



CITY OF ST. AUGUSTINE CITY COMMISSION
City Commission Meeting
MONDAY, SEPTEMBER 22, 2025 - 5:00 PM
ALCAZAR ROOM

1. CALL TO ORDER

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

2. ADMINISTRATIVE ITEMS

- ◆ Modification and Approval of REGULAR AGENDA

3. SPECIAL PRESENTATIONS, RECOGNITIONS AND PROCLAMATIONS

- 3.A.** Special Presentation of Appreciation to Representative Sam Greco, Florida House of Representatives, for his commitment to Senate Bill 582 and House Bill 717 "Protecting Historic Structures in Florida", 2025 State of Florida Legislative Session (*N.Sikes-Kline, Mayor*)
- 3.B.** **Proclamation 2025-25:** Proclaims September 2025 as the 100th Anniversary of Davis Shores (*N. Sikes-Kline, Mayor*)

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

- ◆ 3 minutes per individual

5. CONSENT AGENDA

6. APPEALS

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

(PRESENTATIONS (MAXIMUM OF **10** MINUTES PER PRESENTATION)). PRESENTATIONS FOR COMMISSION MEETINGS MUST BE PRESENTED TO THE CITY MANAGER FOR APPROVAL NO LATER THAN TEN (10) WORKING DAYS PRIOR TO THE NEXT CITY COMMISSION MEETING. A PRESENTATION

SUPPORT SERVICES REQUEST (AVAILABLE ON THE CITY’S WEBSITE) MUST ACCOMPANY ALL PRESENTATIONS.

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

8. ORDINANCES AND RESOLUTIONS - PUBLIC HEARING REQUIRED

- 8.A. Ordinances - Second Reading
 - 8.A.1. Ordinance 2025-10: Amending and Adopting the City's Required Water Supply Plan
(A. Skinner, Director, Planning and Building)
- 8.B. Ordinances - First Reading (only if required by law)
- 8.C. Resolutions - Public Hearing (only if required by law)

9. ORDINANCES AND RESOLUTIONS – NO PUBLIC HEARING REQUIRED

- 9.A. Ordinances - First Reading
- 9.B. Resolutions
 - 9.B.1. Resolution 2025-40: Adjusting Permit Fees for Development Projects (M. Burns, Finance Director)
 - 9.B.2. Resolution 2025-41: Short Term (Vacation) Rental Program Fees Adjustment (M. Burns, Finance Director)

10. STAFF REPORTS AND PRESENTATIONS

- 10.A. Proposed Changes to the St. Augustine Rider (STAR) for Nights of Lights Follow Up
(R. Franklin, Assistant City Manager)
- 10.B. Nights of Lights Financial Detail (M. Breidenstein, Assistant City Manager)
- 10.C. King Street and San Sebastián Water Main Replacement Update (S. Slaughter, Utilities & Public Works, Director)

11. ITEMS BY CITY ATTORNEY

12. ITEMS BY CITY CLERK

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

13. ITEMS BY CITY MANAGER

14. ITEMS BY MAYOR AND COMMISSIONERS

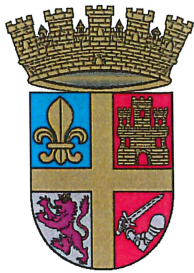
15. ADJOURN

NOTICES: In accordance with Florida Statute 286.0105: “if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.” ***In accordance with the Americans with Disabilities Act, persons needing a special accommodation to

participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone 904-825-1007; 1-800-955-8771 (TDB) or 1-800-955-8770 (V) via Florida Relay Services. The materials prepared and presented are part of the City's ongoing Florida Public Records and Government in the Sunshine compliance and are not intended to be relied upon or to reach investors or the trading markets.

CONSENT AGENDA -

- CA.1** Preview of upcoming Commission meetings.
- CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON DATE:**
- CA.3. Reminder of Upcoming Meetings:**
- September 25, 2025 5:05 P.M.—City Commission Special Budget Meeting
 - October 13, 2025 5:00P.M.— Regular City Commission Meeting
 - October 27, 2025 3:00P.M.— Community Redevelopment Agency Meeting
 - October 27, 2025 5:00P.M.—Regular City Commission Meeting
- CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:**
- July 14, 2025- Regular City Commission Meeting
 - July 28, 2025- Regular City Commission Meeting
 - August 11, 2025-Regular City Commission Meeting
- CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S): NONE.**
- CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION (COMMISSION APPROVAL REQUIRED) (TO BE READ AT A SUBSEQUENT MEETING).**
- **Proclamation 2025-31:** Indigenous Peoples Day (*N. Sikes-Kline, Mayor*)
- CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.**
- CA.8.** Order releasing the Code Enforcement lien levied against 215 Anastasia Boulevard as paid in full (*I. Lopez, City Attorney*)
- CA.9.** Eminent Domain: Lake Maria Sanchez—Invoice for professional services (*I. Lopez, City Attorney*)
- CA.10.** Revocable Licenses Agreement for 117 Inlet Drive (*S. Slaughter, Utilities & Public Works, Director*)
- End Consent Agenda*



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

WHEREAS, David Paul "D.P." Davis, born in 1885 in Green Cove Springs, Florida, was a Tampa land developer already well known for developments throughout Florida; and

WHEREAS, in 1924, Davis moved Tampa and began work on the largest development on Florida's west coast. That development, Davis Islands, made him wildly rich and nationally famous. Davis then set his sights on St. Augustine to develop Davis Shores, a subdivision Davis envisioned as being twice the size of Davis Islands; and

WHEREAS, he took an interest in the swampy lands of Anastasia Island and purchased its northwest corner; however, the land when purchased was not considered livable, so Davis went about the massive undertaking of dredging and filling his lots after receiving approval from the City on September 3, 1925; and

WHEREAS, the original design of his development, contained 50 miles of streets, 100 miles of sidewalk, several parks, two 18-hole golf courses, a casino, yacht club, and hotels and residences, constructed in a Mediterranean Revival style and was planned to extend all the way to today's 312 bridge; and

WHEREAS, the development and advertisement of Davis Shores led to the construction of the Bridge of Lions. The new bridge would provide the glitzy and opulent entrance Davis felt his new neighborhood deserved; and

WHEREAS, the Florida land boom collapsed before Davis could complete Davis Shores. Many lots were sold at the outset, and in the end, only eleven of Davis's planned structures were actually built. In an attempt to keep the St. Augustine project afloat, Davis sold his Tampa development in August 1926. The effort was in vain, and Davis slipped further into debt. He died under mysterious circumstances on October 12, 1926.

WHEREAS, Today, Davis Shores is known for its eclectic mix of architectural styles, from mid-century modern homes to newer, more contemporary designs with breathtaking views of Salt Run and the Atlantic Ocean beyond. Its streets, named after the original Spanish explorers and settlers and inspired by St. Augustine's sister city, Aviles, Spain, remind residents and visitors alike of its historical roots. Davis Shores offers a unique blend of history, beauty, and community in the heart of St. Augustine.

NOW, THEREFORE, the City Commission of the City of St. Augustine does hereby proclaim September 2025 as the 100th Anniversary of Davis Shores and calls upon all residents to join their fellow citizens in recognizing and participating in this special observance.

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

Nancy Sikes-Kline, Mayor

2025-25

"Most Loyal and Valorous"

Title conferred on the Presidio of St. Augustine by King Philip V of Spain, November 26, 1715

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: September 11, 2025

RE: **Ordinance 2025-10 – Amending and Adopting the City’s required Water Supply Plan – Second Reading and Public Hearing**

This item was heard and passed by the City Commission as a First Reading with a Public Hearing on July 14, 2025. The update to the Water Supply Plan was then submitted to the State Land Planning Agency and the other reviewing agencies. None of the reviewing agencies had any comments; therefore, the city can proceed to adopt the amendments. Please place this item on the September 22, 2025, City Commission Agenda for Second Reading and a Public Hearing.

As previously discussed at the City Commission, the City of St. Augustine is required to update the adopted 2020 Water Supply Plan. The Water Supply Plan is part of the city’s Infrastructure Element of the city’s 2040 Comprehensive Plan.

The requirement for a Water Supply Plan is embedded in Florida Statutes. All water management districts in the State of Florida have determined that portions of their districts will have insufficient supplies of water from traditional sources (typically groundwater) over the next years (20 years) to meet the demands of the growing population, the environment and agriculture needs. In order to ensure adequate water supplies, the Legislature has established a coordinated planning process between regional water supply plans prepared by the water management districts and required comprehensive plans prepared by local governments.

The city is within the St. Johns River Water Management District (SJRWMD) area. The SJRWMD is made up of 18 counties. The water management districts are required to update their plans every five (5) years. The city is then required to update our plan within 18 months of the latest SJRWMD update. This SJRWMD update was completed in December of 2023.

The local government Water Supply Plan must incorporate any alternative water supply project or projects selected by the local government from those identified in the regional water supply plan and adopt a work plan, covering at least a 10-year planning period. This is an effort to account for options for building public, private, and regional water supply facilities, including the development of alternative water supply projects and conservation and reuse, which are necessary to serve existing and new development.

Attached you will find Ordinance 2025-10 to adopt the city's updated Water Supply Plan. The city's adopted 2040 Infrastructure Goals, Objectives and Policies contain specific Water Supply Planning Goals, Objectives and Policies. The attached includes proposed amendments to several of these Goals, Objectives and policies as recommended by the SJRWMD and are outlined in red.

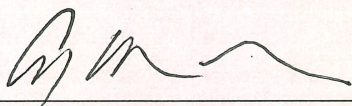
Also attached is the city's proposed updated Water Supply Plan Appendix based on the 2023 North Florida Regional Water Supply Plan (NFRWSP). This appendix is attached to the Infrastructure Element.

The Planning and Zoning Board (PZB), acting as the city's land planning agency, reviewed the proposed update, held a public hearing and recommended the Water Supply Plan updates to the City Commission at their June 3, 2025, regular meeting.

The Water Supply Plan attached to the adoption ordinance reflects all recommended updates. Additionally, any response letters received from a reviewing agency are attached for your information.

Also attached is the required Business Impact Statement for this ordinance.

Thank you for your attention to this matter. If you have any questions or require additional information, please do not hesitate to call me at (904) 209-4320 or email at askinner@citystaug.com.



Amy McClure Skinner, AICP
Director
Planning and Building Department



Business Impact Estimate Form

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

Proposed Ordinance Title/Reference:

Ordinance No.

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE CITY OF ST. AUGUSTINE COMPREHENSIVE PLAN TO INCORPORATE CHANGES REQUIRED BY THE 2023 NORTH FLORIDA REGIONAL WATER SUPPLY PLAN; AMENDING THE COMPREHENSIVE PLAN BY AMENDING THE INFRASTRUCTURE ELEMENT, INCLUDING AMENDING GOALS, OBJECTIVES AND POLICIES AND UPDATING APPENDIX A OF THE INFRASTRUCTURE ELEMENT THE CITY OF ST. AUGUSTINE WATER SUPPLY FACILITIES WORK PLAN; PROVIDING FOR INCLUSION IN THE COMPREHENSIVE PLAN OF THE CITY OF ST. AUGUSTINE, PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, PROVIDING FOR SEVERANCE OF INVALID PROVISIONS, AND PROVIDING FOR AN EFFECTIVE DATE.

Applicable Exemptions:

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

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

Business Impact Estimate:

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

The ordinance adopts the required amendments and update to the city's Water Supply Plan. Maintaining a consistent supply of potable water for projected needs and coordinating with the applicable water management district is an important public purpose.

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

This is an update to the city's 2020 Water Supply Plan. There are no direct economic impacts on private, for-profit businesses.

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

None

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

This is a statutorily required update to the city's Infrastructure Element of the Comprehensive Plan and the Water Supply Appendix attached to the Infrastructure Element.

Ordinance 2025-10 including Attachments

City of St. Augustine, Comprehensive Plan 2040

Revised Infrastructure Element, Goals, Objectives and Policies

And

Infrastructure Element

Revised Appendix A, Water Supply Facilities Work Plan

Incorporating all comments

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE CITY OF ST. AUGUSTINE COMPREHENSIVE PLAN TO INCORPORATE CHANGES REQUIRED BY THE 2023 NORTH FLORIDA REGIONAL WATER SUPPLY PLAN; AMENDING THE COMPREHENSIVE PLAN BY AMENDING THE INFRASTRUCTURE ELEMENT; INCLUDING AMENDING GOALS, OBJECTIVES AND POLICIES AND UPDATING APPENDIX A OF THE INFRASTRUCTURE ELEMENT THE CITY OF ST. AUGUSTINE WATER SUPPLY FACILITIES WORK PLAN; PROVIDING FOR INCLUSION IN THE COMPREHENSIVE PLAN OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, s. 163.3161 through s. 163.3215, Florida Statutes, provide for adoption and enforcement of local government comprehensive plans pursuant to the "Community Planning Act;" and

WHEREAS, Chapter 163.3171, Florida Statutes, empowers the City Commission for the City of St. Augustine to prepare and enforce a comprehensive plan for the development of the City; and

WHEREAS, Chapter 163.3177(6)(a)2.d, Florida Statutes, requires that comprehensive plans demonstrate the availability of water supplies and water supply facilities necessary to accommodate existing and anticipated water use demand; and

WHEREAS, the City Commission for the City of St. Augustine has amended the City of St. Augustine Comprehensive Plan from time to time; and

WHEREAS, on June 3, 2025, the Planning and Zoning Board for the City of St. Augustine, sitting as the local planning agency, held a public hearing and made a recommendation to the City Commission to amend the Infrastructure Element and update the city's Water Supply Plan; and

WHEREAS, the City Commission for the City of St. Augustine finds that adoption of the amended and updated Infrastructure Element of the Comprehensive Plan including Appendix A as the city's Water Supply Facilities Work Plan (Water Supply Plan) is in the best interest of public health, safety and welfare of the residents and property owners of the City of St. Augustine;

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

Section 1. Infrastructure Element Amendments to the Comprehensive Plan.

The City of St. Augustine Comprehensive Plan, required updates based on the 2023 North Florida Regional Water Supply Plan are incorporated in the Infrastructure Element; Amending the Goals, Objectives and Policies of the Infrastructure Element, as well as, Appendix A to the Infrastructure Element updating the city's Water Supply Facilities Work Plan (Water Supply Plan), attached hereto and incorporated herein by reference as Exhibit "A," are hereby adopted.

Section 2. Inclusion in the Comprehensive Plan. The City Commission intends that the provisions of this ordinance shall become and shall be made part of the Comprehensive Plan of the City of St. Augustine, that the sections of this ordinance may be renumbered or relettered and that the word ordinance may be changed to section, article or other such appropriate word or phrase in order to accomplish such intentions.

Section 3. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 5. Effective Date. This ordinance shall be effective thirty-one (31) days after the state planning agency notifies the City that the plan amendment package is complete, or, if this ordinance is legally challenged within thirty (30) days after adoption, upon issuance of a final order by the Florida Department of Commerce or the Administrative Commission, whichever is later.

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

ATTEST:

Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk

(SEAL)

Exhibit “A”

City of St. Augustine Comprehensive Plan 2040

Infrastructure Element Goals, Objectives and Policies

July 2020 unless otherwise indicated

Infrastructure Element

Goals, Objectives and Policies

Chapter 163.3177(6)(c) F.S.

Infrastructure Summary

The Infrastructure Element is a required comprehensive plan element under Florida's Local Government Community Planning Act (Chapter 163, Florida Statutes). The Infrastructure Element must evaluate the current status and the future ability of the city to provide essential facilities for the population of the city and those living in the city's service area. The essential services include sanitary sewer, solid waste collection, potable water, and stormwater management. Additionally, the element must look at the issues of water supply planning, perils of flood and sustainability, and aquifer recharge. To this end, the Infrastructure Element contains the water supply plan, perils of flood and sea level rise planning, and land use planning related to the provision of services and a set of Goals, Objectives and Policies.

The Infrastructure Element serves as a guide for the provision of essential services. This includes encouraging an efficient pattern and location of future land uses through the relationship between land use and the provision of facilities and services. This relationship should encourage compact, efficient, infill and redevelopment within the urban area.

Order of Issues and Page References

Sanitary Sewer	1-5
Solid Waste	6-8
Potable Water	9-14
Water Supply Planning	15-18
Stormwater Management	19-22
Perils of Flood and Sustainability	23-24
Natural Groundwater Aquifer Recharge	25
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Infrastructure Element: Sanitary Sewer, Solid Waste, Potable Water, Water Supply Planning, Stormwater Management, Perils of Flood and Sustainability, and Natural Groundwater Aquifer Recharge Element

Goals, Objectives and Policies

Chapter 163.3177(6)(c) F.S.

INFRA Goal 1 Sanitary Sewer

To provide an effective system of wastewater collection, transmission, treatment and disposal to meet the needs of all City residents and non-residential establishments within the City of St. Augustine and its utility service area while protecting the environment and public health.

Maintain Level of Service

INFRA Objective 1.1

Based upon adopted level of service standards, the City shall annually adopt programs and activities to facilitate implementation of a wastewater utility to serve existing and new development.

INFRA Policy 1.1.1

The City's adopted level of service for sanitary sewer capacity shall be 220 gallons per day per dwelling unit.

INFRA Policy 1.1.2

All improvements and/or additions to sanitary sewer facilities shall be compatible and adequate to meet the adopted level of service standard.

INFRA Policy 1.1.3

All proposed large scale land use plan amendments shall require an analysis of the impacts to the adopted level of service standard and existing sanitary sewer facilities.

INFRA Policy 1.1.4

All expansions and other improvements of commercial and industrial uses that increase the demand on public infrastructure and require permitting shall comply with the adopted levels of service standard.

INFRA Policy 1.1.5

The City shall comply with bond covenants, if any, to ensure the maintenance and operations of facilities and to provide recommendations for system maintenance and improvements.

INFRA Policy 1.1.6

The City shall encourage continuing education of operating staff to optimize sanitary sewer maintenance and operation processes.

INFRA Policy 1.1.7

Sanitary sewer facilities shall be replaced, and existing deficiencies shall be corrected based upon the following priorities:

- Any project correcting an immediate threat to the health, safety or welfare of the City's residents will receive priority over the expansion of a facility or the correction or replacement of a non-threatening facility.
- Any project that will correct an existing deficiency will receive priority over a project to expand the system.

Future Sanitary Sewer System

INFRA Objective 1.2

The City shall ensure that the City's sanitary sewer collection, transmission, treatment and disposal system is adequate to service the future land uses within the City's utility service area.

INFRA Policy 1.2.1

The City will inform St. Johns County of all changes in its utility service area for utilities and will request that the county inform the City of all proposed development within the utility service area.

INFRA Policy 1.2.2

New residences, residential subdivisions and commercial developments shall be required to connect to the City's central sewer system, where available.

INFRA Policy 1.2.3

The City shall implement the Five-Year Schedule of Capital Improvements to address existing deficiencies and prepare for future development and shall update the schedule annually during the City's annual budget process.

INFRA Policy 1.2.4

The City shall coordinate utility and transportation planning efforts to take advantage of the most economical construction and maintenance costs possible when installing, repairing and/or replacing sewer facilities and roads.

INFRA Policy 1.2.5

The City shall continue to track available capacities and determine compliance with minimum sanitary sewer level of service standards.

INFRA Policy 1.2.6

The City shall review and update the system data with each new development to indicate the most current capacity conditions.

INFRA Policy 1.2.7

The City shall not extend sanitary sewer facilities beyond its utility service area unless:

- It is determined that there is adequate capacity for servicing the areas of projected growth within the City's utility service area while still maintaining adequate excess capacity; and
- The developer or the residents requesting service pay for all utility extensions.

Maximize Existing Facilities

INFRA Objective 1.3

The City shall maximize the use of existing sanitary sewer facilities within its utility service area and shall promote compact, efficient growth patterns.

INFRA Policy 1.3.1

The City shall seek to maximize the use of existing sanitary sewer infrastructure to minimize urban sprawl and shall require new development to pay for the placement of infrastructure necessary to service the development, thus making infill development more cost effective.

INFRA Policy 1.3.2

The City's land development regulations shall incorporate regulations to require connection to the City's sanitary sewer system, once it becomes available, for existing development within the utility service area currently using septic systems.

INFRA Policy 1.3.3

When existing central sanitary sewer service is determined to be unavailable to new development within the City's utility service area, the City shall require, if feasible the new development to extend the central sewer system at the developer's expense, coordinate with St. Johns County or to construct private wastewater treatment plants when feasible to serve the subject property.

INFRA Policy 1.3.4

The City shall maintain adequate sanitary sewer user rates and fees to ensure funding is available for expansion, repair and/or replacement of collection and transmission systems.

INFRA Policy 1.3.5

The City shall review sewer user rates to ensure that the fees charged cover the cost of supplying the service.

INFRA Policy 1.3.6

The City shall encourage continuing education of its utilities operating staff to optimize the sanitary sewer utility's maintenance and operation processes.

Septic Tanks

INFRA Objective 1.4

The City shall require that existing residences and non-residential establishments served by septic systems connect to the central sewer system at such time that repair or replacement of an existing septic tank and drain field system is needed, or at such time that the City determines a concentration of septic systems is causing a negative impact to natural environmental systems where service is available.

INFRA Policy 1.4.1

Within the planning timeframe, the City shall identify and map those areas within the City's utility service area served by septic systems, and it shall prioritize areas that may require central sewer service based on soil unsuitability, density and environmental concerns.

INFRA Policy 1.4.2

The City will routinely coordinate information between the City, the St. Johns County Health Department and the St. Johns County Building Department regarding failing septic tanks within the City.

INFRA Goal 2 Solid Waste

To provide efficient and safe solid waste disposal facilities and collection services on a regular basis for all City residents, commercial and industrial establishments within the City of St. Augustine while protecting the environment and public health.

Solid Waste Disposal

INFRA Objective 2.1

The City shall coordinate with St. Johns County and other resources to ensure implementation of an integrated solid waste management system that focuses on the proper management of solid waste, conservation of resources and responsible management of landfill capacity.

INFRA Policy 2.1.1

The City's minimum level of service for municipal solid waste shall be 6.75 pounds per person per day, which will be utilized to plan for future demand.

INFRA Policy 2.1.2

The City shall continue to utilize the transfer station in St. Johns County for final disposal of solid waste items not recycled or composted through the City system, unless other acceptable alternatives are mandated or necessitated.

INFRA Policy 2.1.3

The City shall continue to coordinate solid waste disposal efforts with St. Johns County to ensure:

- The City of St. Augustine is allocated a proportional share of capacity in the landfill-operated disposal facilities;
- Reduction of solid waste disposal levels will continue to occur through cooperative recycling programs;
- Assistance is continued in the management of hazardous waste according to mandated state regulations;
- Compliance with the Florida Solid Waste Management Act of 1988 will continue to be accomplished.

Collection

INFRA Objective 2.2

The City shall continue to provide for solid waste collection services to City residents, commercial and industrial establishments throughout the planning timeframe.

INFRA Policy 2.2.1

Solid waste collection shall be mandatory for all residential and non-residential land uses within the City.

INFRA Policy 2.2.2

The City shall continue to evaluate cost-saving measures in providing solid waste collection services throughout the planning timeframe.

INFRA Policy 2.2.3

Throughout the planning timeframe, the City shall continue to monitor complaints regarding residential and non-residential solid waste collection to ensure that the most efficient, orderly, sanitary and environmentally sound service is being provided.

Recycling

INFRA Objective 2.3

The City shall require a reduction in municipal solid waste final disposal in landfill facilities by maintaining and promoting a recycling program.

INFRA Policy 2.3.1

The City shall continue to have a collection process in place for curbside pickup of acceptable recyclables.

INFRA Policy 2.3.2

The City shall continue to have a collection process in place for curbside pickup of yard waste.

INFRA Policy 2.3.3

The City shall continue to develop educational programs for the general public and solid waste professionals to encourage waste reduction.

INFRA Policy 2.3.4

The City shall coordinate with St. Johns County with respect to solid waste management and waste recycling programs.

Hazardous Waste

INFRA Objective 2.4

The City shall coordinate with St. Johns County and the Northeast Florida Regional Council to monitor and control the disposal of hazardous wastes in accordance with state law.

INFRA Policy 2.4.1

The City shall require that any hazardous waste generators within the City properly manage their hazardous wastes in conformance with mandates of the Federal Resource Conservation and Recovery Act and other applicable laws.

INFRA Policy 2.4.2

The City shall provide applicable employee training for inspection, identification and disposal of hazardous waste materials.

INFRA Goal 3 Potable Water

To plan for and assure an adequate supply of excellent quality potable water to meet the needs of all residents and non-residential establishments within the City of St. Augustine and within the City's utility service area throughout the planning timeframe.

Maintain Level of Service

INFRA Objective 3.1

Based upon the adopted level of service standard, the City shall adopt programs and work plans in an effort to maintain levels of service.

