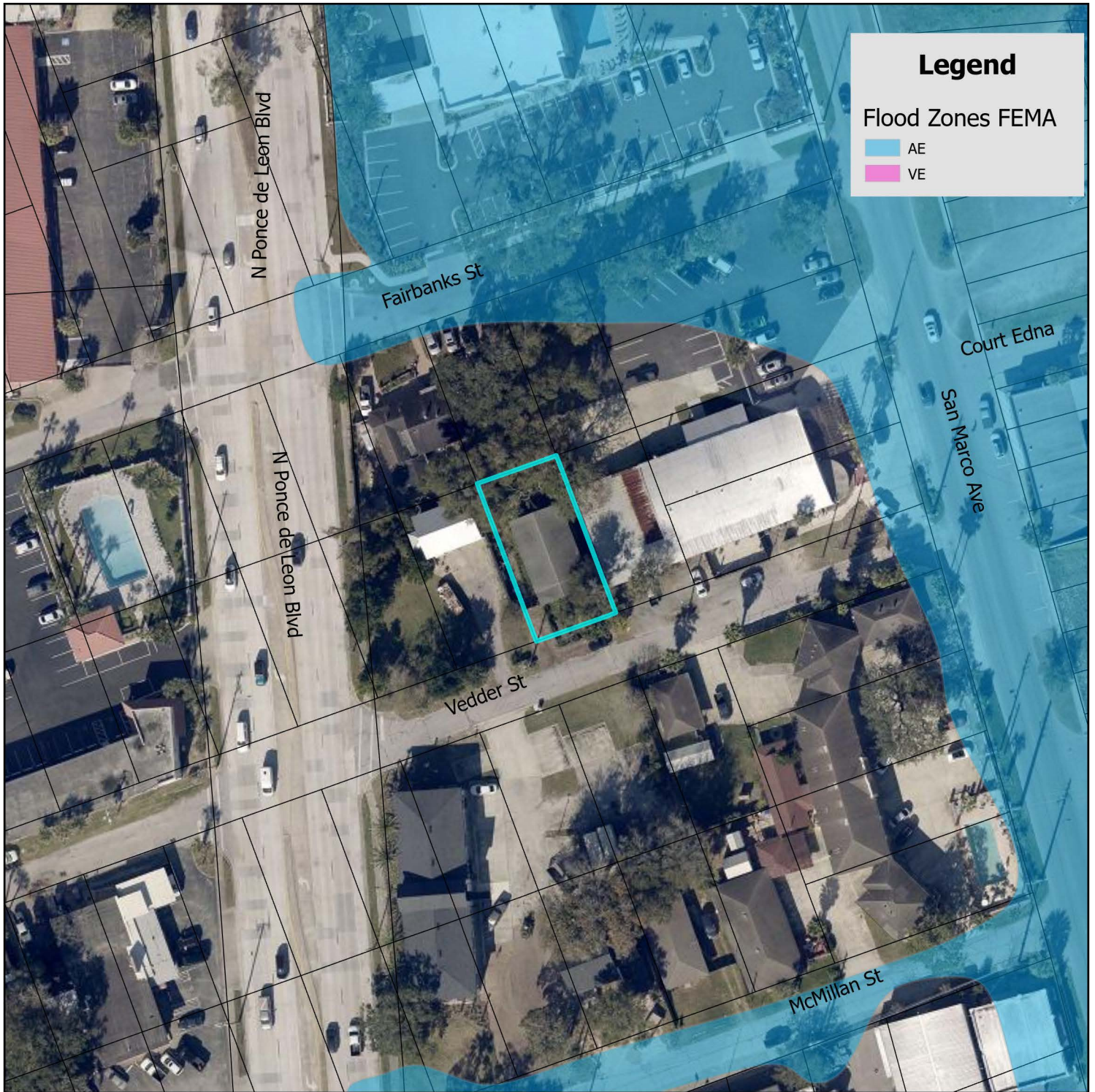
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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2025



Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet



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

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: DAVID HEERIN Contact Number: 9046126844

Business (if applicable): LANDMARK TITLE

Address: 8 VEDDER ST. City: ST. AUGUSTINE State: FL Zip: 32084

E-Mail Address: DAVID@LANDMARKTITLE.COM

2. NAME OF PROPERTY OWNER: DAVID HEERIN Contact Number: 9046126844

Business (if applicable): LANDMARK TITLE

Address: 8 VEDDER ST City: ST. AUGUSTINE State: FL Zip: 32084

E-Mail Address: DAVID@LANDMARKTITLE.COM

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: 8 Block: B

Subdivision: _____ Parcel Number: 155180.0000

4. PROJECT STREET ADDRESS: 8 VEDDER ST.

5. SPECIFIC PROPOSED USE: TITLE COMPANY

6. ACTION REQUESTED:

☐ Conservation Zone Development

☐ Appeal of Staff Determination

☒ Exception

☐ Land Use Plan Amendment

☐ Variance

☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: REQUESTING A USE BY EXCEPTION
FOR PARKING SPACES WITH ADJACENT PROPERTY

8. JUSTIFICATION FOR ACTION REQUESTED: _____

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

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

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

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

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

10. PREVIOUS APPLICATIONS:

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

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

11. AGREEMENT:

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

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

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

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



Signature of Applicant

7/31/25

Date



Signature of Property Owner

7/31/25

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.

DAVID HECKIN

Print name of applicant



Signature of applicant

7/31/25

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.

Project Address: 8 VEDDER ST.

Applicant's Name: DAVID HEEKIN Applicant's Signature: 

Owner's Name: DAVID HEEKIN Owner's Signature: 

Attachment 3:
St. Johns County
Property Appraiser
Report

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

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	1551800000
Location Address	8 VEDDER ST SAINT AUGUSTINE 32084-0000
Neighborhood	McMillan (711)
Tax Description*	3-52 MC MILLAN SUB LOT 8 BLK B OR6111/748 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	McMillan Property, Revised Plat Of
Sec/Twp/Rng	55-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	0.110
Homestead	N



Owner Information

Owner Name	8 Vedder Street LLC 100%
Mailing Address	7220 FINANCIAL WAY JACKSONVILLE, FL 32256-0000

Map



Valuation Information

Assessed Year	2025
Building Value	\$316,899.00
Extra Features Value	\$0.00
Total Land Value	\$85,000.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$401,899.00
Total Deferred	\$260,839.00
Assessed Value	\$141,060.00
Total Exemptions	
Taxable Value	\$141,060.00

St. Johns County, FL

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

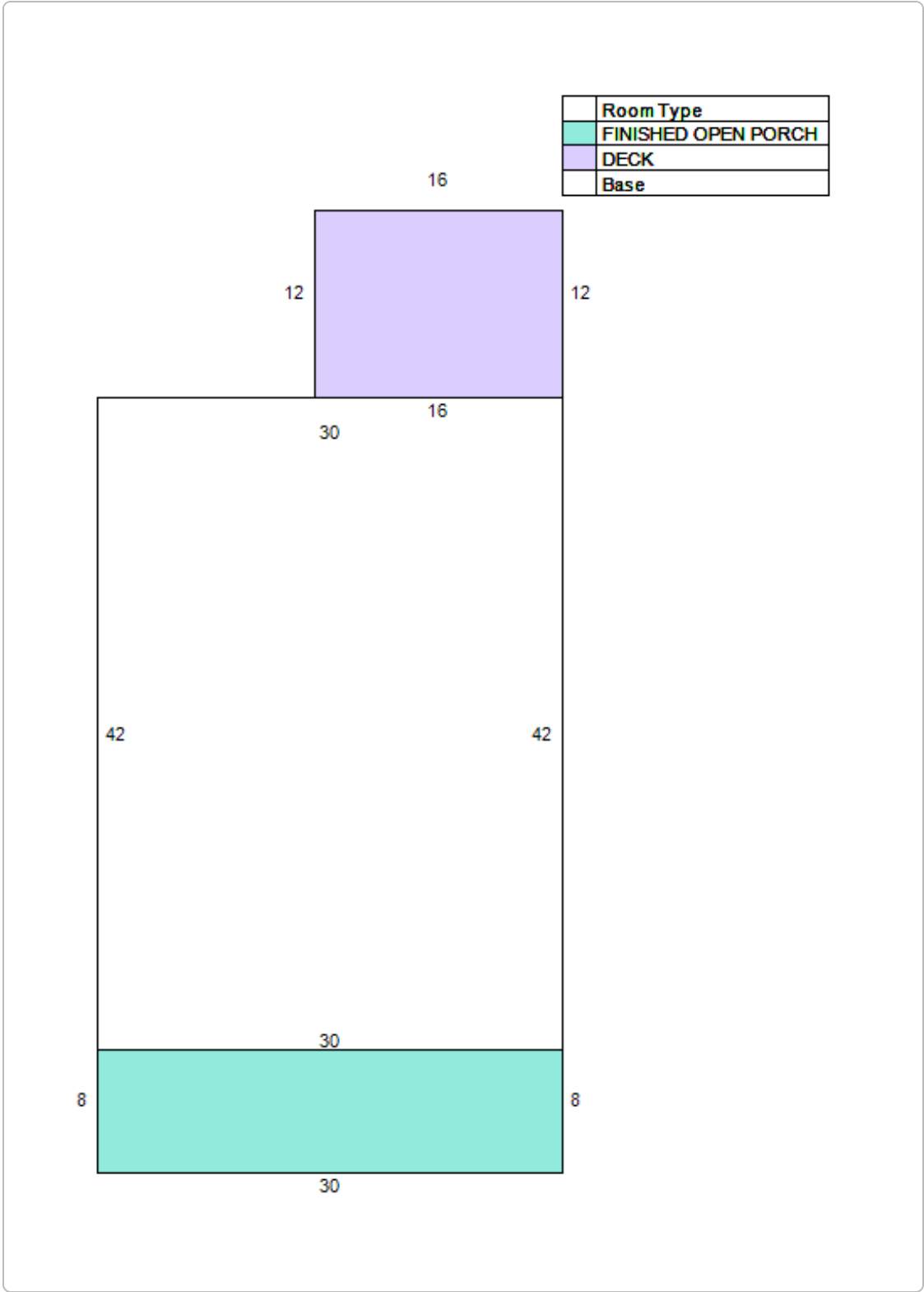
Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2024	\$157,668	\$0	\$45,500	\$0
2023	\$159,770	\$0	\$36,400	\$0
2022	\$138,010	\$0	\$28,000	\$0
2021	\$83,847	\$0	\$24,500	\$0
2020	\$67,986	\$0	\$19,600	\$0
2019	\$65,756	\$0	\$19,600	\$0
2018	\$66,621	\$0	\$18,250	\$0
2017	\$68,352	\$190	\$18,250	\$0
2016	\$69,217	\$211	\$18,250	\$0
2015	\$70,082	\$232	\$18,250	\$0
2014	\$27,454	\$0	\$14,742	\$0

Building Information

Building	1	Roof Cover	Composite Shingle
Building Value	\$316,899	Roof Structure	Gable Hip
Year Built	1924	Interior Flooring	Hardwood
Actual Area	1692	Interior Wall	Drywall
Conditioned Area	1260	Heating Type	Air Duct
Use	Single Family Residence	Air Conditioning	Central
Style	01	Bedrooms	3
Exterior Wall	Wood	Baths	2

Description	Square Footage
BASE AREA	1260
FINISHED DECK	192
FINISHED OPEN PORCH	240
Total SqFt	1692

Sketch Information



Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	50	100	50	EF	\$85,000

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
3/10/2025	3/4/2025	\$550,000.00	WARRANTY DEED	6111	748	Q	I	AMMAR ENTERPRISES LLC	8 VEDDER STREET LLC
12/24/2014	11/25/2014	\$100.00	PERSONAL REP	3969	41	U	I	BURNEY BONNIE ETAL AS PR	AMMAR ENTERPRISES LLC
12/24/2014	11/25/2014	\$108,000.00	WARRANTY DEED	3969	38	Q	I	MAYS JUANITA ETAL	AMMAR ENTERPRISES LLC
6/30/2014	6/26/2014	\$0.00	LETTERS OF ADMN	3897	1855	U	I	HUCKS WOODARD H (DECD)	BURNEY BONNIE & GILBERTSON BARBARA
6/30/2014	6/26/2014	\$0.00	WILL	3897	1851	U	I	HUCKS WOODARD H	HUCKS WOODARD H (DECD)
12/2/1968	11/25/1968	\$0.00	QUIT CLAIM DEED	137	232	U	I	GOODWIN ROBERT T ETAL	HUCKES WOODARD H, JOLEE G

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

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

| [User Privacy Policy](#) | [GDPR Privacy Notice](#)
[Last Data Upload: 8/11/2025, 9:43:28 AM](#)

Contact Us

Developed by
 **SCHNEIDER**
 GEOSPATIAL

Attachment 4:

Lease Agreement

PREPARED BY AND AFTER RECORDING RETURN TO:

David J. Heekin, Esq.
Heekin Law, P.A.
7220 Financial Way
Jacksonville, FL 32256

PARKING EASEMENT AGREEMENT

THIS PARKING EASEMENT AGREEMENT (hereinafter “Agreement”) is made and entered into this ____ day of _____, 2025 (the “Effective Date”), by and between **The Pink Mansion, LLC**, a Florida limited liability company (“Grantor”), whose address for notice purposes is 46 Weeden Street, St. Augustine, Florida 32084, and **8 Vedder Street, LLC**, a Florida limited liability company (“Grantee”), whose address for notice purposes is 7220 Financial Way, Jacksonville, Florida 32256.

W I T N E S S E T H

WHEREAS, Grantor is the fee simple owner of the properties described in **Exhibit “A”**, attached hereto and made part hereof by this reference (collectively, “Grantor’s Property”), and Grantee is the fee simple owner of the property described in **Exhibit “B”**, attached hereto and made part hereof by this reference (“Grantee’s Property”);

WHEREAS, Grantee is desiring to obtain a Use by Exception for off-site parking on Grantor’s Property through the City of St. Augustine Planning and Zoning Board;

WHEREAS, pursuant to the applicable parking requirements of the Code of the City of St. Augustine, Florida (the “Code”), Grantor is required to provide twenty-three (23) parking spaces based on the square footage of its buildings located on Grantor’s Property, and Grantee is required to provide four (4) parking spaces based on the square footage of its building located on Grantee’s Property;

WHEREAS, Grantor has a total of twenty-seven (27) parking spaces located on Grantor’s Property, which exceeds its required minimum by four (4) spaces; and

WHEREAS, Grantee desires to obtain from Grantor, and Grantor desires and has agreed to grant to Grantee, a non-exclusive, perpetual parking easement over and across a portion of the Grantor’s Property for the use of four (4) of the Grantor’s parking spaces that will serve the Grantee’s Property to satisfy the Grantee’s parking requirements for commercial use under the Code, subject to the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. RECITALS. The above stated recitals are acknowledged as true and correct and are incorporated herein as covenants and agreements and are made a part hereof by this reference.

2. GRANT OF EASEMENT. Grantor hereby grants, confirms and conveys to Grantee, for the benefit of Grantee's Property, and for the benefit of Grantee, its successors, assigns, guests, customers, and invitees (collectively, the "Permittees"), a non-exclusive perpetual easement for transient vehicular parking within the parking areas on the Grantor's Property depicted on **Exhibit "C"**, attached hereto and made part hereof by this reference, as the same may exist from time to time (the "Parking Easement Area"), together with the right of access thereto for parking purposes (collectively, the "Easement"). Parking capacity shall be based on the intended use of Grantee's parcel and the requirements of the applicable zoning ordinances relating to size and use. Notwithstanding anything to the contrary contained herein, Grantor shall have the right at any time, and from time to time, to reconfigure the parking stalls within the Parking Easement Area and/or to relocate the Parking Easement Area, so long as such changes do not materially alter Grantee's right to utilize the Easement. For the avoidance of doubt, (i) no reciprocal parking easement is being granted by Grantee to Grantor; (ii) Grantee shall have no right to overnight parking, storage of disabled vehicles, or storage of any other property within the Parking Easement Area; and (iii) Grantee shall have no right to erect signage or otherwise modify the Parking Easement Area.

3. INCIDENTAL RIGHTS. The easement granted and conveyed herein includes all incidental rights reasonably necessary for the use and enjoyment of the easement for its intended purposes, including, without limitation, the right of reasonable entry for the purpose of vehicular and pedestrian ingress and egress, maintenance, and repair related thereto and such incidental rights are hereby created, granted and declared.

4. MAINTENANCE. Grantee shall repair any and all damage to the Grantor's Property caused by the use of the Easement by Grantee and/or its Permittees. Grantor shall not have any obligation under this Agreement to maintain the Parking Easement Area.

5. INDEMNIFICATION. Grantee shall indemnify and hold harmless the Grantor from and against any loss, damage or expense caused by Grantee and/or its Permittees, arising from use of the Easement.

6. COVENANT RUNNING WITH THE LAND. This Easement shall be binding upon the successors, heirs, executors, administrators, personal representatives, or assigns of the parties and upon all persons acquiring an interest thereunder and shall be a covenant running with the title to the land herein described.

7. DEFAULT. A default under this Agreement shall not result in a termination of the Easement.

8. NOT A PUBLIC DEDICATION. Nothing contained herein shall constitute any rights in the general public. Nothing herein contained shall be deemed to be a gift or dedication of any portion of the properties described herein to the general public or for the general public or for any

public purpose whatsoever; it being the intention of the parties hereto that the easement granted herein shall be strictly limited to and for the purposes herein expressed.

9. FUTURE DOCUMENTS. Grantor and Grantee agree to execute any future documents required by governmental or municipal code, rule or policy for easements, unilateral declarations of access or similar agreements. The parties hereto agree that they will execute such documents and take such actions as are reasonably requested by the other party to more fully effectuate the intents and purposes of this Agreement.

10. OWNERSHIP. Grantor hereby covenants that it is lawfully seized of Grantor's Property in fee simple, and that it has good right and lawful authority to enter into this Agreement. There are no liens, attachments or other encumbrances which will affect the title or right of the Grantor to convey the Easement to the Grantee for the purposes as described herein. If such condition does exist, a signature with acknowledgment shall be included and made a part of this document conveying the rights and privileges contained herein, and subordinating any such lien or encumbrance to the Easement granted herein.

11. RECOVERY OF COSTS AND FEES. In the event it shall be necessary for the parties to bring suit to enforce this Agreement or for damages on account of any breach of this Agreement or of any warranty, covenant, condition, requirement or obligation contained herein, the prevailing party shall be entitled to recover from the others, in addition to its damages, all legal costs and reasonable attorneys' fees as fixed by the Court, both at the trial and the appellate level.

12. GOVERNING LAW. This Agreement and the provisions contained herein shall be construed, controlled, and interpreted according to the laws of the State of Florida, and all duly adopted ordinances, regulations, and policies of the municipality where the Easement is located, both now in effect and those hereinafter adopted.

13. VENUE. The location for settlement of any and all claims, controversies, or disputes, arising out of or relating to any part of this Agreement, or any breach hereof, shall be St. Johns County, Florida.

14. NEGOTIATION. The parties hereby acknowledge that they have freely and voluntarily entered into this Agreement and that each has had the benefit of or been given the opportunity to receive the advice of independent legal counsel for all negotiations in connection with this Easement. Further, no parties are entitled to the benefit of any rules of construction with respect to the interpretation of any terms, conditions, or provisions of this Agreement in favor or against any person or party who drafted this Agreement.

15. CAPTIONS. The captions and paragraphs or letters appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe, or describe the scope or intent of the sections or articles of this Agreement.

16. ENTIRE AGREEMENT. This Agreement contains the entire agreement between the parties, and shall supersede and replace all prior agreements or understandings, written or oral, relating to the matters set forth herein. Any amendments hereto must be in writing and signed by the parties.

17. COUNTERPARTS AND SIGNATURE. This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above.

Signed, sealed, and delivered
in the presence of:

Grantor:

**THE PINK MANSION, LLC, a Florida limited
liability company**

Print Name: _____
Address: _____

By: Lucy's House of Cats, LLC, an Alaska limited
liability company, its Authorized Member

By: _____
James St. George, its Member

Print Name: _____
Address: _____

STATE OF FLORIDA

COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 2025, by James St. George, as Member of Lucy's House of Cats, LLC, an Alaska limited liability company, the Authorized Member of The Pink Mansion LLC, a Florida limited liability company, who ☐ is personally known to me or ☐ has produced _____ as identification.

Notary Public: _____
Commission Expires _____

Signed, sealed, and delivered
in the presence of:

Grantee:

**8 VEDDER STREET, LLC, a Florida limited
liability company**

Print Name: _____
Address: _____

By: _____
David J. Heekin, Manager

Print Name: _____
Address: _____

STATE OF FLORIDA

COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of ☐ physical presence
or ☐ online notarization this _____ day of _____, 2025, by David J. Heekin, Manager of 8
Vedder Street, LLC, a Florida limited liability company, who ☐ is personally known to me or ☐
has produced _____ as identification.

Notary Public: _____
Commission Expires _____

Exhibit “A”

PARCEL 1:

Lots 7, 9, 11, 13, 14 and 16, Block “A”, Revised Plat of MCMILLAN PROPERTY, as recorded in Map Book 3, Page 52, Public Records of St. Johns County, Florida.

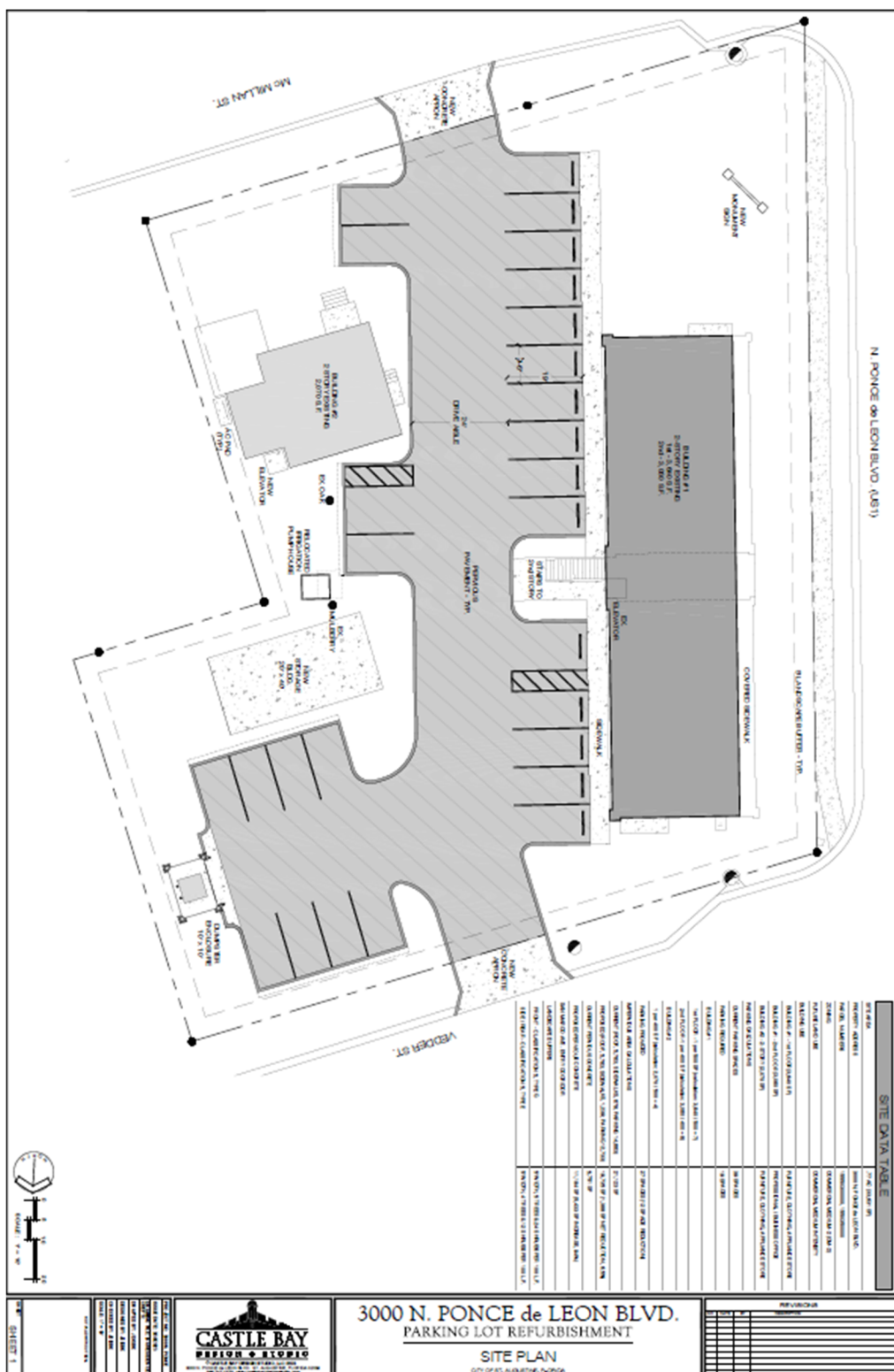
PARCEL 2:

Lots 10 and 12, Block “A”, Revised Plat of MCMILLAN PROPERTY, as recorded in Map Book 3, Page 52, Public Records of St. Johns County, Florida.

Exhibit “B”

Lot 8, Block B, REVISED PLAT OF MCMILLAN PROPERTY, according to the plat thereof recorded in Plat Book 3, Page 52, of the Public Records of St. Johns County, Florida.

Exhibit “C”





Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
September 2, 2025	8.a.	PZB2025-0053
Request	Address	Parcel ID
Use by Exception, Variance, and Conservation Overlay Zone Development	241 St. George Street	199290-0000 [LINK TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]

Site & Background Information

Applicant:	Christina Evans c/o Matthews DCCM
Owner:	Sisters of St. Joseph
Property Class: (St. Johns County Property Appraiser)	7500 – Non-Profit, Charitable & Orphanages
Future Land Use Designation:	Historic Preservation
Zoning Designation:	Historic Preservation: HP-1 [LINK FOR DISTRICT REGULATIONS]
Acreage:	2.41
Neighborhood:	Old City South
Archaeological Zone:	IB

Request Summary

This application includes several requests to the Planning and Zoning Board (PZB) that are related to the proposed construction of a new Motherhouse for the Sisters of St. Joseph (SSJ) at 241 St. George Street.

1. Use by exception request is for the proposed expansion of an existing church use within the HP-1 zoning district.
2. Variance requests to lot coverage and height limits within the HP-1 zoning district.

Sec. 28-188. – Lot, yard and height requirements for historic preservation districts 1, 2, and 3 code requirements [LINK TO SEC. 28-188]	Proposed Conditions at 241 St. George Street
Maximum lot coverage by all buildings	
All structures: The lesser of seventy (70) percent or seven thousand (7,000) square feet as approved by HARB to be compatible with adjacent properties but not to exceed seventy (70) percent maximum lot coverage. Main structure: The lesser of two thousand five hundred (2,500) square feet or fifty (50) percent of total lot size.	Nineteen thousand four hundred and seventy-five (19,475) square feet and fifty-eight and eight-tenths (58.8) percent.
Maximum and minimum front yard requirement	
Main building must be located between eighty-five (85) and one hundred fifteen (115) percent of the average front setback distance from the front property line established by the existing adjacent historic structures facing the same street. For the purpose of this section, adjacent refers only to structures located along the same street or, for corner lots, only to properties located along the streets which comprise the intersection.	Page 2 of the applicant's request and the submitted Average Setback Range Exhibit details the provision of a front yard that complies with requirements.
Minimum rear yard requirement	
Five (5) foot minimum for one-story structures and ten (10) foot minimum for structures exceeding one story.	Ten (10) feet.
Maximum height of structures	
No portion of peaked roof main buildings or structures shall exceed a height of thirty-five (35) feet and two and one-half (2½) stories. No portion of flat-roofed main buildings or structures shall exceed a height of thirty (30) feet and two (2) stories.	Forty-seven (47) feet one (1) inch and three (3) stories.

3. Conservation Overlay Zone (COZ) 3 development request for the removal of four (4) significant trees located on-site.

Approval of this application and requests would allow the applicant to submit development applications to the city for site improvements and building permits.