INFRA Policy 3.1.1

The City's level of service (LOS) standard for potable water supply shall be 156.9 gallons per day per dwelling unit at a minimum pressure of 20 psi.

INFRA Policy 3.1.2

The City shall repair potable water supply facilities as required to maintain the adopted LOS standard.

INFRA Policy 3.1.3

The City shall review water fee methodology and user rates to ensure adequate funding for treatment, storage and distribution facilities.

INFRA Policy 3.1.4

All improvements and/or additions to potable water facilities to correct deficiencies shall comply, at a minimum, with standards recognized and approved by the Florida Department of Environmental Protection (FDEP) and shall be adequate to meet the adopted LOS standard.

INFRA Policy 3.1.5

All proposed large scale land use amendments shall require an analysis of the impacts to the adopted LOS standard and the analysis of adequate planned water supply sources and facilities.

Future Potable Water Needs

INFRA Objective 3.2

The City shall ensure the supply and treatment of safe potable water through the planning timeframe to meet the adopted LOS standard and water needs of existing and future users (Adopted by Ord 2025-10 August 2025).

INFRA Policy 3.2.1

Based on the adopted LOS standard, the City will develop capacity to meet future demands concurrent with new development.

INFRA Policy 3.2.2

The City's Public Works and/or Utilities Department(s) shall continue to pursue alternative funding sources and participate with adjacent jurisdictions to plan and construct efficient potable water systems. Specifically, the City shall pursue funding from the St. Johns River Water Management District (SJRWMD) water protection and sustainability program and the FDEP clean water state revolving fund.

Service Area Development

INFRA Objective 3.3

The City shall prioritize the extension of existing potable water facilities and the construction of new facilities within its utility service area in a manner that discourages leapfrog development and urban sprawl.

INFRA Policy 3.3.1

The City shall encourage and require, as needed, the interconnection and looping of existing and proposed segments of the potable water distribution system.

INFRA Policy 3.3.2

The City shall rehabilitate and reuse existing public water facilities as an alternative to new construction when rehabilitation and reuse is cost-effective.

INFRA Policy 3.3.3

The City shall continue to maximize the use of the existing public water treatment facilities connected to the central water system.

Potable Water Conservation

INFRA Objective 3.4

The City shall ensure that its potable water system conserves water and reduces the per capita demand to the minimum possible rate through the planning timeframe consistent with the Water Supply Facilities Work Plan. This shall be accomplished through the implementation of water conservation techniques and programs and through the establishment and use of non-potable water supplies for uses other than drinking water.

INFRA Policy 3.4.1

The City shall encourage continuing education of its utilities operating staff to optimize the potable water utility's maintenance and operation processes.

INFRA Policy 3.4.2

The City shall require the use of water-conserving plumbing fixtures in all new development and shall consider the use of incentive programs to encourage retrofits for existing buildings.

INFRA Policy 3.4.3

The City shall comply with conservation efforts outlined in the most recently issued consumptive use permit from the SJRWMD.

INFRA Policy 3.4.4

Within the planning timeframe the City shall implement an employee and customer water-conservation education program.

Landscape Irrigation and Florida-Friendly Design Standards

INFRA Objective 3.5

The City shall encourage or require, depending on standards established in the Land Development Code, low-impact landscape and irrigation system design to conserve the City's potable water resources.

INFRA Policy 3.5.1

Irrigation systems shall be designed in a manner that considers soil, slope and other site characteristics in order to minimize water waste, including overspray, the watering of impervious surfaces and other non-vegetated areas, and off-site runoff, and they shall be designed to provide the following where feasible:

- Use of the lowest water quality feasible;
- Matching precipitation rates for sprinklers and all other emitters in the same water-use zone, except that the design may specify micro-irrigation emitters to meet the requirements of individual plants;
- Controller systems shall be required, when feasible, to provide the following minimum capabilities;
 - o Ability to be programmed in minutes, by day of the week, season and time of day;
 - o Ability to accommodate multiple start-times and programs;
 - o Automatic shut-off after adequate rainfall;
 - o Ability to maintain operations during power outages for a minimum of three days;
 - o Operational flexibility to meet year-round water conservation requirements and temporary water shortages; and
 - o Ability to minimize free-flow conditions in case of damage or other mechanical failure.

Fire Protection Capabilities

INFRA Objective 3.6

The City shall provide adequate delivery and distribution of potable water to meet fire protection demand within the utility service area.

INFRA Policy 3.6.1

The City shall continue to monitor, evaluate, repair and replace the existing water delivery and distribution system to ensure the system can deliver needed gallon per minute flows to meet fire protection demands.

INFRA Policy 3.6.2

The City shall maintain an active water system and fire hydrant mapping and numbering program.

Protection of Groundwater from Contamination

INFRA Objective 3.7

The City shall perform specific actions during the planning timeframe to protect water quality by preserving groundwater from contamination.

INFRA Policy 3.7.1

The City shall meet or exceed all federal and state water facility regulations that provide for the protection of the environment.

INFRA Policy 3.7.2

The City shall coordinate with St. Johns County to maintain a comprehensive wellhead protection program to protect current and future public water supply needs from potential adverse effects from incompatible land uses and activities:

- A. Wellfield protection areas shall be identified surrounding each public potable water supply well or wellfield in/for the City.
- B. For each wellfield protection area, the land development regulations shall specify the size, location, and applicable restrictions of protection zones, including restrictions on activities associated with hazardous materials, septic tanks, and well construction, modification and closure.

INFRA Policy 3.7.3

Wellfield protection areas have been established, however, at a minimum, the following standards shall apply in the areas surrounding such wells:

- A. Each public water supply well shall be protected by a 1000 foot zone of exclusion within which no new development approvals will be granted.
- B. The following new uses or expansions of existing uses shall be prohibited in the vicinity of each public water supply well:
 1. Hazardous materials manufacturing, use or storage; and
 2. Septic systems.

Intergovernmental Coordination

INFRA Objective 3.8

The City shall coordinate with adjacent jurisdictions and applicable state and federal agencies to protect the quality and quantity of its water sources.

INFRA Policy 3.8.1

The City shall meet with adjacent governments, private utilities, and state and federal agencies to coordinate the provision of potable water services and service area boundaries.

INFRA Policy 3.8.2

The City shall coordinate with adjacent jurisdictions and applicable regional, state and federal agencies to educate the community about conservation, sustainable use and protection of the quality and quantity of its water sources.

Maximizing the Use of Existing Public Facilities

INFRA Objective 3.9

The City shall efficiently maximize the use of existing potable water facilities.

INFRA Policy 3.9.1

The City's Public Works and/or Utilities Department(s) shall identify, develop and implement a sustainable potable water production, treatment and distribution system by using best practices related to water quality standards.

INFRA Policy 3.9.2

The City shall maintain and update a GIS map of the entire potable water system to maintain the potable water system and to anticipate and facilitate system repair.

INFRA Policy 3.9.3

The City's Public Works and/or Utilities Department(s) shall maintain accurate records of well-water production flows, maintenance, chemical usage and other items related to efficient ongoing water service operation.

INFRA Goal 4 Water Supply Planning

To recognize that the water supply is a limited resource and protect the water supply to ensure that it is sustainable for all users in a manner that maintains sufficient quality and quantity for current and future demands.

INFRA Objective 4.1

The City shall cooperate and participate with the FDEO, SJRWMD, or any other local or regional entity in order to plan and develop available water supplies including alternative water supplies to meet future water needs.

INFRA Policy 4.1.1

The City's 2025-2035 Water Supply Facilities Work Plan is adopted and included as Appendix A in this element of the City's Comprehensive Plan. The City shall make appropriate changes to the Comprehensive Plan, Land Development Code, and other policies and regulations in order to implement the Work Plan (Ord #2025-10 adopted August 2025).

INFRA Policy 4.1.2

The City shall pursue the following water supply strategies consistent with its Water Supply Facilities Work Plan and with the goals, objectives and policies in this element and other elements of the comprehensive plan:

- Continue to safely maximize groundwater supplies consistent with the most recently approved SJRWMD consumptive use permit constraints.
- Explore the use of alternative water supply sources.
- Continue to implement the water conservation strategies in this element to reduce system-wide potable water demand through the 2040 planning timeframe.

INFRA Policy 4.1.3

The City will maintain a Water Supply Facilities Work Plan that is consistent with the SJRWMD Regional Water Supply Plan by updating the City's Work Plan within 18 months of an update to the District's Regional Water Supply Plan.

INFRA Policy 4.1.4

The City shall continue to explore the development of available water supplies including alternative water supplies to meet future water needs.

INFRA Policy 4.1.5

The City's land development regulations shall encourage all new development to be designed in accordance with the limitations of the natural environment and the conservation of water resources including the use of infill and redevelopment, attached dwelling units and other innovative land development techniques to decrease water use.

These techniques shall include, but not be limited to the following:

- preservation of native vegetation on site;
- use of xeriscaping and/or drought resistant plant materials (including preservation of existing native vegetation) for new development and redevelopment;
- limitation of the amount of impervious surface (such as parking areas);
- water reuse for irrigation purposes;
- use of water saving devices and plumbing fixtures and encourage retrofitting of water saving devices and ultra-low flow fixtures;
- implementation of water loss prevention programs;
- encourage the use of lower quality sources of water first including stormwater, and other reuse options; and
- maintain a base rate for water usage, as well as, a conservation billing rate structure.

INFRA Policy 4.1.6

The City shall develop and adopt a water conservation program consistent with any Consumptive Use Permit (CUP) stipulations and requirements to decrease demand placed on groundwater resources within the city limits.

INFRA Policy 4.1.7

The City shall encourage low water use landscape for both residential and commercial development.

INFRA Policy 4.1.8

The City shall enforce regulations within the Land Development Code to protect environmentally sensitive waterways and wetlands through the establishment of policies limiting development and encouraging enhancement of these areas.

INFRA Policy 4.1.9

The City shall coordinate with the FDEO, SJRWMD, and any other regional or local entities to evaluate additional water supply sources or alternative water recovery techniques when determining new or expanded facility needs within the City's potable water service area. These additional sources may include, but shall not be limited to: reuse, surface water, stormwater recovery, reverse osmosis, membrane softening, and desalinization.

INFRA Objective 4.2

Through appropriate regulation by and coordinated with the SJRWMD, the Department of Environmental Protection (FDEP), and land development regulations the City shall protect the function of natural groundwater including the Floridan and Surficial Aquifer Recharge Areas, to prevent the contamination of groundwater, and to extend the life span of the City's aquifers through water conservation (Ord #2025-10 adopted August 2025).

INFRA Policy 4.2.1

The City shall continue to expand and explore water conservation efforts in conjunction with the FDEP, SJRWMD, and any other regional or local entities to continue to maintain a low per capita consumption of potable water.

INFRA Policy 4.2.2

The City shall evaluate the feasibility and/or opportunities to increase treatment for better quality effluent that may be reused.

INFRA Policy 4.2.4

The City shall coordinate with the SJRWMD to ensure that any aquifer recharge areas are protected and managed to preserve the quantity and quality of groundwater. Such groundwater sources shall be managed to the extent possible to support the present and future City population and proposed economic development opportunities while protecting the City's natural systems.

INFRA Policy 4.2.5

The City shall require monitoring of saltwater intrusion, chloride levels and water quality parameters as withdrawals and discharges are monitored.

INFRA Policy 4.2.5

The City shall map both the public and private wells in the City utilizing FDEP's, SJRWMD's and the Health Departments data files.

INFRA Policy 4.2.6

The City shall work with the SJRWMD to develop a Wellfield Protection Area (WPA) map. This map shall include, but shall not be limited to, the following:

- The location of existing public wells;
- The proposed location of future public wells; and
- Potential conflicts between existing and future land uses and public wellfield protection areas.

INFRA Policy 4.2.7

Free-flowing wells in the City shall be identified and plugged by the following measures:

- The City will coordinate with the St. Johns County Health Department in an effort to work with the SJRWMD to identify free-flowing wells and to recommend measures to plug the wells.
- Through land development regulations, the City shall require new developments to repair or plug all free-flowing wells located within the boundaries of a proposed development as a condition to the development approval.
- The City will coordinate with the St. Johns County Health Department in an effort to continue the SJRWMD's free flowing well abandonment program.

INFRA Policy 4.2.8

The City shall establish a mechanism to preserve and protect the SJRWMD's designated Surficial and Floridan Aquifer Recharge Areas. Such mechanisms shall, include, but not be limited to, identifying appropriate measures and land uses which protect the function of the City's recharge areas and limit the amount of impervious surface area. The City will work with the SJRWMD and St. Johns County to educate the public on major groundwater issues of concern in the City.

INFRA Objective 4.3

As part of the annual update of the Capital Improvements Element the projects and associated funding sources and estimated costs related to the Work Plan will be further evaluated and considered during the budget/capital planning process and development of the Five-year Capital Improvements Plan.

INFRA Policy 4.3.1

As part of the fee structure review process the City should consider the necessary conservation efforts related to water supply in revising any water and sewer rates, impact fees and other charges.

INFRA Policy 4.3.2

The City shall develop a billing rate structure which benefits users whose demand on the groundwater resources is below the per capita average.

INFRA Goal 5 Stormwater Management

Assure the provision of stormwater management facilities that maximize capacity and use of existing facilities: protect public health and safety; promote aquifer recharge; fulfill requirements of the National Pollutant Discharge Elimination System (NPDES) and Total Maximum Daily Loads (TMDL) mandates to ensure environmental quality; and provide the adopted level of service.

Correct Existing Deficiencies

INFRA Objective 5.1

Within the planning timeframe, the City shall work towards correcting any facility deficiencies to meet future facility needs.

INFRA Policy 5.1.1

Within two (2) years of the adoption of the updated Comprehensive Plan, the City shall update the stormwater master plan that includes an inventory of existing facilities and establishes priorities for stormwater system replacements, ensuring correction of existing drainage facility deficiencies and providing for future facility needs.

INFRA Policy 5.1.2

The City shall utilize the stormwater master plan in the preparation of the annual budget to correct existing deficiencies.

INFRA Policy 5.1.3

The City shall implement improvements adopted in the Five-Year Schedule of Capital Improvements to correct existing stormwater management facilities deficiencies.

Stormwater Facilities Capacity

INFRA Objective 5.2

The City shall maximize the use of existing stormwater management facilities and require new development to construct facilities to achieve and maintain adopted stormwater management level of service standards that fulfill NPDES and TMDL mandates for stormwater quality and quantity.

INFRA Policy 5.2.1

The City shall require new development to provide adequate legal mechanisms for stormwater system maintenance and conveyance.

INFRA Policy 5.2.2

Based on the 2013 Master Stormwater Plan, the Stormwater LOS includes:

- Local roads shall be passable for the 5-year/24-hour design storm (6.3 inches). This means that proposed future projects should aim to have at most 0.5 feet of flooding for this scenario. This depth is considered a safe depth for travel by small size cars.
- Arterial and collector roads shall be passable for the 50-year/24-hour design storm (11 inches). This is particularly relevant to emergency vehicles that need to be able to reach residents in the event of a major flood or evacuation scenario. The maximum depth of flooding for safe transit of vehicles is 0.5 feet also, as stated for local roads.
- Structures shall not flood up to the 100-year/24-hour design storm (12.8 inches).
- Design tidal condition set at 2.2 feet NAVD, which is equivalent to the 1-year Stillwater condition.

This may be revised based on the next update of the Stormwater Master Plan.

INFRA Policy 5.2.3

New developments shall design stormwater management systems to meet the rules and criteria established by the City of St. Augustine, the St. Johns River Water Management District (SJRWMD), the Florida Department of Transportation (FDOT) and St. Johns County, as applicable.

INFRA Policy 5.2.4

The City shall coordinate with St. Johns County and SJRWMD to encourage maintenance of conveyance and treatment features.

INFRA Policy 5.2.5

At a minimum, the existing stormwater management systems and current levels of service shall be maintained. The City shall achieve and maintain adopted stormwater management level of service as identified in the Stormwater Master Plan, as amended.

Development Impacts

INFRA Objective 5.3

The City shall maintain high water quality by protecting the functions of aquifer recharge and natural drainage features from impacts of new development and redevelopment activities.

INFRA Policy 5.3.1

All new development and redevelopment shall provide stormwater retention, infiltration and/or wet or dry detention systems.

INFRA Policy 5.3.2

To the maximum extent feasible, development and redevelopment in the City shall reduce adverse impacts of stormwater on natural drainage features by mimicking the natural hydrology of the project site and its surroundings. The land development code shall require that, to the largest extent possible, natural systems are utilized in lieu of structural alternatives.

INFRA Policy 5.3.3

The City shall review detailed calculations for new projects prepared by a registered professional engineer which show that retention and detention will be accomplished to meet the adopted level of service, that drainage from new development will not adversely affect the City's natural drainage features, and that there will be no negative impacts to downstream water quality or quantity.

INFRA Policy 5.3.4

The City's land development regulations shall require that proposed stormwater systems have a negligible impact on adjacent native vegetation and/or wetlands and require mitigation where applicable.

INFRA Policy 5.3.5

Stormwater treatment shall be required to serve the development through a system that is site-specific. Regardless of the area served, the stormwater treatment system must provide a level of treatment that meets the requirements of the state, the City of St. Augustine and the SJRWMD.

INFRA Policy 5.3.6

The City shall require erosion and sediment control practices that protect water bodies, wetlands and watercourses from siltation during stormwater facilities construction activities.

INFRA Policy 5.3.7

To improve the aesthetics of detention and retention facilities, where possible, the City shall discourage designs that require fencing while encouraging the following:

- Use of littoral zones within wet ponds to improve the aesthetics of the pond.
- Use of curvilinear ponds in lieu of rectilinear ponds.
- Use of water-tolerant plant species within dry ponds.
- Any SJRWMD or other applicable requirements will be taken into consideration.

Intergovernmental Coordination

INFRA Objective 5.4

The City of St. Augustine shall educate citizens and coordinate with all applicable jurisdictions to address stormwater issues of mutual concern and to provide adequate levels of service.

INFRA Policy 5.4.1

The stormwater master plan process will include review of the plan by affected citizens and City advisory committees.

INFRA Policy 5.4.2

The City shall maintain a complaint monitoring system to log complaints and initiate work orders for corrective actions.

INFRA Policy 5.4.3

The City will support the SJRWMD's programs and stormwater regulations.

INFRA Policy 5.4.4

The City shall coordinate with St. Johns County and SJRWMD to encourage maintenance of conveyance and treatment features.

INFRA Policy 5.4.5

The City shall educate and inform citizens of their responsibility regarding maintenance and protection of stormwater collection systems.

INFRA Goal 6 Perils of Flood and Sustainability

Recognize the potential impacts of sea level rise and associated environmental changes that have the potential to affect the quality of life, sense of place, and ability to sustain an expectation of a lifestyle familiar to the citizens of St. Augustine, visitors, and future development within the coastal region.

INFRA Objective 6.1

The city must coordinate with local, state, and federal agencies related to addressing the potential impacts of sea level rise.

INFRA Policy 6.1.1

It is recommended that the city continue to pursue funding support from the United States Army Corps of Engineers (USACOE) for the Back Bay Feasibility Study.

INFRA Policy 6.1.2

It is recommended that the City continue to pursue cost-share funding to protect the Wastewater Treatment Plant during tropical events in excess of the 1% or 100-year annual chance event.

INFRA Objective 6.2

The city must establish feasible parameters that address the impacts of sea level rise.

INFRA Policy 6.2.1

It is recommended that protection for nuisance flooding be for current conditions plus 1.5 feet of sea level rise.

INFRA Policy 6.2.2

It is recommended that the tide check valve capital improvement programs continue to be funded at least at the current level.

INFRA Policy 6.2.3

It is recommended that protection for the 1% or 100-year annual flood be a two-step process, with the first step being protection to an elevation of 7.0 feet, with adaptable designs capable of raising the structures for higher levels of protection when complete protection at the 7.0 feet elevation is achieved.

INFRA Policy 6.2.4

It is recommended that the City continue to fund Stormwater, Utility and Paving capital improvement programs.

Sustainable Stormwater Management Strategies

INFRA Objective 6.3

The City shall encourage the use of sustainable, low impact development (LID) strategies to address stormwater management for developments ranging from individual building sites, to subdivisions to large planned developments.

INFRA Policy 6.3.1

The City shall coordinate with local, regional, state and federal agencies to provide educational materials and forums to the public and the development community on the value and benefits of sustainable stormwater management facilities design.

INFRA Policy 6.3.2

For new construction or redevelopment of City buildings and facilities, the City shall utilize LID principles to the extent practicable to address stormwater management needs and to model innovative techniques:

- Manage stormwater as close to its origin as possible by using many small-scale LID techniques.
- Create a site design that slows surface flows and increases the amount of time stormwater flows over the site.
- Increase the reliability of the stormwater system by using multiple, redundant stormwater controls.
- Integrate stormwater controls into the design of the site and use the controls as site amenities.
- Reduce the reliance on traditional collection and conveyance stormwater practices.

INFRA Policy 6.3.3

The City shall incorporate strategies, site development techniques, engineering solutions, and best practices when updating land development regulations to permit innovative LID techniques in the design of stormwater management facilities for development and redevelopment sites including, but not limited to the following:

- Bioretention cells or swales (also known as rain gardens);
- Cisterns and rooftop rainwater harvesting;
- Permeable concrete pavers or pavement.

INFRA Goal 7 Natural Groundwater Aquifer Recharge

To provide, maintain and protect the Floridan Aquifer to ensure that recharge of the natural groundwater aquifer occurs in a manner that maintains sufficient quality and quantity of the public water supply to meet current and future demands.

Natural Recharge Protection and Conservation

INFRA Objective 7.1

The City of St. Augustine shall coordinate with other agencies and continue to encourage the preservation of natural recharge to the City's groundwater resource and conservation of its potable water sources.

INFRA Policy 7.1.1

The City shall coordinate with St. Johns County, the SJRWMD and other state and federal agencies in the education of residents and business owners on water conservation and the protection of groundwater.

INFRA Policy 7.1.2

At a minimum, the City shall adhere to regulations, and encourage other jurisdictions to adhere to the adopted regulations by the SJRWMD and the state to protect areas of high aquifer recharge.

Appendix A

City of St. Augustine statutory Water Supply Facilities Work Plan updated in June of 2025 by Ordinance 2025-10 as required by statute based on the December 2023 North Florida Regional Water Supply Plan.

Infrastructure Element

Appendix A

City of St. Augustine Water Supply Facilities Work Plan (2025-2035)

Prepared By:

City of St. Augustine
Planning and Building Department

Drafted June 2025
(Adopted by Ord 2025-10 August 2025)

Introduction

The purpose of the City of St. Augustine Water Supply Facilities Work Plan (Work Plan) is to identify and plan for the water supply sources and facilities needed to serve existing and new development within the City's jurisdiction and water service area. The Work Plan planning period of 2025-2035 was determined after a review of the following factors: (a) the existing consumptive use permit will expire in 2028; and (b) the comprehensive plan's planning period to 2040. It is also understood that it is necessary to update this document prior to the end of the planning period, and/or within 18 months after the St. Johns River Water Management District (SJRWMD) Regional Plan is updated. The most recent SJRWMD Regional Water Supply Plan was adopted in December of 2023; therefore, this is an update based on that information.

In addition, in accordance with Section 163.3177(6)(c), and Section 163.3177(4)(a), F.S., the City must ensure coordination of its comprehensive plan with the plans of SJRWMD and St. Johns County. Therefore, if SJRWMD updates the North Florida Regional Water Supply Plan (NFRWSP) and actually impacts the city, it will be necessary to update the City's Work Plan. The City's Infrastructure Element (INFRA Policy 4.1.3) contains enabling language to ensure coordination with SJRWMD's plans.

Potable Water Supplier(s) and Service Agreements

Potable and Non-potable Water Supplier(s) Information

The City of St. Augustine is the only entity that provides potable water service within the City limits. In addition, the City does provide potable water service to a portion of unincorporated St. Johns County adjacent to the city limits. The City is financially responsible for capital improvements related to the provision of services within its service area.

There are no non-potable water service providers within City limits. The City does not currently provide non-potable water service. The city has researched the feasibility of providing reclaim water, but the city determined that it is not feasible. However, the city continues to meet the deadlines and reporting requirements of Senate Bill 64 (SB64). The city has until January 1, 2032, to eliminate nonbeneficial surface water discharge. While the plan continues to evolve, deep well injection is being evaluated as an option to eliminate nonbeneficial discharge.

The attached figure, Figure 1, contains a map illustrating the city limits and the potable water service area. The city does not have an identified reuse service area.

Domestic Self-Supply (DSS)

Because of the urban and fairly, compact development pattern of the City of St. Augustine, most of the residential and commercial properties are on city potable water and sanitary sewer service.