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 2.1.3 The City shall encourage the development of undeveloped pockets and enclaves within developed areas to utilize existing facilities efficiently and reduce urban sprawl.	This proposal is consistent with the city's policy to encourage the development of undeveloped pockets and enclaves by proposing the construction of a new motherhouse within the existing developed and urban area of St. Augustine.
Goal 3 Historic Resources Promote St. Augustine's distinct character and authenticity by preserving and protecting the City's historic resources including cultural and archaeological resources including identification of new resources and to encourage public and private preservation efforts in the City.	These requests are consistent with the city's goal to promote its distinct character and authenticity by preserving and protecting the long-standing church use at 241 St. George Street.
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.	This proposal is consistent with the city's policy to pursue and participate in projects that aid in balancing the city's character and authenticity with its quality of life and economic vitality.
Objective 6.3 Preservation Categories: The preservation category is established to recognize and protect the historic and cultural value of the downtown core area.	
Policy 6.3.1 Historic Preservation This district is intended to provide a mix of uses, including residential, institutional and commercial uses that will encourage the preservation and restoration of historic structures, which includes protecting and maintaining the colonial Town Plan. This district is also intended to provide a mix of	The Historic Preservation future land use designation is the current designation for the property at 241 St. George Street.

compatible nonresidential uses that will encourage the restoration and reproduction of historic structures including compatible infill development and maintain the historic nature and low intensive ambiance of the neighborhoods, and pedestrian scale of the neighborhoods. This is in an effort to recognize and preserve the authentic historic and physical character of the area including the historic skyline, and the City's contribution to the historic and archaeological record of the State and nation. For All Uses a maximum of 24 dwelling units per acre	
Historic Preservation Element [LINK TO DOCUMENT]	
Goal 5 Preserve and enhance the authentic features of St. Augustine's heritage and scale of the built environment in the distinctive neighborhoods, districts, structures, buildings, and vistas to strengthen St. Augustine's ability to convey the heritage of the city's diversity and development patterns.	These requests stem from the proposal to preserve and enhance the authentic features of St. Augustine's heritage and scale of the built environment which is consistent with this city goal.
Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Policy 2.4.2 The City shall protect native vegetation and wildlife habitat by adopting land development regulations which establish measures for the protection of native vegetation (trees, shrubs and grasses) and wildlife habitat. The City shall pursue retaining 50% of the native vegetation on development sites. As implemented in the land development code.	The proposed retention of more than 50% of the native vegetation on-site is consistent with this city policy.
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
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. 11-27. – Definitions. [[LINK TO SECTION](#)]

Significant tree means a tree described in the following list:

Latin Name	Common Name	Minimum dbh (to Maximum dbh)
<i>Quercus hemisphaerica</i>	oak, laurel	15 to 36
<i>Carya illinoensis</i>	pecan	18
<i>Juniperus virginiana</i>	red cedar, eastern	8
<i>Juniperus silicicola</i>	red cedar, southern	8

Significant tree canopy areas are defined as clusters of trees which form at least twenty-five (25) percent cover and include a variety of oak species and softwood species.

Sec. 11-28. – Issuance of building permits. [[LINK TO SECTION](#)]

- (c) The planning and building division may issue permits for structures and uses otherwise permitted and located within Conservation Overlay Zone 3 provided that all healthy significant trees are retained on the site.

This application includes the request to remove a significant 19” dbh Pecan tree, 25” dbh Laurel Oak, a 28” Red Cedar tree, and a 17” dbh Red Cedar tree.

- (d) Removal of a significant tree shall be approved by the planning and zoning board. All significant trees removed shall be replaced in accordance with the requirements of chapter 25.

COZ 3 development request complies, details are found on the Tree Inventory sheet of the application.

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 conditions.

The property at 241 St. George Street is located partially within the AE flood zone, base flood elevation seven (7) feet, and primarily in the X-Shaded flood zone. It occupies a city block bounded by Cadiz Street, Aviles Street, Bridge Street, and St. George Street.

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

This site is located within the urban area of St. Augustine, specifically the Old City South neighborhood, and approximately four hundred fifty (450) feet west of the Matanzas River.

- (3) Natural and proposed drainage patterns.

Drainage patterns are assumed to be altered with the proposed SSJ Motherhouse expansion.

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

There appears to be minimal impacts to the marine environment with point and nonpoint discharge from the subject properties.

- (5) Proposed soil stabilization and erosion control methods.
The City's permitting process will ensure compliance with the requirements of erosion control measures.
- (6) Impact on floodplain.
The proposed site plan provides little detail regarding the potential floodplain impacts.
- (7) Impact of development on vegetative and animal communities.
This application includes documentation for the impact of the development on vegetative and animal communities for the Board to review.
- (8) Potential for contaminated drainage, storage of pollutants and the use of poisonous chemicals and materials.
Minimal potential due to the nature of the proposal.
- (9) Effect of shade on vegetation and shellfish.
Not applicable to this request.
- (10) Effect of boat wake and boat traffic on manatees, vegetation, shellfish and wildlife, as well as shoreline erosion.
Not applicable to this request.
- (11) Impact of development on shoreline by linear feet and percent of site.
Not applicable to this request.
- (12) Impact of development on vistas and scenic opportunities by linear feet, height, mass and percent of site.
Impact on vistas and scenic opportunities is minimal as this property is located outside of COZ 2.
- (13) Existing amounts of native plants and proposed retention and use of native plants for landscape and open space purposes.
With the removal of the four (4) requested significant trees there will be retention of eighty-four (84) trees, including seventeen (17) significant trees.
- (14) Impact of development on plant and animal habitat and potential loss in acres and percent of site.
The impervious surface and lot coverage calculations have been included with the application.
- (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.)
Water quality objectives will be evaluated during the development plan review process administered by City staff.
- (16) Impact of development on shellfish and on commercial and sport fish and waterfowl.
Not applicable to this request.
- (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.

Not applicable to this request.

(d) Permits for structures and uses located within Conservation Overlay Zone 3 shall be issued only for those structures and uses which do not significantly alter the surface water hydrology or tree canopy cover, or cause the removal of significant trees. The planning and zoning board is authorized to impose limitations on the nature and manner of construction and/or so as to avoid alteration of surface water hydrology which would increase the flood hazard potential and to minimize the impact on existing trees and native vegetation.

(1) In determining whether or not a permit required by this section should be issued, the city planning and zoning board shall consider and base all decisions on the following:

a. The condition of the tree with respect to disease, insect attack, danger of falling, proximity to existing or proposed structures and interferences with utility services.

An Arborist Report has been provided by the applicant which documents the four (4) significant trees proposed for removal as either in “good” or “fair” condition.

b. The necessity of removing a tree to construct proposed improvements in order to allow reasonable economic use of the property.

The proposed tree removal plan appears to comply with the intent of this section by preserving a large amount of trees and removing a minimal number of trees to construct the proposed site improvements.

c. The relief of the land where the tree is located and the effect removal of the tree would have on erosion, soil moisture retention, diversion, increased or decreased flow of surface waters and the city master drainage plan or similar plan adopted by the city commission.

d. The number and density of trees existing in the neighborhood on improved or unimproved property. The planning and building division shall also be guided by the effect removal of a tree would have on property values in the neighborhood where the property is located and on other vegetation in the neighborhood.

e. Whether the tree has been designated a significant tree.

Four (4) of the trees proposed for removal are identified as significant trees.

f. Impact upon the urban and natural environment, including:

1. Ground and surface water stabilization.
2. Water quality and aquifer recharge.
3. Ecological impacts.
4. Noise pollution.

5. Air movement.
6. Air quality.
7. Wildlife habitat.
- g. The ease with which the property owner or agent can alter or revise the proposed development or improvements to accommodate existing trees, including the tree or trees proposed to be removed.

Sec. 25-58. – Variances and conservation overlay zone development review.

The city planning and zoning board may grant a variance to the requirements of this article where compliance would be a practical impossibility or would cause unnecessary hardship or where the owner proposes an alternative which conforms to the general intent and spirit of these regulations. When reviewing applications and site plans associated with applications for variances or conservation overlay zone developments or for the removal of significant trees involved with a site plan for new development, the planning and zoning board shall have the authority to locate structures, parking areas and other improvements to retain significant trees when possible and practical. The planning and zoning board shall approve or deny the site plan and may impose conditions as required, such as specific tree species and sizes for the required replacement trees. Under no circumstances may the board deny fair and reasonable use of the property, but the granting of a variance or conservation overlay zone development may be contingent upon retaining significant trees. Procedures for variances and conservation overlay zone development review shall be in accordance with chapter 28. Standards and criteria for conservation overlay zone development review shall be in accordance with chapter 11.

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.

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

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

(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.

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
The property at 241 St. George Street is significantly larger than the surrounding HP-1 zoned properties, occupied by historic structures, and home to a tree canopy composed of a large number of trees. These factors on their own prove to be disadvantages, and are then compounded when attempting to expand the existing church use.
- b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and
The disadvantages of minimal lot coverage allowance, preservation of existing historic structures, and retention of the existing tree canopy prove to hinder the owners ability to expand, and sustain, the existing church use.
- c. This disadvantage does not exist because of conditions created by the owner or applicant; and
They do not.
- 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 of this variance request should not be contrary to the public interest, may not adversely affect other properties in the vicinity, and is in harmony with the spirit, intent and purpose of this section.

Staff Recommendation

Review of Sec. 11-29 is the responsibility of the Planning and Zoning Board for the proposed removal of significant trees within Conservation Overlay Zone 3 at 241 St. George Street / PID 199290-0000.

Based on a review of Sec. 28-2 staff finds that the Board may **APPROVE** the expansion of a church use by exception request within the HP-1 zoning district at 241 St. George Street / PID 199290-0000.

Based on a review of Sec. 28-29 staff finds that the Board may **APPROVE** the variance requests to the maximum height and lot coverage within the HP-1 zoning district at 241 St. George Street / PID 199290-0000.

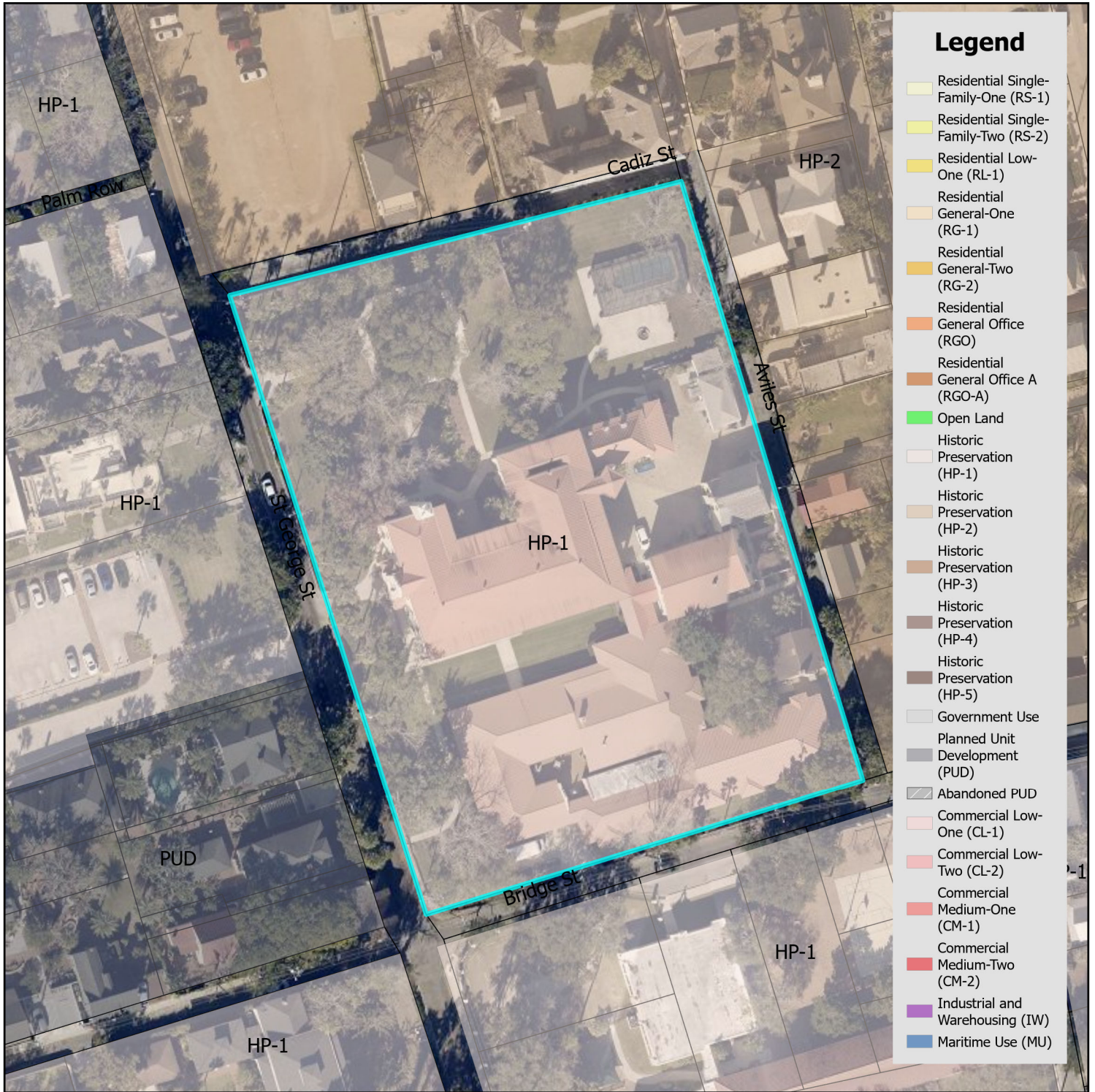
Attachments

1. Site Maps & Photos
2. Application & Supporting Documents
 - a. Exhibit A: Legal Description
 - b. Applicant Analysis of Sec. 28-29
 - c. Survey
 - d. Proposed Site Plan
 - e. Average Setback Range Exhibit
 - f. Significant Tree and Setback Range Exhibit
 - g. Proposed Building Elevations
 - h. Proposed Floor Plans
 - i. 3D Site Rendering
 - j. Streetview Elevations
 - k. Applicant Analysis of Sec. 11-29(d)
 - l. Survey
 - m. Tree Inventory
 - n. Attachment B: Aerial Map
3. Proposed Landscape Plan
4. St. Johns County Property Appraiser Report

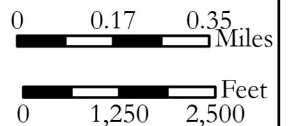
Staff Report prepared by:

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

Attachment 1: Site Maps & Photos



Zoning Map

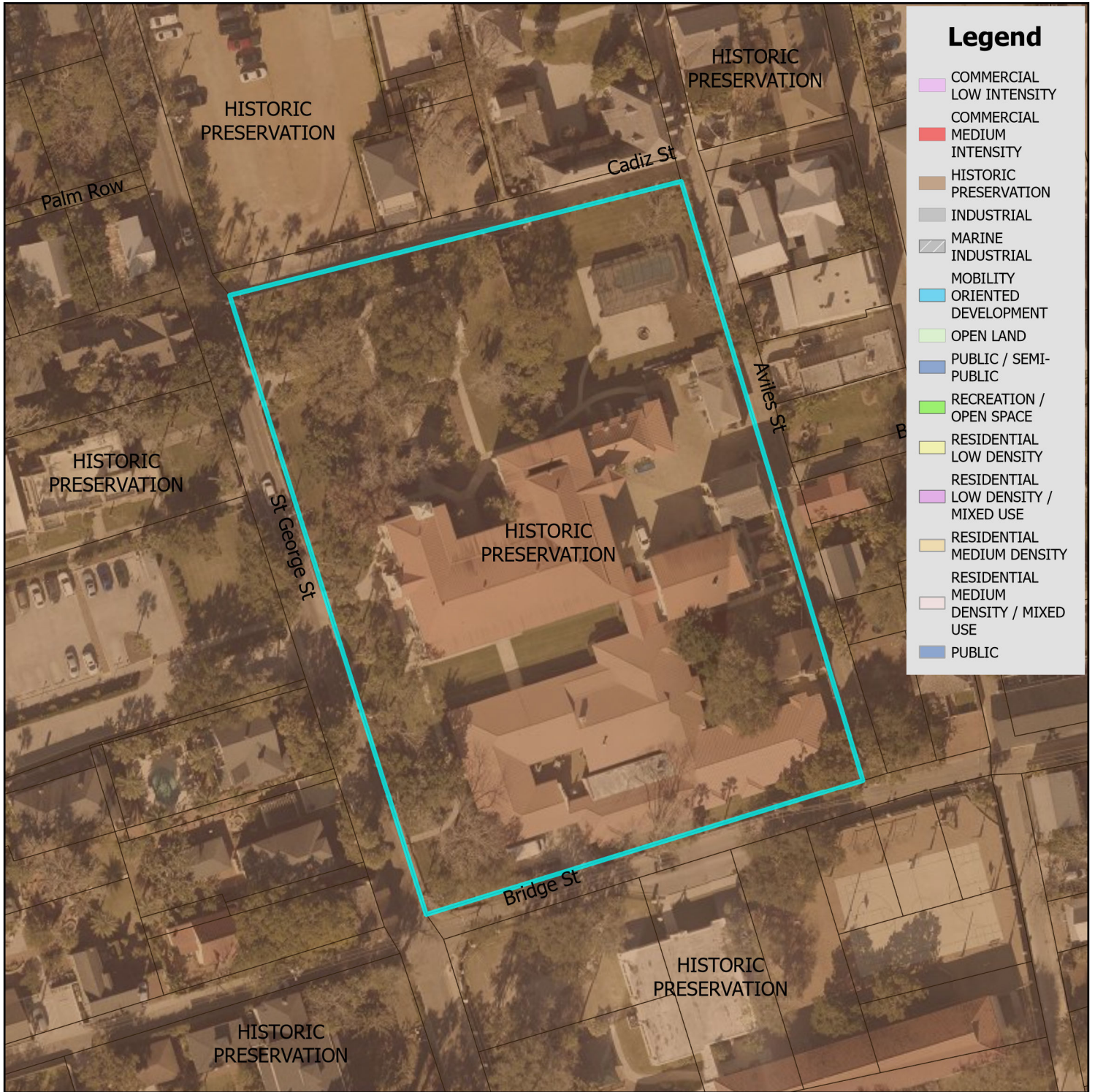


City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

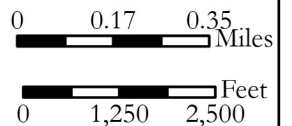
DISCLAIMER
This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. The City of St. Augustine disclaims all responsibility for the accuracy or completeness of the data shown hereon.

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



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
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2025

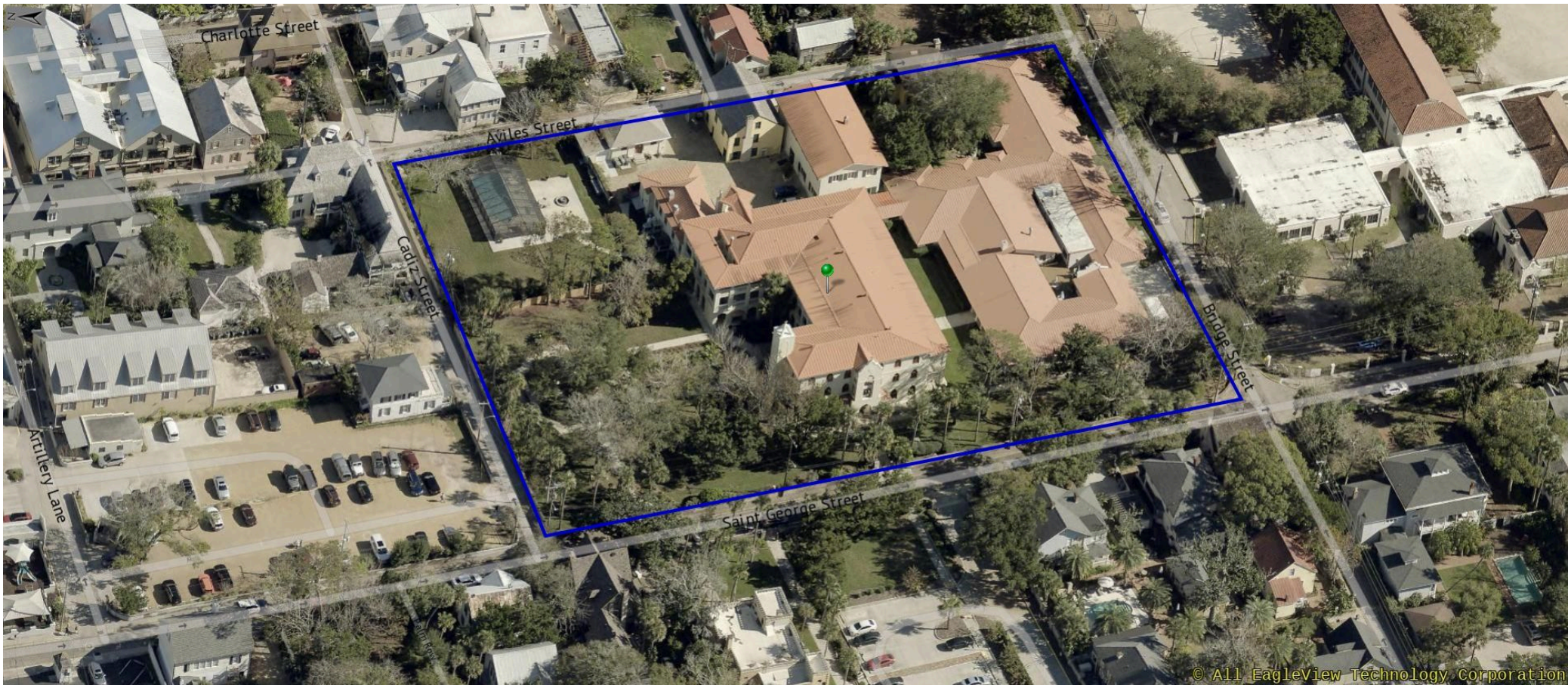


0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

241 St. George Street



12/18/2022

Attachment 2:

Application & Supporting Documents

Sisters of St Joseph Motherhouse Expansion **Zoning Variance & Conservation Overlay Zone 3**

Submittal 2 Date

8/7/2025

Applicant/Property Owner

Sisters of St Joseph
PO Box 3506
St. Augustine, FL 32085

Agent

Matthews | DCCM
7 Waldo Street
St. Augustine, FL 32084
904-826-1334
MDG.Planning@dccm.com

Application Packet

Submittal Items

1. Proof of Ownership
2. Legal Description
3. General Summary Statement for Variance
4. Survey
5. Site Plan
6. Average Setback Range Exhibit
7. Significant Tree and Setback Range Exhibit
8. Elevations and Floorplans
9. Massing Exhibit
10. General Summary Statement for COZ3
11. Arborist Report
12. Tree Survey with Inventory
13. Aerial Map with Significant Tree Locations

Parcel ID/Address

199290-0000
241 St George St, St Augustine



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: Matthews | DCCM Contact Number: 904-826-1334

Business (if applicable): o/b/o Sisters of St Joseph

Address: 7 Waldo St City: St Augustine State: FL Zip: 32084

E-Mail Address: MDG.Planning@dccm.com

2. NAME OF PROPERTY OWNER: Sisters of St Joseph Contact Number: _____

Business (if applicable): _____

Address: PO Box 3506 City: St Augustine State: FL Zip: 32085

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: _____ Block: 35

Subdivision: _____ Parcel Number: 199290-0000

4. PROJECT STREET ADDRESS: 241 Saint George St

5. SPECIFIC PROPOSED USE: Construction of new structure for dormitories, office, chapel

6. ACTION REQUESTED:

☒ Conservation Zone Development ☐ Appeal of Staff Determination

☐ Exception ☐ Land Use Plan Amendment

☒ Variance ☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: Removal of 4 Significant Trees and relief from LDC

Sec 28-188(c)(2) - Maximum lot coverage by all buildings and impervious surfaces,

Sec 28-188(c)(3) - Maximum and minimum yard requirements, and

Sec 28-188(c)(4) - Maximum height of structures

8. JUSTIFICATION FOR ACTION REQUESTED: See attached.

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: [See attached](#)

(b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: [See attached](#)

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: [See attached](#)

(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: [See attached](#)

10. PREVIOUS APPLICATIONS:

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

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

11. AGREEMENT:

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

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

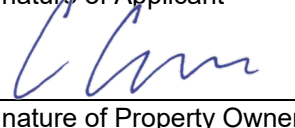
Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

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


Signature of Applicant

6/27/25

Date


Signature of Property Owner

8/8/25

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.

[Christina Evans, Matthews | DCCM o/b/o Sister of St. Joseph](#)

Print name of applicant

A handwritten signature in blue ink, appearing to read 'C Evans'.

Signature of applicant

[6/27/25](#)

Date



Owner's Authorization For Agent

Matthews | DCCM is/are hereby authorized TO ACT ON BEHALF
OF Sisters of St Joseph, 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:
241 St George St

BY: Kathleen Carr

Signature of Owner

Sister Kathleen Carr

Print Name of Owner

305-807-3525

Telephone Number

State of Florida

County of St Johns

Signed and sworn before me on this 23 day of June, 2025

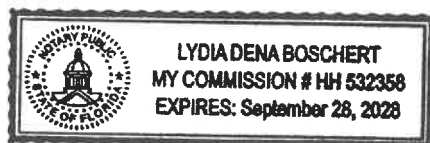
By Kathleen Carr

Identification verified:

Oath sworn: ☒ Yes ☐ No

Notary Signature: Lydia Boschert

My Commission expires: 9/28/2028



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.”

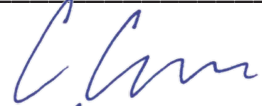
If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

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.

241 St George St

Project Address: _____

Applicant's Name: Matthews | DCCM o/b/o Sisters of St Joseph Applicant's Signature: 

Owner's Name: Matthews | DCCM o/b/o Sisters of St Joseph Owner's Signature: 

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1992900000
Location Address	32 AVILES ST 34 AVILES ST 36 AVILES ST 241 ST GEORGE ST 243 ST GEORGE ST SAINT AUGUSTINE 32084-0000
Neighborhood	City St Aug S of Plaza (COM) (610.03)
Tax Description*	CITY OF ST AUGUSTINE ALL BLK 35 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Non-Profit, Charitable & Orphanages (7500)
Subdivision	City of St Augustine
Sec/Twp/Rng	18-7-30
District	City of St Augustine (District 452)
Millage Rate	18.72
Acreage	2.410
Homestead	N



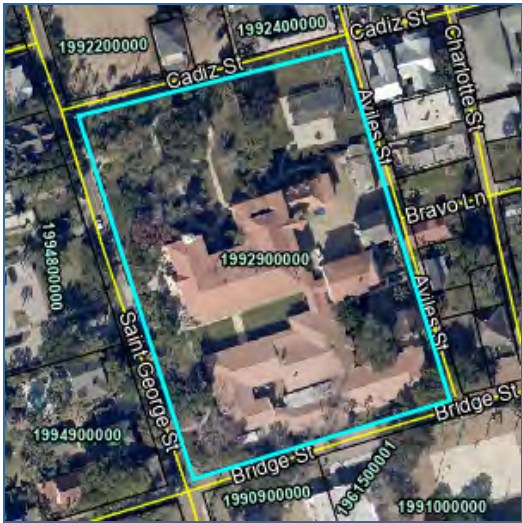
Owner Information

Owner Name	Sisters Of St Joseph 100%
Mailing Address	PO BOX 3506 SAINT AUGUSTINE, FL 32085-3506

Exemption Information

Exemption Type	Status	Amount
Church/Religious		\$7,336,468

Map



Valuation Information

	2025
Building Value	\$5,105,819
Extra Features Value	\$130,649
Total Land Value	\$2,100,000
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$7,336,468
Total Deferred	\$0
Assessed Value	\$7,336,468
Total Exemptions	\$7,336,468
Taxable Value	\$0

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	\$5,254,458	\$137,181	\$2,100,000	\$0	\$0	\$7,491,639	\$6,942,353	\$7,491,639	\$0
2023	\$5,296,760	\$143,832	\$1,155,000	\$0	\$0	\$6,595,592	\$6,311,230	\$6,595,592	\$0
2022	\$4,495,056	\$95,425	\$1,155,000	\$0	\$0	\$5,745,481	\$5,745,481	\$5,745,481	\$0
2021	\$4,582,392	\$95,425	\$1,155,000	\$0	\$0	\$5,832,817	\$5,832,817	\$5,832,817	\$0
2020	\$4,669,728	\$95,425	\$1,155,000	\$0	\$0	\$5,920,153	\$5,419,884	\$5,920,153	\$0
2019	\$3,660,170	\$111,997	\$1,155,000	\$0	\$0	\$4,927,167	\$4,927,167	\$4,927,167	\$0
2018	\$2,898,736	\$111,997	\$2,100,000	\$0	\$0	\$5,110,733	\$4,917,763	\$5,110,733	\$0
2017	\$2,972,012	\$107,787	\$2,100,000	\$0	\$0	\$5,179,799	\$4,470,694	\$5,179,799	\$0
2016	\$3,024,921	\$107,524	\$1,375,500	\$0	\$0	\$4,507,945	\$4,064,267	\$4,507,945	\$0
2015	\$3,075,453	\$131,148	\$1,375,500	\$0	\$0	\$4,582,101	\$3,694,788	\$4,582,101	\$0
2014	\$1,849,421	\$133,977	\$1,375,500	\$0	\$0	\$3,358,898	\$3,358,898	\$3,358,898	\$0

Building Information

Building	1	Roof Cover	Modular Metal
Building Value	\$2,799,554	Roof Structure	Wood Truss
Year Built	1866	Interior Flooring	Hardwood
Actual Area	38338	Interior Wall	Drywall
Conditioned Area	20366	Heating Type	Air Duct
Use	Dormitories	Air Conditioning	Central
Style	03	Bedrooms	0
Exterior Wall	Concrete Stucco	Baths	
Description	Square Footage		
BASE AREA	3008		
OUTSIDE STAIRS	515		
FINISHED UPPER STORY	5542		
BASE AREA	11816		
UNFINISHED BASEMENT	7269		
FINISHED OPEN PORCH	10188		
Total SqFt	38338		
Building	2	Roof Cover	Modular Metal
Building Value	\$254,414	Roof Structure	Wood Truss
Year Built	1691	Interior Flooring	Concrete Finish, Pine Wood
Actual Area	3322	Interior Wall	Plaster
Conditioned Area	3218	Heating Type	None
Use	Tourist Attraction	Air Conditioning	None
Style	04	Bedrooms	0
Exterior Wall	Stone	Baths	5
Description	Square Footage		
BASE AREA	3218		
FINISHED CANOPY	104		
Total SqFt	3322		
Building	3	Roof Cover	Modular Metal
Building Value	\$432,602	Roof Structure	Wood Truss
Year Built	1940	Interior Flooring	Concrete Finish, Hardwood
Actual Area	4192	Interior Wall	Drywall
Conditioned Area	4192	Heating Type	Air Duct