Only a small portion of the City is not serviced by sanitary sewer. This relatively small area, much like the entire City of St. Augustine, is fairly built-out. Additionally, the small portion of the City not serviced by sanitary sewer is within the Astatula soil classification, which is relatively suitable for septic systems.

The City continues to reduce the number of properties on septic systems over the course of the planning timeframe. It is anticipated that as environmental circumstances change, and septic systems begin to fail, additional properties will connect to the sanitary sewer system. It is assumed that the same trend will continue over the planning period.

Water Supply Agreements

Pursuant to a longstanding interlocal agreement, the City is authorized to provide potable water and sanitary sewer to a portion of unincorporated St. Johns County, and within the City's service area. Based on the agreement(s), the City has the right to provide potable water and sanitary sewer to those properties where the utilities are available, and levels of service are sustainable.

ICE Policy 1.1 provides enabling language relative to the interlocal agreement and the provision of potable water, sanitary sewer, and other services to certain unincorporated areas of St. Johns County.

Because the City provides water services to some of the unincorporated areas of St. Johns County, it is important for the City to monitor and participate, as necessary, in the County's planning and development processes to ensure that the City can account for the water needs of the respective unincorporated area. ICE Policy 1.1 contains enabling language for this coordination.

Potable Water Sources, Demand, Supply, and Facilities

Water Sources

The City currently operates two (2) water treatment plants (WTP) that have a combined capacity of 6.5 mgd. The City's current Consumptive Use Permit (CUP #50299) expires in 2028. The CUP authorizes the use of 5.681 million gallons per day (mgd) average of groundwater from the upper Floridan aquifer for public supply and 0.882 mgd (maximum) of groundwater from the upper Floridan aquifer for reverse osmosis treatment process purposes, and 10.8 mgd of groundwater from the upper Floridan for essential use (fire protection).

The City's water treatment facilities are composed of the Low-Pressure Reverse Osmosis (LPRO) Water Treatment Plant (WTP) and the Lime Softening WTP which together have a 6.5 mgd capacity, the wellfield, and the North and South Tank Facilities. The LPRO WTP was constructed in 2008 and has 2.0 mgd capacity. The permeate from the LRPO plant is blended with pretreated raw water from the wellfield. The Lime Softening WTP was placed in service in the 1920s; modifications were made in 1987 and is currently utilized for its sand filtration process. The wellfield is composed of eight (8) wells, seven (7) deep and one (1) surficial (shallow). They are located nearly 10 miles from the plant. Based on a reevaluation of development projections,

current capacity is estimated to be sufficient through the 2028 timeframe.

Potable Water Demand, Supply and Facility Capacity

The following Tables contain projected population and water demand for the City's potable water service area from the 2018 NFRWSP, city staff and the 2023 NFRWSP. In addition, the table shows the City's CUP allocation and WTP facility data.

Table 1. City of St. Augustine Service Area Projections

	Population for COSA service area	Projected water demand (mgd)	CUP Allocation (mgd)	WTPs Combined Capacity (mgd)
2025	43,191	4.84	6.286	6.5
2030	48,379	5.42	6.564	6.5
2035	52,733	5.80	6.564*	6.5

*The City of St. Augustine's CUP expires in 2028. WSFWP assumes 2028 allocation, at a minimum, to be extended to 2035. Population projections represented in Table 1 developed by City of St. Augustine Planning and Building Department.

Table 1 demonstrates that the City has adequate potable water supply and facility capacity to accommodate the existing population and projected growth within the City's service area up to the WSFWP's planning period of 2035. These population projections are based on the rapid growth within St. Johns County that the city is actually experiencing as a service provider. Based on the Bureau of Economic and Business Research (BEBR) from the University of Florida St. Johns County has grown by 18% between April 2020 and the April 2024 projections. The City of St. Augustine has grown by 9% between these same years. The projected population in Table 1 reflects a 13% growth rate between 2020 and 2025, an 11% growth rate between 2025 and 2030 and a 9% growth rate between 2030 and 2035. Staff believe that these are reasonable rates of growth within the service area and are also demonstrated by the volume of water utilized. The city anticipates generating more current population and water demand figures as part of its 2028 CUP renewal application.

Table 2 below is included from the updated 2023 NFRWSP. These numbers are more conservative and hold the population growth at a steady rate over the planning timeframe. However, St. Johns County continues to maintain a rapid growth rate as compared to other counties in the State.

Table 2. SJRWMD Service Area Projections based on 2023 Regional Plan

	2023 NFRWSP population for COSA service area ¹	2023 NFRWSP projected water demand for COSA service area (mgd) ²	CUP allocation (mgd) ³	WTP combined capacity (mgd)
2025	40,714	4.56	6.564	6.5
2030	40,714	4.56	6.564	6.5
2035	40,714	4.56	6.564	6.5

Non-potable Water Suppliers, Sources, Services, and Facilities

The City's WWTP has a permitted capacity of 4.95 MGD and utilizes a complete mix activated sludge treatment process with a headworks system for removal of grit and debris, biological treatment units (BTUs) which provide aeration, clarifiers, disinfection chambers and post aeration. The annual average daily flow of the WWTP over the past year is 3.73 MGD (reported in 2024). The recently completed Capacity Analysis Report projects that available capacity is sufficient to address development in the service area through 2028 so long as the inflow and infiltration reduction program continues. It is important to note that there is a large difference in population served within the service area versus the population and projected population just within the city limits. Also, the city uses the SJRWMD suggested 2.43 persons per household to calculate projected water needs, but for general population projections and household sizes in the Future Land Use and Housing Elements the city uses 2.30 persons per household based on the U.S. Census estimates. That is a 5% difference in population projections, which would reduce the projected population for 2030 by 2,419 people. By using the 2.43 persons per household this potential cushion for the projections is maintained.

A water reuse feasibility study was completed in 2002. Because of the Wastewater Treatment Plant (WWTP) location, and the built-out/historic attributes of the City of St. Augustine, the feasibility of supplying reclaimed water is very limited. The city does not currently have an identified reuse service area.

The City has evaluated the feasibility of implementing a reclaim water system. It has been determined that it is not feasible. However, the city continues to meet the deadlines and reporting requirements of Senate Bill 64 (SB64). The city has until January 1, 2032, to eliminate nonbeneficial surface water discharge. While the plan continues to evolve, deep well injection is being evaluated as an option to eliminate nonbeneficial discharge.

Residential developments on the mainland west of the San Sebastian River also have primarily

¹ 2023 North Florida Regional Water Supply Plan (2020-2045), Appendix B, Table B-5.

² 2023 North Florida Regional Water Supply Plan (2020-2045), Appendix B, Table B-5.

³ City's CUP expires in 2028. Therefore, assumption utilized end of permit CUP allocation for 2030 and 2035.

small lots and a highwater table. The City completed a feasibility analysis to assess the feasibility of taking reclaimed water to golf courses on the outskirts of the City. The cost of upgrading the WWTP and installing a transmission system to deliver reclaimed water to the north portion of the City's service area where it could be utilized are estimated at \$14,000,000.00 (Source: SJRWMD).

Water Supply and Facility Concurrency

Potable Water Level of Service

The City is responsible for authorizing development within its City limits. However, the City provides services to a portion of unincorporated St. Johns County. Therefore, it is important for the City's and County's water supply and facility concurrency system to be coordinated and consistent.

Infrastructure Element Policy 3.1.1 and Capital Improvements Element Policy 5.3 contains enabling language that establishes the City's potable water level of service.

Water Supply and Facility Concurrency

The current legislative requirements for concurrency [i.e., Section 163.3180(2)(a), F.S.] require that the City's comprehensive plan and land development regulations ensure that adequate water supplies and facilities are available to serve new development no later than the date on which the City anticipates issuing a certificate of occupancy. In addition, the City must, prior to the approval of a building permit, determine whether adequate water supplies will be available to serve the development by the anticipated issuance date of the certificate of occupancy. CI Policy 3.3 provides enabling language for water supply and facility concurrency, and addresses the requirements of Section 163.3180(2), F.S.

Project Options Identified in the NFRWSP

Currently the adopted 2023 North Florida Regional Water Supply Plan (NFRWSP) does not identify any project options for implementation by the City of St. Augustine. Future NFRWSP updates may contain projects that could be implemented by the city. The city will continue to update the city's Water Supply Plan based on future updates to the NFRWSP as required by Florida statutes.

Water Conservation Practices

The City has adopted a water conservation plan as part of the Consumptive Use Permit (CUP). Including the requiring of low flow plumbing fixtures, which have been incorporated into the City's Building Code. Utility meter readers notify customers immediately if a meter indicates a 10% or greater increase in water use from the previous meter reading. This notification system allows customers to quickly identify leaks or problems so they can be addressed immediately.

A citizen awareness and education program that emphasizes the importance and value of water resources is also in place. This program includes water conservation public service announcements and provides a water conservation exhibit in the utility customer service building. *Insight*, the utility newsletter, is mailed to customers, and displays of water conservation posters and literature is distributed at City Hall.

The City currently implements water conservation practices, including some that are enabled by comprehensive plan policies. In addition, because the City provides potable water service to a portion of unincorporated St. Johns County, it is important for the City to coordinate with the County on its water conservation practices:

- Encouraging continuing education for utilities staff to optimize processes (INFRA 3.4.1)
- Require use of water conserving plumbing fixtures (INFRA 3.4.2)
- Comply with conservation elements in City CUP (INFRA 3.4.3 and 4.1.6)
- Implement water conservation education program (INFRA 3.4.4)
- Encourage low impact landscape and irrigation system design (INFRA 3.5)
- Require certain standards for irrigation systems (INFRA 3.5.1)
- Implementation of certain land development techniques to conserve water (INFRA 4.1.5)
- Encourage low water use landscapes (INFRA 4.1.7)
- Plugging free flowing wells (INFRA 4.2.7)

Water Source Protection Practices

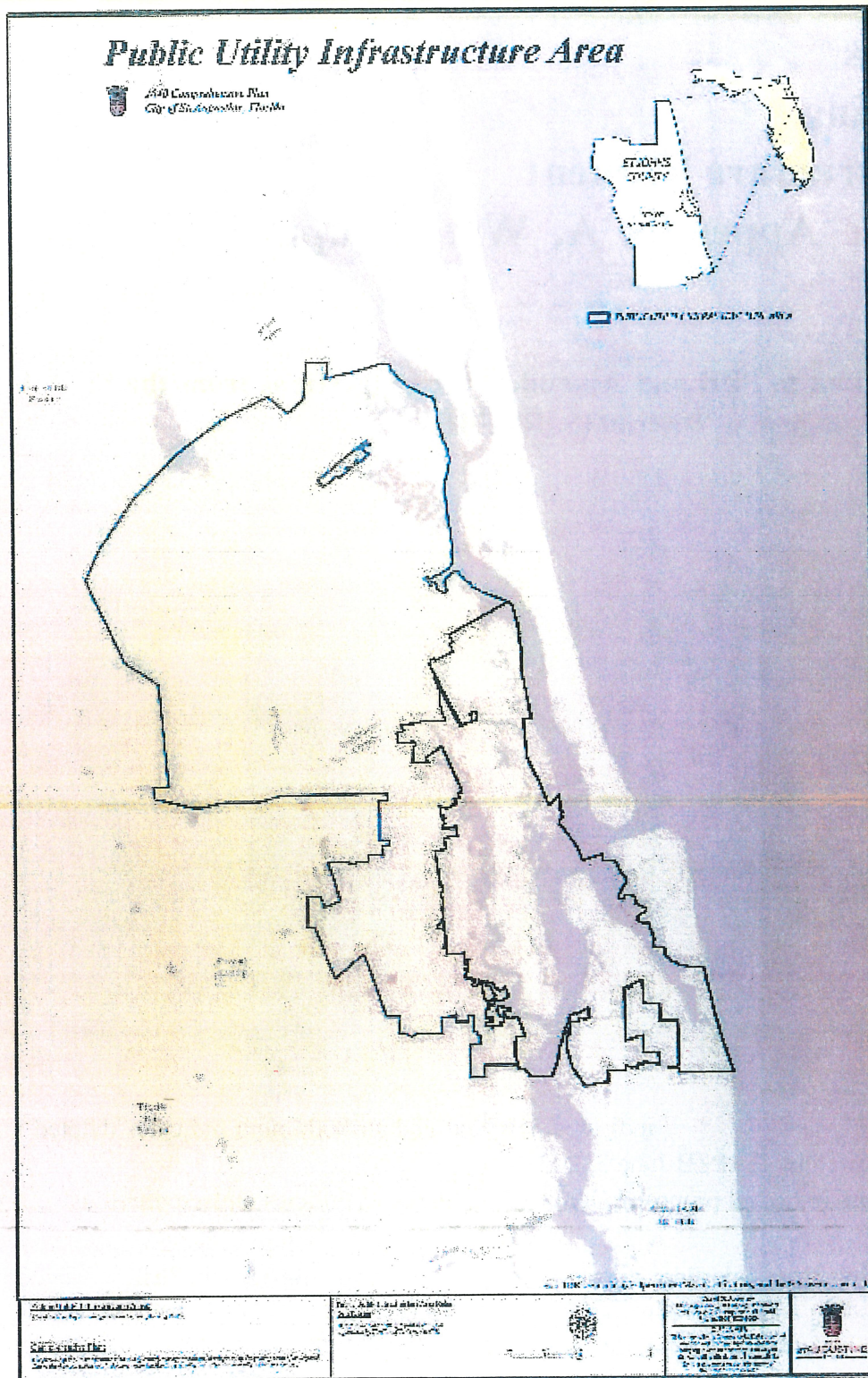
Water conservation is important to reduce potable water demand. The City's water conservation practices include the following:

- Maintain wellhead protection program (INFRA 3.7.3)
- Implement certain wellhead protection standards ((INFRA 3.7.3)
- Coordinate with regional, state and federal agencies on protection of water resources (INFRA 3.8.2)
- Monitoring for saltwater intrusion (INFRA 4.2.5)
- Maintain a wellfield protection map (INFRA 4.2.6)

Conclusion

Based on the Goals, Objectives and Policies in the City's Comprehensive Plan 2040, and this Work Plan, the City is well aware of the need to project, monitor, and reduce the volumes of water supply from the source. The City will continue to update the Work Plan as needed, and coordinate with St. Johns County and the SJRWMD.

Figure 1. Public Utility Infrastructure Area



City of St. Augustine, Comprehensive Plan 2040

Redline Infrastructure Element, Goals, Objectives and Policies

Including Infrastructure Element

Redline Appendix A, Water Supply Facilities Work Plan

As Presented to PZB and Amended per suggestions from the St. Johns River Water Management District (SJRWMD)

Note: Editing text underline indicates new text and ~~strikethrough~~ indicates deleted text, red as reviewed by the PZB June 3, 2025.

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

Editing text underline indicates new text and ~~strikethrough~~ indicates deleted text, blue including additional edits per SJRWMD recommendations after the PZB meeting.

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

City of St. Augustine Comprehensive Plan 2040

Infrastructure Element Goals, Objectives and Policies

Note: Editing text underline indicates new text and ~~strike~~through indicates deleted text, **red** as reviewed by the PZB June 3, 2025.

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

Editing text underline indicates new text and ~~strike~~through indicates deleted text, **blue** including additional edits per SJRWMD recommendations after the PZB meeting.

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

July 2020 unless otherwise indicated

Infrastructure Element

Goals, Objectives and Policies

Chapter 163.3177(6)(c) F.S.

Infrastructure Summary

The Infrastructure Element is a required comprehensive plan element under Florida's Local Government Community Planning Act (Chapter 163, Florida Statutes). The Infrastructure Element must evaluate the current status and the future ability of the city to provide essential facilities for the population of the city and those living in the city's service area. The essential services include sanitary sewer, solid waste collection, potable water, and stormwater management. Additionally, the element must look at the issues of water supply planning, perils of flood and sustainability, and aquifer recharge. To this end, the Infrastructure Element contains the water supply plan, perils of flood and sea level rise planning, and land use planning related to the provision of services and a set of Goals, Objectives and Policies.

The Infrastructure Element serves as a guide for the provision of essential services. This includes encouraging an efficient pattern and location of future land uses through the relationship between land use and the provision of facilities and services. This relationship should encourage compact, efficient, infill and redevelopment within the urban area.

Order of Issues and Page References

Sanitary Sewer	1-5
Solid Waste	6-8
Potable Water	9-14
Water Supply Planning	15-18
Stormwater Management	19-22
Perils of Flood and Sustainability	23-24
Natural Groundwater Aquifer Recharge	25
Appendix A Water Supply Work Plan	27-34

Infrastructure Element: Sanitary Sewer, Solid Waste, Potable Water, Water Supply Planning, Stormwater Management, Perils of Flood and Sustainability, and Natural Groundwater Aquifer Recharge Element

Goals, Objectives and Policies

Chapter 163.3177(6)(c) F.S.

INFRA Goal 1 Sanitary Sewer

To provide an effective system of wastewater collection, transmission, treatment and disposal to meet the needs of all City residents and non-residential establishments within the City of St. Augustine and its utility service area while protecting the environment and public health.

Maintain Level of Service

INFRA Objective 1.1

Based upon adopted level of service standards, the City shall annually adopt programs and activities to facilitate implementation of a wastewater utility to serve existing and new development.

INFRA Policy 1.1.1

The City's adopted level of service for sanitary sewer capacity shall be 220 gallons per day per dwelling unit.

INFRA Policy 1.1.2

All improvements and/or additions to sanitary sewer facilities shall be compatible and adequate to meet the adopted level of service standard.

INFRA Policy 1.1.3

All proposed large scale land use plan amendments shall require an analysis of the impacts to the adopted level of service standard and existing sanitary sewer facilities.

INFRA Policy 1.1.4

All expansions and other improvements of commercial and industrial uses that increase the demand on public infrastructure and require permitting shall comply with the adopted levels of service standard.

INFRA Policy 1.1.5

The City shall comply with bond covenants, if any, to ensure the maintenance and operations of facilities and to provide recommendations for system maintenance and improvements.

INFRA Policy 1.1.6

The City shall encourage continuing education of operating staff to optimize sanitary sewer maintenance and operation processes.

INFRA Policy 1.1.7

Sanitary sewer facilities shall be replaced, and existing deficiencies shall be corrected based upon the following priorities:

- Any project correcting an immediate threat to the health, safety or welfare of the City's residents will receive priority over the expansion of a facility or the correction or replacement of a non-threatening facility.
- Any project that will correct an existing deficiency will receive priority over a project to expand the system.

Future Sanitary Sewer System

INFRA Objective 1.2

The City shall ensure that the City's sanitary sewer collection, transmission, treatment and disposal system is adequate to service the future land uses within the City's utility service area.

INFRA Policy 1.2.1

The City will inform St. Johns County of all changes in its utility service area for utilities and will request that the county inform the City of all proposed development within the utility service area.

INFRA Policy 1.2.2

New residences, residential subdivisions and commercial developments shall be required to connect to the City's central sewer system, where available.

INFRA Policy 1.2.3

The City shall implement the Five-Year Schedule of Capital Improvements to address existing deficiencies and prepare for future development and shall update the schedule annually during the City's annual budget process.

INFRA Policy 1.2.4

The City shall coordinate utility and transportation planning efforts to take advantage of the most economical construction and maintenance costs possible when installing, repairing and/or replacing sewer facilities and roads.

INFRA Policy 1.2.5

The City shall continue to track available capacities and determine compliance with minimum sanitary sewer level of service standards.

INFRA Policy 1.2.6

The City shall review and update the system data with each new development to indicate the most current capacity conditions.

INFRA Policy 1.2.7

The City shall not extend sanitary sewer facilities beyond its utility service area unless:

- It is determined that there is adequate capacity for servicing the areas of projected growth within the City's utility service area while still maintaining adequate excess capacity; and
- The developer or the residents requesting service pay for all utility extensions.

Maximize Existing Facilities

INFRA Objective 1.3

The City shall maximize the use of existing sanitary sewer facilities within its utility service area and shall promote compact, efficient growth patterns.

INFRA Policy 1.3.1

The City shall seek to maximize the use of existing sanitary sewer infrastructure to minimize urban sprawl and shall require new development to pay for the placement of infrastructure necessary to service the development, thus making infill development more cost effective.

INFRA Policy 1.3.2

The City's land development regulations shall incorporate regulations to require connection to the City's sanitary sewer system, once it becomes available, for existing development within the utility service area currently using septic systems.

INFRA Policy 1.3.3

When existing central sanitary sewer service is determined to be unavailable to new development within the City's utility service area, the City shall require, if feasible the new development to extend the central sewer system at the developer's expense, coordinate with St. Johns County or to construct private wastewater treatment plants when feasible to serve the subject property.

INFRA Policy 1.3.4

The City shall maintain adequate sanitary sewer user rates and fees to ensure funding is available for expansion, repair and/or replacement of collection and transmission systems.

INFRA Policy 1.3.5

The City shall review sewer user rates to ensure that the fees charged cover the cost of supplying the service.

INFRA Policy 1.3.6

The City shall encourage continuing education of its utilities operating staff to optimize the sanitary sewer utility's maintenance and operation processes.

Septic Tanks

INFRA Objective 1.4

The City shall require that existing residences and non-residential establishments served by septic systems connect to the central sewer system at such time that repair or replacement of an existing septic tank and drain field system is needed, or at such time that the City determines a concentration of septic systems is causing a negative impact to natural environmental systems where service is available.

INFRA Policy 1.4.1

Within the planning timeframe, the City shall identify and map those areas within the City's utility service area served by septic systems, and it shall prioritize areas that may require central sewer service based on soil unsuitability, density and environmental concerns.

INFRA Policy 1.4.2

The City will routinely coordinate information between the City, the St. Johns County Health Department and the St. Johns County Building Department regarding failing septic tanks within the City.

INFRA Goal 2 Solid Waste

To provide efficient and safe solid waste disposal facilities and collection services on a regular basis for all City residents, commercial and industrial establishments within the City of St. Augustine while protecting the environment and public health.

Solid Waste Disposal

INFRA Objective 2.1

The City shall coordinate with St. Johns County and other resources to ensure implementation of an integrated solid waste management system that focuses on the proper management of solid waste, conservation of resources and responsible management of landfill capacity.

INFRA Policy 2.1.1

The City's minimum level of service for municipal solid waste shall be 6.75 pounds per person per day, which will be utilized to plan for future demand.

INFRA Policy 2.1.2

The City shall continue to utilize the transfer station in St. Johns County for final disposal of solid waste items not recycled or composted through the City system, unless other acceptable alternatives are mandated or necessitated.

INFRA Policy 2.1.3

The City shall continue to coordinate solid waste disposal efforts with St. Johns County to ensure:

- The City of St. Augustine is allocated a proportional share of capacity in the landfill-operated disposal facilities;
- Reduction of solid waste disposal levels will continue to occur through cooperative recycling programs;
- Assistance is continued in the management of hazardous waste according to mandated state regulations;
- Compliance with the Florida Solid Waste Management Act of 1988 will continue to be accomplished.

Collection

INFRA Objective 2.2

The City shall continue to provide for solid waste collection services to City residents, commercial and industrial establishments throughout the planning timeframe.

INFRA Policy 2.2.1

Solid waste collection shall be mandatory for all residential and non-residential land uses within the City.

INFRA Policy 2.2.2

The City shall continue to evaluate cost-saving measures in providing solid waste collection services throughout the planning timeframe.

INFRA Policy 2.2.3

Throughout the planning timeframe, the City shall continue to monitor complaints regarding residential and non-residential solid waste collection to ensure that the most efficient, orderly, sanitary and environmentally sound service is being provided.

Recycling

INFRA Objective 2.3

The City shall require a reduction in municipal solid waste final disposal in landfill facilities by maintaining and promoting a recycling program.

INFRA Policy 2.3.1

The City shall continue to have a collection process in place for curbside pickup of acceptable recyclables.

INFRA Policy 2.3.2

The City shall continue to have a collection process in place for curbside pickup of yard waste.

INFRA Policy 2.3.3

The City shall continue to develop educational programs for the general public and solid waste professionals to encourage waste reduction.

INFRA Policy 2.3.4

The City shall coordinate with St. Johns County with respect to solid waste management and waste recycling programs.

Hazardous Waste

INFRA Objective 2.4

The City shall coordinate with St. Johns County and the Northeast Florida Regional Council to monitor and control the disposal of hazardous wastes in accordance with state law.

INFRA Policy 2.4.1

The City shall require that any hazardous waste generators within the City properly manage their hazardous wastes in conformance with mandates of the Federal Resource Conservation and Recovery Act and other applicable laws.

INFRA Policy 2.4.2

The City shall provide applicable employee training for inspection, identification and disposal of hazardous waste materials.

INFRA Goal 3 Potable Water

To plan for and assure an adequate supply of excellent quality potable water to meet the needs of all residents and non-residential establishments within the City of St. Augustine and within the City's utility service area throughout the planning timeframe.

Maintain Level of Service

INFRA Objective 3.1

Based upon the adopted level of service standard, the City shall adopt programs and work plans in an effort to maintain levels of service.

INFRA Policy 3.1.1

The City's level of service (LOS) standard for potable water supply shall be 156.9 gallons per day per dwelling unit at a minimum pressure of 20 psi.

INFRA Policy 3.1.2

The City shall repair potable water supply facilities as required to maintain the adopted LOS standard.

INFRA Policy 3.1.3

The City shall review water fee methodology and user rates to ensure adequate funding for treatment, storage and distribution facilities.

INFRA Policy 3.1.4

All improvements and/or additions to potable water facilities to correct deficiencies shall comply, at a minimum, with standards recognized and approved by the Florida Department of Environmental Protection (FDEP) and shall be adequate to meet the adopted LOS standard.

INFRA Policy 3.1.5

All proposed large scale land use amendments shall require an analysis of the impacts to the adopted LOS standard and the analysis of adequate planned water supply sources and facilities.

Future Potable Water Needs

INFRA Objective 3.2

~~Based on population projections and analysis in the City's Water Supply Facilities Work Plan,~~
The City shall ensure the supply and treatment of safe potable water through the planning timeframe to meet the adopted LOS standard ~~as well as the requirements of the Water Supply Facilities Work Plan and the SJRWMD Regional Water Supply Plan as updated~~ and water needs of existing and future users (Adopted by Ord 2025-XX August 2025).

INFRA Policy 3.2.1

Based on the adopted LOS standard, the City will develop capacity to meet future demands concurrent with new development.

INFRA Policy 3.2.2

The City's Public Works and/or Utilities Department(s) shall continue to pursue alternative funding sources and participate with adjacent jurisdictions to plan and construct efficient potable water systems. Specifically, the City shall pursue funding from the St. Johns River Water Management District (SJRWMD) water protection and sustainability program and the FDEP clean water state revolving fund.

Service Area Development

INFRA Objective 3.3

The City shall prioritize the extension of existing potable water facilities and the construction of new facilities within its utility service area in a manner that discourages leapfrog development and urban sprawl.

INFRA Policy 3.3.1

The City shall encourage and require, as needed, the interconnection and looping of existing and proposed segments of the potable water distribution system.

INFRA Policy 3.3.2

The City shall rehabilitate and reuse existing public water facilities as an alternative to new construction when rehabilitation and reuse is cost-effective.

INFRA Policy 3.3.3

The City shall continue to maximize the use of the existing public water treatment facilities connected to the central water system.

Potable Water Conservation

INFRA Objective 3.4

The City shall ensure that its potable water system conserves water and reduces the per capita demand to the minimum possible rate through the planning timeframe consistent with the Water Supply Facilities Work Plan. This shall be accomplished through the implementation of water conservation techniques and programs and through the establishment and use of non-potable water supplies for uses other than drinking water.

INFRA Policy 3.4.1

The City shall encourage continuing education of its utilities operating staff to optimize the potable water utility's maintenance and operation processes.

INFRA Policy 3.4.2

The City shall require the use of water-conserving plumbing fixtures in all new development and shall consider the use of incentive programs to encourage retrofits for existing buildings.

INFRA Policy 3.4.3

The City shall comply with conservation efforts outlined in the most recently issued consumptive use permit from the SJRWMD.

INFRA Policy 3.4.4

Within the planning timeframe the City shall implement an employee and customer water-conservation education program.

Landscape Irrigation and Florida-Friendly Design Standards

INFRA Objective 3.5

The City shall encourage or require, depending on standards established in the Land Development Code, low-impact landscape and irrigation system design to conserve the City's potable water resources.

INFRA Policy 3.5.1

Irrigation systems shall be designed in a manner that considers soil, slope and other site characteristics in order to minimize water waste, including overspray, the watering of impervious surfaces and other non-vegetated areas, and off-site runoff, and they shall be designed to provide the following where feasible:

- Use of the lowest water quality feasible;
- Matching precipitation rates for sprinklers and all other emitters in the same water-use zone, except that the design may specify micro-irrigation emitters to meet the requirements of individual plants;
- Controller systems shall be required, when feasible, to provide the following minimum capabilities;
 - o Ability to be programmed in minutes, by day of the week, season and time of day;
 - o Ability to accommodate multiple start-times and programs;
 - o Automatic shut-off after adequate rainfall;
 - o Ability to maintain operations during power outages for a minimum of three days;
 - o Operational flexibility to meet year-round water conservation requirements and temporary water shortages; and
 - o Ability to minimize free-flow conditions in case of damage or other mechanical failure.

Fire Protection Capabilities

INFRA Objective 3.6

The City shall provide adequate delivery and distribution of potable water to meet fire protection demand within the utility service area.

INFRA Policy 3.6.1

The City shall continue to monitor, evaluate, repair and replace the existing water delivery and distribution system to ensure the system can deliver needed gallon per minute flows to meet fire protection demands.

INFRA Policy 3.6.2

The City shall maintain an active water system and fire hydrant mapping and numbering program.

Protection of Groundwater from Contamination

INFRA Objective 3.7

The City shall perform specific actions during the planning timeframe to protect water quality by preserving groundwater from contamination.

INFRA Policy 3.7.1

The City shall meet or exceed all federal and state water facility regulations that provide for the protection of the environment.

INFRA Policy 3.7.2

The City shall coordinate with St. Johns County to maintain a comprehensive wellhead protection program to protect current and future public water supply needs from potential adverse effects from incompatible land uses and activities:

- A. Wellfield protection areas shall be identified surrounding each public potable water supply well or wellfield in/for the City.
- B. For each wellfield protection area, the land development regulations shall specify the size, location, and applicable restrictions of protection zones, including restrictions on activities associated with hazardous materials, septic tanks, and well construction, modification and closure.

INFRA Policy 3.7.3

Wellfield protection areas have been established, however, at a minimum, the following standards shall apply in the areas surrounding such wells:

- A. Each public water supply well shall be protected by a 1000 foot zone of exclusion within which no new development approvals will be granted.
- B. The following new uses or expansions of existing uses shall be prohibited in the vicinity of each public water supply well:
 - 1. Hazardous materials manufacturing, use or storage; and
 - 2. Septic systems.

Intergovernmental Coordination

INFRA Objective 3.8

The City shall coordinate with adjacent jurisdictions and applicable state and federal agencies to protect the quality and quantity of its water sources.

INFRA Policy 3.8.1

The City shall meet with adjacent governments, private utilities, and state and federal agencies to coordinate the provision of potable water services and service area boundaries.

INFRA Policy 3.8.2

The City shall coordinate with adjacent jurisdictions and applicable regional, state and federal agencies to educate the community about conservation, sustainable use and protection of the quality and quantity of its water sources.

Maximizing the Use of Existing Public Facilities

INFRA Objective 3.9

The City shall efficiently maximize the use of existing potable water facilities.

INFRA Policy 3.9.1

The City's Public Works and/or Utilities Department(s) shall identify, develop and implement a sustainable potable water production, treatment and distribution system by using best practices related to water quality standards.

INFRA Policy 3.9.2

The City shall maintain and update a GIS map of the entire potable water system to maintain the potable water system and to anticipate and facilitate system repair.

INFRA Policy 3.9.3

The City's Public Works and/or Utilities Department(s) shall maintain accurate records of well-water production flows, maintenance, chemical usage and other items related to efficient ongoing water service operation.

INFRA Goal 4 Water Supply Planning

To recognize that the water supply is a limited resource and protect the water supply to ensure that it is sustainable for all users in a manner that maintains sufficient quality and quantity for current and future demands.

INFRA Objective 4.1

The City shall cooperate and participate with the FDEO, SJRWMD, or any other local or regional entity in order to plan and develop available water supplies including alternative water supplies to meet future water needs.

INFRA Policy 4.1.1

The City's 2025-2035 Water Supply Facilities Work Plan is adopted and included as Appendix A in this element of the City's Comprehensive Plan. The City shall make appropriate changes to the Comprehensive Plan, Land Development Code, and other policies and regulations in order to implement the Work Plan (Ord #2025-XX adopted August 2025).

INFRA Policy 4.1.2

The City shall pursue the following water supply strategies consistent with its Water Supply Facilities Work Plan and with the goals, objectives and policies in this element and other elements of the comprehensive plan:

- Continue to safely maximize groundwater supplies consistent with the most recently approved SJRWMD consumptive use permit constraints.
- Explore the use of alternative water supply sources.
- Continue to implement the water conservation strategies in this element to reduce system-wide potable water demand through the 2040 planning timeframe.

INFRA Policy 4.1.3

The City will maintain a Water Supply Facilities Work Plan that is consistent with the SJRWMD Regional Water Supply Plan by updating the City's Work Plan within 18 months of an update to the District's Regional Water Supply Plan.

INFRA Policy 4.1.4

The City shall continue to explore the development of available water supplies including alternative water supplies to meet future water needs.

INFRA Policy 4.1.5

The City's land development regulations shall encourage all new development to be designed in accordance with the limitations of the natural environment and the conservation of water resources including the use of infill and redevelopment, attached dwelling units and other innovative land development techniques to decrease water use.

These techniques shall include, but not be limited to the following:

- preservation of native vegetation onsite;
- use of xeriscaping and/or drought resistant plant materials (including preservation of existing native vegetation) for new development and redevelopment;
- limitation of the amount of impervious surface (such as parking areas);
- water reuse for irrigation purposes;
- use of water saving devices and plumbing fixtures and encourage retrofitting of water saving devices and ultra-low flow fixtures;
- implementation of water loss prevention programs;
- encourage the use of lower quality sources of water first including stormwater, and other reuse options; and
- maintain a base rate for water usage, as well as, a conservation billing rate structure.

INFRA Policy 4.1.6

The City shall develop and adopt a water conservation program consistent with any Consumptive Use Permit (CUP) stipulations and requirements to decrease demand placed on groundwater resources within the city limits.

INFRA Policy 4.1.7

The City shall encourage low water use landscape for both residential and commercial development.

INFRA Policy 4.1.8

The City shall enforce regulations within the Land Development Code to protect environmentally sensitive waterways and wetlands through the establishment of policies limiting development and encouraging enhancement of these areas.

INFRA Policy 4.1.9

The City shall coordinate with the FDEO, SJRWMD, and any other regional or local entities to evaluate additional water supply sources or alternative water recovery techniques when determining new or expanded facility needs within the City's potable water service area. These additional sources may include, but shall not be limited to: reuse, surface water, stormwater recovery, reverse osmosis, membrane softening, and desalinization.

INFRA Objective 4.2

Through appropriate regulation by and coordinated with the SJRWMD, the Department of Environmental Protection (FDEP), ~~outlined in the City of St. Augustine Water Supply Facilities Work Plan~~, and land development regulations the City shall protect the function of natural groundwater including the Floridan and Surficial Aquifer Recharge Areas, to prevent the contamination of groundwater, and to extend the life span of the City's aquifers through water conservation (Ord #2025-XX adopted August 2025).

INFRA Policy 4.2.1

The City shall continue to expand and explore water conservation efforts in conjunction with the FDEO, SJRWMD, and any other regional or local entities to continue to maintain a low per capita consumption of potable water.

INFRA Policy 4.2.2

The City shall evaluate the feasibility and/or opportunities to increase treatment for better quality effluent that may be reused.

INFRA Policy 4.2.4

The City shall coordinate with the SJRWMD to ensure that any aquifer recharge areas are protected and managed to preserve the quantity and quality of groundwater. Such groundwater sources shall be managed to the extent possible to support the present and future City population and proposed economic development opportunities while protecting the City's natural systems.

INFRA Policy 4.2.5

The City shall require monitoring of saltwater intrusion, chloride levels and water quality parameters as withdrawals and discharges are monitored.

INFRA Policy 4.2.5

The City shall map both the public and private wells in the City utilizing FDEP's, SJRWMD's and the Health Departments data files.

INFRA Policy 4.2.6

The City shall work with the SJRWMD to develop a Wellfield Protection Area (WPA) map. This map shall include, but shall not be limited to, the following:

- The location of existing public wells;
- The proposed location of future public wells; and
- Potential conflicts between existing and future land uses and public wellfield protection areas.

INFRA Policy 4.2.7

Free-flowing wells in the City shall be identified and plugged by the following measures:

- The City will coordinate with the St. Johns County Health Department in an effort to work with the SJRWMD to identify free-flowing wells and to recommend measures to plug the wells.
- Through land development regulations, the City shall require new developments to repair or plug all free-flowing wells located within the boundaries of a proposed development as a condition to the development approval.
- The City will coordinate with the St. Johns County Health Department in an effort to continue the SJRWMD's free flowing well abandonment program.

INFRA Policy 4.2.8

The City shall establish a mechanism to preserve and protect the SJRWMD's designated Surficial and Floridan Aquifer Recharge Areas. Such mechanisms shall, include, but not be limited to, identifying appropriate measures and land uses which protect the function of the City's recharge areas and limit the amount of impervious surface area. The City will work with the SJRWMD and St. Johns County to educate the public on major groundwater issues of concern in the City.

INFRA Objective 4.3

As part of the annual update of the Capital Improvements Element the projects and associated funding sources and estimated costs related to the Work Plan will be further evaluated and considered during the budget/capital planning process and development of the Five-year Capital Improvements Plan.

INFRA Policy 4.3.1

As part of the fee structure review process the City should consider the necessary conservation efforts related to water supply in revising any water and sewer rates, impact fees and other charges.

INFRA Policy 4.3.2

The City shall develop a billing rate structure which benefits users whose demand on the groundwater resources is below the per capita average.

INFRA Goal 5 Stormwater Management

Assure the provision of stormwater management facilities that maximize capacity and use of existing facilities; protect public health and safety; promote aquifer recharge; fulfill requirements of the National Pollutant Discharge Elimination System (NPDES) and Total Maximum Daily Loads (TMDL) mandates to ensure environmental quality; and provide the adopted level of service.

Correct Existing Deficiencies

INFRA Objective 5.1

Within the planning timeframe, the City shall work towards correcting any facility deficiencies to meet future facility needs.

INFRA Policy 5.1.1

Within two (2) years of the adoption of the updated Comprehensive Plan, the City shall update the stormwater master plan that includes an inventory of existing facilities and establishes priorities for stormwater system replacements, ensuring correction of existing drainage facility deficiencies and providing for future facility needs.

INFRA Policy 5.1.2

The City shall utilize the stormwater master plan in the preparation of the annual budget to correct existing deficiencies.

INFRA Policy 5.1.3

The City shall implement improvements adopted in the Five-Year Schedule of Capital Improvements to correct existing stormwater management facilities deficiencies.

Stormwater Facilities Capacity

INFRA Objective 5.2

The City shall maximize the use of existing stormwater management facilities and require new development to construct facilities to achieve and maintain adopted stormwater management level of service standards that fulfill NPDES and TMDL mandates for stormwater quality and quantity.

INFRA Policy 5.2.1

The City shall require new development to provide adequate legal mechanisms for stormwater system maintenance and conveyance.

INFRA Policy 5.2.2

Based on the 2013 Master Stormwater Plan, the Stormwater LOS includes:

- Local roads shall be passable for the 5-year/24-hour design storm (6.3 inches). This means that proposed future projects should aim to have at most 0.5 feet of flooding for this scenario. This depth is considered a safe depth for travel by small size cars.
- Arterial and collector roads shall be passable for the 50-year/24-hour design storm (11 inches). This is particularly relevant to emergency vehicles that need to be able to reach residents in the event of a major flood or evacuation scenario. The maximum depth of flooding for safe transit of vehicles is 0.5 feet also, as stated for local roads.
- Structures shall not flood up to the 100-year/24-hour design storm (12.8 inches).
- Design tidal condition set at 2.2 feet NAVD, which is equivalent to the 1-year Stillwater condition.

This may be revised based on the next update of the Stormwater Master Plan.

INFRA Policy 5.2.3

New developments shall design stormwater management systems to meet the rules and criteria established by the City of St. Augustine, the St. Johns River Water Management District (SJRWMD), the Florida Department of Transportation (FDOT) and St. Johns County, as applicable.

INFRA Policy 5.2.4

The City shall coordinate with St. Johns County and SJRWMD to encourage maintenance of conveyance and treatment features.

INFRA Policy 5.2.5

At a minimum, the existing stormwater management systems and current levels of service shall be maintained. The City shall achieve and maintain adopted stormwater management level of service as identified in the Stormwater Master Plan, as amended.

Development Impacts

INFRA Objective 5.3

The City shall maintain high water quality by protecting the functions of aquifer recharge and natural drainage features from impacts of new development and redevelopment activities.

INFRA Policy 5.3.1

All new development and redevelopment shall provide stormwater retention, infiltration and/or wet or dry detention systems.

INFRA Policy 5.3.2

To the maximum extent feasible, development and redevelopment in the City shall reduce adverse impacts of stormwater on natural drainage features by mimicking the natural hydrology of the project site and its surroundings. The land development code shall require that, to the largest extent possible, natural systems are utilized in lieu of structural alternatives.

INFRA Policy 5.3.3

The City shall review detailed calculations for new projects prepared by a registered professional engineer which show that retention and detention will be accomplished to meet the adopted level of service, that drainage from new development will not adversely affect the City's natural drainage features, and that there will be no negative impacts to downstream water quality or quantity.

INFRA Policy 5.3.4

The City's land development regulations shall require that proposed stormwater systems have a negligible impact on adjacent native vegetation and/or wetlands and require mitigation where applicable.

INFRA Policy 5.3.5

Stormwater treatment shall be required to serve the development through a system that is site-specific. Regardless of the area served, the stormwater treatment system must provide a level of treatment that meets the requirements of the state, the City of St. Augustine and the SJRWMD.

INFRA Policy 5.3.6

The City shall require erosion and sediment control practices that protect water bodies, wetlands and watercourses from siltation during stormwater facilities construction activities.

INFRA Policy 5.3.7

To improve the aesthetics of detention and retention facilities, where possible, the City shall discourage designs that require fencing while encouraging the following:

- Use of littoral zones within wet ponds to improve the aesthetics of the pond.
- Use of curvilinear ponds in lieu of rectilinear ponds.
- Use of water-tolerant plant species within dry ponds.
- Any SJRWMD or other applicable requirements will be taken into consideration.

Intergovernmental Coordination

INFRA Objective 5.4

The City of St. Augustine shall educate citizens and coordinate with all applicable jurisdictions to address stormwater issues of mutual concern and to provide adequate levels of service.

INFRA Policy 5.4.1

The stormwater master plan process will include review of the plan by affected citizens and City advisory committees.

INFRA Policy 5.4.2

The City shall maintain a complaint monitoring system to log complaints and initiate work orders for corrective actions.

INFRA Policy 5.4.3

The City will support the SJRWMD's programs and stormwater regulations.

INFRA Policy 5.4.4

The City shall coordinate with St. Johns County and SJRWMD to encourage maintenance of conveyance and treatment features.

INFRA Policy 5.4.5

The City shall educate and inform citizens of their responsibility regarding maintenance and protection of stormwater collection systems.

INFRA Goal 6 Perils of Flood and Sustainability

Recognize the potential impacts of sea level rise and associated environmental changes that have the potential to affect the quality of life, sense of place, and ability to sustain an expectation of a lifestyle familiar to the citizens of St. Augustine, visitors, and future development within the coastal region.

INFRA Objective 6.1

The city must coordinate with local, state, and federal agencies related to addressing the potential impacts of sea level rise.

INFRA Policy 6.1.1

It is recommended that the city continue to pursue funding support from the United States Army Corps of Engineers (USACOE) for the Back Bay Feasibility Study.

INFRA Policy 6.1.2

It is recommended that the City continue to pursue cost-share funding to protect the Wastewater Treatment Plant during tropical events in excess of the 1% or 100-year annual chance event.

INFRA Objective 6.2

The city must establish feasible parameters that address the impacts of sea level rise.

INFRA Policy 6.2.1

It is recommended that protection for nuisance flooding be for current conditions plus 1.5 feet of sea level rise.

INFRA Policy 6.2.2

It is recommended that the tide check valve capital improvement programs continue to be funded at least at the current level.

INFRA Policy 6.2.3

It is recommended that protection for the 1% or 100-year annual flood be a two-step process, with the first step being protection to an elevation of 7.0 feet, with adaptable designs capable of raising the structures for higher levels of protection when complete protection at the 7.0 feet elevation is achieved.

INFRA Policy 6.2.4

It is recommended that the City continue to fund Stormwater, Utility and Paving capital improvement programs.

Sustainable Stormwater Management Strategies

INFRA Objective 6.3

The City shall encourage the use of sustainable, low impact development (LID) strategies to address stormwater management for developments ranging from individual building sites, to subdivisions to large planned developments.

INFRA Policy 6.3.1

The City shall coordinate with local, regional, state and federal agencies to provide educational materials and forums to the public and the development community on the value and benefits of sustainable stormwater management facilities design.

INFRA Policy 6.3.2

For new construction or redevelopment of City buildings and facilities, the City shall utilize LID principles to the extent practicable to address stormwater management needs and to model innovative techniques:

- Manage stormwater as close to its origin as possible by using many small-scale LID techniques.
- Create a site design that slows surface flows and increases the amount of time stormwater flows over the site.
- Increase the reliability of the stormwater system by using multiple, redundant stormwater controls.
- Integrate stormwater controls into the design of the site and use the controls as site amenities.
- Reduce the reliance on traditional collection and conveyance stormwater practices.

INFRA Policy 6.3.3

The City shall incorporate strategies, site development techniques, engineering solutions, and best practices when updating land development regulations to permit innovative LID techniques in the design of stormwater management facilities for development and redevelopment sites including, but not limited to the following:

- Bioretention cells or swales (also known as rain gardens);
- Cisterns and rooftop rainwater harvesting;
- Permeable concrete pavers or pavement.

INFRA Goal 7 Natural Groundwater Aquifer Recharge

To provide, maintain and protect the Floridan Aquifer to ensure that recharge of the natural groundwater aquifer occurs in a manner that maintains sufficient quality and quantity of the public water supply to meet current and future demands.

Natural Recharge Protection and Conservation

INFRA Objective 7.1

The City of St. Augustine shall coordinate with other agencies and continue to encourage the preservation of natural recharge to the City's groundwater resource and conservation of its potable water sources.

INFRA Policy 7.1.1

The City shall coordinate with St. Johns County, the SJRWMD and other state and federal agencies in the education of residents and business owners on water conservation and the protection of groundwater.

INFRA Policy 7.1.2

At a minimum, the City shall adhere to regulations, and encourage other jurisdictions to adhere to the adopted regulations by the SJRWMD and the state to protect areas of high aquifer recharge.

Appendix A

City of St. Augustine statutory Water Supply Facilities Work Plan ~~adopted as part of the July 2020 update of the City's Comprehensive Plan.~~ updated in June of 2025 by Ordinance 2025-XX as required by statute based on the December 2023 North Florida Regional Water Supply Plan.

Infrastructure Element

Appendix A

City of St. Augustine Water Supply Facilities Work Plan (~~2020-2030~~) (~~2025-2035~~)

Prepared By:

City of St. Augustine
Planning and Building Department

~~July 2020~~

~~Drafted June 2025~~

~~(Adopted by Ord 2025-XX August 2025)~~

Note: Editing text underline indicates new text and ~~strikethrough~~ indicates deleted text, ~~red~~ as reviewed by the PZB June 3, 2025.

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

Editing text underline indicates new text and ~~strikethrough~~ indicates deleted text, ~~blue~~ including additional edits per SJRWMD recommendations after the PZB meeting.

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

Introduction

The purpose of the City of St. Augustine Water Supply Facilities Work Plan (Work Plan) is to identify and plan for the water supply sources and facilities needed to serve existing and new development within the City's jurisdiction and water service area. The Work Plan planning period of ~~2020-2030~~ 2025-2035 was determined after a review of the following factors: (a) the existing consumptive use permit will expire in 2028; and (b) the comprehensive plan's planning period ~~goes until~~ to 2040. At a minimum, It is also understood that it will be is necessary to update this document prior to the end of the planning period, and/or within 18 months after the St. Johns River Water Management District (SJRWMD) Regional Plan is updated. The most recent SJRWMD Regional Water Supply Plan was adopted in December of 2023; therefore, this is an update based on that information.

In addition, in accordance with Section 163.3177(6)(c), and Section 163.3177(4)(a), F.S., the City must ensure coordination of its comprehensive plan with the plans of SJRWMD and St. Johns County. Therefore, if SJRWMD updates the North Florida Regional Water Supply Plan (NFRWSP) and actually impacts the city, it will be necessary to update the City's Work Plan. The City's Infrastructure Element (INFRA Policy 4.1.3) contains enabling language to ensure coordination with SJRWMD's plans.