Use Libraries
Style 04
Exterior Wall Concrete Stucco

Air Conditioning Central
Bedrooms 0
Baths 8

Description	Square Footage
BASE AREA	4080
ADDITION	112
Total SqFt	4192

Building 4
Building Value \$247,611
Year Built 1750
Actual Area 2824
Conditioned Area 2796
Use Dormitories
Style 03
Exterior Wall Stucco

Roof Cover Composite Shingle
Roof Structure Wood Truss
Interior Flooring Pine Wood, Sheet Vinyl
Interior Wall Plaster
Heating Type Air Duct
Air Conditioning Central
Bedrooms 0
Baths

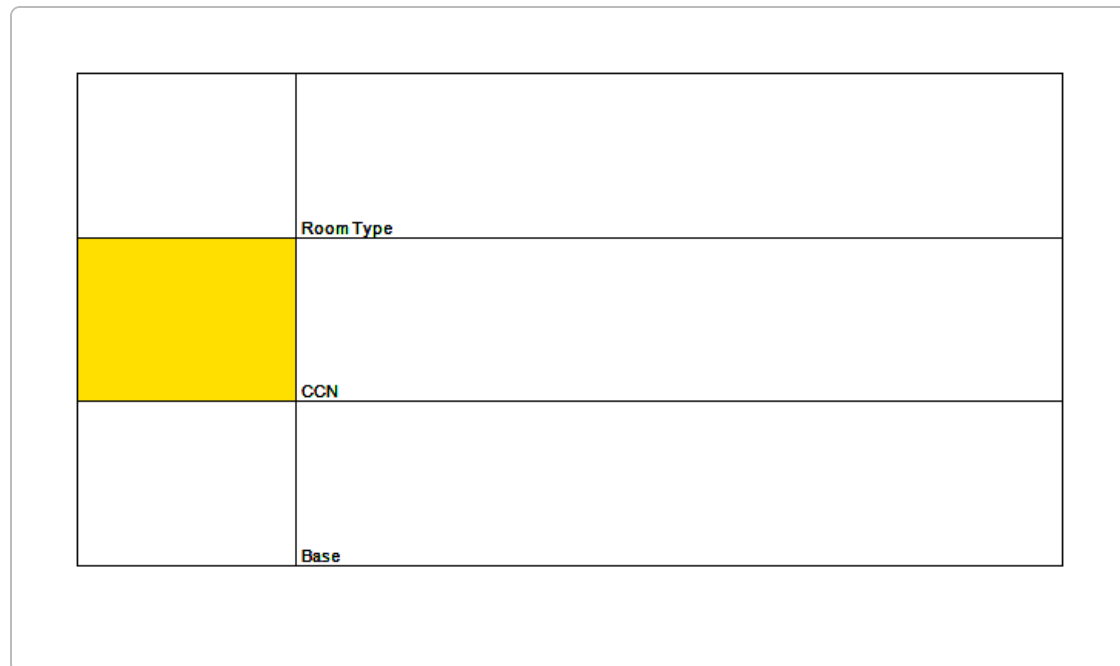
Description	Square Footage
BASE AREA	1398
FINISHED UPPER STORY	1398
UNFINISHED CANOPY	28
Total SqFt	2824

Building 5
Building Value \$1,371,638
Year Built 1961
Actual Area 14597
Conditioned Area 12822
Use Dormitories
Style 03
Exterior Wall Concrete Stucco

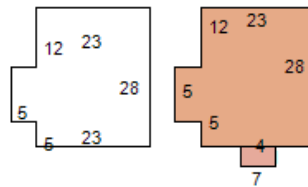
Roof Cover Modular Metal
Roof Structure Wood Truss
Interior Flooring Carpet, Vinyl Tile
Interior Wall Drywall
Heating Type Air Duct
Air Conditioning Central
Bedrooms 0
Baths

Description	Square Footage
ADDITION	456
BASE AREA	7739
BASE AREA	4627
FINISHED OPEN PORCH	1775
Total SqFt	14597

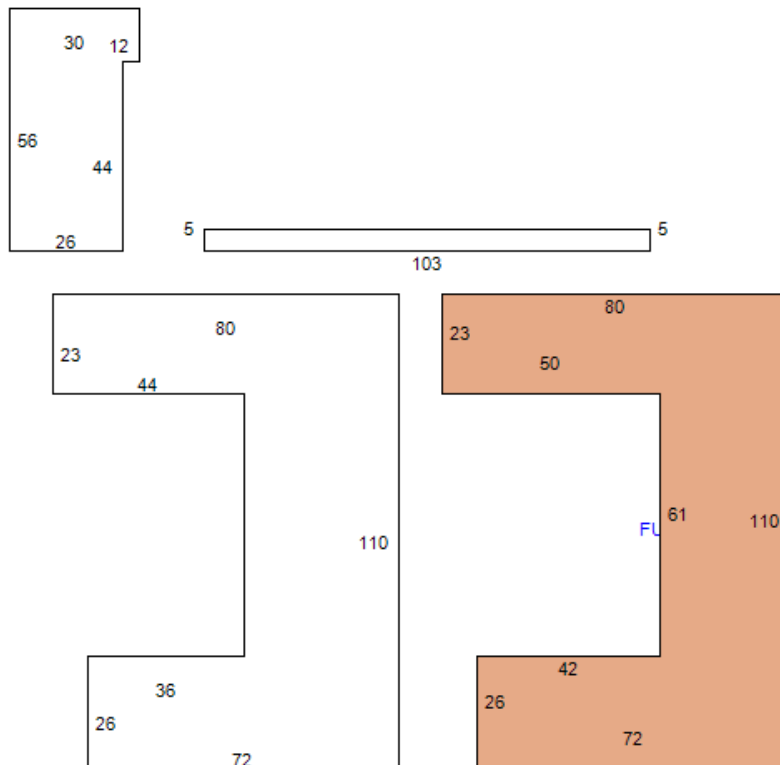
Sketch Information



Room Type
CANOPY
FINISHED UPPER STORY
Base



Room Type
FINISHED OPEN PORCH
UNFINISHED BASEMENT
FINISHED UPPER STORY
OST
Base



The diagram shows a floor plan of a room. The main room is a large rectangle with a width of 34 and a height of 60. Attached to the bottom center of this main room is a smaller rectangular extension. The extension has a width of 14 and a height of 8. The dimensions are labeled as follows: the top edge of the main room is 34, the left and right vertical edges are 60, the bottom edge of the main room is 34, the left and right vertical edges of the extension are 8, and the bottom edge of the extension is 14. A legend in the top right corner identifies the room types: 'Room Type' (indicated by a green 'R' in the original image), 'FAD' (indicated by a blue 'F' in the original image), and 'Base' (indicated by a red 'B' in the original image).

	Room Type
	FAD
	Base

Room Type
FINISHED OPEN PORCH
Base
FAD

Code Description	Status	Value
Garage - Excellent (Mix)		18563
Masonry Wall (Mix)		12150

Code Description	Status	Value
Pool - Good (RES)		36400
Handicap Ramp (COM)		1793
Brick Pavers (COM)		518
Masonry Wall (Mix)		306
Handicap Ramp (COM)		1304
Handicap Ramp (COM)		3566
Masonry Wall (Mix)		198
Concrete Paving - Under 8" (COM)		1795
Brick Pavers (COM)		250
Concrete Paving - Under 8" (COM)		1154
Concrete Paving - Under 8" (COM)		4763
Curb (COM)		650
Screen Enclosure - Good (Mix)		14790
Brick Pavers (COM)		32449

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Non-Profit, Charitable & Orphanages	750	140	105000	SF	\$2,100,000

No data available for the following modules: Sales Questionnaire Form, Sale Information.

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Detail by Entity Name

Florida Not For Profit Corporation
SISTERS OF ST. JOSEPH, INC.

Filing Information

Document Number	711656
FEI/EIN Number	59-6016039
Date Filed	10/19/1966
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	03/05/1987
Event Effective Date	NONE

Principal Address

241 ST GEORGE STREET
ST AUGUSTINE, FL 32084

Changed: 02/12/2009

Mailing Address

P.O. BOX 3506
ST AUGUSTINE, FL 32085

Changed: 01/03/2012

Registered Agent Name & Address

Flynn, Stephanie
241 ST GEORGE ST
ST AUGUSTINE, FL 32084

Name Changed: 02/02/2021

Address Changed: 09/13/2018

Officer/Director Detail

Name & Address

Title PD

CARR, KATHLEEN
P.O. BOX 3506
ST. AUGUSTINE, FL 32085

Title Director

Stoecker, Jane
241 ST GEORGE ST
ST AUGUSTINE, FL 32084

Title Secretary

FOSTER, SUZAN
241 ST GEORGE ST
JACKSONVILLE, FL 32084

Title Treasurer

FLYNN, STEPHANIE
P.O. BOX 3506
SAINT AUGUSTINE, FL 32085

Title Director

Tucker, Carolyn
241 St George St
St Augustine, FL 32084

Annual Reports

Report Year	Filed Date
2023	01/27/2023
2023	08/29/2023
2024	02/02/2024

Document Images

02/02/2024 -- ANNUAL REPORT	View image in PDF format
08/29/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
01/27/2023 -- ANNUAL REPORT	View image in PDF format
01/24/2022 -- ANNUAL REPORT	View image in PDF format
02/02/2021 -- ANNUAL REPORT	View image in PDF format
03/23/2020 -- ANNUAL REPORT	View image in PDF format
02/26/2019 -- ANNUAL REPORT	View image in PDF format
09/13/2018 -- AMENDED ANNUAL REPORT	View image in PDF format
01/26/2018 -- ANNUAL REPORT	View image in PDF format
01/09/2017 -- ANNUAL REPORT	View image in PDF format
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02/12/2009 -- ANNUAL REPORT	View image in PDF format
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01/29/2007 -- ANNUAL REPORT	View image in PDF format
01/25/2006 -- ANNUAL REPORT	View image in PDF format
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02/11/1998 -- ANNUAL REPORT	View image in PDF format
01/30/1997 -- ANNUAL REPORT	View image in PDF format
02/14/1996 -- ANNUAL REPORT	View image in PDF format
01/30/1995 -- ANNUAL REPORT	View image in PDF format

EXHIBIT A
LEGAL DESCRIPTION

ALL OF BLOCK 35 OF THE CITY OF ST AUGUSTINE, ST JOHNS COUNTY, FLORIDA.

PARCEL ID # 199290-0000

Sisters of St Joseph Motherhouse Zoning Variance

General Summary Statement

Request

Relief from the following LDC requirements as part of the construction of a new SSJ Motherhouse on Parcel ID: 199290-0000:

- Sec 28-188(c)(2) maximum lot coverage by all buildings and impervious surfaces;
- Sec 28-188(c)(3) maximum and minimum yard requirements; and
- Sec 28-188(c)(4) maximum height of structures.

Justification

Sec 28-188(c)(2) Maximum lot coverage by all buildings and impervious surfaces

- All structures: The lesser of 70% or 7,000 square feet (SF) as approved by HARB to be compatible with adjacent properties but not to exceed 70% maximum lot coverage.
- Main structure: The lesser of 2,500 square feet or 50% of total lot size.

Response: This property is significantly larger in size than the surrounding properties zoned HP-1. It far exceeds the HP-1 minimum lot width of 35 feet and minimum lot area of 1,750 square feet; the lot is 60 times larger than HP-1's minimum lot size. The [Survey](#) shows the parcel consists of six (6) lots, all varying sizes.

	Lot Width	Lot Area	70% Lot Coverage	50% Building Coverage
HP-1	Min: 35'	0.04 acres = 1,750 SF	Max: 7,000 SF	Max: 2,500 SF
Total Parcel	George: 386.53' Cadiz: 282.16' Aviles: 380.56' Bridge: 269.89'	2.41 acres = 104,880 SF	Max: 73,416 SF (70%) Prop: 65,212 (60%)	Max: 52,440 SF (50%) Prop: 44,600 SF (42.5%)
New Parcel (North)	George: 121.54' Cadiz: 282.16' Aviles: 113.47'	0.76 acres = 33,106 SF	Max: 23,174 SF (70%) Prop: 19,475 SF (58.8%)	Max: 16,553 SF (50%) Prop: 12,127 SF (36.8%)
Parent Parcel (South)	George: 264.99' Aviles: 267.09' Bridge: 269.89'	1.65 acres = 71,874 SF	Max: 50,312 SF (70%) Prop: 45,737 SF (63.6%)	Max: 35,937 SF (50%) Prop: 32,423 SF (45%)

Due to its uncharacteristically large lot size and established historic use, it is impractical for the proposed expansion to meet the lesser of 70% or 7,000 square feet maximum lot coverage. Additionally, the proposed footprint of the main structure will also exceed the 2,500 square feet maximum footprint.

Based on the [Site Plan](#), the project is proposed to split the existing property into two (2) separate parcels. The new building on the north parcel will have a building footprint of 12,127 square feet (36.8%), which is less than 50% but exceeds the lesser 2,500 square feet requirement. Additionally, north parcel will have a lot coverage of 19,475 square feet (58.8%), which is less than 70% of the site, but exceeds the lesser 7,000 square feet.

Sec 28-188(c)(3) Maximum and minimum yard requirements

- a. Front: Main building must be located between 85% and 115% of the average front setback distance from the front property line established by the existing adjacent historic structures facing the same street. For the purpose of this section, adjacent refers only to structures located along the same street or, for corner lots, only to properties located along the streets which comprise the intersection.
 1. When all of the buildings on a given block have an established front setback line, new construction must maintain that existing setback line.
 2. Secondary structures and garage apartment buildings must be located in the rear 50% of the lot.

Response: This property fronts three (3) roadways (St. George, Aviles and Cadiz), which means the front setback requirement is applicable along each frontage. Please see the [Average Setback Range Exhibit](#). The required range for the front setback along each roadway are listed below:

St. George St.	Cadiz St.	Aviles St.
25.6' – 34.6'	8.4' – 11.3'	9.3' – 12.5'

Please see the [Significant Tree and Setback Range Exhibit](#). Building placement within the required front setback range along St. George St. overlaps with five (5) Significant Trees. To meet this front setback, majority of these Significant Trees would need to be removed. In addition, vehicular access from St. George St. at the existing access point in the coquina wall from the former St. Joseph Academy is preferable and least impactful to the historic property. Based on this access point, the new structure could not be placed within the required setback range along St. George St.

As shown on the [Site Plan](#), the requested variance is for a front setback of 54.2'. With this setback, the site can accommodate a circular, one-way, vehicular driveway around two (2) preserved Significant Laurel Oaks. The structure setback will be comparable to the established front setback line for the existing structures along St. George Street (i.e., 44.1' and 48.2'). The new structure will also be in the general location and configuration as the demolished St. Joseph's Academy.

Sec 28-188(c)(4) Maximum height of structures

- a. No portion of peaked roof main buildings or structures shall exceed thirty-five (35) feet, two and one-half (2½) stories. No portion of flat-roofed main buildings or structures shall exceed thirty (30) feet, two (2) stories.
- b. No portion of secondary buildings or structures and connections shall exceed fifteen (15) feet.

Response: As shown on the [Survey](#), the existing Motherhouse, which will remain, is 3 stories and 46.7' in height (vertical distance between the highest point of the peaked roofline and elevation of lowest livable floor). Consistent with existing development, the proposed building is 3 stories and

up to 47' 1" in height at its highest point to accommodate the elevator. As seen on the [Elevations and Floorplans](#), most of the building is limited to 42'. The [Massing Exhibit](#) shows that the proposed height is consistent with the existing structure and surrounding area. In addition, the proposed Motherhouse is of similar massing as the demolished St. Joseph's Academy.

	Building Height	Number of Stories
HP-1	Max: 35'	Max: 2 ½
New Motherhouse	Prop: 47' 1"	Prop: 3
Current Motherhouse	Existing: 46.7'	Existing 3
Demolished St. Joseph's Academy	Former: Unknown	Former: 3 ½

In determining whether or not a permit required by this section should be issued, the city planning and zoning board shall consider and base all decisions on the following:

Findings of Fact

1. 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.

Response: The subject property is uniquely large for the surrounding area. The existing property encompasses an entire city block, which is inconsistent with the pattern of development in the surrounding area. While the development does not meet the "lesser of" language of the LDC, it is below the maximum percentages for lot coverage and impervious surface.

The location of Significant Trees conflicts with the required front setback range along St. George St. as well as the least impactful location for vehicular access to the property. The proposed building location is a careful balance of numerous land development regulations and objectives. In addition, the history of the property, structures (existing Motherhouse, coquina wall, etc.) and the Sisters of St. Joseph creates unique limitations that are specific to this site and new Motherhouse. It is logical for the new structure to be in the general location of the now demolished St. Joseph's Academy.

2. Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property.

Response: Applying the code as written would not permit any additional development on the overall parcel since the existing structures are more than 7,000 square feet. If subdivided, the new structure would be limited to 7,000 square feet on the 33,106 square foot parcel, or 21% lot coverage. The combination of meeting the front setback requirement along St. George St. and preservation of all Significant Trees would prohibit any vehicular access to this portion of the property.

Given the history of the existing structures and property, only so many modifications can be made to meet the needs of the Sisters. Since the property is uniquely larger than the surrounding properties and the use has existed at this location for well over 150 years, the existing buildings as well as those that historically existed on the site are larger than typically found in the surrounding area.

3. Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant.

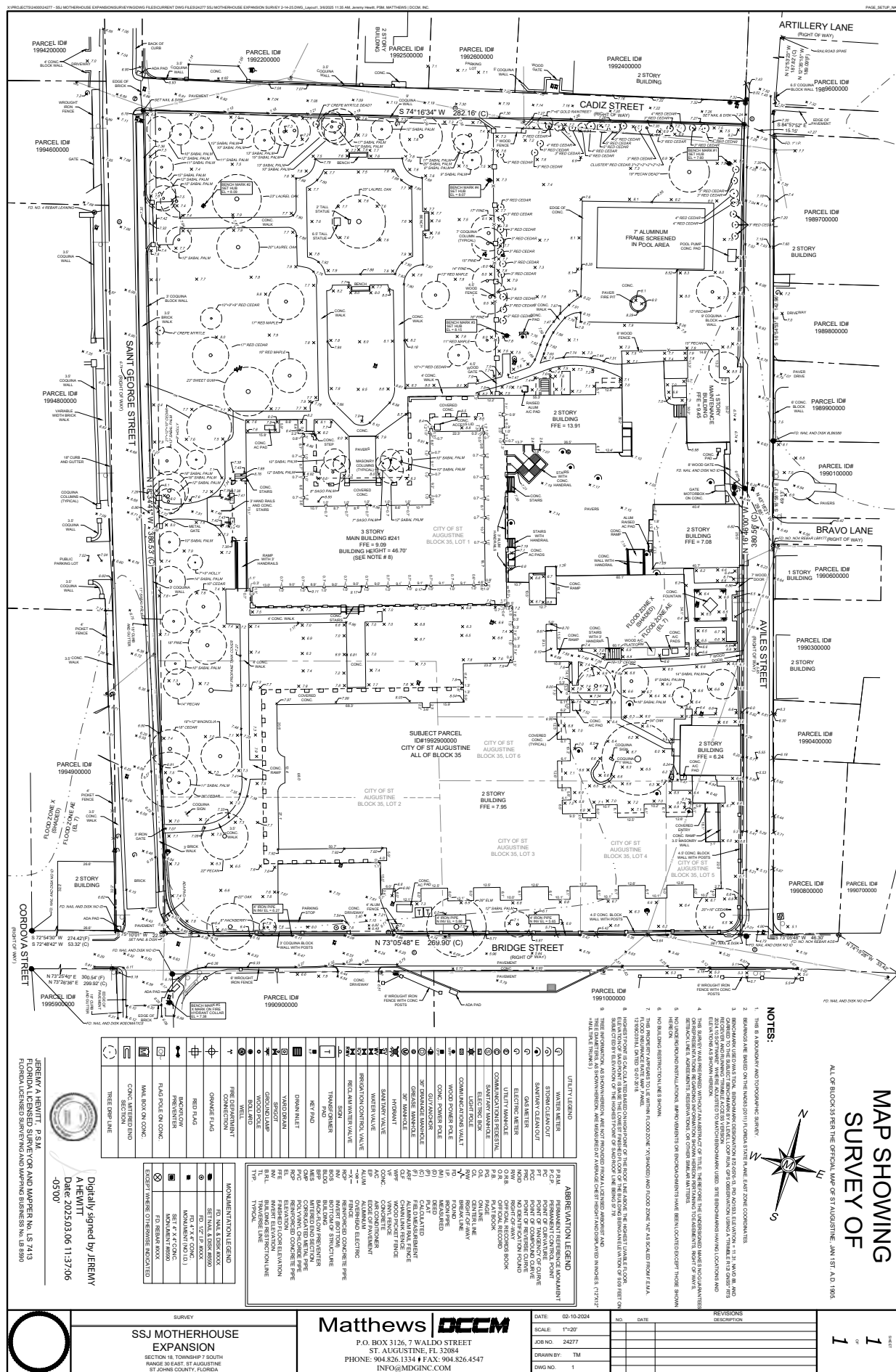
Response: This disadvantage exists due to the uniquely large size of the existing property as established over 150 years ago and current LDC language suited towards much smaller lots. The variance requests are consistent with the historical layout and development of the property, specifically the remaining structures which were constructed prior to implementation of the code.

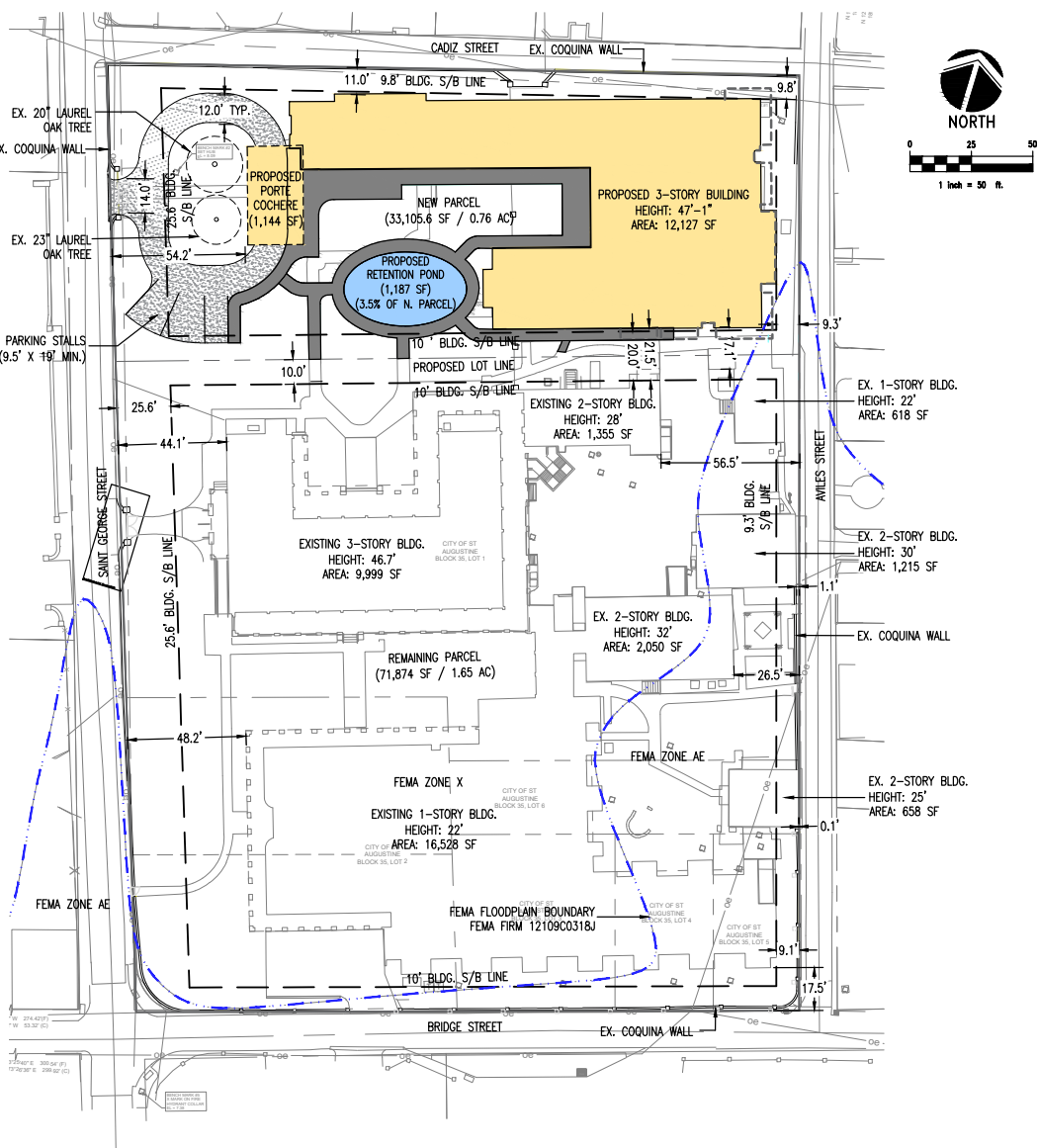
4. Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section.

Response: These requests are in harmony with the intent and purpose of the code. While the development does not meet the “lesser of” language of the LDC, it is below the maximum percentages for lot coverage and impervious surface. The proposed project will be consistent with the location, height and architectural style of the existing and demolished historic buildings and historic uses on the site and in the surrounding area. As detailed in the Justification, the new and remaining parcels will meet all other applicable requirements of the code.

ATTACHMENTS:

- Survey
- Site Plan
- Average Setback Range Exhibit
- Significant Tree and Setback Range Exhibit
- Elevations and Floorplans
- Massing Exhibit





SISTERS OF ST. JOSEPH
NEW MOTHERHOUSE



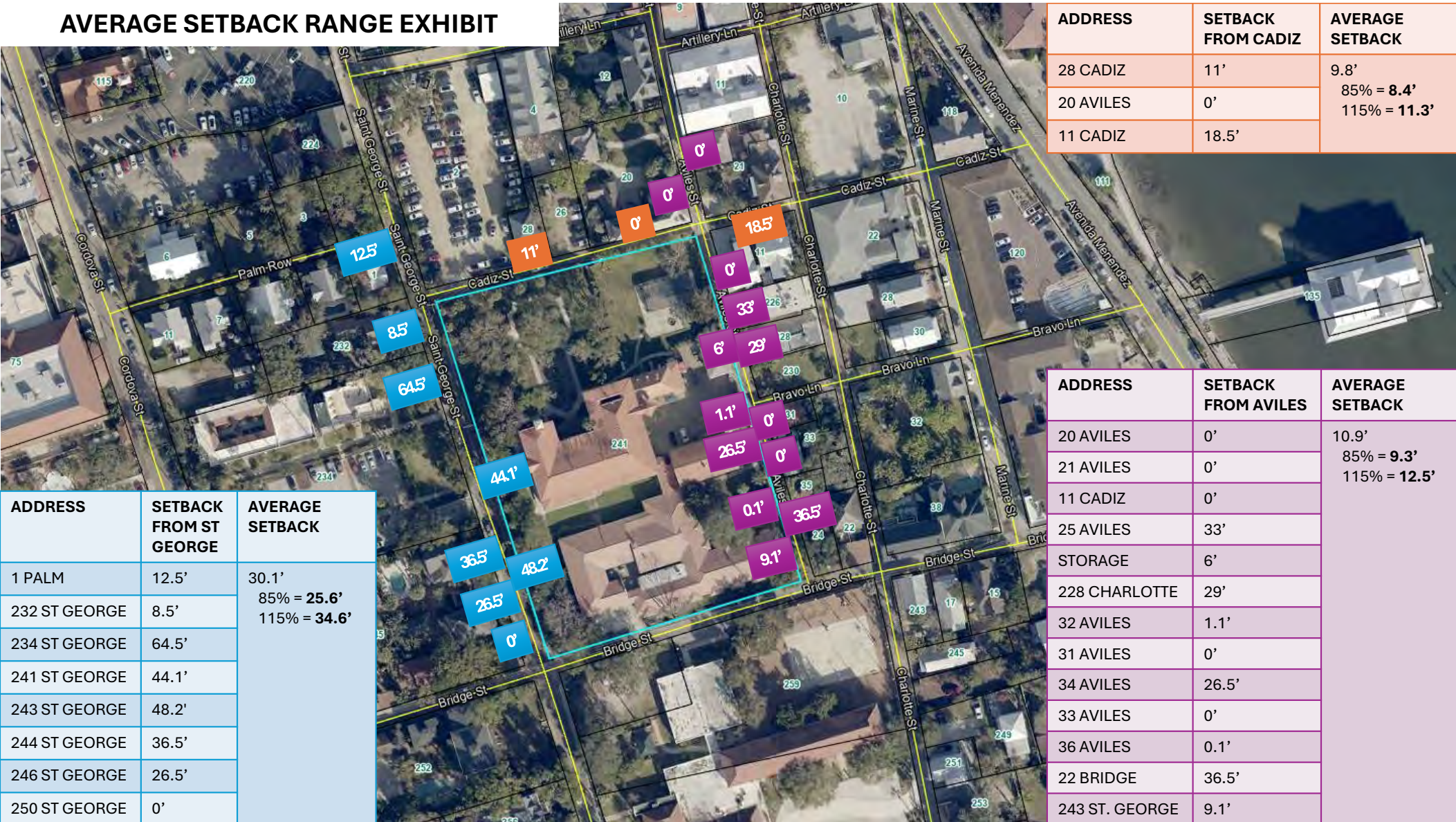
NEW PARCEL (NORTH)	
LAND USE:	HP
ZONING:	HP-1
ADDRESS:	241 ST. GEORGE ST.
PARCEL ID:	1992900000
TOTAL SITE AREA:	33,105.6 SF / 0.76 AC
MINIMUM LOT AREA:	1,750 SF
MINIMUM LOT WIDTH:	35 FEET
PROPOSED LOT WIDTH:	ST. GEORGE ST.: 121.54 FEET CADIZ ST.: 282.16 FEET AVILES ST.: 113.47 FEET
EXISTING BUILDING:	1,551 SF
REMOVED BUILDING:	1,551 SF
ADDITIONAL BUILDING:	12,177 SF
TOTAL BUILDING:	35,211 SF
EXISTING IMPERVIOUS AREA:	5,130 SF
REMOVED IMPERVIOUS AREA:	5,130 SF
PROPOSED IMPERVIOUS AREA:	19,971 SF
TOTAL IMPERVIOUS AREA:	19,475 SF (58.82% OF PARCEL)
MAX. IMPERVIOUS AREA:	23,173.92 SF (70% OF PARCEL)
FLOOD ZONE:	X, AE
FEMA:	FIRM 12109C0318J
ARCHAEOLOGY ZONE:	IB
REQUIRED SETBACKS:	CADIZ ST. FRONTAGE: 8.4'-11.3' AVILES ST. FRONTAGE: 9.3'-12.5' ST. GEORGE ST. FRONTAGE: 25.6' TO 34.6' BRIDGE STREET: 10' INTERIOR LOT LINE: 10'
PROPOSED SETBACKS:	CADIZ ST. FRONTAGE: 9.8' AVILES ST. FRONTAGE: 9.3' ST. GEORGE ST. FRONTAGE: 54.2' BRIDGE STREET: N/A INTERIOR LOT LINE: 11.5'
PROPOSED BUILDING HEIGHT:	3 STORIES 47'-1"
MAX BUILDING HEIGHT:	2 1/2 STORIES 35 FT

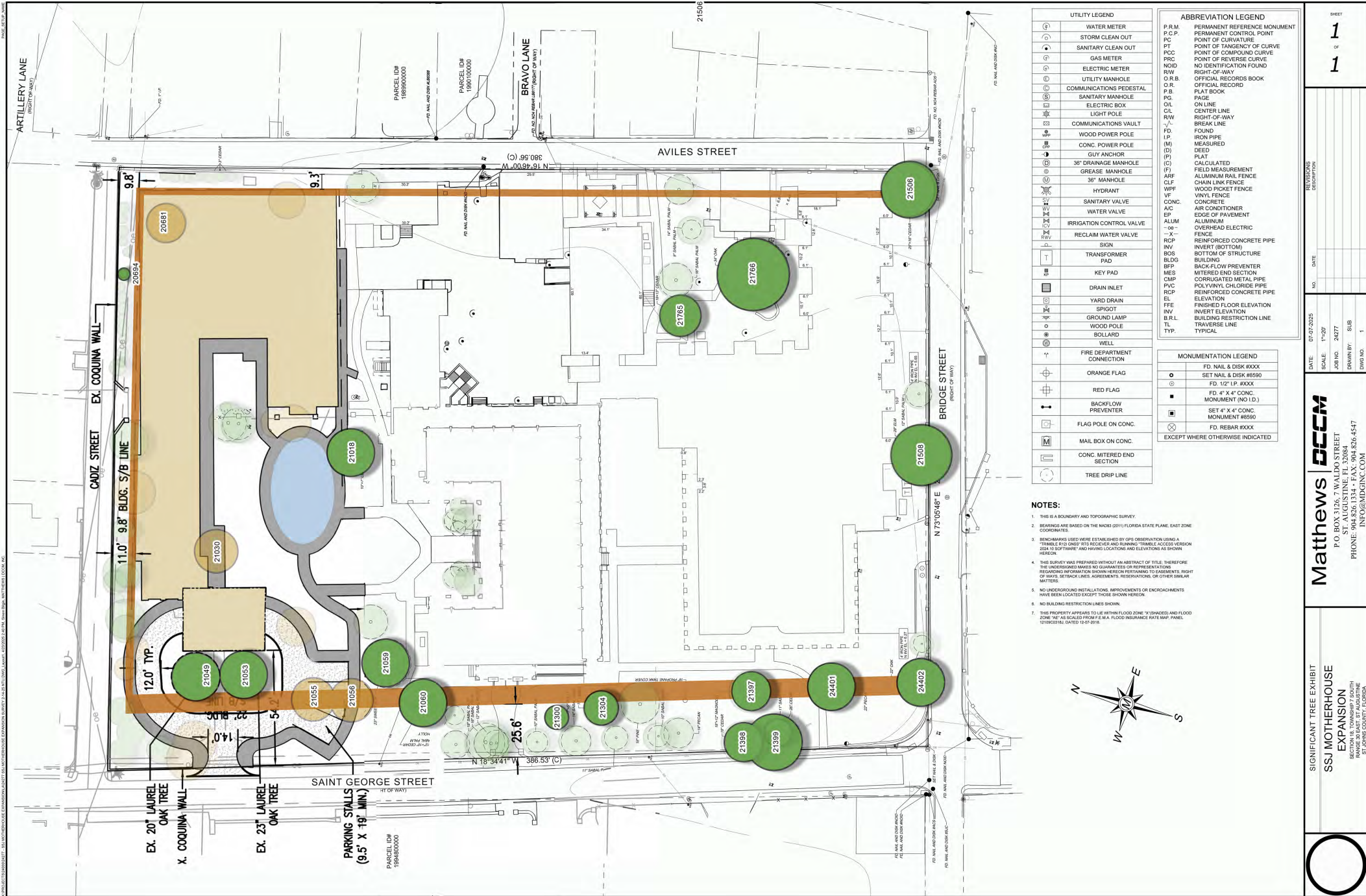
ENTIRE PARCEL	
LAND USE:	HP
ZONING:	HP-1
ADDRESS:	241 ST. GEORGE ST.
PARCEL ID:	1992900000
TOTAL SITE AREA:	104,879.6 SF / 2.41 AC
EXISTING BUILDING:	34,057 SF
REMOVED BUILDING:	1,634 SF
ADDITIONAL BUILDING:	12,177 SF
TOTAL BUILDING:	67,634 SF
EXISTING IMPERVIOUS AREA:	50,950 SF
REMOVED IMPERVIOUS AREA:	5,213 SF
ADDITIONAL IMPERVIOUS AREA:	19,475 SF
TOTAL IMPERVIOUS AREA:	65,212 SF (59.99% OF SITE)
MAX. IMPERVIOUS AREA:	73,415.72 (70% OF SITE)
PARCEL ID:	1992900000
FLOOD ZONE:	X, AE
FEMA:	FIRM 12109C0318J
ARCHAEOLOGY ZONE:	IB
REQUIRED SETBACKS:	CADIZ ST. FRONTAGE: 8.4'-11.3' AVILES ST. FRONTAGE: 9.3'-12.5' ST. GEORGE ST. FRONTAGE: 25.6' TO 34.6' BRIDGE STREET: 10'
PROPOSED SETBACKS:	CADIZ ST. FRONTAGE: 9.8' AVILES ST. FRONTAGE: 9.3' ST. GEORGE ST. FRONTAGE: 22' BRIDGE STREET: 10'
PROPOSED BUILDING HEIGHT:	3 STORIES 47'-1"
MAX BUILDING HEIGHT:	2 1/2 STORIES 35 FT

REMAINING PARCEL (SOUTH)	
LAND USE:	HP
ZONING:	HP-1
ADDRESS:	241 ST. GEORGE ST.
PARCEL ID:	1992900000
TOTAL SITE AREA:	71,874 SF / 1.65 AC
MINIMUM LOT AREA:	1,750 SF
MINIMUM LOT WIDTH:	35 FEET
PROPOSED LOT WIDTH:	ST. GEORGE ST.: 264.99 FEET BRIDGE ST.: 269.89 FEET AVILES ST.: 267.09 FEET
EXISTING BUILDING:	32,506 SF
REMOVED BUILDING:	83 SF
ADDITIONAL BUILDING:	0 SF
TOTAL BUILDING:	32,423 SF
EXISTING IMPERVIOUS AREA:	45,820 SF
REMOVED IMPERVIOUS AREA:	83 SF
PROPOSED IMPERVIOUS AREA:	0 SF
TOTAL IMPERVIOUS AREA:	45,737 SF (63.63% OF PARCEL)
MAX. IMPERVIOUS AREA:	50,311.8 SF (70% OF PARCEL)
FLOOD ZONE:	X, AE
FEMA:	FIRM 12109C0318J
ARCHAEOLOGY ZONE:	IB
REQUIRED SETBACKS:	CADIZ ST. FRONTAGE: 8.4'-11.3' AVILES ST. FRONTAGE: 9.3'-12.5' ST. GEORGE ST. FRONTAGE: 25.6' TO 34.6' BRIDGE STREET: 10' INTERIOR LOT LINE: 10'
EXISTING SETBACKS:	CADIZ ST. FRONTAGE: N/A AVILES ST. FRONTAGE: 0.1' ST. GEORGE ST. FRONTAGE: 44.1' BRIDGE STREET: 17.5' INTERIOR LOT LINE: 5.6'
EXISTING BUILDING HEIGHT:	3 STORIES 46.7 FT
MAX BUILDING HEIGHT:	2 1/2 STORIES 35 FT

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AVERAGE SETBACK RANGE EXHIBIT

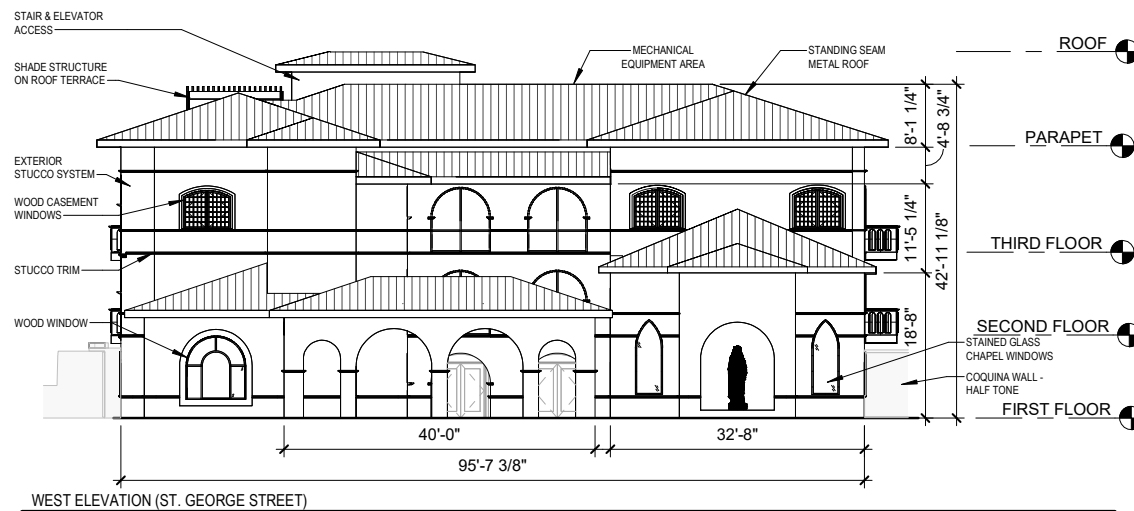
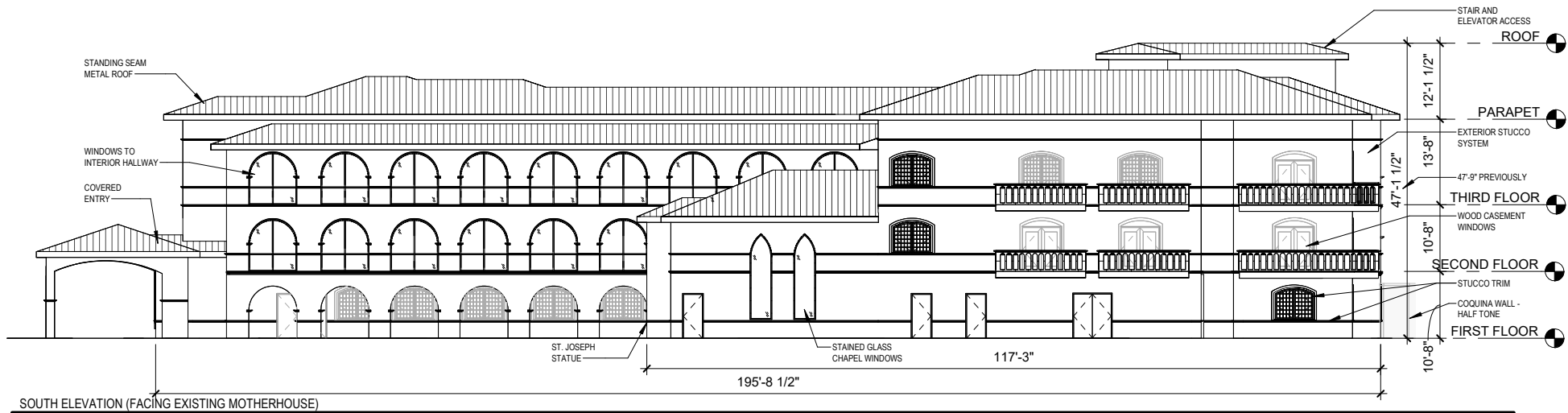




UTILITY LEGEND	
(S)	WATER METER
(SC)	STORM CLEAN OUT
(G)	GAS METER
(E)	ELECTRIC METER
(U)	UTILITY MANHOLE
(C)	COMMUNICATIONS PEDESTAL
(SM)	SANITARY MANHOLE
(EB)	ELECTRIC BOX
(LP)	LIGHT POLE
(CV)	COMMUNICATIONS VAULT
(WP)	WOOD POWER POLE
(CP)	CONC. POWER POLE
(GA)	GUY ANCHOR
(DM)	36" DRAINAGE MANHOLE
(GM)	GREASE MANHOLE
(MM)	36" MANHOLE
(H)	HYDRANT
(SV)	SANITARY VALVE
(WV)	WATER VALVE
(ICV)	IRRIGATION CONTROL VALVE
(RWV)	RECLAIM WATER VALVE
(S)	SIGN
(T)	TRANSFORMER
(KP)	KEY PAD
(DI)	DRAIN INLET
(YD)	YARD DRAIN
(SP)	SPIGOT
(GL)	GROUND LAMP
(WP)	WOOD POLE
(SL)	SOLAR
(W)	WELL
(FDC)	FIRE DEPARTMENT CONNECTION
(OF)	ORANGE FLAG
(RF)	RED FLAG
(BFP)	BACKFLOW PREVENTER
(FPOC)	FLAG POLE ON CONC.
(MBC)	MAIL BOX ON CONC.
(CME)	CONC. MITERED END SECTION
(TDL)	TREE DRIP LINE
ABBREVIATION LEGEND	
P.R.M.	PERMANENT REFERENCE MONUMENT
P.C.P.	POINT OF CURVATURE
PT	POINT OF TANGENCY OF CURVE
P.C.C.	POINT OF COMPOUND CURVE
P.R.C.	POINT OF REVERSE CURVE
N.O.D.	NO IDENTIFICATION FOUND
R.W.	RIGHT-OF-WAY
O.R.B.	OFFICIAL RECORDS BOOK
S.R.	SPECIAL RECORD
P.B.	PLAT BOOK
PG	PAGE
OL	ON LINE
CL	CENTER LINE
R.W.	RIGHT-OF-WAY
BL	BREAK LINE
FD	FOUND
IP	IRON PIPE
(M)	MEASURED
(D)	DEED
(P)	PLAT
(C)	CALCULATED
(F)	FIELD MEASUREMENT
ALF	ALUMINUM RAIL FENCE
CLF	CHAIN LINK FENCE
WPF	WOOD PICKET FENCE
VF	VINYL FENCE
CONC.	CONCRETE
AS	AIR CONDITIONER
EP	EDGE OF PAVEMENT
ALUM	ALUMINUM
OE	OVERHEAD ELECTRIC FENCE
RCP	REINFORCED CONCRETE PIPE
INV	INVERT (BOTTOM)
BOS	BOTTOM OF STRUCTURE
BLDG	BUILDING
BFP	BACKFLOW PREVENTER
MES	MITERED END SECTION
CMP	CORRUGATED METAL PIPE
PVC	POLYVINYL CHLORIDE PIPE
RCP	REINFORCED CONCRETE PIPE
EL	ELEVATION
FFE	FINISHED FLOOR ELEVATION
INV	INVERT ELEVATION
B.R.L.	BUILDING RESTRICTION LINE
TL	TRAVERSE LINE
TYP.	TYPICAL
MONUMENTATION LEGEND	
FD NAIL & DISK #XXX	
SET NAIL & DISK #5590	
FD 1/2" I.P. #XXX	
FD 4" X 4" CONC. MONUMENT (NO I.D.)	
SET 4" X 4" CONC. MONUMENT #5590	
FD REBAR #XXX	
EXCEPT WHERE OTHERWISE INDICATED	

- NOTES:**
- THIS IS A BOUNDARY AND TOPOGRAPHIC SURVEY.
 - BEARINGS ARE BASED ON THE NAD83 (2011) FLORIDA STATE PLANE, EAST ZONE COORDINATES.
 - BENCHMARKS USED WERE ESTABLISHED BY GPS OBSERVATION USING A TRIMBLE R10 UNIP RTLS RECEIVER AND RUNNING TRIMBLE ACCESS VERSION 2.0A 10-20-2010. BENCHMARK LOCATIONS AND ELEVATIONS ARE SHOWN HEREON.
 - THE SURVEY WAS PREPARED WITHOUT AN ABSTRACT OF TITLE. THEREFORE THE UNDERSIGNED MAKES NO GUARANTEES OR REPRESENTATIONS REGARDING INFORMATION SHOWN HEREON PERTAINING TO EASEMENTS, RIGHT OF WAYS, SETBACK LINES, AGREEMENTS, RESERVATIONS, OR OTHER SIMILAR MATTERS.
 - NO UNDERGROUND INSTALLATIONS, IMPROVEMENTS OR ENCROACHMENTS HAVE BEEN LOCATED EXCEPT THOSE SHOWN HEREON.
 - NO BUILDING RESTRICTION LINES SHOWN.
 - THIS PROPERTY APPEARS TO BE WITHIN FLOOD ZONE "X" (SHADED) AND FLOOD ZONE "AE" AS SCALED FROM F.E.M.A. FLOOD INSURANCE RATE MAP, PANEL 17000201A, DATED 10-07-2010.

Matthews SSJ MOTHERHOUSE EXPANSION 3126 WALDO STREET ST. AUGUSTINE, FL 32084 PHONE: 904.826.1334 • FAX: 904.826.4547 INFO@MDGNC.COM	DATE: 07-07-2025 SCALE: 1"=20' JOB NO: 24277 DRAWN BY: SUB DATE: 07-07-2025 SCALE: 1"=20' JOB NO: 24277 DRAWN BY: SUB DATE: 07-07-2025 SCALE: 1"=20' JOB NO: 24277 DRAWN BY: SUB	SHEET 1 OF 1
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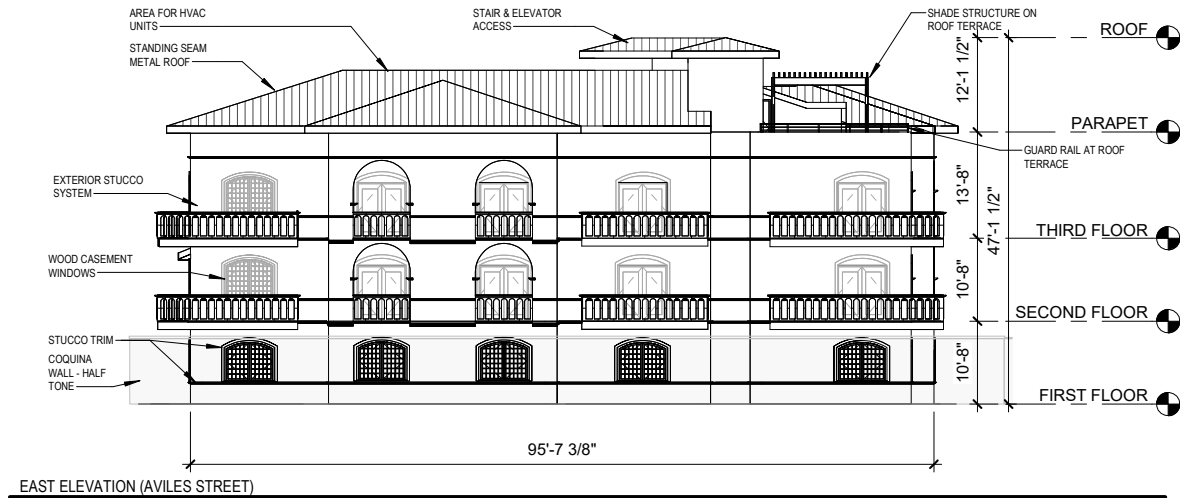
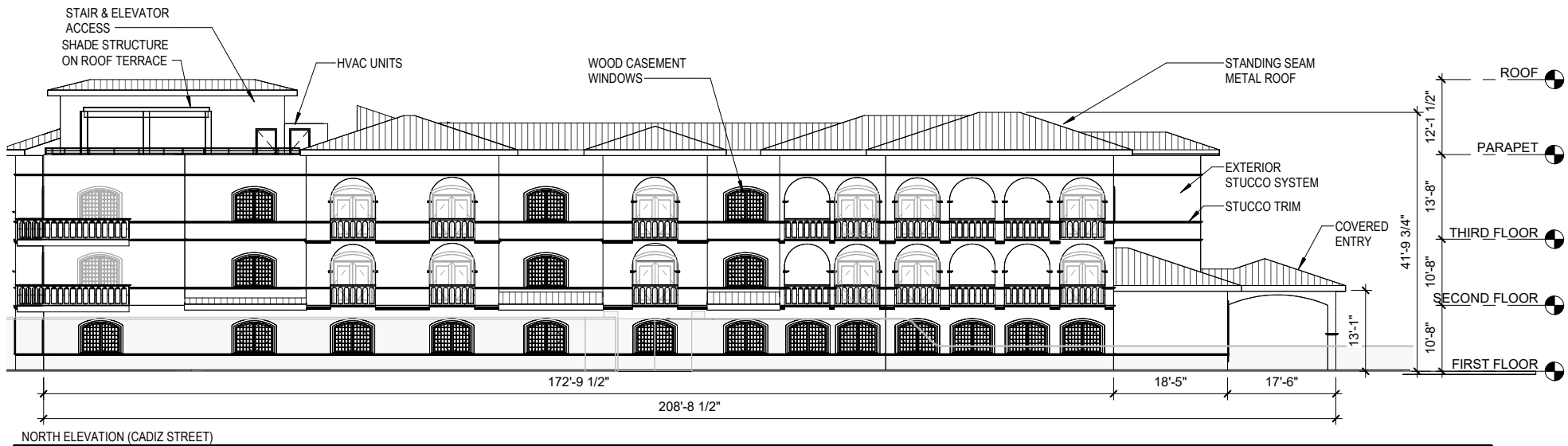
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0' 12' 24' 36'

SISTERS OF ST. JOSEPH
NEW MOTHERHOUSE
ELEVATIONS
010389.001



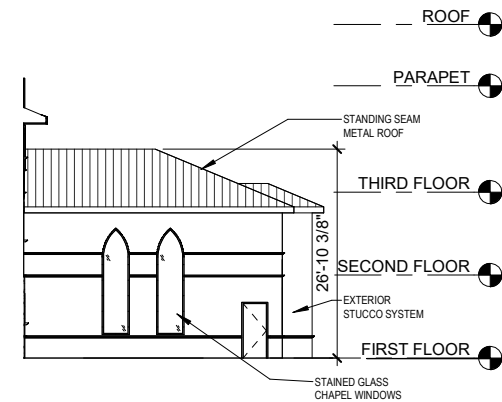
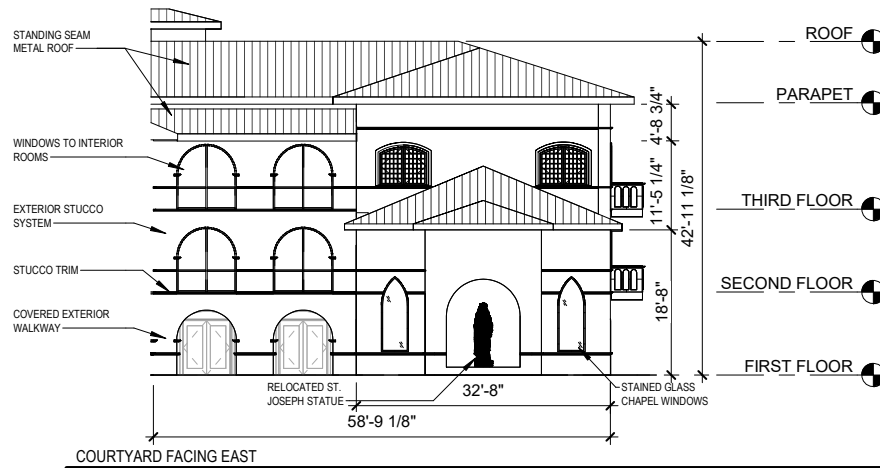
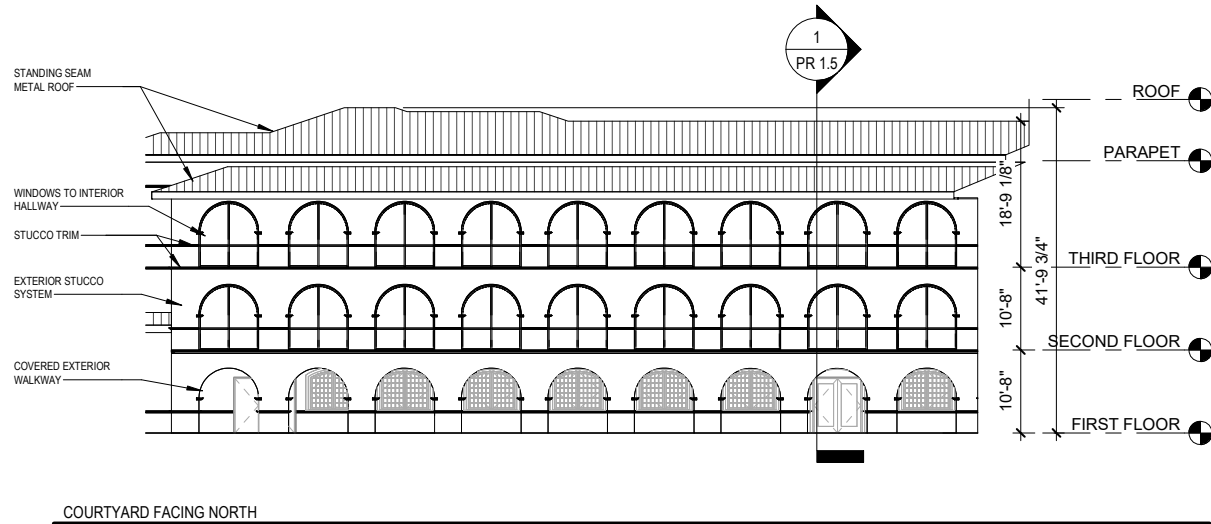
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SISTERS OF ST. JOSEPH
NEW MOTHERHOUSE
ELEVATIONS
010389.001



SCH_{EMMER}
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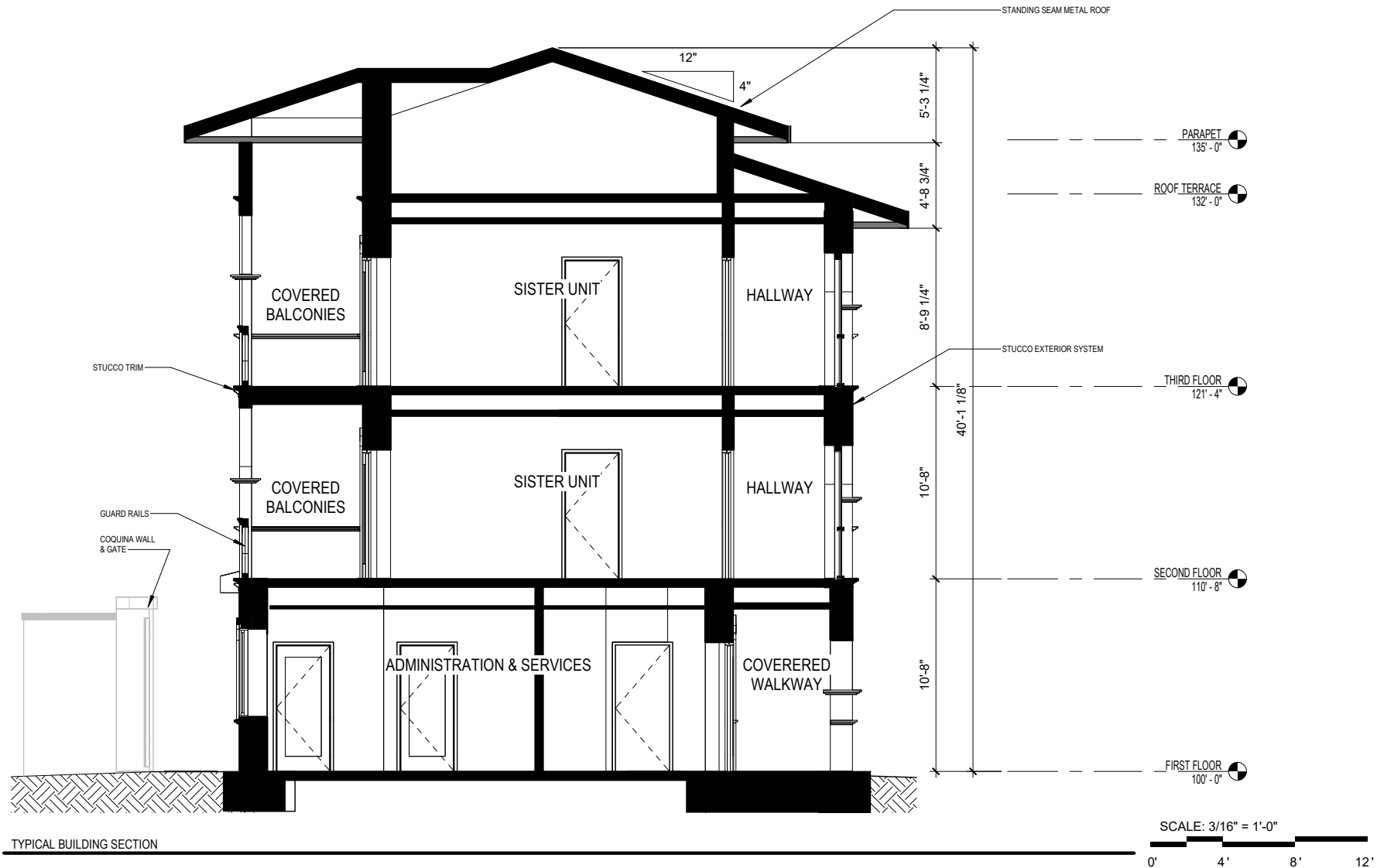
SCALE: 1/16" = 1'-0"