Potable Water Supplier(s) and Service Agreements

Potable and Non-potable Water Supplier(s) Information

The City of St. Augustine is the only entity that provides potable water service within the City limits. In addition, the City does provide potable water service to a portion of unincorporated St. Johns County adjacent to the city limits. The City is financially responsible for capital improvements related to the provision of services within its service area.

There are no non-potable water service providers within City limits. The City does not currently provide non-potable water service. The city has researched the feasibility of providing reclaim water, but the city determined that it is not feasible at this time. However, the city continues to meet the deadlines and reporting requirements of Senate Bill 64 (SB64). The city has until January 1, 2032, to eliminate nonbeneficial surface water discharge. While the plan continues to evolve, deep well injection is being evaluated as an option to eliminate nonbeneficial discharge.

The attached figure, Figure 1, contains a map illustrating the city limits and the potable water service area. The city does not have an identified reuse service area.

Domestic Self-Supply (DSS)

Because of the urban and fairly compact development pattern of the City of St. Augustine, ~~there are very few properties not on the city sewer utility. Most all~~ most of the residential and

commercial properties are on city potable water and sanitary sewer service.

Only a small portion of the City is not serviced by sanitary sewer. This relatively small area, much like the entire City of St. Augustine, is fairly built-out. ~~According to the St. Johns County Health Department, no new septic tank permits have been issued in almost three (3) years in St. Augustine. According to the City's Planning and Building Department, no building permits have been issued in almost three (3) years for properties that cannot be serviced by sanitary sewer.~~ Additionally, the small portion of the City not serviced by sanitary sewer is within the Astatula soil classification, which is relatively suitable for septic systems.

The City ~~would like~~ continues to reduce the number of properties on septic systems over the course of the planning timeframe. It is anticipated that as environmental circumstances change, and septic systems begin to fail, additional properties will ~~have to~~ "hook-up" connect to the sanitary sewer system. ~~But for planning purposes for this Water Supply Plan it is assumed that no notable changes to the number of properties on septic systems will occur.~~ It is assumed that the same trend will continue over the planning period. ~~No new development has required a septic system, any recent development has included city sanitary sewer service.~~

Water Supply Agreements

Pursuant to a longstanding interlocal agreement, the City is authorized to provide potable water and sanitary sewer to a portion of unincorporated St. Johns County, and within the City's service area. Based on the agreement(s), the City has the right to provide potable water and sanitary sewer to those properties where the utilities are available, and levels of service are sustainable.

ICE Policy 1.1 provides enabling language relative to the interlocal agreement and the provision of potable water, sanitary sewer, and other services to certain unincorporated areas of St. Johns County.

Because the City provides water services to some of the unincorporated areas of St. Johns County, it is important for the City to monitor and participate, as necessary, in the County's planning and development processes to ensure that the City can account for the water needs of the respective unincorporated area. ICE Policy 1.1 contains enabling language for this coordination.

Potable Water Sources, Demand, Supply, and Facilities

Water Sources

The City currently operates two (2) water treatment plants (WTP) that have a combined capacity of 6.5 mgd. The City's current Consumptive Use Permit (CUP #50299) expires in 2028. The CUP authorizes the use of 5.681 million gallons per day (mgd) average of groundwater from the upper Floridan aquifer for public supply and 0.882 mgd (maximum) of groundwater from the upper Floridan aquifer for reverse osmosis treatment process purposes, and 10.8 mgd of groundwater from the upper Floridan for essential use (fire protection).

The City's water treatment facilities are composed of the Low-Pressure Reverse Osmosis (LPRO) Water Treatment Plant (WTP) and the Lime Softening WTP which together have a 6.5 mgd capacity, the wellfield, and the North and South Tank Facilities. The LPRO WTP was constructed in 2008 and has 2.0 mgd capacity. The permeate from the LRPO plant is blended with pretreated raw water from the wellfield. The Lime Softening WTP was placed in service in the 1920s; modifications were made in 1987, ~~and is currently utilized for its sand filtration process. but according to an evaluation by the Public Works and Utilities Department(s), it has essentially reached the end of its useful life and only certain components are used.~~ The wellfield is composed of eight (8) wells, seven (7) deep and one (1) surficial (shallow). They are located nearly 10 miles from the plant. ~~Although the Lime Softening WTP is scheduled for demolition, upgrades to the LPRO WTP will allow capacity to remain near 3.0 mgd.~~ Based on a reevaluation of development projections, current ~~LPRO WTP~~ capacity is estimated to be sufficient through the ~~2025/2026~~ 2028 timeframe.

Potable Water Demand, Supply and Facility Capacity

The following Tables contains projected population and water demand for the City's potable water service area from the 2018 NFRWSP, city staff and the 2023 NFRWSP. In addition, the table shows the City's CUP allocation and WTP facility data.

Table 1. City of St. Augustine Service Area Projections

	NFRWSP Population for COSA service area	NFRWSP pProjected water demand (mgd)	CUP Allocation (mgd)	WTPs Combined Capacity (mgd)
2025	43,191	4.84	6.286	6.5
2030	48,379	5.42	6.564	6.5
2035	<u>52,733</u>	<u>5.80</u>	<u>6.564*</u>	<u>6.5</u>

*The City of St. Augustine's CUP expires in 2028. WSFWP assumes 2028 allocation, at a minimum, to be extended to 2030 2035. Population projections represented in Table 1 developed by City of St. Augustine Planning and Building Department.

Table 1 demonstrates that the City has adequate potable water supply and facility capacity to accommodate the existing population and projected growth within the City's service area up to the WSFWP's planning period of 2035. These population projections are based on the rapid growth within St. Johns County that the city is actually experiencing as a service provider. Based on the Bureau of Economic and Business Research (BEBR) from the University of Florida St. Johns County has grown by 18% between April 2020 and the April 2024 projections. The City of St. Augustine has grown by 9% between these same years. The projected population in Table 1 reflects a 13% growth rate between 2020 and 2025, an 11% growth rate between 2025 and 2030 and a 9% growth rate between 2030 and 2035. Staff believe that these are reasonable rates of growth within the service area and are also demonstrated by the volume of water utilized. The city anticipates generating more current population and water demand figures as part of its 2028 CUP renewal application.

Table 2 below is included from the updated 2023 NFRWSP. These numbers are more conservative and hold the population growth at a steady rate over the planning timeframe. However, St. Johns County continues to maintain a rapid growth rate as compared to other counties in the State.

Table 2. SJRWMD Service Area Projections based on 2023 Regional Plan

	<u>2023 NFRWSP population for COSA service area¹</u>	<u>2023 NFRWSP projected water demand for COSA service area (mgd)²</u>	<u>CUP allocation (mgd)³</u>	<u>WTP combined capacity (mgd)</u>
<u>2025</u>	<u>40.714</u>	<u>4.56</u>	<u>6.564</u>	<u>6.5</u>
<u>2030</u>	<u>40.714</u>	<u>4.56</u>	<u>6.564</u>	<u>6.5</u>
<u>2035</u>	<u>40.714</u>	<u>4.56</u>	<u>6.564</u>	<u>6.5</u>

Non-potable Water Suppliers, Sources, Services, and Facilities

The City's WWTP has a permitted capacity of 4.95 MGD and utilizes a complete mix activated sludge treatment process with a headworks system for removal of grit and debris, biological treatment units (BTUs) which provide aeration, clarifiers, disinfection chambers and post aeration. The annual average daily flow of the WWTP over the past year is ~~3.78~~ 3.73 MGD (reported in 2018 2024). The recently completed Capacity Analysis Report projects that available capacity is sufficient to address development in the service area through 2028 so long as the inflow and infiltration reduction program continues. It is important to note that there is a large difference in population served within the service area versus the population and projected population just within the city limits. Also, the city uses the SJRWMD suggested 2.43 persons per household to calculate projected water needs, but for general population projections and household sizes in the Future Land Use and Housing Elements the city uses 2.30 persons per household based on the U.S. Census estimates. That is a 5% difference in population projections, which would reduce the projected population for 2030 by 2,419 people. By using the 2.43 persons per household this potential cushion for the projections is maintained.

A water reuse feasibility study was completed in 2002. Because of the Wastewater Treatment Plant (WWTP) location, and the built-out/historic attributes of the City of St. Augustine, the feasibility of supplying reclaimed water is very limited. ~~There are no realistic opportunities for reuse in the historic center of the city.~~ The city does not currently have an identified reuse service area.

The City has evaluated the feasibility of implementing a reclaim water system. It has been determined that it is not feasible ~~at this time~~. However, the city continues to meet the deadlines

¹ 2023 North Florida Regional Water Supply Plan (2020-2045), Appendix B, Table B-5.

² 2023 North Florida Regional Water Supply Plan (2020-2045), Appendix B, Table B-5.

³ City's CUP expires in 2028. Therefore, assumption utilized end of permit CUP allocation for 2030 and 2035.

and reporting requirements of Senate Bill 64 (SB64). The city has until January 1, 2032, to eliminate nonbeneficial surface water discharge. While the plan continues to evolve, deep well injection is being evaluated as an option to eliminate nonbeneficial discharge.

Residential developments on the mainland west of the San Sebastian River also have primarily small lots and a highwater table. The City completed a feasibility analysis to assess the feasibility of taking reclaimed water to golf courses on the outskirts of the City. The cost of upgrading the WWTP and installing a transmission system to deliver reclaimed water to the north portion of the City's service area where it could be utilized are estimated at \$14,000,000.00 (Source: SJRWMD).

Water Supply and Facility Concurrency

Potable Water Level of Service

The City is responsible for authorizing development within its City limits. However, the City provides services to a portion of unincorporated St. Johns County. Therefore, it is important for the City's and County's water supply and facility concurrency system to be coordinated and consistent.

Infrastructure Element Policy 3.1.1 and Capital Improvements Element Policy 5.3 contains enabling language that establishes the City's potable water level of service.

Water Supply and Facility Concurrency

The current legislative requirements for concurrency [i.e., Section 163.3180(2)(a), F.S.] require that the City's comprehensive plan and land development regulations ensure that adequate water supplies and facilities are available to serve new development no later than the date on which the City anticipates issuing a certificate of occupancy. In addition, the City must, prior to the approval of a building permit, determine whether adequate water supplies will be available to serve the development by the anticipated issuance date of the certificate of occupancy. CI Policy 3.3 provides enabling language for water supply and facility concurrency, and addresses the requirements of Section 163.3180(2), F.S.

Project Options Identified in the NFRWSP

Currently the adopted 2023 North Florida Regional Water Supply Plan (NFRWSP) does not identify any project options for implementation by the City of St. Augustine. Future NFRWSP updates may contain projects that could be implemented by the city. The city will continue to update the city's Water Supply Plan based on future updates to the NFRWSP as required by Florida statutes.

~~The NFRWSP identified the following Project Options for the City of St. Augustine:~~

- ~~• St. Augustine Water Supply / LPRO Phase 2~~
- ~~• Conservation Rate Implementation~~

~~The LPRO Phase 2 project included an increase LPRO production from 2 mgd to 4 mgd. This project was completed in 2016.~~

~~For the Conservation Rate Implementation project, the City conducted a comprehensive conservation program that included a rate study, education program, block rate implementation, AMR pilot installation and results analysis. The NFRWSP indicated an estimated water supply benefit for the project of 0.58 mgd. This project was also completed in 2016.~~

Water Conservation Practices

The City has adopted a water conservation plan as part of the Consumptive Use Permit (CUP). Including the requiring of low flow plumbing fixtures, which have been incorporated into the City's Building Code. Utility meter readers notify customers immediately if a meter indicates a 10% or greater increase in water use from the previous meter reading. This notification system allows customers to quickly identify leaks or problems so they can be addressed immediately.

A citizen awareness and education program that emphasizes the importance and value of water resources is also in place. This program includes water conservation public service announcements and provides a water conservation exhibit in the utility customer service building. *Insight*, the utility newsletter, is mailed to customers, and displays of water conservation posters and literature is distributed at City Hall.

The City currently implements water conservation practices, including some that are enabled by comprehensive plan policies. In addition, because the City provides potable water service to a portion of unincorporated St. Johns County, it is important for the City to coordinate with the County on its water conservation practices:

- Encouraging continuing education for utilities staff to optimize processes (INFRA 3.4.1)
- Require use of water conserving plumbing fixtures (INFRA 3.4.2)
- Comply with conservation elements in City CUP (INFRA 3.4.3 and 4.1.6)
- Implement water conservation education program (INFRA 3.4.4)
- Encourage low impact landscape and irrigation system design (INFRA 3.5)
- Require certain standards for irrigation systems (INFRA 3.5.1)
- Implementation of certain land development techniques to conserve water (INFRA 4.1.5)
- Encourage low water use landscapes (INFRA 4.1.7)
- Plugging free flowing wells (INFRA 4.2.7)

Water Source Protection Practices

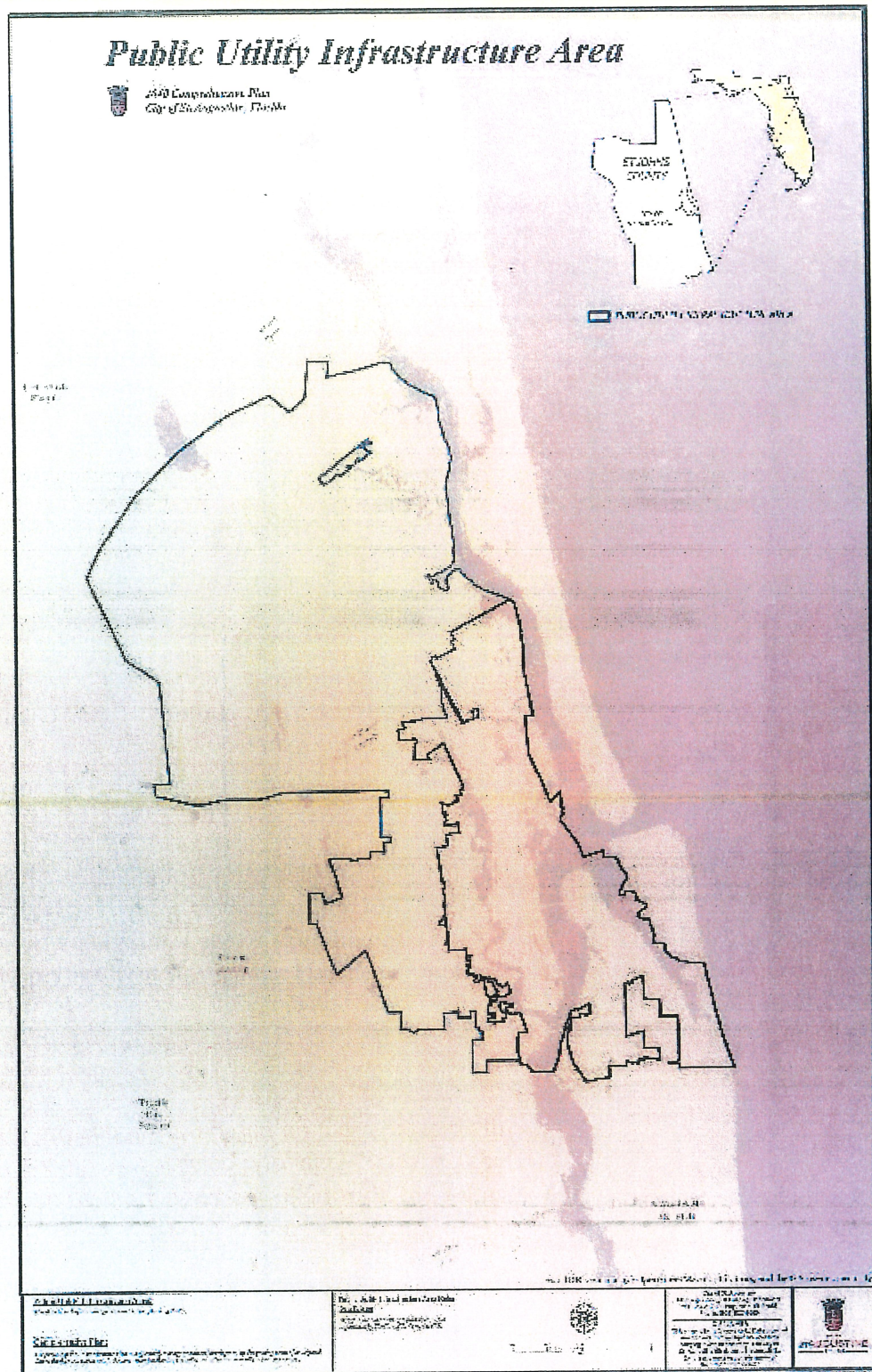
Water conservation is important to reduce potable water demand. The City's water conservation practices include the following:

- Maintain wellhead protection program (INFRA 3.7.3)
- Implement certain wellhead protection standards ((INFRA 3.7.3)
- Coordinate with regional, state and federal agencies on protection of water resources (INFRA 3.8.2)
- Monitoring for saltwater intrusion (INFRA 4.2.5)
- Maintain a wellfield protection map (INFRA 4.2.6)

Conclusion

Based on the Goals, Objectives and Policies in the City's Comprehensive Plan 2040, and this Work Plan, the City is well aware of the need to project, monitor, and reduce the volumes of water supply from the source. The City will continue to update the Work Plan as needed, and coordinate with St. Johns County and the SJRWMD.

Figure 1. Public Utility Infrastructure Area



Agency Response Letters

July 21, 2025

RESPONSE VIA EMAIL ONLY

Ms. Amy McClure Skinner, AICP
Director
City of St Augustine
Planning and Building Department
Post Office Box 210
St. Augustine, Florida 32085-0210

RE: Water Supply Plan

Dear Ms. Skinner:

Thank you for submitting the proposed comprehensive plan amendment for the City of St Augustine. The amendment package will be reviewed pursuant to the Expedited State Review process. The reference number for this amendment package is 25-01ESR.

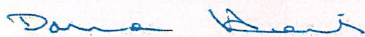
The proposed submission package will be reviewed pursuant to Section 163.3184(3), Florida Statutes. Once the review is underway, you may be asked to provide additional supporting documentation by the review team to ensure a thorough review. You will receive FloridaCommerce's Comment Letter no later than August 17, 2025.

Pursuant to 163.3184(3)(c)1. If the local government fails, within 180 days after receipt of agency comments, to hold the second public hearing, and to adopt the comprehensive plan the comprehensive plan amendments, the amendments are deemed withdrawn unless extended by agreement with notice to the state land planning agency and any affected person that provided comments on the amendment.

Pursuant to 163.3184(3)(c)2. All comprehensive plan amendments adopted by the governing body, along with the supporting data and analysis, shall be transmitted within 10 working days after the final adoption hearing to the state land planning agency and any other agency or local government that provided timely comments under subparagraph (b)2. If the local government fails to transmit the comprehensive plan amendments within 10 working days after the final adoption hearing, the amendments are deemed withdrawn.

If you have any questions please contact Terri Stoutamire, Plan Processor at (850) 717-8513 or James Stansbury, Regional Planning Administrator, who will be overseeing the review of the amendments, at (850)717-8512.

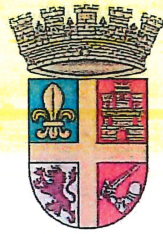
Sincerely,



Donna Harris, Senior Plan Processor
Bureau of Community Planning and Growth

DH/ts

cc: External Agencies



CITY OF
ST. AUGUSTINE
EST. 1565

July 18, 2025

State Land Planning Agency
Caldwell Building
107 East Madison – MSC 160
Tallahassee, Florida 32399-4120

Attention: Donna Harris, Senior Plan Processor

RE: City of St. Augustine Transmittal Letter for Expedited Comprehensive Plan Amendment – Required Update to the City Water Supply Plan

Dear Ms. Harris:

The City of St. Augustine local land planning agency, the Planning and Zoning Board, held a public hearing concerning this comprehensive plan amendment to update the Water Supply Plan on June 3, 2025, and positively recommended the update to the City Commission. The City Commission of the City of St. Augustine reviewed the recommendation and held a first reading of the ordinance on June 23, 2025. In order to have a public hearing the City Commission held a second first reading on July 14, 2025, with a public hearing and made a positive recommendation for the proposed update and transmittal to the State Bureau of Comprehensive Planning and other reviewing agencies.

This proposed plan amendment is a City of St. Augustine Comprehensive Plan 2040 Infrastructure Element amendment, to update the city's Water Supply Plan. This includes updating appropriate Goals, Objectives and Policies and the Infrastructure Element Appendix of the City's Comprehensive Plan. This amendment is being submitted under the expedited state review process.

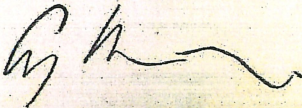
The City of St. Augustine anticipates adopting the plan amendment in September 2025. The amendment is not applicable to an area of critical state concern.

A copy of a complete transmittal amendment package including supporting data and analysis has been submitted to the appropriate reviewing agencies.

The contact information, for the local government contact, is:

Amy McClure Skinner, AICP
Director, Planning and Building Department
City of St. Augustine
PO Box 210
St. Augustine, Florida 32085-0210
(904) 209-4320
(904) 209-4335 fax
askinner@citystaug.com

Sincerely,



Amy McClure Skinner, AICP
Director
Planning and Building Department

Florida Commerce, Bureau of Comprehensive Planning

- Attention: Donna Harris, Senior Plan Processor
 - State Land Planning Agency
 - Caldwell Building
 - 107 East Madison - MSC 160
 - Tallahassee, Florida 32399-4120
 - Phone: 850-717-8491
 - Email: ComprehensivePlans@Commerce.fl.gov

Department of Education

- Attention: Office of Educational Facilities
 - 325 West Gaines Street, Suite 1014
 - Tallahassee, Florida 32399-0400
 - Phone: 850-245-9296
 - Fax: 850-245-9236
 - Email: CompPlans@fldoe.org
 - Email is encouraged and preferred for ALL submissions.

Department of Environmental Protection

- Attention: Plan Review
 - Office of Intergovernmental Programs
 - 3900 Commonwealth Boulevard, MS 47
 - Tallahassee, Florida 32399
 - Phone: 850-717-9037
 - Email: Plan.Review@dep.state.fl.us
 - Email is encouraged and preferred for ALL submissions.

Department of State

- Attention: Alissa S. Lotane, State Historic Preservation Officer
 - Bureau of Historic Preservation
 - 500 South Bronough Street
 - Tallahassee, Florida 32399-0250
 - Phone: 850-245-6300
 - Email: CompliancePermits@dos.fl.gov
 - Email is encouraged and preferred for ALL submissions.

Department of Transportation, District Two

- Attention: Brian Austin, Transportation Planner
 - Jacksonville Urban Office
 - 2198 Edison Avenue - MS 2806
 - Jacksonville, Florida 32204-2730
 - Phone: 904-360-5681
 - Email: D2grmngmt@dot.state.fl.us

Northeast Florida Regional Planning Council

- Attention: Eric Anderson
 - 100 Festival Park Avenue
 - Jacksonville, Florida 32202
 - Phone: 904-279-0880, extension 178
 - Fax: 904-279-0881
 - Email: eanderson@nefrc.org

St. Johns River Water Management District

- Attention: Steven Fitzgibbons, AICP
 - Intergovernmental Planner
 - Post Office Box 1429
 - Palatka, Florida 32178-1429
 - Phone: (386) 312-2369
 - Email: sfitzgibbons@sjrwmd.com

St. Johns County Planning Agency

- Attention: Mike Roberson, Director
 - Growth Management Department, Planning Division
 - 4040 Lewis Speedway
 - St. Augustine, Florida 32084
 - Phone: 904-209-0579
 - Fax: 904-209-0580
 - Email: plandept@sjcfl.us

Amy Skinner

From: Steve Fitzgibbons <SFitzgibbons@sjrwmd.com>
Sent: Tuesday, July 22, 2025 9:48 AM
To: Amy Skinner
Cc: dcpexter@commerce.fl.gov
Subject: City of St. Augustine proposed comprehensive plan amendment 25-01ESR

Caution: This email originated from outside of the organization. Do not click links, open attachments or respond unless you recognize the sender and know the content is safe. When in doubt, contact IT.

Dear Ms. Skinner,

St. Johns River Water Management District (District) staff have reviewed City of St. Augustine proposed comprehensive plan amendment 25-01ESR in accordance with the provisions of Chapter 163, Florida Statutes. The amendment contains an update to the City's water supply facilities work plan (WSFWP). Based upon review of the submitted materials, District staff have no comments on the proposed amendment. District staff appreciated the opportunity to coordinate with the City's planning staff prior to transmittal of the proposed amendment and to provide feedback on the City's efforts to update its WSFWP.

If you have any questions or need additional information, please contact me.