0' 12' 24' 36'

SISTERS OF ST. JOSEPH
NEW MOTHERHOUSE
COURTYARD ELEVATIONS
010389.001



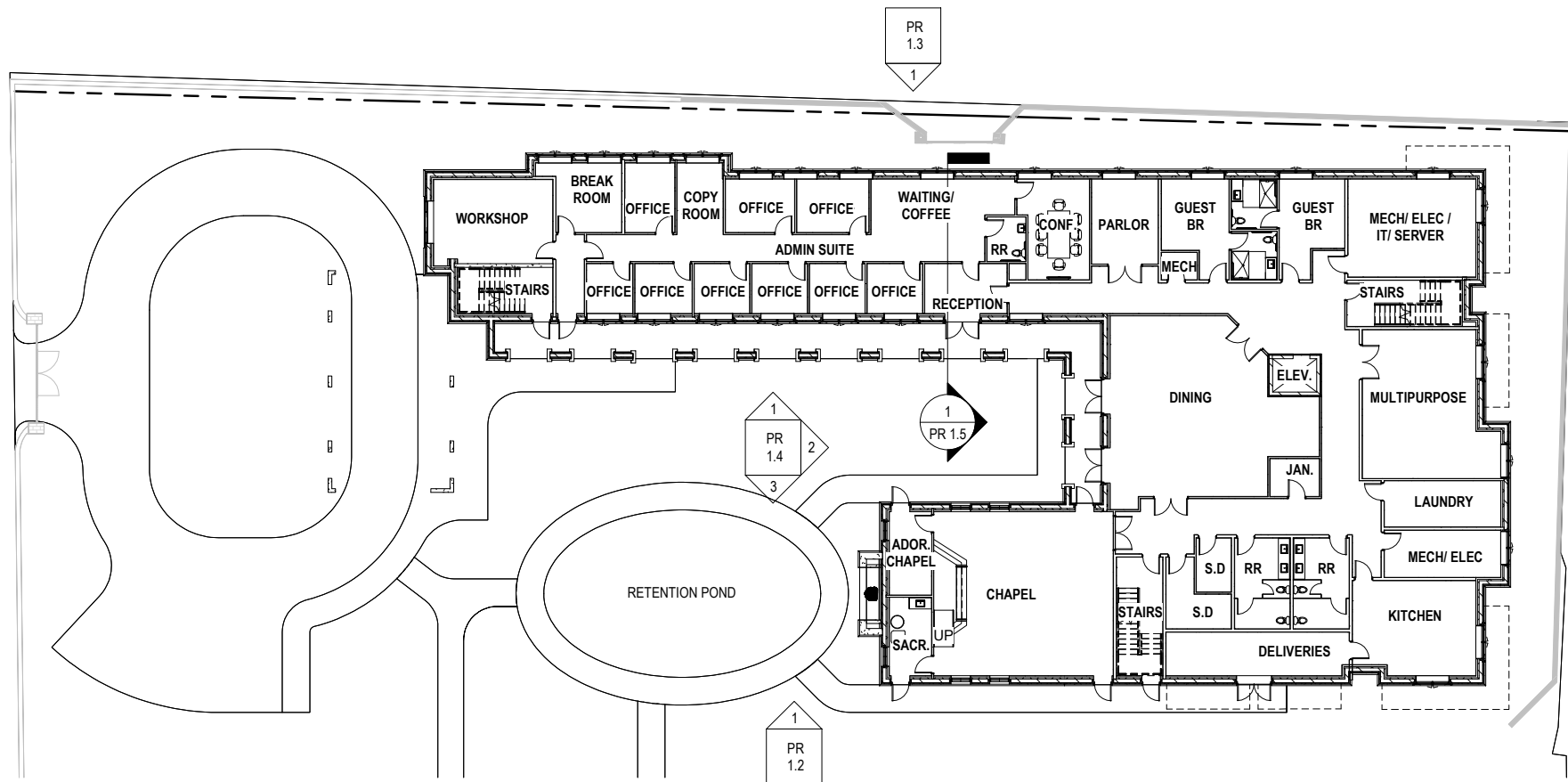
SCH_{EMMER}
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SISTERS OF ST. JOSEPH
NEW MOTHERHOUSE
BUILDING SECTION
010389.001

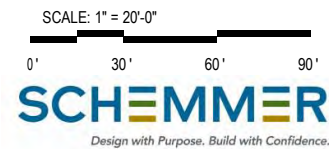


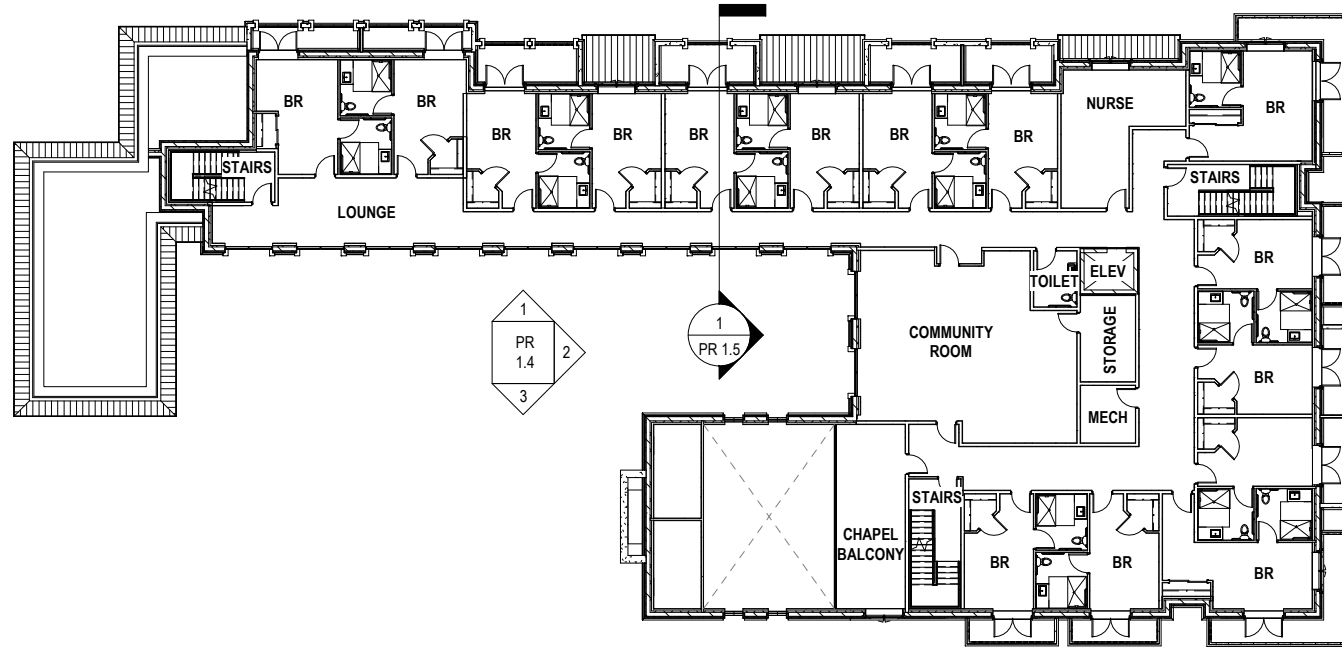
SCHEMMER
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FIRST FLOOR - AREA PLANS

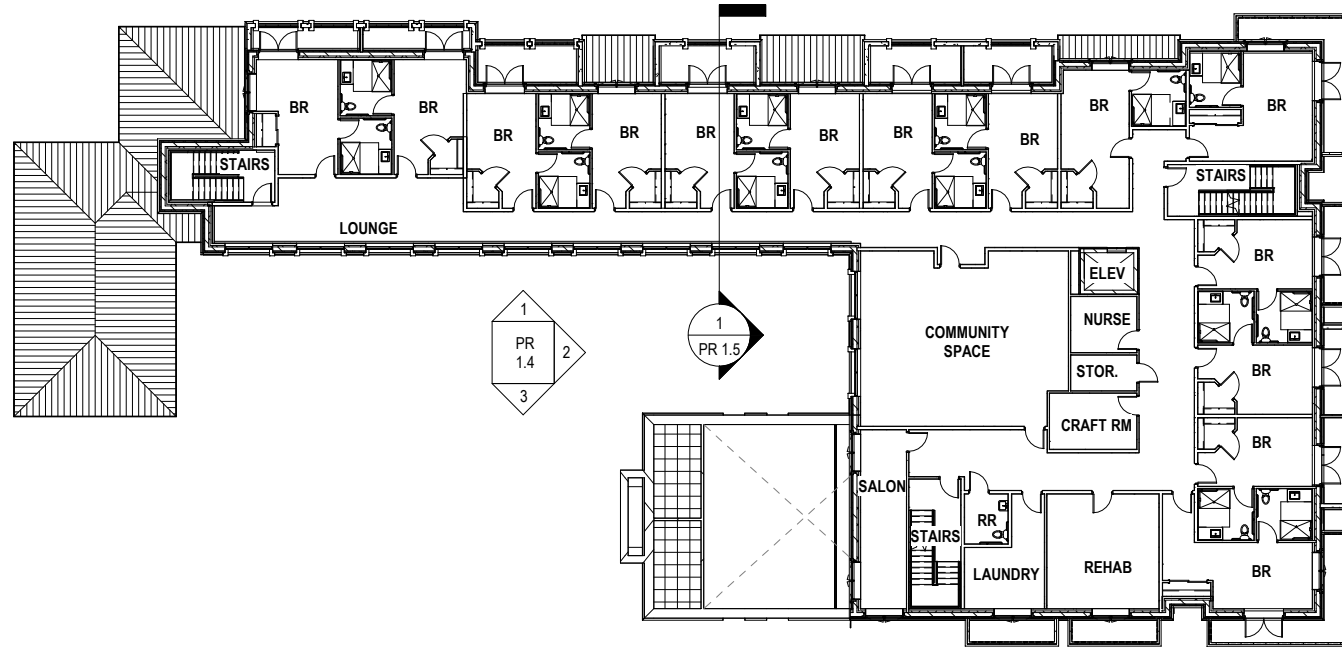
SISTERS OF ST. JOSEPH
 NEW MOTHERHOUSE
 FLOOR PLAN - LEVEL 1
 010389.001





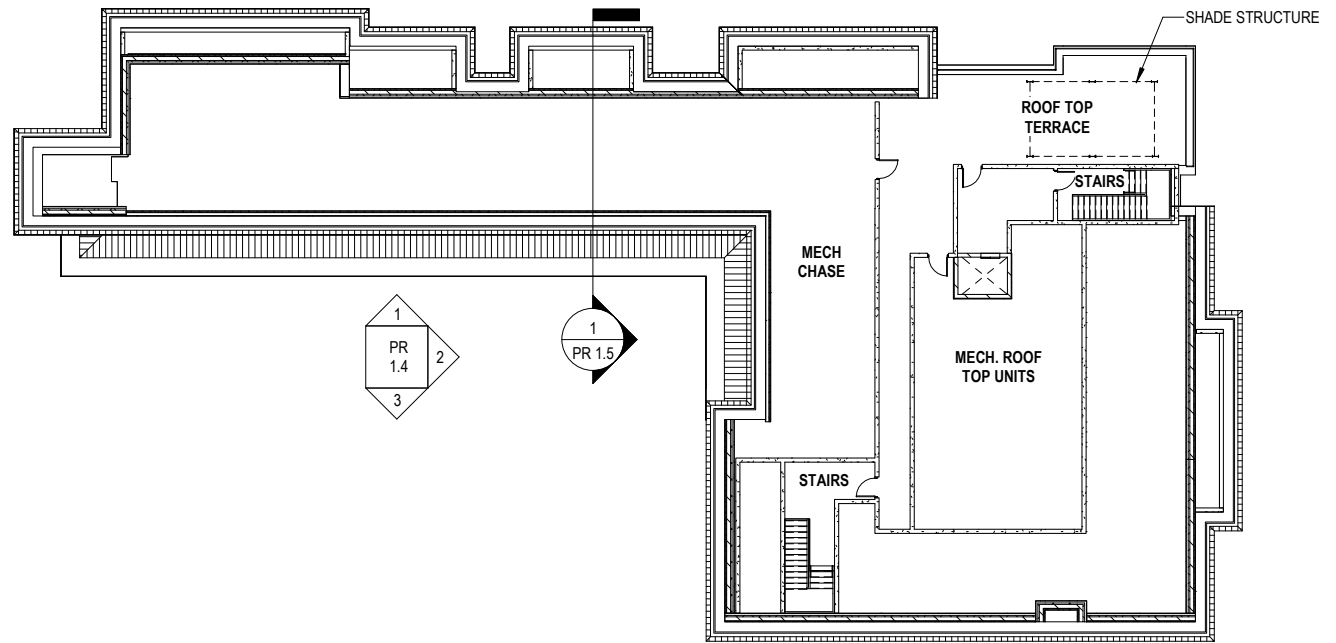
SECOND FLOOR - AREA PLANS





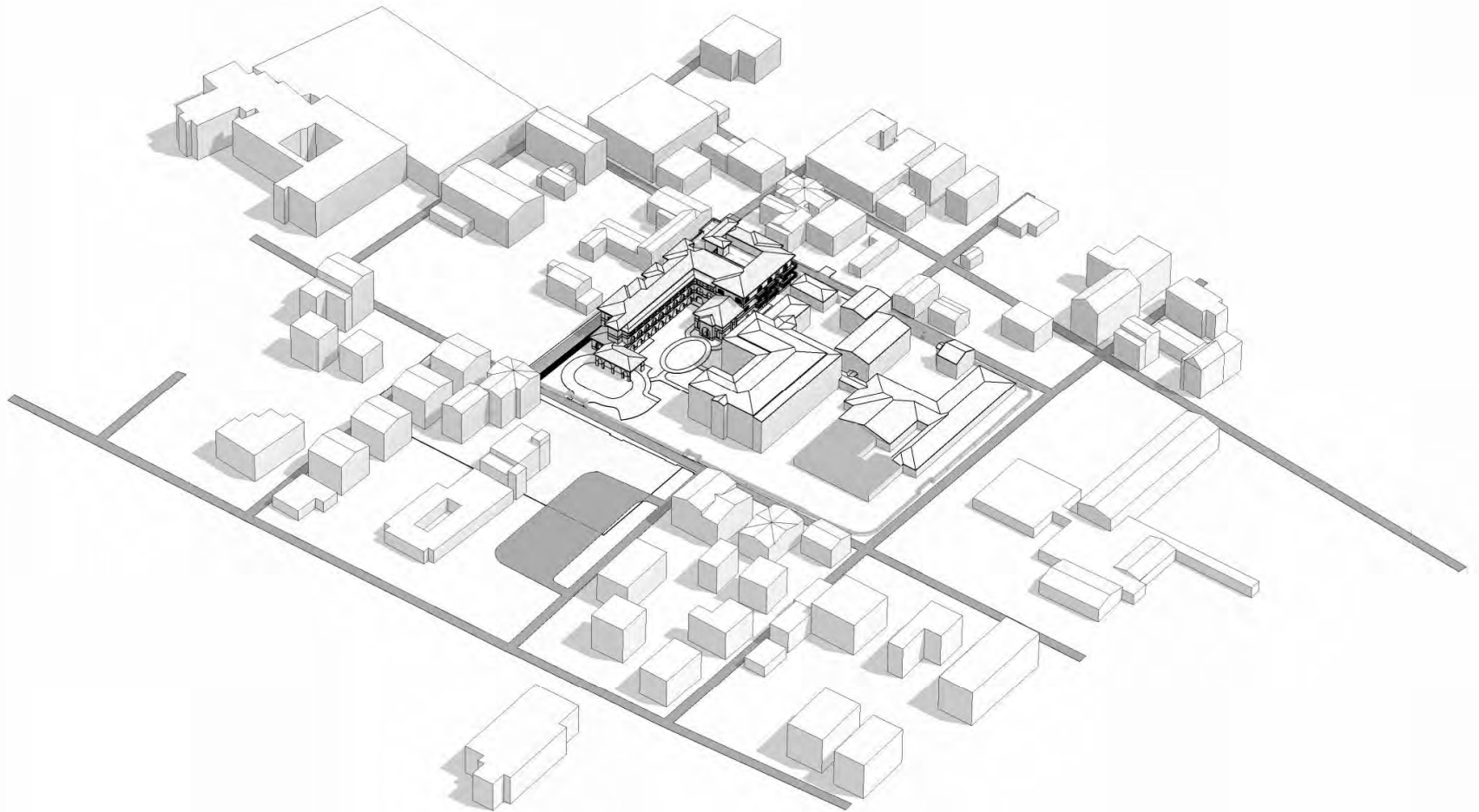
THIRD FLOOR - AREA PLAN





ROOF TERRACE





SISTERS OF ST. JOSEPH
NEW MOTHERHOUSE
SITE - OVERHEAD VIEW
010389.001

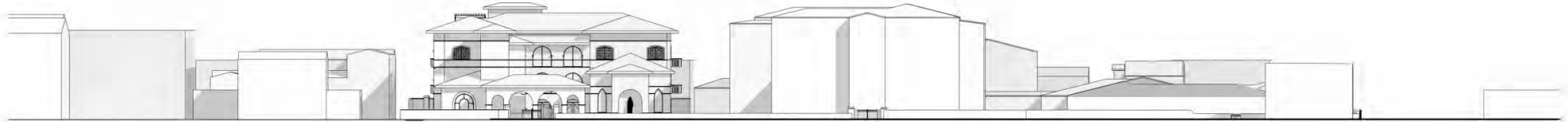


SCH_≡MMER
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Sisters of St. Joseph
Replacement Motherhouse

Sisters of St. Joseph
Existing Motherhouse

Sisters of St. Joseph
Our Lady of Lourdes
Retired Sisters



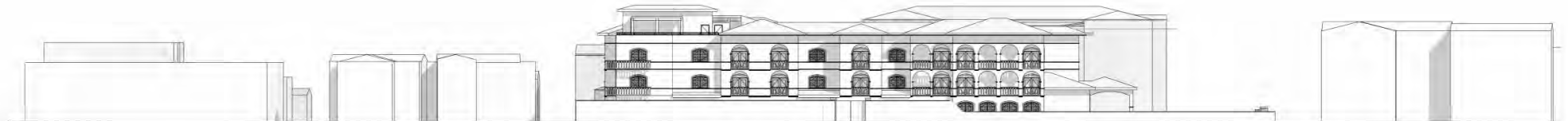
Cadiz
Street

Bridge
Street

STREET VIEW WEST - EAST

SCALE: 1" = 40'-0"

Sisters of St. Joseph
Replacement Motherhouse



Aviles
Street

Saint George
Street

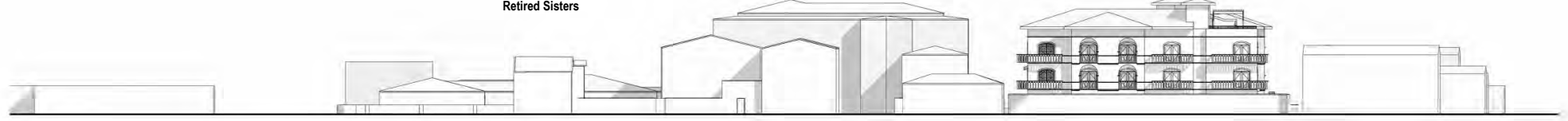
STREET VIEW NORTH-SOUTH

SCALE: 1" = 40'-0"

Sisters of St. Joseph
Our Lady of Lourdes
Retired Sisters

Sisters of St. Joseph
Existing Motherhouse

Sisters of St. Joseph
Replacement Motherhouse



Bridge
Street

Cadiz
Street

STREET VIEW EAST-WEST

SCALE: 1" = 40'-0"

SISTERS OF ST. JOSEPH
NEW MOTHERHOUSE
STREET VIEWS
010389.001



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Design with Purpose. Build with Confidence.

Sisters of St Joseph Motherhouse Expansion Conservation Overlay Zone 3

General Summary Statement

Request

To remove 4 of 21 Significant Trees on Parcel ID: 199290-0000 for the construction of a new Motherhouse. All Significant Trees removed shall be replaced in accordance with the requirements of Chapter 25.

NO.	TREE NO.	SPECIES	SIZE (DBH)	REQUEST
1	20681	PECAN	19"	Remove
2	20694	RED CEDAR	13" (3"+2"+2"+2"+2"+2")	Preserve
3	21018	RED CEDAR	17" (10"+7")	Preserve
4	21030	LAUREL OAK	25"	Remove
5	21049	LAUREL OAK	23"	Preserve
6	21053	LAUREL OAK	20"	Preserve
7	21055	RED CEDAR	28" (10"+9"+9")	Remove
8	21056	RED CEDAR	17"	Remove
9	21059	SWEETGUM	23"	Preserve
10	21060	RED CEDAR	43" (21"+12"+10")	Preserve
11	21300	HOLLY	12" (7" + 5")	Preserve
12	21304	RED CEDAR	16"	Preserve
13	21397	MAGNOLIA	30" (18" + 12")	Preserve
14	21398	RED CEDAR	18"	Preserve
15	21399	RED CEDAR	26"	Preserve
16	21401	PECAN	22"	Preserve
17	21402	LAUREL OAK	22"	Preserve
18	21506	RED CEDAR	41" (25" + 16")	Preserve
19	21508	AMERICAN ELM	28"	Preserve
20	21765	RED CEDAR	31" (18" + 13")	Preserve
21	21766	OAK	34"	Preserve

Section 11-29(d), City Code:

In determining whether or not a permit required by this section should be issued, the city planning and zoning board shall consider and base all decisions on the following:

1. The condition of the tree with respect to disease, insect attack, danger of falling, proximity to existing or proposed structures and interferences with utility services.

Response: Please see the [Arborist Report](#) for detailed analysis of each Significant Tree on the property. The 4 proposed for removal are detailed below.

TREE NO.	SPECIES & SIZE (DBH)	CONDITION	PROXIMITY TO DEVELOPMENT
20681	PECAN 19"	Good - Die-back throughout canopy - Co-dominant leaders	Within required building setbacks
21030	LAUREL OAK 25"	Good - Minor die-back throughout canopy - Epicormic growth	Within proposed Development Area
21055	RED CEDAR 28" (10"+9"+9")	Fair - Hollow trunk - Die-back throughout canopy	Within required building setback and proposed Development Area
21056	RED CEDAR 17"	Good - Minor die-back throughout canopy	Within required building setback and proposed Development Area

2. The necessity of removing a tree to construct proposed improvements in order to allow reasonable economic use of the property.

Response: Meeting the required setbacks along as many frontages as possible necessitates the removal of some Significant Trees. The majority of Significant Trees are located along the perimeter of the property which overlaps with the required setback ranges. Please see the [Significant Tree and Setback Range Exhibit](#).

A zoning variance is being requested for the setback along St. George Street to allow vehicular access at the least impactful opening, but preservation of all Significant Trees with required Tree Protection Zone (TPZ) would not allow the northern section to be developed within the requirements of the Land Development Code (LDC). However, shifting the building to meet the required setbacks and preserve all Significant Trees would create a portion of a notable block of Downtown St. Augustine that does not conform to the existing general character and development pattern of the area.

As proposed, the variance and tree removal requests are a balance of that conforms to the general intent and spirit of the Code while respecting the historical and environmental significant of the property and Downtown St. Augustine.

3. The relief of the land where the tree is located and the effect removal of the tree would have on erosion, soil moisture retention, diversion, increased or decreased flow of surface waters and the city master drainage plan or similar plan adopted by the city commission.

Response: Removal of 4 trees will have minimal effect on erosion, soil moisture retention, diversion, flow of surface waters or the City's master drainage plan. New development on the property will be designed and permitted with the authorizing agencies. In addition, the trees removed will be replaced in accordance with the requirements of Chapter 25.

4. The number and density of trees existing in the neighborhood on improved or unimproved property. The planning and building division shall also be guided by the effect removal of a tree would have on property values in the neighborhood where the property is located and on other vegetation in the neighborhood.

Response: Historic Downtown St. Augustine is intensely developed with tree density directed towards the perimeter of the property. The preserved and mitigated trees will follow this general pattern. Landscaping will be located along St. George, Cadiz and Aviles Streets as well as along the internal property line.

5. Whether the tree has been designated a significant tree.

Response: A Tree Survey of the property identified 113 trees, 21 of which meet the City's size and species criteria to be considered "Significant". The applicant is requesting to remove 4 of the 21

Significant Trees. In addition, the trees removed will be replaced in accordance with the requirements of Chapter 25.

TREE NO.	SPECIES/SIZE (DBH)	SIGNIFICANT SIZE (DBH)	MITIGATION
20681	PECAN 19"	18"	1 Shade Tree, minimum 10' height
21030	LAUREL OAK 25"	15" to 26"	1 Shade Tree, minimum 10' height
21055	RED CEDAR 28" (10"+9"+9")	8"	2 Red Cedar, size per building official
21056	RED CEDAR 17"	8"	2 Red Cedar, size per building official

6. Impact upon the urban and natural environment, including:

1. Ground and surface water stabilization.
2. Water quality and aquifer recharge.
3. Ecological impacts.
4. Noise pollution.
5. Air movement.
6. Air quality.
7. Wildlife habitat.

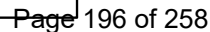
Response: Removal of the 4 Significant Trees will not have significant impact on the urban environment. In addition, the trees removed will be replaced in accordance with the requirements of Chapter 25.

7. The ease with which the property owner or agent can alter or revise the proposed development or improvements to accommodate existing trees, including the tree or trees proposed to be removed.

Response: The applicant has adjusted the site plan and layout numerous times to meet the varying LDC regulations such as setbacks, buildout, tree preservation, impervious surface and drainage while meeting the needs of the Sisters. Please see the [Significant Tree and Setback Range Exhibit](#).

A variance has been requested to the front setback requirement along St. George Street to allow for vehicular access at the least impactful existing entrance and to allow for preservation for several Significant Trees.

As proposed, the variance and tree removal requests are a balance of that conforms to the general intent and spirit of the Code while respecting the historical and environmental significant of the property and Downtown St. Augustine.



TREE INVENTORY

NO.	SPECIES	DBH	NO.	SPECIES	DBH	NO.	SPECIES	DBH
20567	PECAN	15	21020	MAPLE	13	21066	SABAL PALM	10
20568	PECAN	15	21021	PINE	16	21067	SAGO PALM	7
20569	CEDAR	3	21022	PINE	14	21068	SAGO PALM	8
20570	CEDAR	3	21023	PINE	15	21295	HOLLY	9
20571	CEDAR	3	21024	PINE	17	21296	SABAL PALM	13
20572	CEDAR	4	21025	SABAL PALM	9	21297	SABAL PALM	18
20573	CEDAR	4	21026	SABAL PALM	9	21298	SABAL PALM	16
20574	CEDAR	3	21027	SABAL PALM	17	21299	SABAL PALM	12
20575	CEDAR	3	21028	SABAL PALM	20	21300	HOLLY	12
20681	PECAN	19	21029	SABAL PALM	10	21301	SABAL PALM	10
20682	CEDAR	4	21030	LAUREL OAK	25	21302	SABAL PALM	14
20683	CEDAR	3	21031	SABAL PALM	17	21303	SABAL PALM	11
20687	CEDAR	4	21032	SABAL PALM	13	21304	CEDAR	16
20690	CEDAR	3	21033	SABAL PALM	10	21305	PINE	18
20691	CEDAR	3	21034	CRAPE MYRTLE	3	21306	SABAL PALM	10
20694	CEDAR	13	21035	SABAL PALM	10	21307	PECAN	14
20696	CEDAR	3	21036	SABAL PALM	15	21397	MAGNOLIA	30
20697	CEDAR	3	21038	SABAL PALM	13	21398	CEDAR	18
20698	CEDAR	5	21039	SABAL PALM	10	21399	CEDAR	26
20699	CEDAR	5	21040	SABAL PALM	10	21400	SABAL PALM	11
20701	CEDAR	4	21041	SABAL PALM	11	21401	PECAN	22
20702	CEDAR	4	21042	SABAL PALM	10	21402	LAUREL OAK	22
20704	CEDAR	3	21043	SABAL PALM	12	21403	HACKBERRY	8
20706	CEDAR	4	21044	SABAL PALM	11	21506	CEDAR	41
20707	CEDAR	3	21045	SABAL PALM	15	21507	SABAL PALM	12
20709	CEDAR	3	21046	SABAL PALM	12	21508	ELM (AMERICAN)	28
20710	CEDAR	3	21047	SABAL PALM	15	21762	SABAL PALM	14
20711	PECAN	13	21049	LAUREL OAK	23	21763	SABAL PALM	9
20713	CEDAR	3	21053	LAUREL OAK	20	21764	SABAL PALM	16
20715	CEDAR	3	21054	SABAL PALM	12	21765	CEDAR	31
20718	CEDAR	3	21055	CEDAR	28	21766	LAUREL OAK	34
20719	CEDAR	3	21056	CEDAR	17			
20721	CEDAR	3	21057	MAPLE	17			
20723	CEDAR	3	21058	MAPLE	16			
20724	CEDAR	3	21059	SWEETGUM	23			
20726	CEDAR	3	21060	CEDAR	43			
20727	CEDAR	3	21061	CRAPE MYRTLE	4			
20728	CEDAR	3	21062	SABAL PALM	10			
20729	CEDAR	3	21063	SABAL PALM	12			
21018	CEDAR	17	21064	SABAL PALM	10			
21019	MAPLE	11	21065	SABAL PALM	12			

SIGNIFICANT TREE

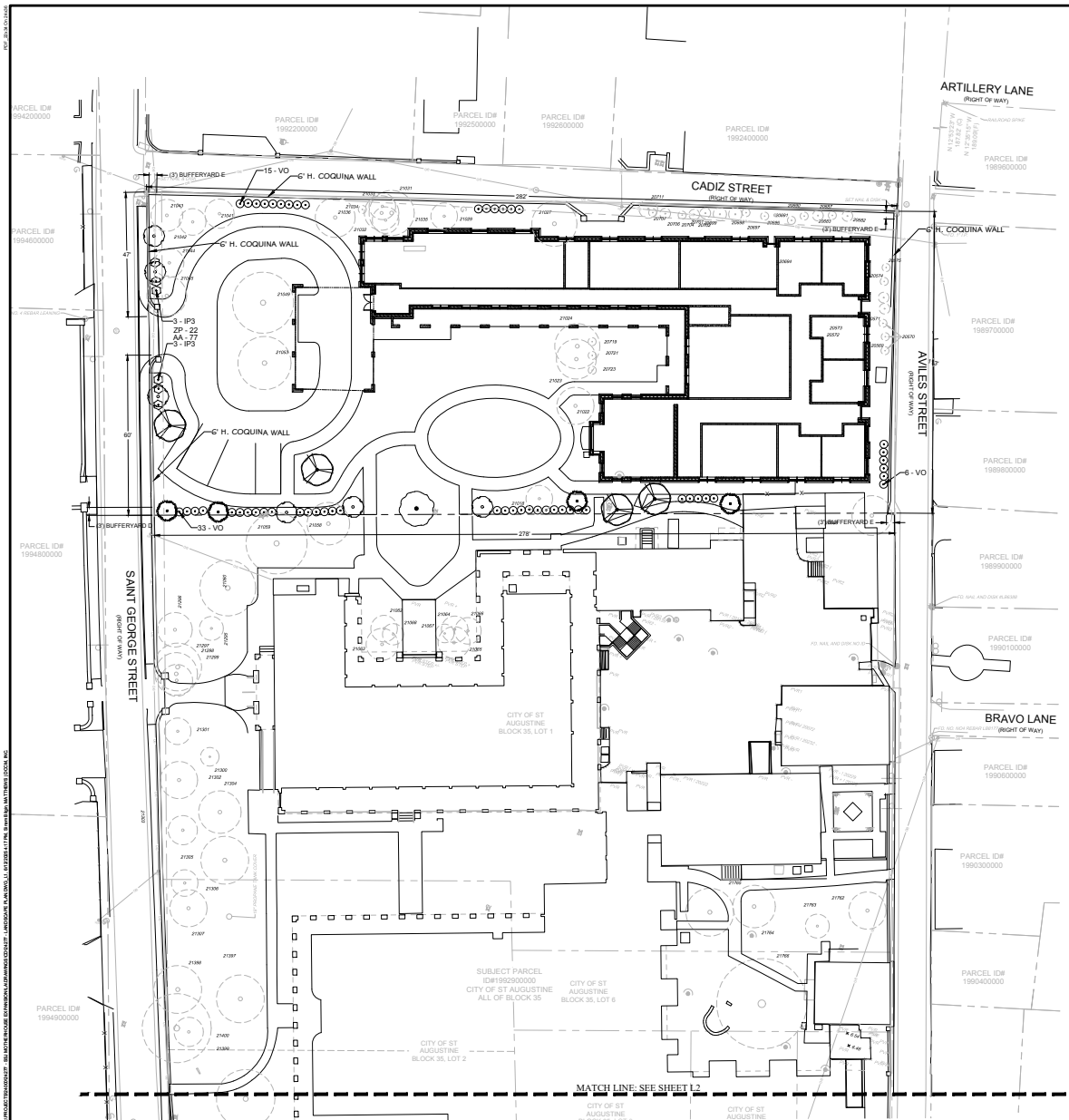
ATTACHMENT B

Aerial Map

Significant Tree Locations



Attachment 3: Proposed Landscape Plan



PERIMETER AND PARKING CALCULATIONS									
		PLANTING REQUIRED						BUFFER TYPE	
	IDENTITY	FT.	REQUIRED	TREES	REQUIRED	SHRUBS			
FRONT YARD	SAINT GEORGE ST.	107	3 TREES PER 100 L.F.	3	6 SHRUBS PER 100 FT	6		BUFFERYARD E, 0, 9	
REAR YARD	AVILES ST.	113	3 TREES PER 100 L.F.	3	6 SHRUBS PER 100 FT	6		BUFFERYARD E, 0, 9	
SIDE YARD	CADIZ ST.	282	3 TREES PER 100 L.F.	8	6 SHRUBS PER 100 FT	15		BUFFERYARD E, 0, 9	
SIDE YARD	SOUTH	278	4 TREES PER 100 L.F.	11	12 SHRUBS PER 100 FT	33		BUFFERYARD D	
PLANTING PROVIDED									
	IDENTITY	FT.	EXISTING TREES	TREES PROPOSED	TOTAL TREES	TOTAL SHRUBS			
FRONT YARD	SAINT GEORGE ST.	107	3	3	6	6			
REAR YARD	AVILES ST.	113	7	0	7	6			
SIDE YARD	CADIZ ST.	282	14	0	14	15			
SIDE YARD	SOUTH	278	1	10	0	33			
INTERNAL LANDSCAPE									
TOTAL PAVED AREA				3,584.00	S.F.				
INTERNAL LANDSCAPE AREA REQUIRED IS 5% OF PAVED AREA				N/A	S.F.				
TOTAL INTERNAL LANDSCAPING AREA					S.F.				
PERCENTAGE OF INTERNAL LANDSCAPE AREA				N/A					
REQUIRED 1 TREE / 100 S.F. INTERNAL LANDSCAPE				N/A	TREE				
TOTAL TREES INTERNAL				N/A					

TREE CALCULATIONS: PROPOSED									
TREES PROPOSED					RATIO OF REQUIRED TREES				
QTY	TREE SPECIES	CREDITS EACH	CREDIT TOTAL		TYPE	QTY	%	%	TOTAL
6	EAGLESTON HOLLY	0	0		SHADE TREES	9	50% MINIMUM	60%	
4	SOUTHERN RED CEDAR	0	0		UNDERSTORY TREES	6	50% MAXIMUM	40%	
1	LIVE OAK	0	0		PALMS	0	25% MAXIMUM	0%	
4	WINGED ELM	0	0		TREE TOTAL		15		
			CREDIT TOTAL	0					

PLANT SCHEDULE

SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	NATIVE	SIZE	QTY
TREES						
	IP	Ilex x attenuata 'East Palatka'	East Palatka Holly	YES	2" Cal./10' ht	6
	JS	Juniperus silicicola	Southern Red Cedar	YES	2" Cal./10' ht	4
	QV	Quercus virginiana	Live Oak	YES	2" Cal./10' ht	1
	UA	Ulmus alata	Winged Elm	NO	2" Cal. / 10' Ht.	4
SHRUBS						
	IP3	Illicium floridanum	Florida Anise	YES	24" Ht.	6
	VO	Viburnum odoratissimum	Sweet Viburnum	NO	24" Ht. x 24" Sp.	54

REVISIONS

NO.	DATE	DESCRIPTION
1	08-12-25	26277

LANDSCAPE PLAN

MOTHERHOUSE EXPANSION

ST. JOHNS COUNTY

CLIENT

Matthews DCCM

P.O. BOX 3126, 7 WALDO STREET

ST. JOHNS COUNTY, FL 32057

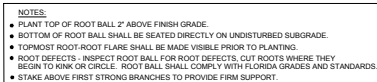
PHONE: 904.263.1314 FAX: 904.263.4547

INFO@MADCCM.COM

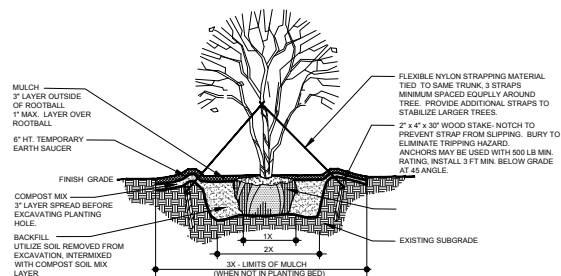
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OF XX

NOT FOR CONSTRUCTION. PERMIT PURPOSES ONLY.

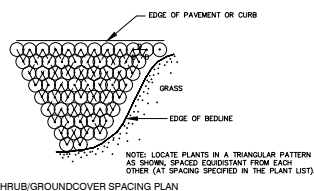
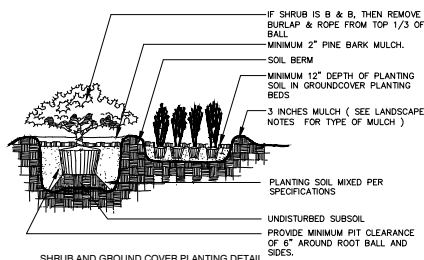


TREE PLANTING - SINGLE TRUNK



- NOTES:**
- PLANT TOP OF ROOT BALL 2" ABOVE FINISH GRADE.
 - BOTTOM OF ROOT BALL SHALL BE SEATED DIRECTLY ON UNDISTURBED SUBGRADE.
 - TOPMOST ROOT-ROOT FLARE SHALL BE MADE VISIBLE PRIOR TO PLANTING.
 - ROOT DEFECTS - INSPECT ROOT BALL FOR ROOT DEFECTS, CUT ROOTS WHERE THEY BEGIN TO KINK OR CIRCLE. ROOT BALL SHALL COMPLY WITH FLORIDA GRADES AND STANDARDS.
 - STAKE ABOVE FIRST STRONG BRANCHES TO PROVIDE FIRM SUPPORT.

MULTIPLE STEM TREE PLANTING



- THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR VERIFYING PROJECT SITE CONDITIONS AND ALL QUANTITIES INDICATED ON THESE PLANS BEFORE BEGINNING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LANDSCAPE ARCHITECT'S IF SOIL CONDITIONS ARE POORLY DRAINED OR ARE SUBJECT TO SUBSTITUTION OF MATERIALS.
1. ALL PLANT MATERIAL AT FLOID GRADE NO. 10, OR BETTER NURSERY STOCK, SHALL BE PROVIDED BY THE LANDSCAPE CONTRACTOR.
2. ALL PLANT MATERIAL SHALL BE CONTAINED IN BROWN OR BAY, SOD MATERIAL SHALL BE HARDENED OFF PRIOR PLANTED DURING FIELD PRODUCTION AND PLANTS SHALL BE SOUND, HEALTHY AND VIGOROUS, WELL BRANCHED AND FREE OF DISEASE, INJURY, DEFOLIATION, OR OTHER DEFECTS. SEEDS, EGGS OR LARVAE SHALL HAVE HEALTHY, WELL DEVELOPED ROOT SYSTEMS. PLANTS SHALL BE PLANTED AT THE SPECIFIED DEPTHS AND ADVISE CONDITIONS THAT WOULD PREVENT THIRTING GROW.
3. SUBSTITUTION OF PLANT MATERIALS WILL NOT BE PERMITTED UNLESS THE LANDSCAPE CONTRACTOR HAS BEEN ADVISED IN WRITING AND HAS SUBMITTED THAT A PLANT SPECIFIED IN NOT OBTAINABLE, A PROPOSAL, WITH CORRESPONDING ADJUSTMENT OF CONTRACT PRICE.
4. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROPER SURFACE DRAINAGE OF PLANTINGS AREAS. ANY DISCREPANCY IN THE DRAWINGS, OBTUSION ON THE SITE, OR PRIOR TO WORK DONE BY ANY OTHER PARTY, SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT FOR CORRECTION BEFORE PROCEEDING WITH THE WORK.
5. PLANTING BEDS SHALL BE CUT OR DGED TO FORM A UNIFORM CLEAN LINE AND BE PROTECTED BY A CURB OR BARRIER.
6. AFTER ALL PLANT MATERIAL IN A PLANT BED HAS BEEN INSTALLED AND THE PLANTING BEDS HAVE BEEN PROTECTED BY A CURB OR BARRIER, THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE BEDS TO CONFORM TO PRELIMINATING FINISH GRADES. ALL PLANTING BEDS AND PLANT SAUCERS SHALL BE UNIFORMLY COVERED WITH A MINIMUM THREE (3) INCHES OF MULCH OR SOIL.
7. BEFORE FERTILIZATION A SOIL AND/OR FLUID NUTRIENT ANALYSIS SHALL BE DONE BY AN INDEPENDENT LABORATORY. THE ANALYSIS SHALL BE DONE BEFORE RELEASE NITROGEN WILL BE REQUIRED. ALL PLANTING BEDS AREAS SHALL BE FERTILIZED WITH A 0-10-10 FERTILIZER AT THE RATE OF ONE (1) POUND PER 1,000 SQUARE FEET OF AREA.
8. PLANT MATERIAL SOIL SHALL BE "NATIVE" SOIL THAT WAS REMOVED FROM THE PLANTING HOLE, IF SOIL IS BADLY CONTAMINATED, GOOD QUALITY SOIL SHALL BE USED TO REPLACE THE REMOVED SOIL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVED FROM PLANTING AREA.
9. THE ENTIRE SURFACE OF THE PLANTING BEDS SHALL BE WATERED BY HAND OR IRRIGATION SYSTEM EACH DAY FOR TWO WEEKS. AFTER TWO WEEKS THE PLANTING BEDS SHALL BE WATERED BY HAND OR IRRIGATION SYSTEM AT THE RATE OF ONE (1) POUND PER 1,000 SQUARE FEET OF AREA IN AN EVENLY GRADE CASE PLANTING.
10. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR ALL FINAL GRADING AND FINISHING OF PLANTING AREAS AND SHALL BE RESPONSIBLE TO PLANTING.
11. PLANTING BEDS WILL BE ESTABLISHED BY THE OWNERS GENERAL CONTRACTOR AT APPROXIMATELY 3" HIGHER BOLD CURBS, SIDEWALKS, HARDSCAPE AND OTHER STRIPING SHALL BE PROVIDED BY THE OWNERS. ALL MATERIALS SHALL BE A MINIMUM 30' FROM BUILDINGS OR WALKS.
12. SOIL AREAS WILL BE BAYH GRASS, SOIL AREAS SHALL BE SPECIFIED GRASS. PLANTING BEDS SHALL BE MAINTAINED BY THE CONTRACTOR AND NOT MOWED BY A LONG.
13. PLANT MATERIALS SHALL BE LAID END TO END AND SIDE TO SIDE IN A STAGGERED LINE TO FORM A UNIFORM EDGE. ALL UNNEED EDGES SHALL BE SQUARELY TRIMMED TO FORM A UNIFORM EDGE.
14. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR FULLY MAINTAINING ALL PLANT MATERIAL ON SITE DURING AND BEFORE PLANTING, UNTIL THE WORK IS COMPLETED.
15. ALL PLANT MATERIAL SHALL BE GUARANTEED BY THE LANDSCAPE CONTRACTOR FOR A PERIOD OF 90 DAYS FROM THE DATE OF PLANTING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INJURY (90) DAYS FROM FINAL INSPECTION AND ACCEPTANCE. ALL TREES SHALL BE MAINTAINED AND PROTECTED BY THE CONTRACTOR UNTIL THEY ARE FULLY ESTABLISHED AND ACCEPTANCE.
16. THE LANDSCAPE ARCHITECT, OWNER OR OWNERS REPRESENTATIVE SHALL HAVE THE RIGHT TO REJECT ANY AND ALL WORK WHICH IN HIS OPINION DOES NOT MEET WITH THE REQUIREMENTS OF THE SPECIFICATIONS AT ANY STAGE OF THE PROJECT.
17. THERE WILL BE SPECIAL CARE TO ALL EXISTING TREES TO BE RETAINED ON SITE.

Attachment 4:
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

Location Address

Neighborhood

Tax Description*

Property Use Code

Subdivision

Sec/Twp/Rng

District

Millage Rate

Acreage

Homestead

1992900000

32 AVILES ST
34 AVILES ST
36 AVILES ST
241 ST GEORGE ST
243 ST GEORGE ST
SAINT AUGUSTINE 32084-0000
City St Aug S of Plaza (COM) (610.03)
CITY OF ST AUGUSTINE ALL BLK 35

SAINT AUGUSTINE 32084-0000
City St Aug S of Plaza (COM) (610.03)
CITY OF ST AUGUSTINE ALL BLK 35

Non-Profit, Charitable & Orphanages (7500)

*The Description above is not to be used on legal documents.

City of St Augustine

18-7-30

City of St Augustine (District 452)

18.72

2.410

N



Owner Information

Owner Name

Mailing Address

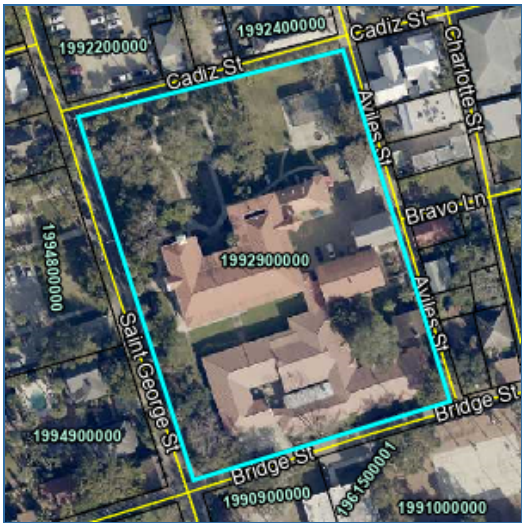
[Sisters Of St Joseph](#) 100%

PO BOX 3506
SAINT AUGUSTINE, FL 32085-3506

Exemption Information

Exemption Type	Status	Amount
Church/Religious		\$7,581,302

Map



Valuation Information

Assessed Year	2025
Building Value	\$5,350,653.00
Extra Features Value	\$130,649.00
Total Land Value	\$2,100,000.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$7,581,302.00
Total Deferred	\$0.00
Assessed Value	\$7,581,302.00
Total Exemptions	\$7,581,302.00
Taxable Value	\$0.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2024	\$5,254,458	\$137,181	\$2,100,000	\$0
2023	\$5,296,760	\$143,832	\$1,155,000	\$0
2022	\$4,495,056	\$95,425	\$1,155,000	\$0
2021	\$4,582,392	\$95,425	\$1,155,000	\$0
2020	\$4,669,728	\$95,425	\$1,155,000	\$0
2019	\$3,660,170	\$111,997	\$1,155,000	\$0
2018	\$2,898,736	\$111,997	\$2,100,000	\$0
2017	\$2,972,012	\$107,787	\$2,100,000	\$0
2016	\$3,024,921	\$107,524	\$1,375,500	\$0
2015	\$3,075,453	\$131,148	\$1,375,500	\$0
2014	\$1,849,421	\$133,977	\$1,375,500	\$0

Building Information

Building	1	Roof Cover	Modular Metal
Building Value	\$2,904,902	Roof Structure	Wood Truss
Year Built	1866	Interior Flooring	Hardwood
Actual Area	38338	Interior Wall	Drywall
Conditioned Area	20366	Heating Type	Air Duct
Use	Dormitories	Air Conditioning	Central
Style	03	Bedrooms	0
Exterior Wall	Concrete Stucco	Baths	

Description	Square Footage
BASE AREA	3008
OUTSIDE STAIRS	515
FINISHED UPPER STORY	5542
BASE AREA	11816
UNFINISHED BASEMENT	7269
FINISHED OPEN PORCH	10188
Total SqFt	38338

Building	2	Roof Cover	Modular Metal
Building Value	\$266,776	Roof Structure	Wood Truss
Year Built	1691	Interior Flooring	Pine Wood, Concrete Finish
Actual Area	3322	Interior Wall	Plaster
Conditioned Area	3218	Heating Type	None
Use	Tourist Attraction	Air Conditioning	None
Style	04	Bedrooms	0
Exterior Wall	Stone	Baths	5

Description	Square Footage
BASE AREA	3218
FINISHED CANOPY	104
Total SqFt	3322

Building	3	Roof Cover	Modular Metal
Building Value	\$451,365	Roof Structure	Wood Truss
Year Built	1940	Interior Flooring	Concrete Finish, Hardwood
Actual Area	4192	Interior Wall	Drywall
Conditioned Area	4192	Heating Type	Air Duct
Use	Libraries	Air Conditioning	Central
Style	04	Bedrooms	0
Exterior Wall	Concrete Stucco	Baths	8

Description	Square Footage
BASE AREA	4080
ADDITION	112
Total SqFt	4192

Building	4	Roof Cover	Composite Shingle
Building Value	\$301,081	Roof Structure	Wood Truss
Year Built	1750	Interior Flooring	Pine Wood, Sheet Vinyl
Actual Area	2824	Interior Wall	Plaster
Conditioned Area	2796	Heating Type	Air Duct
Use	Dormitories	Air Conditioning	Central
Style	03	Bedrooms	0
Exterior Wall	Concrete Stucco	Baths	

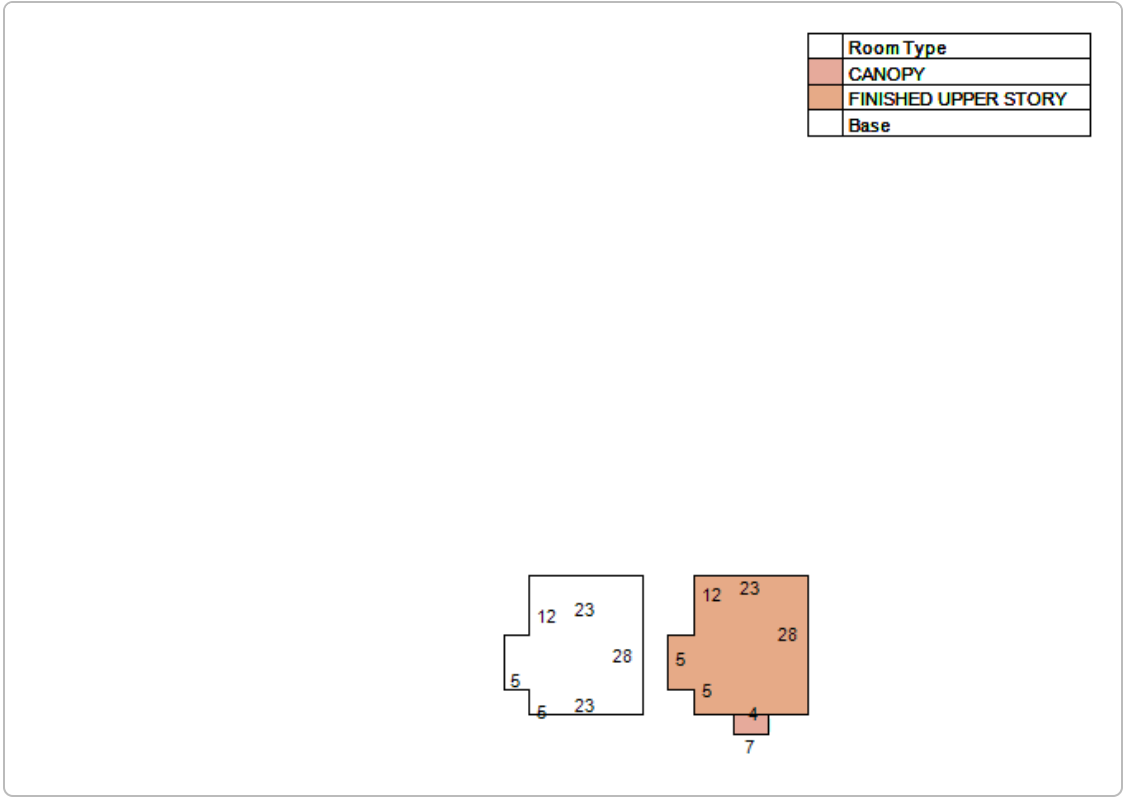
Description	Square Footage
BASE AREA	1398
FINISHED UPPER STORY	1398
UNFINISHED CANOPY	28
Total SqFt	2824

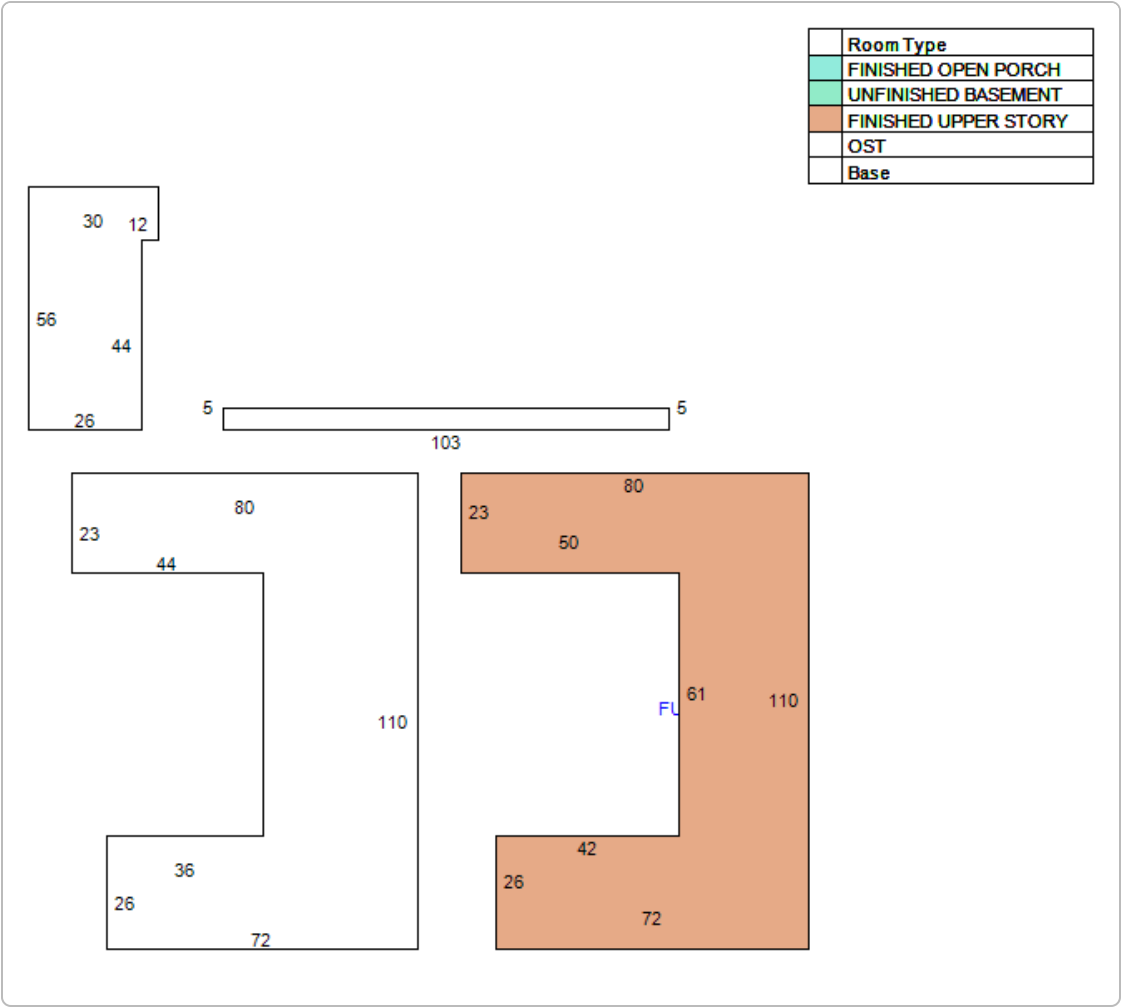
Building	5	Roof Cover	Modular Metal
Building Value	\$1,426,529	Roof Structure	Wood Truss
Year Built	1961	Interior Flooring	Carpet, Vinyl Tile
Actual Area	14597	Interior Wall	Drywall
Conditioned Area	12822	Heating Type	Air Duct
Use	Dormitories	Air Conditioning	Central
Style	03	Bedrooms	0
Exterior Wall	Concrete Stucco	Baths	