Sincerely,
Steve Fitzgibbons

Steven Fitzgibbons, AICP
Intergovernmental Planner
St. Johns River Water Management District
7775 Baymeadows Way, Suite 102
Jacksonville, FL 32256
Office (386) 312-2369
Email: sfitzgib@sjrwmd.com
Website: www.sjrwmd.com
Connect with us: [Newsletter](#), [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [Pinterest](#)



www.sjrwmd.com/ePermit

We value your opinion. Please take a few minutes to share your comments on the service you received from the District by clicking this [link](#)

Notices

- Emails to and from the St. Johns River Water Management District are archived and, unless exempt or confidential by law, are subject to being made available to the public upon request. Users should not have an expectation of confidentiality or privacy.

Amy Skinner

From: Linton, Jacob <Jacob.Linton@dot.state.fl.us> on behalf of D2 Growth Management <D2GRMGMT@dot.state.fl.us>
Sent: Wednesday, August 6, 2025 2:53 PM
To: Amy Skinner; Stansbury, James; dcpexternalagencycomments@deo.myflorida.com; D2 Growth Management
Cc: Rose, Kaisha; Brown, Achaia
Subject: RE: St Augustine 25-0ESR Review memo

Caution: This email originated from outside of the organization. Do not click links, open attachments or respond unless you recognize the sender and know the content is safe. When in doubt, contact IT.

Good Afternoon,

FDOT has reviewed the transmitted CPA25-01ESR for the City of St. Augustine pursuant to Section 163.3184(3), Florida Statutes. The amendment consists of an update to the infrastructure and potable water facilities element. As such, the proposed amendment is not anticipated to have significant adverse impacts to transportation resources or facilities of state importance.

We appreciate the opportunity to review the proposed comprehensive plan amendment and request that a copy of the adopted amendment, along with the supporting data and analysis be transmitted within ten working days after the second public hearing for FDOT review.

Best Regards,

Jacob Linton

Planner II
Florida Department of Transportation
District Two GEC
AtkinsRéalis
Office (D): 904-360-5547
Office (TF): 800-749-2967
jacob.linton@dot.state.fl.us
jacob.linton@atkinsrealis.com

From: Stoutamire, Terri <Terri.Stoutamire@commerce.fl.gov>
Sent: Monday, July 21, 2025 8:52 AM
To: CompPlans@fldoe.org; DEP Only <Plan.Review@dep.state.fl.us>; DOS only (CompliancePermits@dos.fl.gov) <CompliancePermits@dos.fl.gov>; D2 Growth Management <D2GRMGMT@dot.state.fl.us>; Northeast Florida RPC <ncomeaux@nefrc.org>; St. Johns River WMD <sfitzgibbons@sjrwmd.com>
Subject: St Augustine 25-0ESR Review memo

Amy Skinner

From: Plan_Review <Plan.Review@dep.state.fl.us>
Sent: Friday, August 15, 2025 5:11 PM
To: Amy Skinner; dcpxter@commerce.fl.gov
Cc: Plan_Review
Subject: St. Augustine 25-01ESR Proposed

Caution: This email originated from outside of the organization. Do not click links, open attachments or respond unless you recognize the sender and know the content is safe. When in doubt, contact IT.

To: Amy McClure Skinner, AICP, Director

Re: St. Augustine 25-01ESR – Expedited State Review of Proposed Comprehensive Plan Amendment

The Office of Intergovernmental Programs of the Florida Department of Environmental Protection (Department) has reviewed the above-referenced amendment package under the provisions of Chapter 163, Florida Statutes. The Department conducted a detailed review that focused on potential adverse impacts to important state resources and facilities, specifically: air and water pollution; wetlands and other surface waters of the state; federal and state-owned lands and interest in lands, including state parks, greenways and trails, conservation easements; solid waste; and water and wastewater treatment.

Based on our review of the submitted amendment package, the Department has found no provision that, if adopted, would result in adverse impacts to important state resources subject to the Department's jurisdiction.

Please submit all future amendments by email to Plan.Review@FloridaDEP.gov. If your submittal is too large to send via email or if you need other assistance, contact Lindsay Weaver at (850) 717-9037.

Lindsay Weaver



August 15, 2025

The Honorable Nancy Sikes-Kline
Mayor, City of St. Augustine
P.O. Box 120
75 King Street
St. Augustine, Florida 32084

Dear Mayor Sikes-Kline,

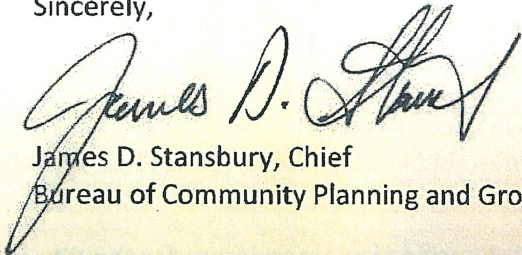
FloridaCommerce has reviewed the proposed comprehensive plan amendment for the City of St. Augustine (Amendment No. 25-01ESR) received on July 18, 2025. The review was completed under the expedited state review process. FloridaCommerce has no comment on the proposed amendment.

The City should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment. For your assistance, FloridaCommerce has enclosed the procedures for adoption and transmittal of the comprehensive plan amendment. In addition, the City is reminded that:

- Section 163.3184(3)(b), Florida Statutes (F.S.), authorizes other reviewing agencies to provide comments directly to the City. **If the City receives reviewing agency comments and they are not resolved, these comments could form the basis for a challenge to the amendment after adoption.**
- **The second public hearing**, which shall be a hearing on whether to adopt one or more comprehensive plan amendments, **must be held within 180 days** of your receipt of agency comments or the amendment shall be **deemed withdrawn** unless extended by agreement with notice to FloridaCommerce and any affected party that provided comment on the amendment pursuant to Section 163.3184(3)(c)1., F.S.
- **The adopted amendment must be transmitted to FloridaCommerce within ten working days after the final adoption hearing or the amendment shall be deemed withdrawn pursuant to 163.3184(3)(c)2., F.S.** Under Section 163.3184(3)(c)2. and 4., F.S., the amendment effective date is 31 days after FloridaCommerce notifies the City that the amendment package is complete or, if challenged, until it is found to be in compliance by FloridaCommerce or the Administration Commission.

If you have any questions concerning this review, please contact Avian Williams, Planning Analyst, by telephone at (850)-717-8504 or by email via Avian.Williams@Commerce.fl.gov.

Sincerely,



James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS /aw

Enclosure(s): Procedures for Adoption

cc: Amy McClure Skinner, AICP, Director, Planning and Building Department
Elizabeth Payne, AICP, Chief Executive Officer, Northeast Florida Regional Council

SUBMITTAL OF ADOPTED COMPREHENSIVE PLAN AMENDMENTS

FOR EXPEDITED STATE REVIEW

Section 163.3184(3), Florida Statutes

NUMBER OF COPIES TO BE SUBMITTED: Please submit electronically using FloridaCommerce's electronic amendment submittal portal "**Comprehensive Plan and Amendment Upload**" (<https://fldco.my.salesforce-sites.com/cp/>) **or** submit three complete copies of all comprehensive plan materials, of which one complete paper copy and two complete electronic copies on CD ROM in Portable Document Format (PDF) to the State Land Planning Agency and one copy to each entity below that provided timely comments to the local government: the appropriate Regional Planning Council, Water Management District, Department of Transportation, Department of Environmental Protection, Department of State, the appropriate county (municipal amendments only), the Florida Fish and Wildlife Conservation Commission and the Department of Agriculture and Consumer Services (county plan amendments only), and the Department of Education (amendments relating to public schools), and for certain local governments, the appropriate military installation and any other local government or governmental agency that has filed a written request.

SUBMITTAL LETTER: Please include the following information in the cover letter transmitting the adopted amendment:

_____ State Land Planning Agency identification number for adopted amendment package.

_____ Summary description of the adoption package, including any amendments proposed but not adopted.

_____ Identify if concurrency has been rescinded and indicate for which public facilities: (Transportation, schools, recreation and open space).

_____ Ordinance number and adoption date.

_____ Certification that the adopted amendment(s) has been submitted to all parties that provided timely comments to the local government.

_____ Name, title, address, telephone, FAX number and e-mail address of local government contact.

_____ Letter signed by the chief elected official or the person designated by the local government.

ADOPTION AMENDMENT PACKAGE: Please include the following information in the amendment package:

_____ In the case of text amendments, changes should be shown in strike-through/underline format.

_____ In the case of future land use map amendments, an adopted future land use map, **in color format**, clearly depicting the parcel, its future land use designation and its adopted designation.

_____ A copy of any data and analyses the local government deems appropriate.

Note: If the local government is relying on previously submitted data and analysis, no additional data and analysis is required.

_____ Copy of the executed ordinance adopting the comprehensive plan amendment(s).

Suggested effective date language for the adoption ordinance for expedited review:

"The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If the amendment is timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance."

_____ List of additional changes made in the adopted amendment that the State Land Planning Agency did not previously review.

_____ List of findings of the local governing body, if any, that were not included in the ordinance and which provided the basis of the adoption or determination not to adopt the proposed amendment.

_____ Statement indicating the relationship of the additional changes not previously reviewed by the State Land Planning Agency in response to the comment letter from the State Land Planning Agency.

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: David Birchim, P.E.
City Manager

DATE: September 11, 2025

RE: Resolution 2025-40 Adjusting Permit Fees for Development Projects

Please place on the September 22, 2025, City Commission agenda Resolution 2025-40 which adjusts the permit or service fees related to development projects within the City's utility service area, and for use of and construction within city rights-of-way and easements.

The fees in Exhibit A of the resolution have not been adjusted since 2014. If further information is needed, please let me know.



Melissa Burns, CGFO
Director, Financial Services

RESOLUTION 2025-40

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, ADJUSTING PERMIT FEES FOR DEVELOPMENT PROJECTS WITH THE CITY'S UTILITY SERVICE AREA, AND FOR USE OF AND CONSTRUCTION WITHIN CITY RIGHTS-OF-WAY AND EASEMENTS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Code of Ordinances provides for the health, safety and welfare of its citizenry and of the regulations associated with providing those basic public necessities through proper and safe private development and access to public facilities; and,

WHEREAS, the City code of Ordinances Chapters 13, 22, 26, 28, 29 provide regulations for the design, construction, and use of private and public facilities including Streets, Stormwater, Flood Mitigation, Utilities, Parking and Traffic; and,

WHEREAS, the City Commission recognizes and directs staff oversight of these regulations through development review and permitting to ensure orderly, safe and compliant activities in accordance with City Ordinances and recognizes that fees for services for private projects, uses or activities of public facilities are fair a proportionate to the city staff time expended in plan and permit review, and are in the best interest of the public; and,

WHEREAS, the City Commission has determined that the proposed fees are necessary and sufficient to compensate for the time and expense to review applications for compliance, coordinate and inspect said projects through permit fees;

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

SECTION 1. The foregoing recitals are incorporated herein by references and made a part of this Resolution.

SECTION 2. The fees described in Exhibit "A", attached hereto and incorporated herein, are hereby adopted by the City of St. Augustine, Florida.

SECTION 3. The fees shall become effective October 1, 2025.

PASSED IN REGULAR SESSION of the City Commission of the City of St. Augustine, Florida this 22nd day of September 2025.

Nancy Sikes-Kline, Mayor-Commissioner

ATTEST:

Darlene Galambos, City Clerk

(SEAL)

City of St. Augustine
Public Works Department
Exhibit "A" Permit Fee Schedule

Permit or Service	Fee Schedule	
Statement of Availability	\$0	
Pre-Design Meeting	\$0	
Field investigation and verification of existing utilities, and infrastructure; plus time, material, and equipment actual costs	\$410	
Civil Site Plan Review (Categories 1, 2, 3 & 4), base fee	\$480	
Category-1 Permitting and Construction (One Residential Home, Addition or Modification)	+ \$0	
Category-2 Permitting (Commercial, Industrial, Institutional)	+ \$515 per acre - inside City + \$410 per acre - outside City (rounded up to nearest 1/2 acre)	
Category-3 Permitting (Multi-Family - Condominiums, Apartments)	+ \$515 per acre - inside City + \$410 per acre - outside City (round up to nearest 1/2 acre)	
Category-4 Permitting (Subdivision Infrastructure, Including Townhomes, <i>not Plat review</i>)	+ \$70 per unit - inside City + \$50 per unit - outside City	
City-Owned Lift Station, each	+ \$1,000	
Off-Site Utility Extension, per 1,000 linear feet	+ \$685	
Contractor Pre-Construction and Project Closeout (Categories 1, 2, 3 & 4)	20% of application fee	
Re-Submittals (per submittal, beginning with the third submittal)	\$455	
Developer's Agreement	Category-1	\$342
	Category-2, 3	\$1,645
	Category-4	\$3,290
Transfer of active Permit to new Owner, new Consultant, or new Contractor; or Change, Adjustment, Addition to active project site	\$350	
Other-Agency Permit Applications Completed by City - FDEP, FDOT, SJC, etc.	\$350	
Minor Modification to Approved Construction Plans	25% of application fee	
Minor Modification to Approved Construction Plans During Construction Activities	50% of application fee	
Major Modification to Approved Construction Plans (at any time during project including during construction)	Treated as new application	
Fire Plan Review	20% of application fee	

Effective Date: FY26

Page 1 of 2

City of St. Augustine
Public Works Department
Exhibit "A" Permit Fee Schedule

Permit or Service	Fee Schedule
Stormwater Inspection (Inside City Limits or Connections to City System), round up to the nearest 1/2 acre	\$140 base fee + \$62 per acre + \$62 per City-owned structure or connection
Right-of-Way Construction Permit (including, but not limited to: Driveways, Landscaping, Irrigation, Hardscaping, etc.) base fee	\$200
City Roadway, Right-of-Way Construction	+ \$2 per linear foot
Utility Pole, Structure Installation <i>Note - FS 337.401 and City Ord. 2001-16 communications providers are exempt from permit fees</i>	+ \$62 per pole, structure
Aerial and Underground Utility Installation <i>Note - FS 337.401 and City Ord. 2001-16 communications providers are exempt from permit fees</i>	+ \$165 per 100 linear feet (round up to nearest 100 feet)
Annual Parking Permit for Delivery Vehicles in Restricted Size Streets (time and location restrictions apply)	\$205 first vehicle \$70 each additional vehicle
Annual Parking Permit for Restricted Size Streets: Lawncare and Other Service Vehicles, each vehicle	\$205
Construction Equipment & Vehicle Right-of-Way Use (Per vehicle or equipment, per space, per 24-hours) <i>Does not include parking fees paid to Parking Division</i>	\$33
Right-of-Way Permit for Lane Closure, per 24-hours, time limitations and other restrictions as determined by city staff	\$50
Right-of-Way Permit for Road Closure, per 24-hours, time limitations and other restrictions as determined by city staff	\$150
Moving Van, Truck, Trailer, Storage Pod, etc. within City Right-of-Way, per unit, per 24-hours	\$40
Revocable License agreement	\$500
After-The-Fact Permitting and/or Revocable License (i.e., commencing work without permit, or violation of permit conditions)	Double the application fee

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: David Birchim, P.E.
City Manager

DATE: September 11, 2025

RE: Resolution 2025-41 Short Term (Vacation) Rental Program Fees Adjustment

Please place on the September 22, 2025, City Commission agenda Resolution 2025-41 which adjusts the fees related to the Short Term (Vacation) Rental Program. Ordinance 2019-15 established the program and Resolution 2020-27 adopted the fee schedule. The intent of the fees related to the program was to recover the actual costs of administering all aspects of the ordinance creating the regulations governing short term rental program.

Since the fee schedule has not been amended since its adoption, an analysis was performed to determine whether the fees currently in place recovered the cost of administering the program. The results of this analysis were that the current fees need to be increased to recover the actual costs. This resolution increases the Base Fee from \$294.48 to \$303.03, and the per bedroom rate from \$73.81 to \$79.30.

If further information is needed, please let me know.



Melissa Burns, CGFO
Director, Financial Services

RESOLUTION NO. 2025-41

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, ADJUSTING THE FEE SCHEDULE INCLUDING REGISTRATION FEES, ANNUAL REGISTRATION RENEWAL FEES, LATE FEES FOR ANNUAL REGISTRATION RENEWAL AND RE-INSPECTION FEES FOR SHORT TERM (VACATION) RENTALS IN THE CITY OF ST. AUGUSTINE, THEREFORE HEREBY ADOPTING THE FEE SCHEDULE AS PER SEC 28-63 SCHEDULE OF FEES, OF THE CODE OF THE CITY OF ST. AUGUSTINE.

WHEREAS, Ordinance 2019-50 requires the registration and annual inspection of short term (vacation) rentals in the City of St. Augustine; and

WHEREAS, the costs to administer the program to monitor, register and inspect short term (vacation) rentals should be borne by the owners of such short term (vacation) rentals; and

WHEREAS, fees can be amended by the City Commission from time to time; and

WHEREAS, the fees that are imposed by the city are rationally related to, and proportionate with, the actual costs of administering all aspects of the ordinances creating such regulations; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, THAT

Section 1. Upon the effective date of this resolution the fee schedule shall be amended by resolution of the City Commission.

Section 2. Short Term (Vacation) Rental Fees

1. Base fee of \$303.03 per rental unit and a fee of \$79.30 per rental bedroom (per rental unit) for initial registration. This fee will also apply to the annual registration renewal for each rental unit and for each rental bedroom for each subsequent year after the initial registration, calculated using the City of St. Augustine's adopted Fiscal Year (Sept 31-Oct1)
2. Late Fee for Annual Registration Renewal - \$100
3. Re-Inspection Fee for Code Compliance Inspection and/or Fire-Safety Inspection- \$50 per re-inspection upon failure of initial unit inspection by either the City Code Enforcement Division or the City Fire Department or their Designated Representatives

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

Section 4. Effective Date. This resolution shall become effective on October 1, 2025.

ADOPTED in Regular Session of the City Commission for the City of St. Augustine,
Florida this 22nd day of September 2025.

CITY OF ST. AUGUSTINE, FLORIDA

Nancy Sikes-Kline, Mayor-Commissioner

ATTEST:

City Clerk, Darlene Galambos
(Corporate Seal)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: September 10, 2025

RE: Staff Report: Proposed Changes to the St. Augustine Rider (STAR) for Nights of Lights Follow Up

The City has been running the STAR Circulator for over 2 years and has found that during Nights of Lights the downtown route is not effective due to heavy congestion. Staff proposes to change the route for the STAR Circulator during Nights of Lights from November 16, 2025, to January 11, 2026, to provide a service to the City of St. Augustine Beach and back.

At the previous City Commission meeting staff were directed to look at ways to minimize using Arricola Ave as part of the route by utilizing a U-turn on Anastasia Blvd. Staff spoke with the operator and the answer is a U-turn cannot be made safely. Staff also looked at utilizing the alley but since it is narrow with portions of it being loose coquina the operator did not recommend that either. This leaves us with using Arricola Ave. Staff will work with the operator to minimize the usage of Arricola Ave during the operation by shortening the distance as traffic allows.

Staff also reconfirmed with FDOT that a formal public advertisement is not required, however, it is expected that the City will make the public aware of the route via the website, social media, the local newspaper paper, etc.

If the City Commission approves the new route, staff will coordinate with the City of St. Augustine Beach City Manager to present the proposal to the City of St. Augustine Beach's City Commission for approval.

Please let me know if you have any questions.



Reuben C. Franklin Jr., P.E.
Assistant City Manager

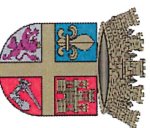
Attachments: Presentation



**Proposed Changes to the
St. Augustine Rider (STAR)
for
Nights of Lights**

City Commission

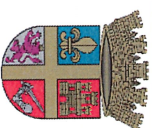
September 22, 2025



ST AUGUSTINE
CITY OF
EST. 1565

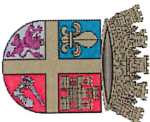
Nights of Lights STAR Circulator Route

- Use the STAR Circulator to provide shuttle service to St. Augustine Beach
- 16 stops with 30-minute intervals
- November 16 – January 11
- 5pm to 11pm



CITY OF
ST. AUGUSTINE
EST. 1565

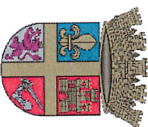
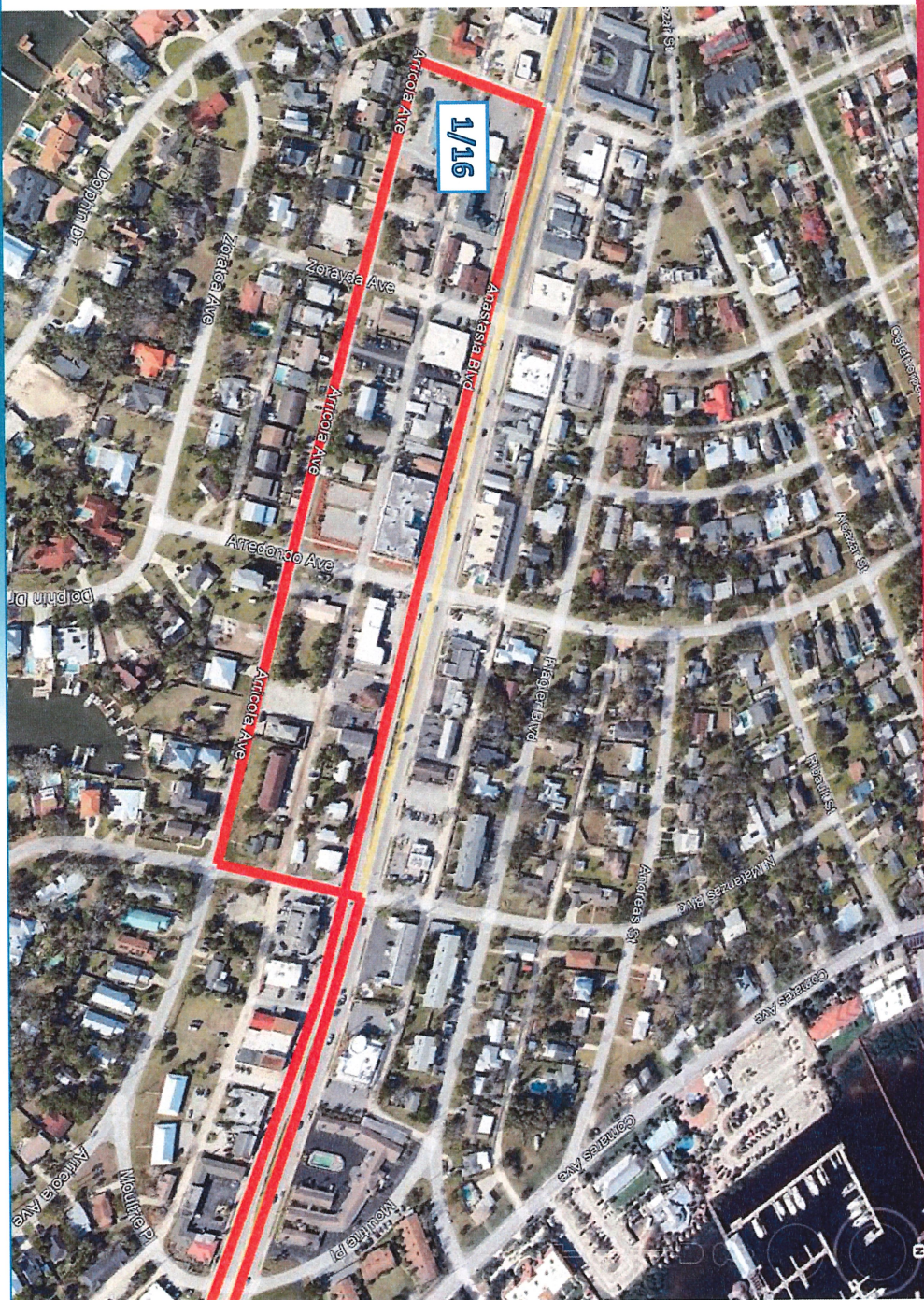
Nights of Lights STAR Circulator Route



CITY OF
ST. AUGUSTINE
EST. 1565

Nights of Lights STAR Circulator Route

- STAR stop by the Bridge of Lions is proposed to be on Gerardo St in South Davis Shores
- STAR cannot cross the Bridge of Lions due to congestion
- The route uses the traffic light at Matanzas to avoid heavy congestion that builds on Anastasia Blvd (we will try to minimize the use of Arricola Ave)
- A U-turn cannot be made on Anastasia Blvd
- Cannot use alley



CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim
City Manager

DATE: September 10, 2025

RE: September 22 Staff Reports and Presentations: Nights of Lights Financial Detail

The City's proposed plan, with expenses, for the 2025 Nights of Lights Season was presented at the June 2025 Tourism Development Council meeting. The proposed expenses, totaling \$1,651,500, and a funding request of \$1,201,500, left a City responsibility of \$450,000. The chart below shows a summary of each expenditure category.