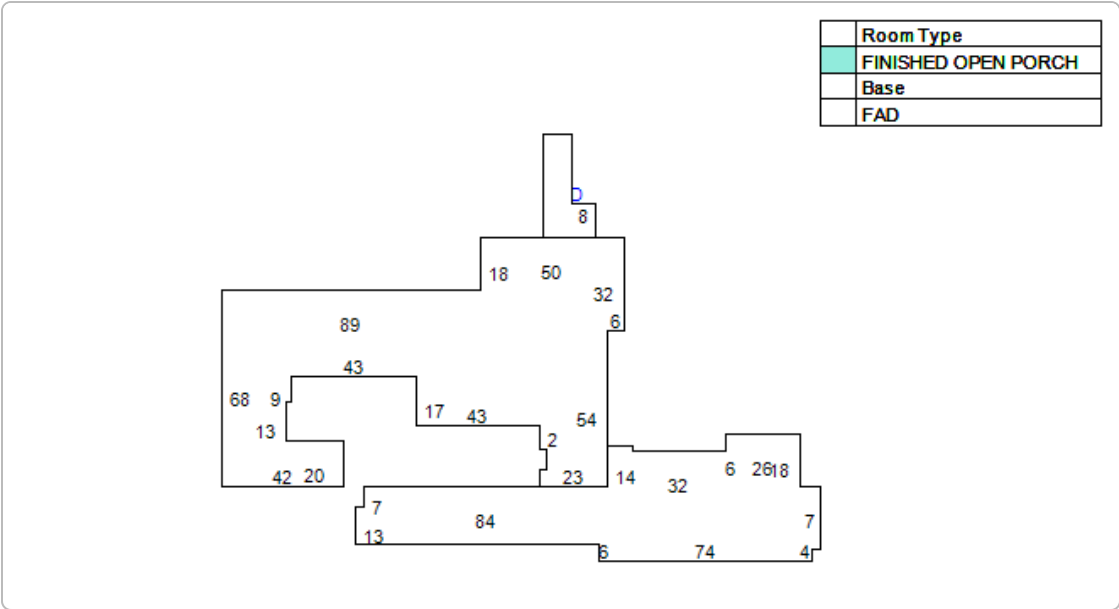
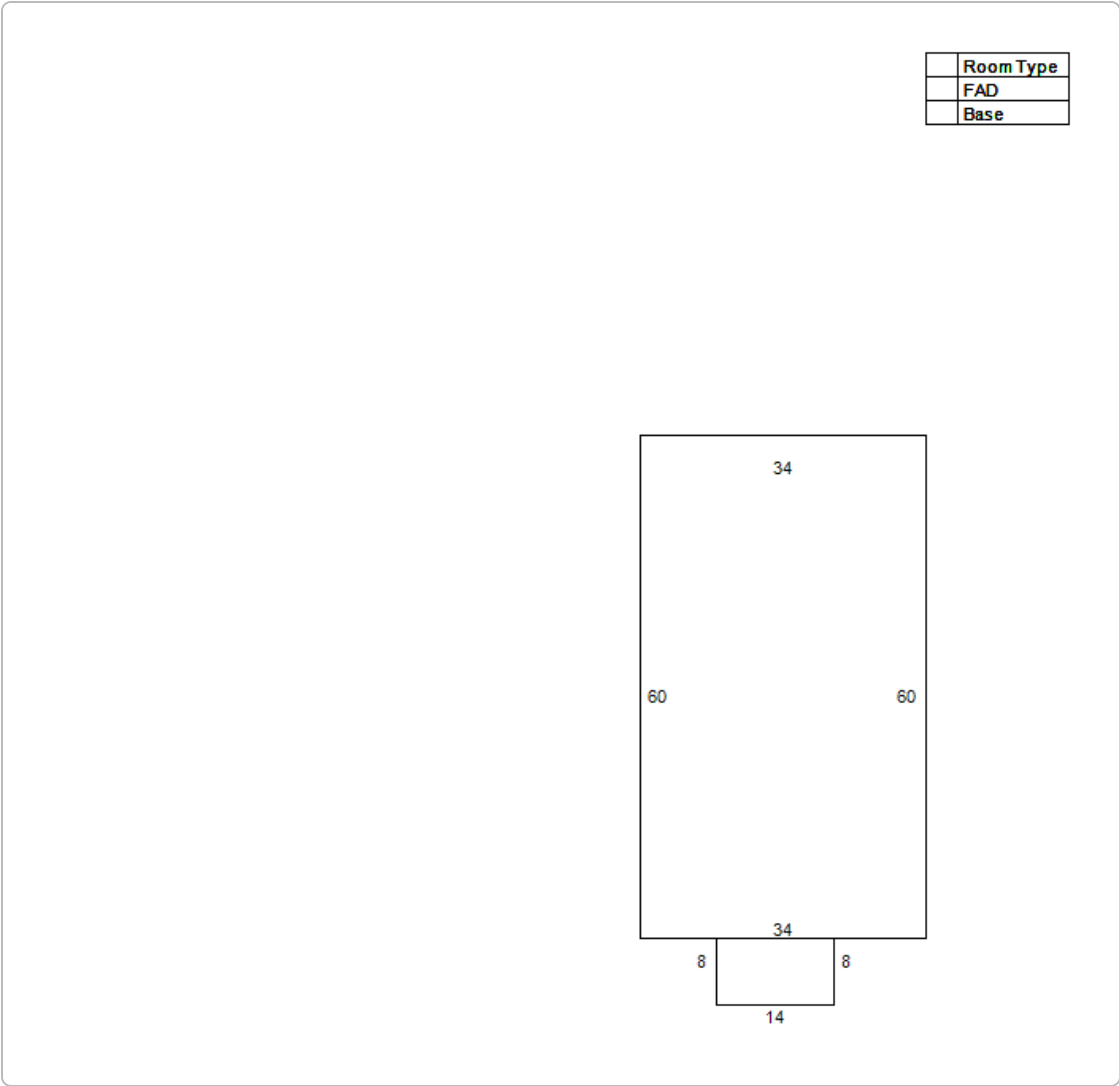
Description	Square Footage
ADDITION	456
BASE AREA	7739
BASE AREA	4627
FINISHED OPEN PORCH	1775
Total SqFt	14597

Sketch Information

	Room Type
	CCN
	Base







Extra Feature Information

Code Description	Status	Value
Garage - Excellent (Mix)		18563
Masonry Wall (Mix)		12150

Code Description	Status	Value
Pool - Good (RES)		36400
Handicap Ramp (COM)		1793
Brick Pavers (COM)		518
Masonry Wall (Mix)		306
Handicap Ramp (COM)		1304
Handicap Ramp (COM)		3566
Masonry Wall (Mix)		198
Concrete Paving - Under 8" (COM)		1795
Brick Pavers (COM)		250
Concrete Paving - Under 8" (COM)		1154
Concrete Paving - Under 8" (COM)		4763
Curb (COM)		650
Screen Enclosure - Good (Mix)		14790
Brick Pavers (COM)		32449

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Non-Profit, Charitable & Orphanages	750	140	105000	SF	\$2,100,000

No data available for the following modules: Sales Questionnaire Form, Sale 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: 7/14/2025, 11:52:23 PM](#)

Contact Us





Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
September 2, 2025	10.a	PZB2025-0066
Request	Address	Parcel ID
Land Use Plan Map	Adams Street	151090-0000
Amendment & Rezoning	Adams Street	151120-0000
	Adams Street	151130-0000
[HYPERLINKS TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]		

Site & Background Information

Applicant:	Amy Skinner c/o City of St. Augustine
Owner:	City of St. Augustine
Property Class: (St. Johns County Property Appraiser)	0000 – Vacant Residential 9600 – Marshes, Wetlands, Waste Lands
Future Land Use Designation:	Residential Low Density
Zoning Designation:	Residential Single-Family-Two: RS-2 [LINK TO CODE SECTION]
Acreage:	4.55
Neighborhood:	Greater Fullerwood
Archaeological Zone:	IIA

Request Summary

This application is a request to amend the City's Comprehensive Plan Land Use map and rezone approximately 4.55 acres of property in the vicinity of Beacon Street and E Park Avenue along the marsh.

The requested land use plan map amendment is to change approximately 0.75 upland acres from Residential Low Density to Recreation and Open Space and approximately 3.8 waterward acres from Residential Low Density to Open Land (Conservation).

For the approximately 0.75-acre upland portion, the request is to rezone from Residential Single-Family-Two: RS-2 to a compatible Government Use: GU zoning designation. As for the approximately 3.8-acre waterward portion, the request is to rezone from Residential Single-Family-Two: RS-2 to a compatible Open Land: OL zoning designation.

These properties were purchased by the City of St. Augustine as part of the conservation lands program which is what serves as the justification for these requests.

Staff Analysis of Request and 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 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.	The Residential Low Density future land use designation is the current designation for these three properties.
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	There are two (2) Open Land future land use categories, additional information is included below.

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.	
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.	
Policy 6.7.2 Open Land (Conservation) All public or private lands waterward of the most restrictive jurisdictional line, and including land under conservation easement, conservatorship or other permanent protection where only activities specified in the easement, conservatorship or other permanent protection are permitted and/or environmentally sensitive lands owned by a local, regional, state or federal governmental agency or similar organization. Note: As part of this Comprehensive Plan update an Asterix (*) with clarifying language related to Open Land (Conservation) is added to the Future Land Use map: Language to be inserted on the Future Land Use map:	The Open Land (Conservation) future land use designation is the requested designation for the waterward portions of these properties.

*All land uses citywide are based on a formal determination of areas waterward of the most restrictive jurisdictional line to determine the areas designated Open Land (Conservation).	
Policy 6.7.3 Recreation/Open Space Lands public or private devoted to and operated for recreational uses, such as parks, sports fields, and historic sites, but not commercial business or commercial tourist attractions. The density and intensity will adhere to the most restrictive adjacent land use designation.	The Recreation/Open Space future land use designation is the requested designation for the landward portion of these properties.
Policy 6.7.3.1 The recreational land use category is intended to accommodate existing public parks and recreation areas as well as committed public parks.	The most notable difference between the recreational land use category and Open Land (Very Low Density) designation is that the former is designed to accommodate public lands and uses while the latter does allow for private development.
Policy 6.8.1.1 The City shall initiate a land use plan amendment after purchase and/or development by the government entity. (Adopted June 2011, Ord. No. 2011-02)	This city policy requires a land use plan amendment after the purchase of a property by a government entity.
Historic Preservation Element [LINK TO DOCUMENT]	
Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
Housing Element [LINK TO DOCUMENT]	
Infrastructure Element [LINK TO DOCUMENT]	

Staff Analysis of Request and Applicable Sections from the City of St. Augustine's Code of Ordinances

Based on Sec. 28-30 of the City's Code, 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. [[LINK TO CODE SECTION](#)]

Proposals to amend the city's land use map and zoning atlas shall be submitted in writing, accompanied by all pertinent information which may be required for proper consideration of the matter. The Planning and Zoning Board (PZB) is required to review these types of requests and provide a report and recommendations to the city

commission. At a minimum, the PZB shall show that they studied and considered the need and justification for the change, the relationship of the proposed amendment and rezoning to the city's general planning program and such comprehensive plans, and consistency with the comprehensive plan.

Below is the code language for the two (2) zoning districts, Open lands district: OL and Government use district: GU, requested as part of the rezoning request.

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. 28-266. - Government use district: GU.

Intent. It is the intent of this division that certain lands, which are owned by federal, state or local government and are used for a purpose which is particularly and peculiarly related to governmental functions, shall be placed in a government use—GU district. Any lawful governmental activity is permitted upon such lands without restriction so long as the title to the land is vested in the government. Provided, however, that as to lands the title of which is vested with the government but leased to private persons, firms or corporations, such lands may be used for any private lawful purpose specifically authorized by the lease agreement under which the tenant holds possession. Any lands in a GU district which are converted to private ownership shall be rezoned to a district other than GU as lands in the GU district are restricted exclusively to governmental functions. This provision shall not, however, be deemed to prevent the use by any government of lands located in districts other than GU, provided such use is in compliance with all provisions of this chapter applicable to such other districts.

Staff Recommendation

Based on Sec. 28-30 staff finds that the Board may make **POSITIVE RECOMMENDATIONS** to the city commission to amend the future land use plan map to change the future land use of approximately 4.55 acres of land, approximately 0.75 upland acres from Residential Low Density to Recreation and Open Space and approximately 3.8 waterward acres from Residential Low Density to Open Land (Conservation).

In addition, staff finds that the Board may make **POSITIVE RECOMMENDATIONS** to the city commission to rezone the approximately 0.75-acre upland portion from Residential Single-Family-Two: RS-2 to a compatible Government Use: GU zoning designation and from Residential Single-Family-Two: RS-2 to a compatible Open Land: OL zoning designation for the approximately 3.8-acre waterward portion.

The required Board report as part of a potential positive recommendation could include that the Board has studied and considered:

- (1) The need and justification for the change stems from the fact that the city now owns the land described above and intends for it to be used for public and conservation purposes.
- (2) The positive relationship of the proposed amendment and rezoning to the city's general planning program through the 2025 Vision Plan's objective to conserve natural resources and ecosystems as part of enhancing the city's resiliency and the mission of the city's land Conservation Program which is to acquire, improve, and manage lands that protect the City's natural and cultural resources, and improve the community's health and resiliency.
- (3) This request and proposal's consistency with the comprehensive plan as analyzed, documented, and found above in this report.

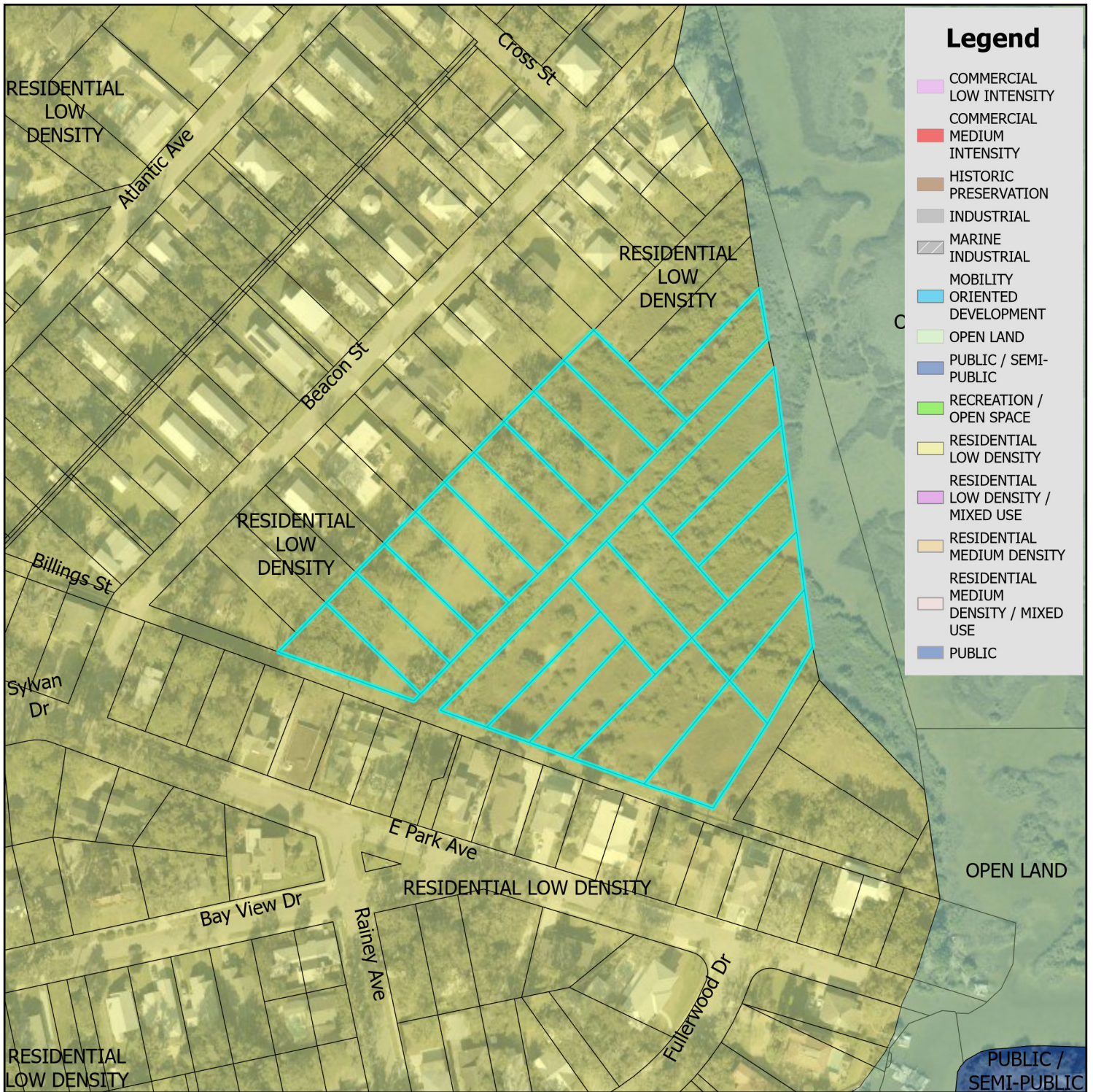
Attachments

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

Staff Report prepared by:

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

Attachment 1: Site Maps & Photos



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
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.

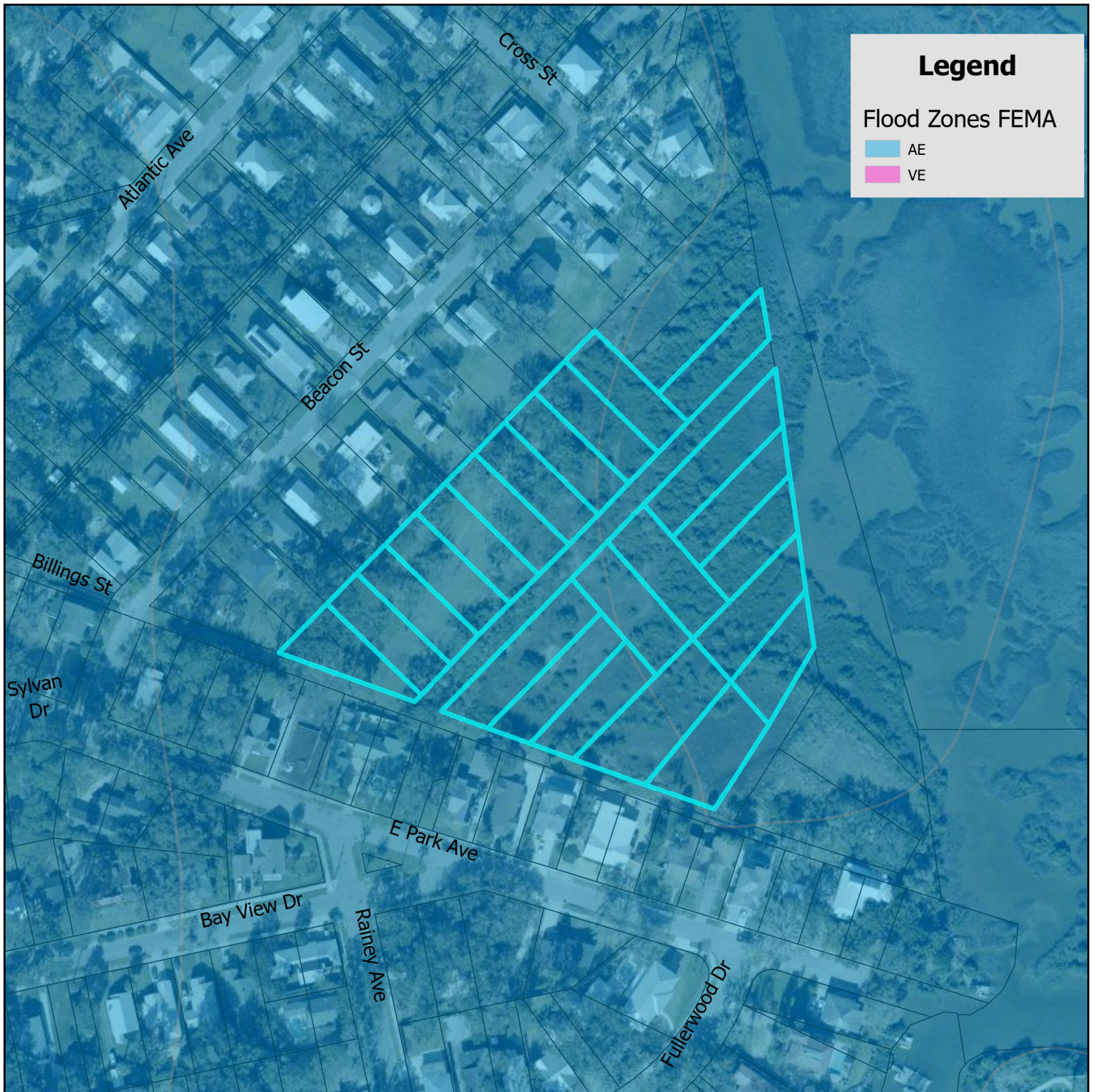
2025



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

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

Adams Street / PID 151090-0000, 151120-0000, & 151130-0000



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: Amy Skinner Contact Number: 904-209-4320

Business (if applicable): City of St. Augustine

Address: 75 King St City: St. Augustine State: FL Zip: 32084

E-Mail Address: askinner@citystaug.com

2. NAME OF PROPERTY OWNER: City of St. Augustine Contact Number: _____

Business (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: See attached Block: See attached

Subdivision: Hildreth Back Bay Addition To St Augusti Parcel Number: 1510900000, 1511200000, 1511300000

4. PROJECT STREET ADDRESS: Adams St

5. SPECIFIC PROPOSED USE: Conservation / Recreation

6. ACTION REQUESTED:

☐ Conservation Zone Development ☐ Appeal of Staff Determination

☐ Exception ☒ Land Use Plan Amendment

☐ Variance ☒ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: Total of approximately 4.55 acres changing approximately 0.75 upland acres from

Residential Low Density future land use to Recreation and Open Space and changing the zoning designation of approximately 0.75 acres

from Residential single family-two (RS-2) to Government Use (GU).

Changing approximately 3.80 waterward acres from Residential Low Density future land use to Open Land (Conservation) and changing the zoning

designation of approximately 3.80 waterward acres from Residential Single family-two (RS-2) to Open Land (OL).

8. JUSTIFICATION FOR ACTION REQUESTED: City purchased the property as part of the conservation lands program.

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.

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.

Amy McClure Skinner Digitally signed by Amy McClure Skinner
Date: 2025.08.13 10:52:33 -04'00'

Signature of Applicant

Date

Amy McClure Skinner Digitally signed by Amy McClure Skinner
Date: 2025.08.13 10:52:52 -04'00'

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.

Amy Skinner

Print name of applicant

Amy McClure
Skinner

Digitally signed by
Amy McClure Skinner
Date: 2025.08.13
10:53:21 -04'00'

Signature of applicant

08/13/2025

Date



Owner's Authorization For Agent

Amy Skinner _____ is/are hereby authorized TO ACT ON BEHALF
OF City of St. Augustine _____, 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:
75 King Street _____

Amy McClure
BY: Skinner _____
Signature of Owner

Digitally signed by Amy
McClure Skinner
Date: 2025.08.13
10:53:52 -04'00'

Print Name of Owner
Amy McClure Skinner

Telephone Number

State of _____

County of _____

Signed and sworn before me on this _____ day of _____, 20__.

By _____

Identification verified:

Oath sworn: _____ Yes _____ No

Notary Signature: _____

My Commission expires: _____

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: Adams St

Applicant's Name: Amy Skinner

Applicant's Signature: Amy McClure Skinner
Digitally signed by Amy McClure Skinner
Date: 2025.08.13 10:55:10 -04'00'

Owner's Name: Amy Skinner

Owner's Signature: Amy McClure Skinner
Digitally signed by Amy McClure Skinner
Date: 2025.08.13 10:55:26 -04'00'

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

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	1510900000	No Image Available
Location Address	ADAMS ST SAINT AUGUSTINE 32084-0000	
Neighborhood	Hildreth Back Bay & Bird View Subs (581)	
Tax Description*	2-29 HILDRETH BACK BAY LOTS 17 18 19 20 21 22 23 24 25 & 26 BLK 7 OR6119/1035 *The Description above is not to be used on legal documents.	
Property Use Code	Vacant Residential (0000)	
Subdivision	Hildreth Back Bay Addition To St Augusti	
Sec/Twp/Rng	6-7-30	
District	City of St Augustine (District 452)	
Millage Rate	18.72	
Acreage	1.780	
Homestead	N	

Owner Information

Owner Name	City Of Saint Augustine 100%
Mailing Address	PO BOX 210 SAINT AUGUSTINE, FL 32085-0000

Assessed Year	2025
Building Value	\$0.00
Extra Features Value	\$0.00
Total Land Value	\$48,000.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$48,000.00
Total Deferred	\$0.00
Assessed Value	\$48,000.00
Total Exemptions	
Taxable Value	\$48,000.00

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2024	\$0	\$0	\$52,000	\$0
2023	\$0	\$0	\$25,000	\$0
2022	\$0	\$0	\$24,192	\$0
2021	\$0	\$0	\$21,600	\$0
2020	\$0	\$0	\$21,600	\$0
2019	\$0	\$0	\$21,600	\$0
2018	\$0	\$1,827	\$21,600	\$0
2017	\$0	\$1,827	\$21,600	\$0
2016	\$0	\$1,827	\$21,600	\$0
2015	\$0	\$1,827	\$18,000	\$0
2014	\$0	\$1,827	\$18,000	\$0

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	160	500	160	FF	\$48,000

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
3/26/2025	3/24/2025	\$600,000.00	WARRANTY DEED	6119	1035	U	V	HUNDRED ACRE MARSH LLC	CITY OF SAINT AUGUSTINE
3/26/2025	3/24/2025	\$100.00	CORRECTIVE DEED	6119	1029	U	V	NELSON SANDRA KAY TRUST D:09/22/2015	HUNDRED ACRE MARSH LLC
7/14/2023	7/14/2023	\$100.00	TRUSTEES DEED	5792	1415	U	V	NELSON SANDRA KAY TRUST D:09/22/15	HUNDRED ACRE MARSH LLC
5/25/2023	12/18/2022	\$0.00	PERSONAL REP	5763	387	U	V	NELSON SANDRA KAY ESTATE	NELSON SANDRA KAY TRUST D:09/22/15
1/18/2023	12/18/2022	\$0.00	LETTERS OF ADMN	5695	1841	U	V	NELSON SANDRA KAY (DEC'D)	NELSON SANDRA KAY ESTATE

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	10/10/2000	\$0.00	FINAL JUDGMENT	1536	1013	U	V	SHULER SANDRA KAY NELSON (NAME CHANGE)	NELSON SANDRA KAY
	10/10/2000	\$0.00	FINAL JUDGMENT	1536	1013	U	I	SHULER SANDRA KAY NELSON (NAME CHANGE)	NELSON SANDRA KAY
	4/15/1993	\$0.00	FINAL JUDGMENT	987	1119	U	I	SHULER JACK,SANDRA N	SHULER SANDRA N
	4/3/1990	\$0.00	WARRANTY DEED	851	480	Q	V	PETERSON BRUCE,CAROL	SHULER JACK ETAL
	1/1/1980	\$0.00		457	11	U	I		SHULER JACK,SANDRA N

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

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

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St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

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Homestead Compliance

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	1511200000	No Image Available
Location Address	ADAMS ST	
Neighborhood	SAINT AUGUSTINE 32084-0000	
Tax Description*	Hildreth Back Bay & Bird View Subs (581) 2-29 HILDRETH BACK BAY LOT 29 BLK 7 OR <i>*The Description above is not to be used on legal documents.</i>	
Property Use Code	Marshes, Wetlands, Waste Lands (9600)	
Subdivision	Hildreth Back Bay Addition To St Augusti	
Sec/Twp/Rng	6-7-30	
District	City of St Augustine (District 452)	
Millage Rate	18.72	
Acreage	0.170	
Homestead	N	

Owner Information

Owner Name	City Of Saint Augustine 100%
Mailing Address	PO BOX 210 SAINT AUGUSTINE, FL 32085-0000

Map



Valuation Information

Assessed Year	2025
Building Value	\$0.00
Extra Features Value	\$0.00
Total Land Value	\$42.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$42.00
Total Deferred	\$0.00
Assessed Value	\$42.00
Total Exemptions	
Taxable Value	\$42.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2024	\$0	\$0	\$42	\$0
2023	\$0	\$0	\$250	\$0
2022	\$0	\$0	\$2,500	\$0
2021	\$0	\$0	\$2,500	\$0
2020	\$0	\$0	\$2,500	\$0
2019	\$0	\$0	\$2,500	\$0
2018	\$0	\$0	\$2,500	\$0
2017	\$0	\$0	\$2,500	\$0
2016	\$0	\$0	\$2,500	\$0
2015	\$0	\$0	\$2,500	\$0
2014	\$0	\$0	\$2,500	\$0

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Marshes & Tidal Lands	0	0	0.17	AC	\$42

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
3/26/2025	3/24/2025	\$600,000.00	WARRANTY DEED	6119	1035	U	V	HUNDRED ACRE MARSH LLC	CITY OF SAINT AUGUSTINE
3/26/2025	3/24/2025	\$100.00	CORRECTIVE DEED	6119	1029	U	V	NELSON SANDRA KAY TRUST D:09/22/15	HUNDRED ACRE MARSH LLC
7/14/2023	7/14/2023	\$100.00	TRUSTEES DEED	5792	1415	U	V	NELSON SANDRA KAY TRUST D:09/22/15	HUNDRED ACRE MARSH LLC
5/25/2023	12/18/2022	\$0.00	PERSONAL REP	5763	387	U	V	NELSON SANDRA KAY ESTATE	NELSON SANDRA KAY TRUST D:09/22/15
1/18/2023	12/18/2022	\$0.00	LETTERS OF ADMN	5695	1841	U	V	NELSON SANDRA KAY (DEC'D)	NELSON SANDRA KAY ESTATE

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	10/10/2000	\$0.00	FINAL JUDGMENT	1536	1013	U	V	SHULER SANDRA KAY NELSON (NAME CHANGE)	NELSON SANDRA KAY
	10/10/2000	\$0.00	FINAL JUDGMENT	1536	1013	U	V	SHULER SANDRA S (NAME CHANGE)	NELSON SANDRA KAY
	4/15/1993	\$0.00	FINAL JUDGMENT	987	1118	U	V	SHULER JACK,SANDRA S	SHULER SANDRA S
	4/3/1990	\$0.00	WARRANTY DEED	851	480	Q	V	PETERSON BRUCE,CAROL	SHULER JACK ETAL
	4/1/1989	\$0.00		818	441	U	V		SHULER JACK,SANDRA S

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

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St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

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Homestead Compliance

Sales Questionnaire Form

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Sales Questionnaire

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1511300000	No Image Available
Location Address	ADAMS ST	
	SAINT AUGUSTINE 32084-0000	
Neighborhood	Hildreth Back Bay & Bird View Subs (581)	
Tax Description*	2-29 HILDRETH BACK BAY LOTS 1 THRU 12 BLK 8 OR6119/1035	
	<i>*The Description above is not to be used on legal documents.</i>	
Property Use Code	Marshes, Wetlands, Waste Lands (9600)	
Subdivision	Hildreth Back Bay Addition To St Augusti	
Sec/Twp/Rng	6-7-30	
District	City of St Augustine (District 452)	
Millage Rate	18.72	
Acreage	2.600	
Homestead	N	

Owner Information

Owner Name	City Of Saint Augustine 100%
Mailing Address	PO BOX 210
	SAINT AUGUSTINE, FL 32085-0000

Map



Valuation Information

Assessed Year	2025
Building Value	\$0.00
Extra Features Value	\$0.00
Total Land Value	\$650.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$650.00
Total Deferred	\$0.00
Assessed Value	\$650.00
Total Exemptions	
Taxable Value	\$650.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2024	\$0	\$0	\$650	\$0
2023	\$0	\$0	\$25,000	\$0
2022	\$0	\$0	\$24,192	\$0
2021	\$0	\$0	\$21,600	\$0
2020	\$0	\$0	\$21,600	\$0
2019	\$0	\$0	\$21,600	\$0
2018	\$0	\$0	\$21,600	\$0
2017	\$0	\$0	\$21,600	\$0
2016	\$0	\$0	\$21,600	\$0
2015	\$0	\$0	\$18,000	\$0
2014	\$0	\$0	\$18,000	\$0

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Marshes & Tidal Lands	0	0	2.6	AC	\$650

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
3/26/2025	3/24/2025	\$600,000.00	WARRANTY DEED	6119	1035	U	V	HUNDRED ACRE MARSH LLC	CITY OF SAINT AUGUSTINE
3/26/2025	3/24/2025	\$100.00	CORRECTIVE DEED	6119	1029	U	V	NELSON SANDRA KAY TRUST D:09/22/15	HUNDRED ACRE MARSH LLC
7/14/2023	7/14/2023	\$100.00	TRUSTEES DEED	5792	1415	U	V	NELSON SANDRA KAY TRUST D:09/22/15	HUNDRED ACRE MARSH LLC
5/25/2023	12/18/2022	\$0.00	PERSONAL REP	5763	387	U	V	NELSON SANDRA KAY ESTATE	NELSON SANDRA KAY TRUST D:09/22/15
1/18/2023	12/18/2022	\$0.00	LETTERS OF ADMN	5695	1841	U	V	NELSON SANDRA KAY (DEC'D)	NELSON SANDRA KAY ESTATE

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	10/10/2000	\$0.00	FINAL JUDGMENT	1536	1013	U	V	SHULER SANDRA KAY NELSON (NAME CHANGE)	NELSON SANDRA KAY
	10/10/2000	\$0.00	FINAL JUDGMENT	1536	1013	U	V	SHULER SANDRA KAY NELSON (NAME CHANGE)	NELSON SANDRA KAY
	4/15/1993	\$0.00	FINAL JUDGMENT	987	1118	U	V	SHULER JACK,SANDRA N	SHULER SANDRA N
	4/3/1990	\$0.00	WARRANTY DEED	851	480	Q	V	PETERSON BRUCE,CAROL	SHULER JACK ETAL
	1/1/1980	\$0.00		457	11	U	V		SHULER JACK,SANDRA N

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Developed by





Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
September 2, 2025	10.b	PZB2025-0067
Request	Address	Parcel ID
Land Use Plan Map Amendment & Rezoning	SR 312	162210-0019 [LINK TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]

Site & Background Information

Applicant: Amy Skinner
c/o City of St. Augustine

Owner: City of St. Augustine

Property Class:
(St. Johns County
Property Appraiser) 8900 – Municipally Owned

**Future Land Use
Designation:** Residential Medium Density/Mixed Use

Zoning Designation: Residential and General Office A: RGO-A [[LINK TO CODE SECTION](#)]

Acreage: 2.67

Neighborhood: N/A

Archaeological Zone: N/A

Request Summary

This application is a request to amend the City's Comprehensive Plan Land Use map and rezone approximately 2.12 upland acres of property in the vicinity of SR 312 along the Matanzas River.

The requested land use plan map amendment is to change approximately 2.12 upland acres from Residential Medium Density/Mixed Use to Recreation and Open Space and also rezone from Residential and General Office A: RGO-A to a compatible Government Use: GU zoning designation.

This property was purchased by the City of St. Augustine to complete the public ownership of the property associated with the Fish Island purchase. This property had been held by the previous owner and was not part of the original State purchase of the property. By the city purchasing this property it allows the city to incorporate this property and all of the associated property into the Fish Island Management Plan.

Staff Analysis of Request and 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 6.4.6 Residential Medium Density Mixed Use This district is intended to apply to those neighborhoods designated for mixed residential and commercial uses so as to create a medium intensity residential and medium intensity commercial mix of uses. A maximum of fifty percent (50%) of the Residential Medium Density Mixed Use land use designation shall be allocated for nonresidential uses. Nonresidential uses shall be limited to low intensity industrial (light manufacturing, processing, packaging and fabricating), medium intensity commercial, public and institutional uses including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation) as appropriate. Low intensity industrial uses shall not be permitted near public schools unless a trade or technical school. For Residential Uses a maximum of 16 units per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use. To encourage mixed use developments: • Residential uses shall occupy a minimum of 40% and a maximum of 75% of the development area, unless otherwise approved by the PZB. • Commercial uses shall occupy a minimum of 35% and a maximum of 50% of the development area, unless otherwise approved by the PZB.	The Residential Medium Density Mixed Use future land use designation is the current designation for the 2.12 landward acres of the approximately 2.67-acre property.

Policy 6.7.3 Recreation/Open Space Lands public or private devoted to and operated for recreational uses, such as parks, sports fields, and historic sites, but not commercial business or commercial tourist attractions. The density and intensity will adhere to the most restrictive adjacent land use designation.	The Recreation/Open Space future land use designation is the requested designation for the approximately 2.12 landward acres of the approximately 2.67-acre property.
Policy 6.7.3.1 The recreational land use category is intended to accommodate existing public parks and recreation areas as well as committed public parks.	
Policy 6.8.1.1 The City shall initiate a land use plan amendment after purchase and/or development by the government entity. (Adopted June 2011, Ord. No. 2011-02)	This city policy requires a land use plan amendment after the purchase of a property by a government entity.
Historic Preservation Element [LINK TO DOCUMENT]	
Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
Housing Element [LINK TO DOCUMENT]	
Infrastructure Element [LINK TO DOCUMENT]	

Staff Analysis of Request and Applicable Sections form the City of St. Augustine’s Code of Ordinances

Based on Sec. 28-30 of the City’s Code, 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. [[LINK TO CODE SECTION](#)]

Proposals to amend the city’s land use map and zoning atlas shall be submitted in writing, accompanied by all pertinent information which may be required for proper consideration of the matter. The Planning and Zoning Board (PZB) is required to review these types of requests and provide a report and recommendations to the city commission. At a minimum, the PZB shall show that they studied and considered the need and justification for the change, the relationship of the proposed amendment and rezoning to the city's general planning program and such comprehensive plans, and consistency with the comprehensive plan. Below is the code language for the Government use district: GU, requested as part of the rezoning request.

Sec. 28-266. - Government use district: GU.

Intent. It is the intent of this division that certain lands, which are owned by federal, state or local government and are used for a purpose which is particularly and peculiarly related to governmental functions, shall be placed in a government use—GU district. Any lawful governmental activity is permitted upon such lands without restriction so long as the title to the land is vested in the government. Provided, however, that as to lands the title of which is vested with the government but leased to private persons, firms or corporations, such lands may be used for any private lawful purpose specifically authorized by the lease agreement under which the tenant holds possession. Any lands in a GU district which are converted to private ownership shall be rezoned to a district other than GU as lands in the GU district are restricted exclusively to governmental functions. This provision shall not, however, be deemed to prevent the use by any government of lands located in districts other than GU, provided such use is in compliance with all provisions of this chapter applicable to such other districts.

Staff Recommendation

Based on Sec. 28-30 staff finds that the Board may make a **POSITIVE RECOMMENDATION** to the city commission to amend the future land use plan map to change the future land use of approximately 2.12 acres of upland from Residential Medium Density/Mixed Use to Recreation and Open Space.

In addition, staff finds that the Board may make a **POSITIVE RECOMMENDATION** to the city commission to rezone the approximately 2.12-acre upland portion from Residential and General Office A: RGO-A to a compatible Government Use: GU zoning designation.

The required Board report as part of a potential positive recommendation could include that the Board has studied and considered:

- (1) The need and justification for the change stems from the fact that the city now owns the land described above and intends for it to be used for public and conservation purposes.
- (2) The positive relationship of the proposed amendment and rezoning to the city's general planning program through the 2025 Vision Plan's objective to conserve natural resources and ecosystems as part of enhancing the city's resiliency and the mission of the city's land Conservation Program which is to acquire, improve, and manage lands that protect the City's natural and cultural resources, and improve the community's health and resiliency.
- (3) This request and proposal's consistency with the comprehensive plan as analyzed, documented, and found above in this report.

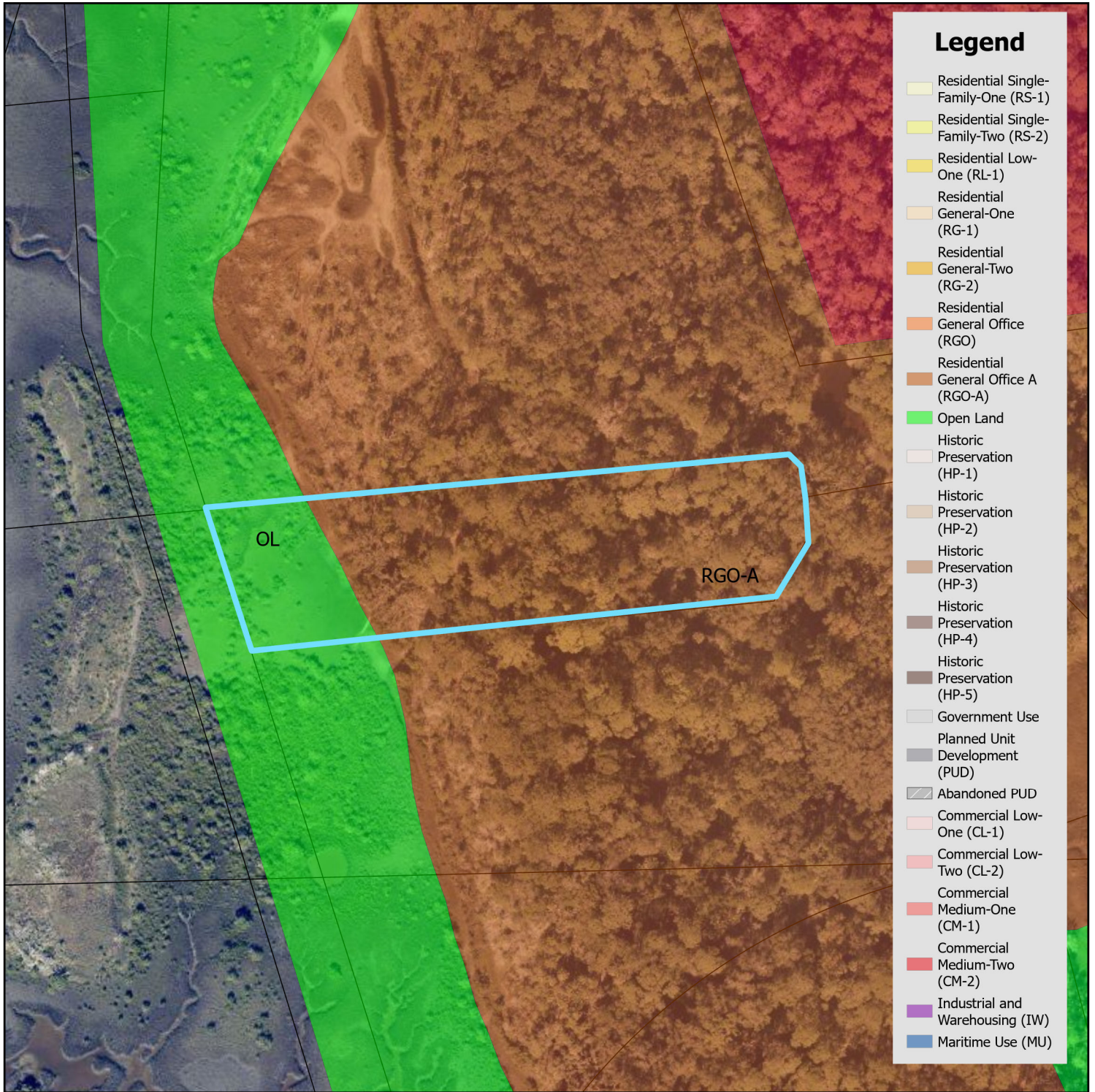
Attachments

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

Staff Report prepared by:

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

Attachment 1: Site Maps & Photos



- ### Legend
- 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)



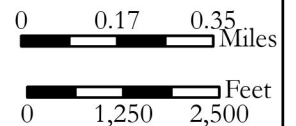
Zoning Map



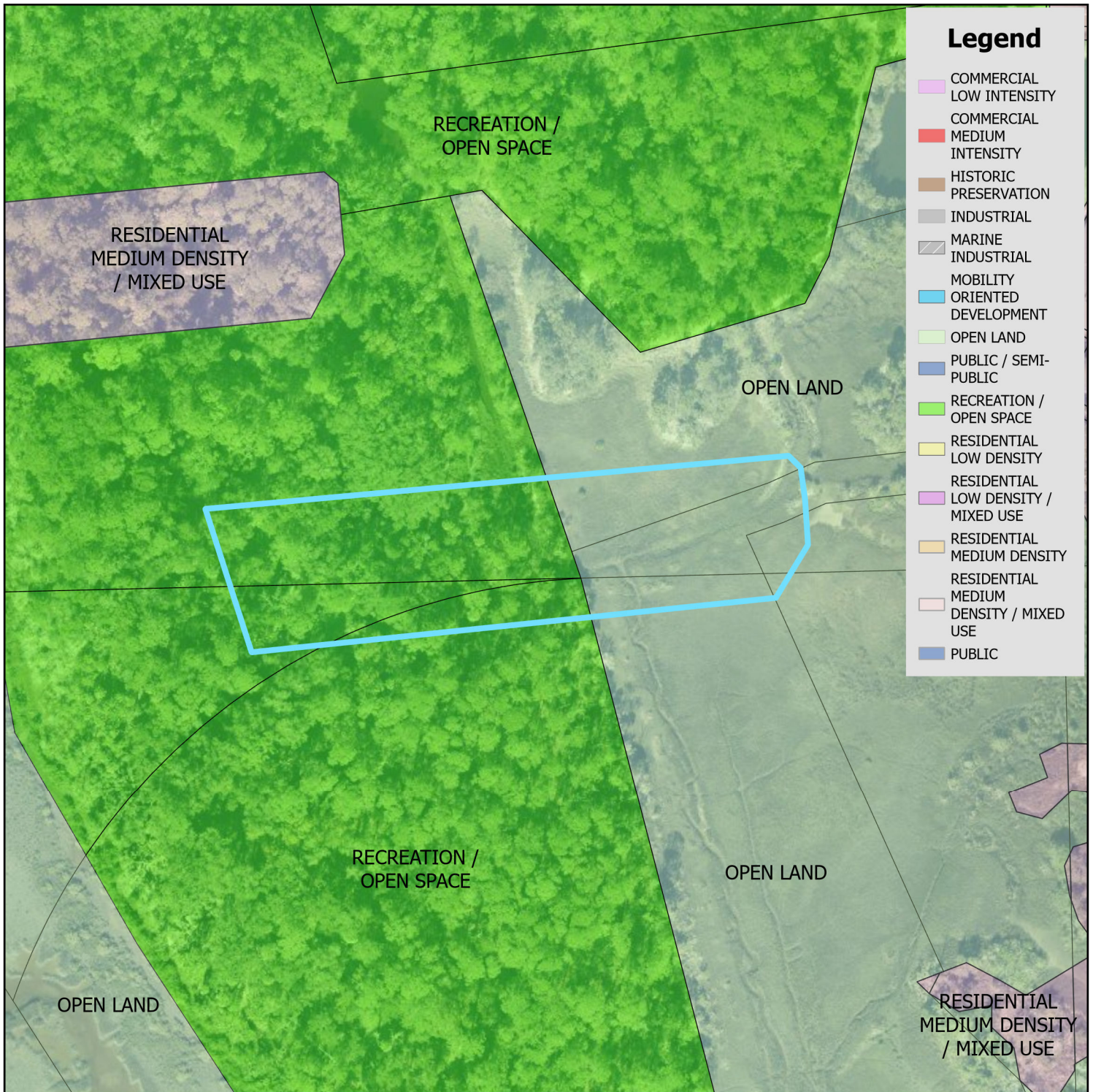
City of St. Augustine
Planning, Zoning, & Building Department
P.O. Box 210, St. Augustine, FL 32085
Phone: (904) 825-1065

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



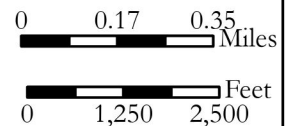
Future Land Use Map



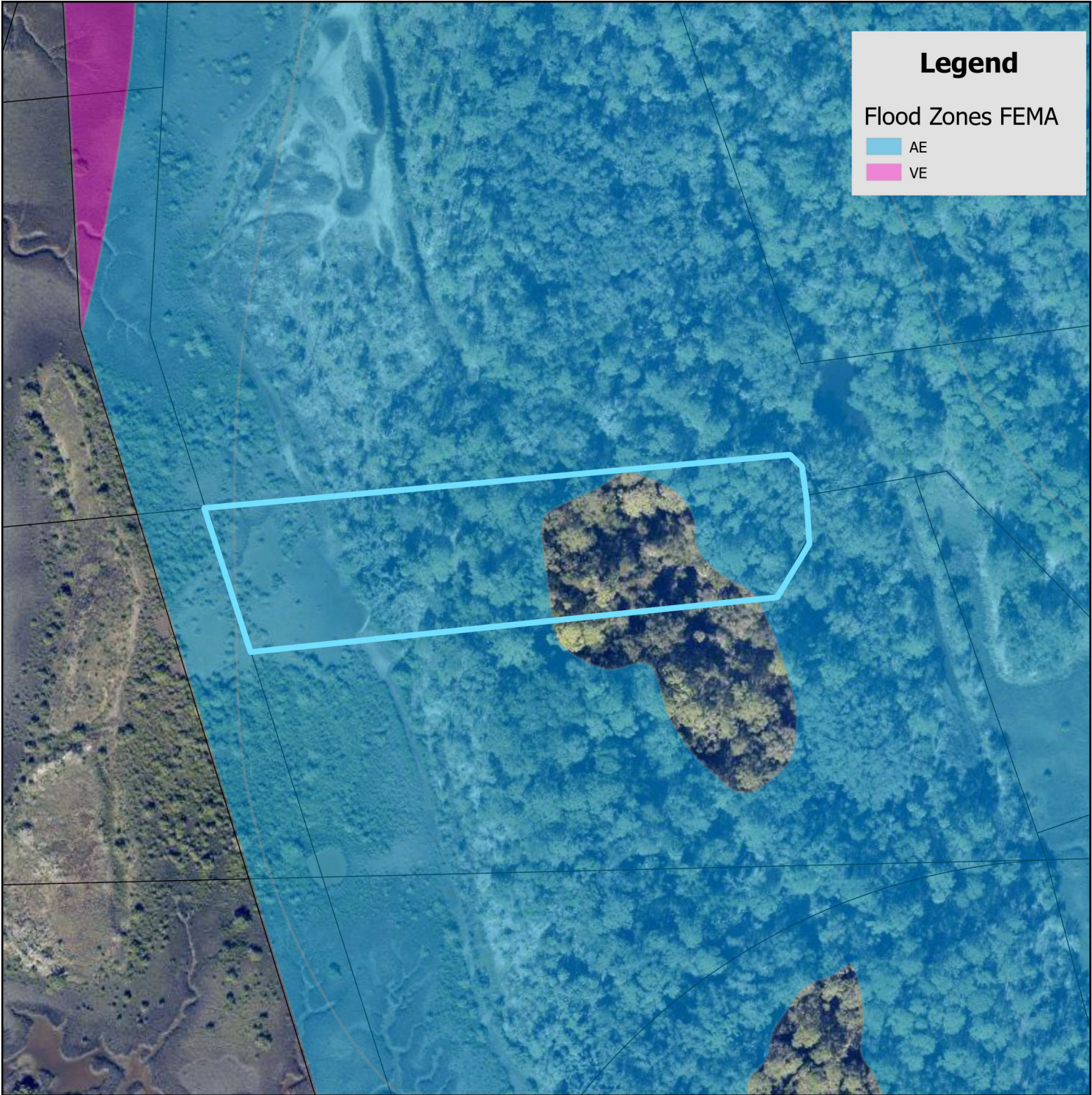
City of St. Augustine
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2025



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

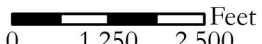
N



0 0.17 0.35 Miles



0 1,250 2,500 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: Amy Skinner Contact Number: 904-209-4320

Business (if applicable): City of St. Augustine

Address: 75 King St City: St. Augustine State: FL Zip: 32084

E-Mail Address: askinner@citystaug.com

2. NAME OF PROPERTY OWNER: City of St. Augustine Contact Number: _____

Business (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: See attached Block: See attached

Subdivision: N/A Parcel Number: 1622100019

4. PROJECT STREET ADDRESS: SR 312

5. SPECIFIC PROPOSED USE: Conservation / Recreation

6. ACTION REQUESTED:

☐ Conservation Zone Development ☐ Appeal of Staff Determination

☐ Exception ☒ Land Use Plan Amendment

☐ Variance ☒ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: Total of approximately 2.12 upland acres changing from Residential Medium Density/Mixed

Use future land use to Recreation and Open Space and changing zoning from Residential General Office A (RGO-A) to Government Use (GU).

8. JUSTIFICATION FOR ACTION REQUESTED: City purchased the property as part of the conservation lands program.

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.

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.

Amy McClure Skinner Digitally signed by Amy McClure Skinner

Date: 2025.08.13 11:10:28 -04'00'

Signature of Applicant

Date

Amy McClure Skinner Digitally signed by Amy McClure Skinner

Date: 2025.08.13 11:10:44 -04'00'

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.

Amy Skinner

Print name of applicant

Amy McClure
Skinner

Digitally signed by
Amy McClure Skinner
Date: 2025.08.13
11:11:04 -04'00'

Signature of applicant

08/13/2025

Date



Owner's Authorization For Agent

Amy Skinner _____ is/are hereby authorized TO ACT ON BEHALF
OF City of St. Augustine _____, 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:

Amy McClure
BY: Skinner _____
Digitally signed by Amy
McClure Skinner
Date: 2025.08.13
11:11:43 -04'00'
Signature of Owner
Amy McClure Skinner

Print Name of Owner
904-209-4320

Telephone Number

State of _____

County of _____

Signed and sworn before me on this _____ day of _____, 20__.

By _____

Identification verified:

Oath sworn: _____ Yes _____ No

Notary Signature: _____

My Commission expires: _____

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: SR 312

Applicant's Name: Amy Skinner Applicant's Signature: Amy McClure Skinner Digitally signed by Amy McClure Skinner
Date: 2025.08.13
11:12:19 -04'00'

Owner's Name: Amy Skinner Owner's Signature: Amy McClure Skinner Digitally signed by Amy McClure Skinner
Date: 2025.08.13
11:12:37 -04'00'

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

Sales Questionnaire Form

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

Sales Questionnaire

Summary

Parcel ID	1622100019	
Location Address	STATE ROAD 312	No Image Available
	SAINT AUGUSTINE 32080-0000	
Neighborhood	M&B Inlet to 312 east ICW area (6620)	
Tax Description*	3-1M PART OF SEC 29 GOV LOT 3 OR5960/731 & 743	
	<i>*The Description above is not to be used on legal documents.</i>	
Property Use Code	Municipally Owned (8900)	
Subdivision	N/A	
Sec/Twp/Rng	29-7-30	
District	City of St Augustine (District 452)	
Millage Rate	18.72	
Acreage	2.670	
Homestead	N	

Owner Information

Owner Name	City Of St Augustine 100%
Mailing Address	75 KING ST
	SAINT AUGUSTINE, FL 32084-0000

Exemption Information

Exemption Type	Status	Amount
City		\$472,642

Map



Valuation Information

Assessed Year	2025
Building Value	\$0.00
Extra Features Value	\$0.00
Total Land Value	\$472,642.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$472,642.00
Total Deferred	\$0.00
Assessed Value	\$472,642.00
Total Exemptions	\$472,642.00
Taxable Value	\$0.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2024	\$0	\$0	\$0	\$0

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Municipally Owned	0	0	2.1	AC	\$472,500
Marshes & Tidal Lands	0	0	0.57	AC	\$142

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
6/3/2024	5/31/2024	\$500,000.00	WARRANTY DEED	5960	743	U	V	FLAGLER COLLEGE INC ET AL	CITY OF ST AUGUSTINE
6/3/2024	5/31/2024	\$100.00	WARRANTY DEED	5960	731	U	V	THOMPSON BROS REALTY INC	FLAGLER COLLEGE INC

No data available for the following modules: 2024 TRIM Notice, 2023 TRIM Notice, Building Information, Sketch Information, Extra Feature Information.



City of St. Augustine

Planning Division Memorandum
Planning and Building Department

TO: Planning and Zoning Board

DATE: September 2, 2025

RE: Presentation of Staff Findings Regarding the Required Evaluation and Appraisal Report (EAR) of the City's Comprehensive Plan

The City of St. Augustine is undertaking a state required Comprehensive Plan Evaluation and Appraisal Report (EAR). Every local government in the state of Florida is required to have and maintain a Comprehensive Plan. Rule Chapter 73C-49, Florida Administrative Code and Section 163.3191 of Florida Statutes require, at least every seven (7) years, local governments determine whether the need exists to amend the comprehensive plan to reflect changes since the last time the Comprehensive Plan was updated.

The last Evaluation and Appraisal Report was completed in 2018. The City of St. Augustine is required to determine if an Evaluation and Appraisal Report is required prior to December of 2025. If required, related amendments would require to be adopted within one-year of notification to the Florida Department of Commerce (formerly the Department of Economic Opportunity). If amendments are not adopted within one year of notification, the city would not be allowed to make any amendments to the city's comprehensive plan.

Since the introduction of this topic at the July 16, 2025, Planning and Zoning Board (PZB) special meeting staff has determined that there have been no changes in state law that require the City of St. Augustine to amend its Comprehensive Plan 2040. Staff finds that all elements of the city's Comprehensive Plan 2040 comply with Chapter 163 – Intergovernmental Programs of the Florida Statutes and that it reflects the minimum planning period of ten (10) years.

The city is still required to comprehensively evaluate and, as necessary, update the comprehensive plan to reflect changes in local conditions. This would include updating the data and analysis sections of the City of St. Augustine's Comprehensive Plan 2040 as needed which would potentially require revising the adopted goals, objectives, and policies of the plan.

Below is a tentative project schedule. It is important to note that the schedule is tentative. All Planning and Zoning Board review meetings would allow public comments. **The purpose of this item is to solicit input from the Planning and Zoning Board on whether there are sections of the comprehensive plan that need to be updated to reflect changes in local conditions.**

If you have any questions or require additional information, please do not hesitate to call me at (904) 209-4331 or email at jfredriksson@citystaug.com or Amy Skinner at (904) 209-4320 or email at askinner@citystaug.com.

Date	Type of Meeting	Topic
July 16, 2025	Planning and Zoning Board	General discussion of the required Evaluation and Appraisal Report (EAR)
September 2, 2025	Planning and Zoning Board	Presentation of staff findings
September 18, 2025	Historic Architectural Review Board	Presentation of staff findings
October 20, 2025	Planning and Zoning Board	Recommendation of EAR to the City Commission
November 10, 2025	City Commission	Approve city EAR letter to State



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