Proposed Expenditure Budget	
Lighting, décor, ceremony	\$248,520
Shuttle services, staffing, promotions	\$619,200
Restrooms, custodial services, litter crews	\$350,000
Public safety staffing & barricades	\$433,780
TDC Request	(\$1,201,500)
City Budgeted Commitment	\$450,000

The September 1, 2025 St. Johns County Board of County Commission meeting included a presentation by the Tourism Development staff that showed eligible costs from the plan totaling only \$850,720 instead of \$1,201,500. To maintain the proposed plan for the 2025 Nights of Lights season, staff have made the following adjustments and recommendations:

- The \$160,000 rental of Meridian Barricades has been removed from the Nights of Lights budget. Instead, the FY 2026 City budget includes \$300,000 to purchase these Barricades so that we have them when needed.
- The \$350,000 for restrooms, custodial services and litter crews has been reduced to \$217,612, eliminating approximately half of the portable restrooms proposed.

These changes bring the total proposed expenses to \$1,359,112. A TDC allocation of \$850,720 leaves a City responsibility of \$508,392. This is \$58,392 more than anticipated. Staff will work through the first quarter of FY 2026 to find this amount in the General Fund so that the plan can be implemented as presented to the Community. The chart below shows the proposed adjustment to expenditures.

Proposed Expenditure Budget with Adjustments	
Lighting, décor, ceremony	\$248,520
Shuttle services, staffing, promotions	\$619,200
Restrooms, custodial services, litter crews	\$217,612
Public safety staffing & barricades	\$273,780
TDC Allocation	(\$850,720)
City budgeted commitment	(\$450,000)
Total Deficit	\$58,392

Please reach out to me if you have any questions.

Thank you,



Meredith Breidenstein
Assistant City Manager

City of St. Augustine Nights of Lights Financial Detail

Description	2024 Actual Expenses	Initial 2025 NOL Proposed Expenses	2025 NOL Request from TDT	Eligible TDT Costs	Revised 2025 NOL Proposed Expenses
Overtime for full 10 week event Custodial Staff	10,000	10,000			10,000
Overtime for full 10 week event Solid Waste Staff	20,000	20,000			20,000
Lighting (Angels in the Architecture)	100,000	141,500	141,500	141,500	141,500
Overtime for prep/decorating and full 10 week event Grounds Staff	20,000	20,000			20,000
Electrical repairs throughout season	57,800	57,800		57,800	57,800
Christmas Tree	6,600	6,600		6,600	6,600
FP&L throughout the season	5,000	5,000		5,000	5,000
Holiday Décor	6,720	6,720		6,720	6,720
Overtime for event staff for Light up Night	1,000	1,000		1,000	1,000
Entertainment (All Star Orchestra & Toes in the Sand)	6,200	6,200		6,200	6,200
Switch Ceremony	1,700	1,700		1,700	1,700
Misc Hardware & Equip, Operating Supplies for Light Up Night	5,000	5,000		5,000	5,000
Overtime for full 10 week event SAFD	22,000	22,000			22,000
NOL season total shuttle expense	140,000	581,000	550,000	581,000	581,000
Shuttle Support, Lighting, Land Rental	3,000	11,200		11,200	11,200
Barricades--Meridian Rental (\$300,000 for purchase included in FY26 City budget)	-	160,000	160,000		-
Barricades--Bike Rack Purchase	-	30,000	30,000		30,000
Overtime for full 10 week event SAPD	70,000	70,000			70,000
Overtime for full 10 week event Mobility & Parking Staff	9,000	9,000		9,000	9,000
Contractual Staff for traffic/pedestrian crossings	-	48,780			48,780
SJSO assistance at intersections & crosswalks	-	125,000			125,000
Promotional Activities to advertise shuttle service	18,000	18,000		18,000	18,000
Restrooms/handwashing at BOA lot for 17 days (reduce from 116 restrooms to 50 restrooms)	-	194,880	194,880		87,652
BOA Lot rental <i>(not yet known if lot will be available for full NOL season, may be reduced based on number of days and units)</i>	-	70,000	70,000		50,000
Additional portable restrooms at Visitor Information Center (Only in Plaza in 24)	3,000	34,800	34,800		34,800
Delivery and Pickup of portable restrooms (reduced based on volume)	-	10,320	10,320		5,160
Average Sales Tax revenue increases during season for City	(25,000)	(25,000)			(25,000)
Contractual Staff for cleaning of restrooms, litter pickup	-	10,000	10,000		10,000
Total City Expenses	\$ 480,020	\$ 1,651,500	\$ 1,201,500	\$ 850,720	\$ 1,359,112
TDT Funds Requested		\$ (1,201,500)			
TDT Funds Allocated	\$ (200,000)				\$ (850,720)
Net City Expenses after TDT funds applied	\$ 280,020	\$ 450,000			\$ 508,392

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim
City Manager

DATE: September 11, 2025

RE: Agenda Item for September 22, 2025, City Commission Meeting
Staff Report, King Street & San Sebastian Water Main Replacement Update

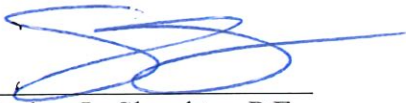
This water main replacement project at King Street and San Sebastian River has reached substantial completion. The old aerial crossing has been replaced with a horizontal directional drilled (HDD) water main beneath the river. Replacement of the asphalt and concrete streets and sidewalks are underway. Meanwhile, the new water main is active and supplying city customers with potable drinking water and fire protection.

Construction broke ground in May of this year and will be completed this month of September. The five-month construction schedule was purposefully aggressive due to the scope and visible location at our city entrance.

Special thanks to our customers for their understanding, and to our team of contractors, consultants, and staff engineers for working hard to keep the schedule and budget while troubleshooting the unique issues found in our historic city.

This project eliminates the last aerial crossing of a water main in the city, and in doing so, improves the resiliency and reliability of our drinking water supply and fire suppression capabilities.

Please let me know if you have any questions regarding this agenda item.



Stephen L. Slaughter, P.E.
Utilities & Public Works Director

Attachments: none
Copy: Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager

CITY OF ST. AUGUSTINE

MEMORANDUM

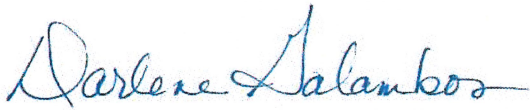
TO: Mayor and City Commissioners
DATE: September 11, 2025
RE: Reminder: Open Positions on Boards and Committees

Below is a list of Boards and Committees indicating current vacancies or upcoming term expirations. Your assistance in identifying and encouraging qualified candidates to apply is greatly appreciated.

- **Planning and Zoning Board**
[Two (2) Terms Expiring 9/30/25]

Advertisements requesting applications for the above-referenced vacancies were published in the St. Augustine Record and posted on the City's website.

Sincerely,



Darlene Galambos
City Clerk

xc: Clerk's Office

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, July 14, 2025

The City Commission met in formal session Monday, July 14, 2025, at 5:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Sikes-Kline, and the following were present:

1. Roll Call: Nancy Sikes-Kline, Mayor/City Commissioner
Cynthia Garris, City Commissioner
Jim Springfield, City Commissioner
Jon DePreter, City Commissioner

Absent: Barbara Blonder, Vice Mayor/City Commissioner (Excused)

Also Present: David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Melissa Burns, Director, Finance
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Anthony Cuthbert, Assistant Police Chief
Jaime D Perkins, Director, Community Services
Elyse Wiemann, Recording Secretary

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Mayor Nancy Sikes-Kline requested a moment of silence and Commissioner Jim Springfield led the pledge of allegiance.

2. ADMINISTRATIVE ITEMS

2.A. Modification and Approval of Regular Agenda

Mayor Sikes-Kline requested that item 9.B.3. be moved to item 7.D.

MOTION

Mayor Sikes-Kline MOVED to APPROVE the agenda with the request modifications. The motion was SECONDED by Commissioner Jon

DePreter and APPROVED BY UNANIMOUS VOICE VOTE.

3. Special Presentations, Recognitions and Proclamations

3.A. Proclamation 2025-19: Recognizes the 250th Anniversary of American Independence in 2026. (N. Sikes-Kline, Mayor)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Katherine Batenhorst
- Robin Thomas
- Suveria Mota
- Judy Glazebrook
- Steve Jacoby

- Vicki Pepper
- Katherine Zodda
- Chris William Taylor
- Scott York
- Heather Wilson
- Bryan Wilson
- Carla Wilson
- Renee Kaplan Naughton
- Susan Singer
- Dulcy Freeman
- Jennifer Plotkin
- Leslie Held
- Teresa Freedman
- Benard Levy
- Heather Naughton
- Levi Vogel
- Nelson France
- Patricia Ramos Rizz
- Susan Hodd
- BJ Kalaidi

5. Consent Agenda

David Birchim, City Manager, read the Consent Agenda.

CA.1. Preview of upcoming Commission meetings.

CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON JULY 28, 2025:

- Ordinance 2025-11: Amends an existing Planned Unit Development at 1500 Arapaho Avenue.
- Ordinance 2025-12: Amends the Future Land Use Designation of 241 West King Street from Commercial Medium Intensity to Public.
- Ordinance 2025-13: Amends the Zoning of 241 West King Street from Commercial Medium Two to Government Use.
- Ordinance 2025-14: Amends the Future Land Use Designation of 500 Anastasia Boulevard from Commercial Low Intensity to Public.
- Ordinance 2025-15: Amends the Zoning of 500 Anastasia Boulevard from Commercial Low Two to Government Use.

CA.3. Reminder of Upcoming Meetings:

- July 28, 2025, 3:00PM–Community Redevelopment Agency Meeting
- July 28, 2025, 5:00PM–Regular City Commission Meeting
- August 11, 2025, 5:00PM–Regular City Commission Meeting
- August 25, 2025, 5:00PM–Regular City Commission Meeting

CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:

- June 9, 2025-Regular City Commission Meeting

CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S):

- 314 S. Ponce de Leon Blvd.–David Mariotti for Mariotti's Cleaning Service
- 928 Helen Street–Jason E. Befort
- 10 Saragossa Street–Claude and Kristina Weeks
- 995 Duval Street–Gregory Jackson

CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION. (COMMISSION APPROVAL REQUIRED) (TO BE READ AT A SUBSEQUENT MEETING). NONE.

CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.

CA.8. Eminent Domain: Lake Maria Sanchez-Invoice for Professional Services. (I. Lopez, City Attorney)

End Consent Agenda

5.A. Additions, deletions or modifications to Consent Agenda

(None)

5.B. Approval of Consent Agenda

MOTION

Mayor Sikes-Kline MOVED to approve the Consent Agenda. The motion was SECONDED by Commissioner

**Springfield and APPROVED BY
UNANIMOUS VOICE VOTE.**

6. Appeals

(None)

7. General Public Presentations, Items of Great Public Importance, and Other Items Requiring Public Hearings

7.A. General Public Presentations

(None)

7.B. Items of Great Public Importance

7.C. Other Items Requiring Public Hearing

(None)

7.D. Resolution 2025-24: Supports the state definition of Antisemitism. (A. Owen, Assistant City Attorney)

April Owen, Assistant City Attorney,
presented the Resolution.

Mayor Sikes-Kline said she recently returned from Isreal after being invited by the Consul General of Isreal in Miami to travel as part of an official delegation with other governmental representatives from Florida and Puerto Rico. She expressed the impact the trip had on her personally and the gratitude she had for being able to live in a country free from fear. She felt there was no place for antisemitism in our City. She said Isreal was a highly resourceful, determined, and beautiful young country.

MOTION

**Mayor Sikes-Kline MOVED to pass
Resolution 2025-24. The motion was
SECONDED by Commissioner DePreter.**

Commissioner DePreter said he hoped and wished we lived in a world where things like this were unnecessary; however, over

the past few years he had become more concerned. He was in support of the resolution and thanked the community for expressing their opinions.

Commissioner Springfield said he had not experienced discrimination prior to running for office. He felt there was a great deal of prejudice in the in country and agreed that we could only dream of a true compassionate St. Augustine. He thanked those who spoke as he felt it took courage to support something like this.

Commissioner Garriss said she understood discrimination not only as a woman of color but for her race as a group of individuals. She appreciated and respected their religion and culture. She said she admired their courage and hoped this resolution brought peace to their heart knowing the City of St. Augustine supported them

VOTE ON MOTION:

AYES: Sikes-Kline, DePreter, Garriss,
Springfield

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8. Ordinances and Resolutions – Public Hearing Required.

8.A. Ordinances – Second Reading

(None)

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

8.B.1. Ordinance 2025-10: Amends and Adopts the City's Required Water Supply Plan. (A. Skinner, Planning and Building Director)

Amy Skinner, Planning and Building
Director, presented Ordinance 2025-10.

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

MOTION

Commissioner Springfield **MOVED** to pass Ordinance 2025-10 on first reading and moved to second reading. The motion was **SECONDED** by Commissioner DePreter.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE CITY OF ST. AUGUSTINE COMPREHENSIVE PLAN TO INCORPORATE CHANGES REQUIRED BY THE 2023 NORTH FLORIDA REGIONAL WATER SUPPLY PLAN; AMENDING THE COMPREHENSIVE PLAN BY AMENDING THE INFRASTRUCTURE ELEMENT; INCLUDING AMENDING GOALS, OBJECTIVES AND POLICIES AND UPDATING APPENDIX A OF THE INFRASTRUCTURE ELEMENT THE CITY OF ST. AUGUSTINE WATER SUPPLY FACILITIES WORK PLAN; PROVIDING FOR INCLUSION IN THE COMPREHENSIVE PLAN OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Springfield, DePreter, Garris, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

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

(None)

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

9.A.1. Ordinance 2025-12:

Amends the Future Land Use Designation of 241 West King Street from Commercial Medium Intensity to Public. (A. Skinner, Planning and Building Director)

9.A.1. and 9.A.2 were discussed simultaneously

Amy Skinner, Planning and Building Director, presented Ordinance 2025-12. She reviewed the plans for the archeology building. She said the Planning and Zoning Board (PZB) asked for a Parking Analysis to identify if adequate parking was available.

Commissioner DePreter thought there were plenty of parking spaces available and asked for them to be properly identified with signage.

Ms. Skinner replied that signage could be addressed. She identified the different parking locations for the building as ten spaces were within 200 feet, and an additional five spaces for staff was on City property adjacent to the building.

Commissioner DePreter asked if the parcel would be incorporated into the larger City owned compound in the future.

Ms. Skinner replied she believed that the intent was for the building to become part of the Public Works compound at some point.

Commissioner Garris clarified this was a new building and questioned what would happen to the current archeology building.

Ms. Skinner replied in the affirmative and advised the current building would be used for lab functions and for the current offices. She explained the primary function of the new building was to store the collections for archiving purposes. She said the current modular building had limitations when it came to air conditioning regulation and controls; whereas, this new building

would have the ability to regulate temperatures. She said it would be for archives and for the public to look at the different archeological collections, in addition to a couple second floor offices. She said right now it was difficult for the public to come look at the different artifacts and collections, and the new building would help bridge the gap.

Commissioner Garris said she hoped the new structure was safer for hurricanes and other weather events to ensure the artifacts collected were secure.

Commissioner Springfield confirmed that the building would not be open daily to the public but more so for special events.

Ms. Skinner replied in the affirmative.

Mayor Sikes-Kline agreed with her fellow commissioners and was pleased the building would be in an area that was less prone to flooding, and more secure to store the different collections.

MOTION

Commissioner DePreter MOVED to pass Ordinance 2025-12 on first reading and moved to second reading. The motion was SECONDED by Commissioner Springfield.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-12

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF APPROXIMATELY 0.14 ACRES OF PROPERTY LOCATED AT 241 WEST KING STREET; SOUTH OF WEST KING STREET AND EAST OF MADISON STREET AS PORTIONS OF THE DANCY TRACT IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT DESIGNATION OF CITY OF

ST. AUGUSTINE COMMERCIAL MEDIUM INTENSITY TO A CITY DESIGNATION OF PUBLIC; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: DePreter, Springfield, Garris, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9.A.2. Ordinance 2025-13: Amends the Zoning of 241 West King Street from Commercial Medium-Two (CM-2) to Government Use (GU). (A. Skinner, Planning and Building Director)

Isabelle Lopez, City Attorney, advised that this was the rezoning, which required disclosure of ex parte communication.

Ex parte Communication:

(None)

Amy Skinner, Planning and Building Director, presented Ordinance 2025-13.

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2025-13 on first reading and moved to second reading. The motion was SECONDED by Commissioner DePreter.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-13

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING APPROXIMATELY 0.14 ACRES OF PROPERTY LOCATED AT 241 WEST KING STREET IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT CLASSIFICATION OF

COMMERCIAL MEDIUM-TWO (CM-2) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Commissioner Springfield pointed out this was the same property as mentioned in the previous ordinance.

VOTE ON MOTION:

AYES: Sikes-Kline, DePreter, Garris, Springfield

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9.A.3. Ordinance 2025-14: Amends the Future Land Use Designation of 500 Anastasia Boulevard from Commercial Low Intensity to Public. (A. Skinner, Planning and Building Director)

9.A.3. and 9.A.4 were discussed simultaneously

Amy Skinner, Planning and Building Director, presented Ordinance 2025-14.

Commissioner Springfield was concerned since the business on the property was not ready to move it would not be zoned correctly and questioned how that would be handled.

Mr. Birchim replied that the Government Use (GU) zoning allowed any type of use in the zoning code. He said if changed it would not become non-conforming.

Commissioner DePreter said he strongly supported this and believed there was a need and justification along with the relationship to the zoning and consistency with the Comprehensive Plan.

MOTION

Commissioner DePreter MOVED to pass Ordinance 2025-14 on first reading and moved to second reading. The motion

was SECONDED by Commissioner Springfield.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-14

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF APPROXIMATELY 1.27 ACRES OF PROPERTY LOCATED AT 500 ANASTASIA BOULEVARD; BETWEEN MOULTRIE PLACE AND COMARES AVENUE AS PORTIONS OF DAVIS SHORES IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT DESIGNATION OF CITY OF ST. AUGUSTINE COMMERCIAL LOW INTENSITY TO A CITY DESIGNATION OF PUBLIC; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: DePreter, Springfield, Garris, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

Commissioner DePreter thanked the staff for their hard work and dedication.

9.A.4. Ordinance 2025-15: Amends the Zoning of 500 Anastasia Boulevard from Commercial Low-Two (CL-2) to Government Use (GU). (A. Skinner, Planning and Building Director)

Isabelle Lopez, City Attorney, advised that this was the rezoning which required disclosure of ex parte communication.

Ex parte communication:

(None)

Amy Skinner, Planning and Building Director, presented Ordinance 2025-15.

MOTION

Commissioner DePreter MOVED to pass Ordinance 2025-15 on first reading and moved to second reading. The motion was SECONDED by Commissioner Springfield.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-15

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING APPROXIMATELY 1.27 ACRES OF PROPERTY LOCATED AT 500 ANASTASIA BOULEVARD IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT CLASSIFICATION OF COMMERCIAL LOW-TWO (CL-2) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: DePreter, Springfield, Garris, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9.A.5. Ordinance 2025-16: Amends the city code to designate an administrative authority for plat and replat submissions to conform to state law. (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, reviewed Ordinance 2025-16. She advised these changes were required as state law had changed. She said in the companion Resolution it would designate Amy Skinner, Planning and Building Director, as the person with administrative authority for plats and replats.

At the request of Commissioner Garris, Ms. Lopez provided further details of the platting process. She explained that platting included the creation of a map, which detailed lots, roads, and ancillary facilities for development purposes. She said there were many items that were reviewed from zoning compliance, title, easements of records, and other statutory requirements to sell a lot to an individual based on the lot description.

Commissioner Springfield said he supported eliminating bureaucracy; however, this eliminated the review process by the Planning and Zoning Board (PZB) and further approval by the City Commission, the elected officials, who were responsible for upholding the law. He said even though some bureaucracy for developers was being reduced, it could foster inappropriate activity by allowing one person to be in control.

Ms. Lopez said she believed inappropriate activity would not take place but understood transparency and public processes were being lost.

Mr. Birchim commented that there would be more than one professional discipline reviewing the plat; however, understood it would eliminate the public hearing process.

Commissioner Springfield said the law allowed the City the ability to assign administrative authority to one position who held a specific position within the City.

Ms. Lopez said that was correct. She pointed out the law required that the City designate one person who had official authority. She said legal review would remain the same as it was, just like other professional reviews within the City; however, it eliminated the ability for the public input and the public hearing process.

MOTION

Commissioner Springfield **MOVED** to pass Ordinance 2025-16 on first reading and moved to second reading. The motion was **SECONDED** by Commissioner DePreter.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-16

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING SECTION 23-36 OF THE CODE OF THE CITY OF ST. AUGUSTINE PROVIDING FOR AN ADMINISTRATIVE AUTHORITY FOR PLAT AND REPLAT SUBMISSIONS; REPEALING SECTIONS 23-37 THROUGH 23-46; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Springfield, DePreter, Garris, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9.B. Resolutions

9.B.1. Resolution 2025-26: Designates an administrative authority for plat and replat submissions. (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, presented the Resolution.

Commissioner Springfield asked if the same thing had to be done by the County.

Ms. Lopez replied that it was required statewide.

MOTION

Commissioner DePreter **MOVED** to pass Resolution 2025-26. The motion was **SECONDED** by Commissioner Springfield.

VOTE ON MOTION:

AYES: DePreter, Springfield, Garris, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9.B.2. Resolution 2025-25: Sets the FY 2026 Proposed Millage Rate. (M. Burns, Finance Director)

Melissa Burns, Finance Director, presented Resolution 2025-25.

Mayor Sikes-Kline said the special meeting was held prior to this meeting which discussed revenue projections. She said this Resolution was discussed during the workshop. She said this was more of a formality, setting the milage rate at 7.5 mills, which could be decreased; however, it could not be increased.

Commissioner Springfield noted that this had been the milage rate for the past ten years.

MOTION

Commissioner DePreter **MOVED** to pass Resolution 2025-25 to keep the milage rate the same as it had been for the past ten years. The motion was **SECONDED** by Commissioner Springfield.

RESOLUTION NO. 2025-25

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA ADOPTING THE PROPOSED LEVY OF AD VALOREM TAXES FOR FISCAL YEAR 2025-2026.

WHEREAS, the City Commission of the City of St. Augustine, Florida has determined the proposed millage rate of the City of St. Augustine, Florida shall be 7.5000 mills and;

WHEREAS, the City Commission of the City of St. Augustine, Florida has determined its rolled-back rate is 7.3513 mills and;

WHEREAS, the City Commission of the City of St. Augustine, Florida has determined a public hearing on the proposed millage rate and budget will be held on Thursday, September 11, 2025 at 5:05 p.m.

THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA:

Section 1. The proposed millage rate of the City of St. Augustine, Florida, shall be 7.5000 mills for the general operating budget, which constitutes the total proposed millage rate and which represents a 2.02% increase over the rolled-back rate.

Section 2. The City Manager of the City of St. Augustine, Florida is hereby directed, as Chief Executive Officer of the City of St. Augustine, Florida to appropriately notify and advise the Property Appraiser of the County of St. Johns of such proposed millage rate and public hearing date.

ADOPTED in regular session of the City Commission of the City of St. Augustine, Florida, this 14th day of July 2025.

VOTE ON MOTION:

AYES: DePreter, Springfield, Garris, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9.B.3. Resolution 2025-24: Supports the state definition of Antisemitism. (A. Owen, Assistant City Attorney)

Item Moved to item 7.D.

10. Staff Reports and Presentations

10.A. Nights of Lights Update and Discussion. (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, provided a brief update of the proposed changes to the Nights of Lights (NOL) event, which were:

- Parking strategies
- Traffic circulation changes to reduce traffic congestion
- How to protect neighborhoods from cut-through traffic
- Ways to disincentivize illegal parking with higher fines

Mr. Franklin welcomed any feedback or questions pertaining to the proposed plan.

Commissioner Springfield suggested that illegal parking fines be permanently raised from \$35 to \$100, instead of only increasing them during NOL. He said he was not opposed to increasing the rate in the parking garage. He thought \$20 for parking was inexpensive during NOL and was amenable to suggestions from staff. He supported the idea of workforce parking lot permits for the downtown area to allow employees to park as parking was not always easily accessible. He agreed to use the Flagler parking garage when available and suggested asking about their other lots to see if those could be leased for additional parking. He favored wider pedestrian areas and no parking on Cathedral Place, which would include controlled crossings. He said establishing the temporary residential parking zones could prove beneficial but would need round-the-clock management and felt it was worth exploring.

Mr. Franklin explained that they were expecting the residential parking zones to be used on Fridays and Saturdays. He said most of the time they tried to work with the different neighborhoods, and the Flagler Model Land neighborhood had identified in their petition that these days were the peak times. He said they would begin with that, and if changes were necessary, it could be modified or if it worked well, it could be implemented in other neighborhoods. He said signs would be installed and fines would be assessed if parked illegally.

Commissioner Springfield asked how the temporary parking would be enforced.

Mr. Franklin said a program would have to be created. He said residents would register by tags numbers and physical markers were helpful to identify a program in place.

Commissioner Springfield was concerned was guests of residents on a Friday or Saturday night who did not have a pass, and how they would be identified.

Mr. Franklin said certain issues would have to be worked through. He asked from a policy standpoint, should the program be free to residents. He said the passes would be provided to residents along with guest passes for the season.

Commissioner Springfield said the residents would not need to be charged if fines were imposed.

Mayor Sikes-Kline said she was in favor of everything that had been proposed. She agreed that temporary parking zones could be complicated and challenging to sort through. She suggested using the same method that was used now, which required 60% support from residents to lessen the confusion and remain consistent. She felt a fee should be charged; however, it should remain as low as possible. She expressed excitement for a workforce permit parking program as she felt this could help remove a huge issue throughout the year not only during NOL. She said this could free up so much parking and reduce aimless driving.

Commissioner DePreter asked how the workforce parking program would be enforced. He asked if it would be the business owner applying for the parking permits or the individual employee.

Mr. Franklin replied that there was an established hunting pass program, and this could be incorporated into the parking division. He said this would be like the parking garage hunting pass and the residential parking program. He said the number of spaces would be divided evenly and an application would be created for

those to apply. He said many of these businesses were restaurants with different shifts and they needed to develop a way to pass the permits throughout the different shifts. He said they did not want to over sell the lot as that could cause more issues. He said he thought the best option for applying would be to have the business owner apply for the parking permits as they knew the shifts and how many spaces would be needed.

Commissioner DePreter having the business owners apply was the best option. He thought this was a much-needed City program. He said for people living on Anastasia Island, forcing them to turn right at the end of the Bridge of Lions could become a little cumbersome, but not impossible. He supported how the Flagler Model Land neighborhood stepped up and was proactive with the residential parking and encouraged the other neighborhoods to do the same. He asked Mr. Franklin to work with the neighborhood councils and agreed that the 60% support from the residents would be best prior to implementation. He was not in favor of charging for the program and did not believe it would be a loss to the City. He agreed that the parking fee for illegal parking should be increased but was concerned with enforcement. He said everything needed to be clearly identified to help avoid confusion. He supported the workforce parking options presented and agreed with the removal of parking along Cathedral Place to provide wider pedestrian spaces. He said the temporary parking zones in the different neighborhoods were a good idea; however, questioned why Lincolnville, Davis Shores, Midtown, and Abbot Trac neighborhoods were left out. He questioned if Mr. Franklin had been contacted by anyone from those neighborhoods.

Mr. Franklin replied that a few residents from North Davis Shores had attended a meeting. He questioned if staff should focus on the Flagler Model Land and North City neighborhoods and expand the

program following year(s) or should they try and do all of them simultaneously.

Commissioner DePreter suggested providing information to the neighborhood council presidents and allow time for feedback. He said Anchor Faith Church reached out about using their parking lot for parking in the future.

Commissioner Garris said she had attended several of the NOL meetings and they were conducted well and the information provided was very informative. She felt the fee increase for illegal parking was extreme but understood areas like Lake Maria Sanchez as there was limited lighting and it was a neighborhood. She said people were upset by a \$35 ticket and she did not want parking attendants to be confronted by anyone over a \$100 parking ticket. She had heard feedback that many people would not use the shuttles due to the wait times. She disagreed with increasing the rate at the parking garage, but thought \$25 or \$30 was better than \$60, since most lots in the area charged the same as the parking garage. She felt the fee increase would not encourage people to utilize the shuttle service for the reason already mentioned. She thought the City was not being friendly to visitors nor residents who wanted to come downtown. She said the workforce parking lots were a great idea; however, the area needed to be safe as people in industry usually worked late at night. She said one street should remain open for residents to help them avoid traffic, because if all the streets were having to go the same way onto US1 more congestion could be created. She supported removing parking on Cathedral Place and the use of the safety meridians as both worked well during the Fourth of July. She said the parking program was beneficial and thought an additional pass could be provided to residents for their guest, since this was the holiday season, we should be "people friendly".

Mr. Franklin explained that the next step would be to propose an ordinance that

would amend the illegal parking code fees from \$35 to \$100. He asked if a zone could be created or how it could be executed.

Isabelle Lopez, City Attorney, stated that the ordinance could be tailored, however they wanted it to include different zones, hours, and certain streets.

Mr. Franklin suggested increasing the fine to the impacted downtown area and leaving the further residential areas to the current fee. He noted there was a consensus to have the workforce parking permit program in the Toques and Granada parking lots after hours and on weekends. He said different options could be provided for the parking garage entry fee, which could help incentivize the use of the shuttles. He said St. Johns County residents would be allowed to use their discount, and the price increase at the garage would take place only when shuttles were running. He said in the Flagler Model Land neighborhood there was a request to keep one access road open for ingress and egress.

Commissioner DePreter asked if that had been discussed with the Flagler Model Land neighborhood.

Mr. Franklin replied that it had been brought up and they could try it; however, there would not be a way to stop anyone else from using it.

Commissioner DePreter recommended adding a sign that said residential only. He said if it could not be enforced, the concern was more traffic on that one particular street. He said if the neighborhood was in support, he would accept it.

Mr. Franklin said there was consensus to move forward with the residential parking program as long as there was 60% buy-in from the residents.

Mayor Sikes-Kline commented if there were charges for the program, they should be kept low.

Commissioner DePreter felt if there had to be a charge it should be administrative only and suggested providing passes for the dashboard for identifying purposes.

Mr. Franklin noted he had worked with the county to increase the parking capacity when shuttles were running.

Commissioner Garris asked if the Flagler parking garage was being used during NOL.

Mr. Franklin replied that they had met with Flagler College, and they would be using that during NOL as they paid a lot for parking when their flat parking lot was filled.

Commissioner Springfield was in support of closing Treasury Street indefinitely and thought permanent barricades could be installed on some of the streets to assist with safety. He was in favor of adding advertisements to the meridians as mentioned during public comments. He explained this plan was not to make the tourists have a better experience but to make the City more livable for residents and businesses. He pointed out that the San Marco Lane was critical for the shuttle program.

Commissioner Garris asked if anything would be done to help with the traffic on South Dixie and State Road 207, as the congestion had increased.

Mr. Franklin stated in this plan it had not been addressed but, in the future, it could be looked at and incorporated.

10.B. Proposed Residential Parking Zone on Rohde Avenue between US1 and Loring Street. (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, provided an update regarding the proposed residential parking zone on Rohde Avenue between US1 and Loring Street.

Commissioner DePreter felt the program was very important as well as the process and obtaining 60% was the goal. He said if the neighbors wanted to have parking on both sides of the street that was their choice as the program was tailored to the residents. He pointed out there was a lot of alley access, which allowed for adequate parking. He supported moving forward with the plan.

Mr. Franklin clarified that businesses were not allowed to use the residential parking zone, spaces could only be used by guests or residents, and passes could not be sold. He said the ordinance provided a way to revoke the rights to use the program if it was misused. He noted Airbnb's were required to have offsite parking requirements and if those were met, guest passes could be obtained, or if parking requirements were not met, they were able to request permission to use the residential parking program by asking for a Use by Exception to be granted by the Planning and Zoning Board (PZB).

Commissioner Garris asked if most homes in the area had a driveway. She asked if a petition had been signed for this area.

Mr. Franklin replied in the affirmative. He said most homes had offsite parking and this would create on-street parking for residents. He said the residents on this block had signed a petition for the parking program.

Commissioner Garris questioned why we would not move forward with the program if there was a petition signed by 60% of the residents, each resident had parking in their own driveway, and this would be used to park additional vehicles if residents had more than one vehicle. She said the residents went through the process and if emergency vehicles could gain access, she supported it.

Commissioner Springfield said he agreed. He pointed out this was not a Commission decision but a management decision. He

suggested more of a pilot program for six months to a year to see if the other streets were affected.

Mayor Sikes-Kline clarified that parking would take place on both sides of the street.

Mr. Franklin confirmed. He said they wanted to propose parking on both sides of the street and make sure they still had 60% of the residents support the program.

Mayor Sikes-Kline felt there was a lot of value in parking on both sides. She said it was important to make sure this was what everyone wanted.

Commissioner DePreter said the suggestion was to take this option back to the residents for further review for parking on both sides of the street.

Commissioner Springfield commented that with the new plan, the people who voted no could change their minds since there was proposed parking on both sides.

There was consensus that if there was 60% resident buy-in the program would be established without returning to the commission.¹

10.C. Shipyards Development Agreement Update. (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, provided an update on the Shipyards Development Agreement. He reviewed the development progression, development status to date, and the proposed intersection improvements at US1 and Arapaho Avenue. He introduced Carl Masters, Director of Development, Windward Marina Group to provide an overview of the project.

Carl Masters provided a brief overview of the project history with the original

approval from Florida Department of Transportation (FDOT) in relation to the Intersection Control Evaluation (ICE) analysis. He said a new conceptual plan had been shared with the City and Windward by FDOT. He reviewed a timeline from the start of the project in 2020 with a project projected to end construction in October 2026, with signalization finalization in December 2026.

Commissioner DePreter questioned if the Windward Group had invested \$300,000 in the project to date.

Mr. Masters replied at least \$300,000 if not closer to \$400,000 with the ICE analysis, design construction plans, and landscaping plans.

Commissioner DePreter asked what the FDOT minimum traffic counts were.

Mr. Masters replied that he did not have an exact traffic count required by FDOT but knew that if a new entrance was created at an FDOT right-of-way, an ICE was required, and if signalization was added, a traffic count had to be met before the signal could be installed. He said the right-of-way could be improved but the vehicle count had to be present. He said the multifamily/apartments had to be at 80% of capacity to trigger the traffic count.

Commissioner DePreter asked what the current capacity was.

Mr. Masters said he did not have that information, because there had been some delays in the projects and the estimation for the construction to begin was the second quarter of 2026.

Commissioner DePreter clarified that the target date of April 2026 was to determine escrow.

Mr. Masters replied in the affirmative. He said the intent was to have final construction plans and submit it to two or

¹ Break from 8:10p.m.-8:18p.m.

three FDOT qualified contractors to understand the cost.

Commissioner DePreter said the agreement was with Windward LLC Holdings; however, the property had been sold to other companies. He asked for further explanation on how this would work and if all names could be added to the agreement.

Isabelle Lopez, City Attorney, explained that anyone who owned 'dirt' in the physical area, as described in the development agreement, was responsible and part of the agreement.

Mayor Sikes-Kline asked for an estimate of how much it would cost.

Mr. Masters said with the new design the cost was a bit tricky; however, the signalization would remain the same, leaving a rough estimated budget of \$2 million. He said the way the agreement worked was they would cover all construction costs and the City would repay them once the project was complete.

David Birchim, City Manager, commented the City would repay them up to \$500,000.

Mayor Sikes-Kline questioned how the \$1.5 million would be added to escrow.

Mr. Masters said as soon as they were able to finalize the new design with the other businesses in the area, give them the opportunity to provide feedback and present to the DOT, the final number for escrows would be provided once construction proposals were completed. He noted all the data collection, surveys and Geotech surface utility explorations had been completed, which would help save time with the redesign.

Commissioner Garriss asked if this project should be able to move forward by August.

Mr. Masters replied in the affirmative.

Commissioner Garriss expressed concern as she felt this was a difficult intersection. She said she hoped everything worked out as it was imperative that this intersection be complete and not delayed.

Commissioner DePreter was concerned about how could the City have assurance that the plan would come to fruition. He questioned the type financing that would be used.

Mr. Masters said they were open to all options and would finance the project up front once final estimations were received. He said Windward was an organization that had abided by their word and lived up to their agreements, which he felt was a bonus.

Mr. Birchim said when the project was permitted by FDOT, they would require a bond, which provided another level of assurance. He said there were other options, if requested by the Commission, which could be worked out with the developer. He said the next steps were to finish the design work, contact the neighboring properties, bid the project out for cost estimations, and then money would be put into some form of escrow and simultaneously apply for an FDOT permit.

10.D. Annual Comprehensive Financial Report for Fiscal Year 2024. (M. Burns, Finance Director)

Melissa Burns, Finance Director, reviewed the Annual Comprehensive Financial Report (ACFR) for the fiscal year (FY) 2024.

Mayor Sikes-Kline advised that as the chair of the Audit Committee, the ACFR was approved, and they were preparing for next year. She said she used this as a guide to review the accomplishments made throughout the year. She recommended adding more information to the objectives to provide more substantial information. She said overall, this was done very well.

Commissioner DePreter said stormwater systems remained at the forefront of major infrastructure issues for the City. He said he appreciated that this was clearly stated and identified.

Commissioner Springfield said he was pleased the pension plans were in good health as that was normally a concern. He pointed out that the City's debt service was decreasing but thought it was best not to pay it off as the City was making more money on the interest than we were having to pay on the loan. He noted an interesting fact in the report, that the top ten businesses within the City provided 8.6% of the property tax. He said the report was very valuable information and appreciated the hard work.

MOTION

Commissioner DePreter MOVED to ACCEPT the Annual Comprehensive Financial Report (ACFR).The motion was SECONDED by Commissioner Springfield.

VOTE ON MOTION:

AYES: DePreter, Springfield, Garris, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

11. ITEMS BY CITY ATTORNEY

11.A.Statutory notice of proposed Madeira CDD budget for Fiscal Year 2025-2026 (No Action Necessary). (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, advised this was an informational item but was required by a statutor process.

11.B. Legislative Session Update Four (Informational Purposes Only). (A. Owen, Assistant City Attorney)

No presentation made, provided by the City Attorney's Office for information purposes.

12. ITEMS BY CITY CLERK

(None)

13. ITEMS BY CITY MANAGER

David Birchim, City Manager, provided a Fourth of July update. He said the holiday celebration had no major problems. He asked for the next Fourth of July celebration if the fireworks show could begin at 9:00p.m. instead of 9:30p.m. as this was a family-oriented event, and this could help with departures throughout the City and move traffic more efficiently.

There was Commission consensus to move the firework display from 9:30p.m. to 9:00p.m.

Commissioner Springfield asked for a drone show to be considered.

Mr. Birchim replied in the affirmative and said they would be more than happy to provide some information for this option.

Mr. Birchim announced that the City had been successful at the State Legislature with the City's two appropriation requests granted. He said the City received \$2.5 million dollars for the Island Fire Station site, which was recently purchased for \$4 million dollars, and the City had received \$750,000 from the State for design and engineering. He said we were on track for being reimbursed for the cost of the property and design of the fire station. He said, secondly the City received \$550,000 for Volusia Woods, which was the Septic to Sewer conversion project in West Augustine. He thanked the State, lobbyists, and law makers for the hard work.

14. Items by Mayor and Commissioners

Commissioner Garris explained that she traveled to Spain earlier in the year for Easter to represent the City as she was on the Sister City committee. She said it was such a delight and asked for the support of her fellow commissioners, for the City to

host an El Bollo festival. She suggested having local citizens host the festival on Spanish Street and Hypolita Street and thought some food could be donated for the event. She said this would be a good chance for people to get a small taste of Spain for those who had not had the pleasure of visiting. She requested for Melissa Wissel, Communications Director to be a part of the committee and asked for her to invite some delegates from Spain for fellowship.

Mayor Sikes-Kline was in support and felt it was a great idea as she loved the El Bollo Festival. She suggested, instead of celebrating around Easter, to celebrate in February near Pedro Menéndez de Avilés birthday as around Easter and the week after it was very busy in the downtown area.

Commissioner Garris agreed that this could be an enjoyable experience if this was celebrated at an earlier part of the year. She said this could be a celebration in the two cities.

Commissioner Springfield agreed that earlier in the year would be best and suggested that we should develop our own traditions. He said we should start small and then grow. He said in Spain, everyone brought their own food and the people attending paid to reserve their seat. He was in support of the idea.

Mayor Sikes-Kline said she felt it could be put together easily, if public forums were not created.

Ms. Lopez confirmed that the street would have to be closed as the City did not allow the sale of food, even though some people would bring their own, there could be some element of food sales taking place.

Commissioner Garris said another concern she had was the horses even though it was private property except for the barn the City owned. She asked for an investigation

to be done at the City barn to see what was taking place on site.

Mr. Birchim replied that an investigation had been conducted recently at the City barn and the St. Johns County Agricultural Officer did a walk through. He said there were some repairs that had to be made and were; however, they could return to confirm that everything was safe. He said the barn was leased to one operator and the horse transfer station was City owned but horses were dropped off and picked up daily from that location. He noted the transfer station was in very good condition.

Commissioner DePreter said as long as the residents on Spanish Street were in support of the festival, he was fine with it. He asked the commission to consider dropping the fees for the residential parking program as the City did not gain much from that. He said he had spoken to some residents who expressed they did not feel they should have to pay to park on their own street.

Mayor Sikes-Kline agreed with the comments regarding the horses and appreciated the questions. She said she looked forward to hearing a report regarding that issue. She said she wanted an ordinance for vibration monitoring in the historic district.

Ms. Lopez said the City's Building Official, Richard Schauland, had reached out to an engineering firm to get further information and parameters on what could be included in this type of ordinance, and could include maximum vibrations for different structures and the surroundings of the structure. She said if the Commission wanted staff to move forward, they could; however, they just needed to have the science to back it up.

Mayor Sikes-Kline thought it should move forward.

Commissioner Springfield agreed with the concerns about the horses and pointed out

there was a limited number of permits and felt there could be a discussion about not renewing permits when existing companies ceased operations and suggested it could be phased out. He congratulated the St. Augustine Musical Festival for their performance. He said the performance was wonderful and thanked them for providing more culture to the City.

15. Adjournment

There being no further business, the meeting was adjourned at 9:01 P.M.²

Nancy Sikes-Kline, MAYOR

Darlene Galambos, CITY CLERK

² Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, July 28, 2025

The City Commission met in formal session Monday, July 28, 2025, at 5:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Sikes-Kline, and the following were present:

1. Roll Call: Nancy Sikes-Kline, Mayor/City Commissioner
Barbara Blonder, Vice Mayor/City Commissioner
Cynthia Garris, City Commissioner
Jim Springfield, City Commissioner
Jon DePreter, City Commissioner

Also Present: David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Jaime D. Perkins, Director, Community Services
Amy Skinner, Director, Planning and Building
Anthony Cuthbert, Assistant Police Chief
Jessica Beach, Deputy Director, Chief Resilience /Utilities & Public
Elyse Wiemann, Recording Secretary

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Mayor Nancy Sikes-Kline requested a moment of silence and Vice-Mayor Barbara Blonder led the pledge of allegiance.

2. ADMINISTRATIVE ITEMS

2.A. Modification and Approval of Regular Agenda

MOTION

Commissioner Jon DePreter **MOVED** to approve the Regular Agenda. The motion was **SECONDED** by Commissioner Jim Springfield and **APPROVED BY UNANIMOUS VOICE VOTE.**

3. Special Presentations, Recognitions and Proclamations

(None)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Katie Deeter
- Denise DeClair
- Judy Glazebrook
- Scott York
- Brenda Deeter

5. Consent Agenda

David Birchim, City Manager, read the Consent Agenda.

CA.1. Preview of upcoming Commission meetings.

CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON AUGUST 11, 2025:

- Ordinance 2025-17: Designates Bannan Avenue Southbound from Court Edna to Hildreth Drive as one-way traffic only.

CA.3. Reminder of Upcoming Meetings:

- August 11, 2025 5:00PM–Regular City Commission Meeting
- August 25, 2025 5:00PM–Regular City Commission Meeting
- August 28, 2025 9:00AM–City Commission Budget Workshop Meeting
- August 29, 2025 9:00 AM–City Commission Budget Workshop Meeting (if necessary)

CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS: NONE.

CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S):

- 213 West King Street–Paper Root Industries, LLC
- 873 Bruen Street–Mae Ollie Bell

CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION. (COMMISSION APPROVAL REQUIRED). (TO BE READ AT A SUBSEQUENT MEETING). NONE.

CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED:

- Certificate of Recognition in honor of Ethel B. McNeil for her life, legacy and contributions to the residents of St. Johns County. (C. Garriss, City Commissioner)

CA.8. Approval of a temporary easement at 1 South Castillo Drive for the National Park Service (NPS) Seawall Repair Project. (I. Lopez, City Attorney)

CA.9. Approval of a permanent easement at 1 South Castillo Drive for the National Park Service (NPS) Seawall Repair Project. (I. Lopez, City Attorney)

End Consent Agenda

5.A. Additions, deletions or modifications to Consent Agenda

(None)

5.B. Approval of Consent Agenda

MOTION

Mayor Sikes-Kline MOVED to approve the Consent Agenda. The motion was SECONDED by Commissioner Springfield and APPROVED BY UNANIMOUS VOICE VOTE.

6. Appeals

(None)

7. General Public Presentations, Items of Great Public Importance, and Other Items Requiring Public Hearings

7.A. General Public Presentations

(None)

7.B. Items of Great Public Importance

(None)

7.C. Other Items Requiring Public Hearing

(None)

8. Ordinances and Resolutions – Public Hearing Required.

8.A. Ordinances – Second Reading

8.A.1. Ordinance 2025-11: Amends an existing Planned Unit Development (PUD) at 1500 Arapaho Avenue. (A. Skinner, Planning and Building Director)

Amy Skinner, Planning and Building Director, presented Ordinance 2025-11.

The Commission provided their ex parte communication.

Commissioner Blonder asked for the newly clustered tree growth that would be planted to be pointed out and any of the other changes that had been requested by the Commission at the June 14th meeting.

Ms. Skinner replied that this was the same plan that had been presented at the last meeting. She said no changes had been made to the presentation or the PUD text or plan.

Justin Scarbrough and Mark Shelton applicants were sworn in.

James Whitehouse, Esq., attorney for the applicant, reviewed the amendments to the Planned Unit Development (PUD) at 1500 Arapaho Avenue. He advised the tree mitigation was recommended by the Planning and Zoning Board (PZB), and a review of the development agreement was discussed at the prior meeting.

Public hearing was opened, and Commissioners heard comments from the following member of the public:

- BJ Kalaidi

Commissioner Springfield asked for further explanation of section III under Transportation.

Mr. Whitehouse replied that it was not relevant to his client, as it pertained to the development agreement, which was discussed during the prior Commission meeting. He said it was clearly noted that it would be a subjective decision by the Commission in the future.

Mayor Sikes-Kline asked for clarification regarding the PUD and the progress of the intersection and development agreement.

Isabelle Lopez, City Attorney, explained that at the prior meeting Reuben Franklin, Assistant City Manager, provided a

detailed outline. She said the development agreement was a creature of statute that had its own process with set densities and intensities allowed by City Code and Comprehensive Plan for a property, and any improvements agreed upon were reviewed annually, which was done at the prior meeting. She said the development agreement meant anyone who owned "dirt" in the original geographical area and were legally bound. She noted the City would be contributing a specific amount of funds for the intersection and pointed out there was not a strict timeline for when this would be completed, due to the nature of the road. She said the road was owned by the Florida Department of Transportation (FDOT) and plans would have to be submitted with bonding and permits secured. She noted the bonding requirement was not only for FDOT but for the City, which provided a guarantee the project would be completed. She said if the City were to develop a mobility fee or a proportionate share situation with the public improvement, because it was a public improvement, the developer had a right to ask for credits. She said this reflected the growth management laws in the state.

Commissioner Blonder said she reviewed the meeting, and the Board had an extensive discussion about the PUD and the purpose, which was the trees and mitigation for the trees. She said at that meeting, the consensus was that an arborist report needed to be provided for the Cedar trees, and that it was suggested that the developer review the points discussed and address the large Oak trees that were no longer viable. She said the development agreement was part of the conversation but was not included as part of the motion for the PUD to be passed to second reading. She stated nothing had addressed the concerns of the Commission nor was the arborist report provided as requested. She said transfer of ownership did not absolve an applicant from the responsibility of previous owners.

Ms. Lopez replied that when a developer or an individual purchased a lot, you were bound by the terms of the PUD. She said the challenge was that some of the commitments were offsite and the moving of certain trees were no longer controlled by this PUD thus trying to make those requirements binding where the trees were located.

Commissioner Blonder said there had been plenty of discussion on the PUD. She said there were no changes, no arborist report provided, and the trees were not clustered together as recommended.

Commissioner DePreter said as far as the development agreement it was understood that an applicant could apply for mobility fee for this, which was why he requested a mobility project list be provided for the Commission to review. He pointed out the vast majority of the mobility projects were multimodal. He said he supported moving the item forward as he thought they had made progress at the last meeting. He felt the Planning and Zoning Board (PZB) had made respectable decisions, and the trees died. He noted the applicant made a good faith effort to move the trees and there were guarantees to replant trees even though they would not be as large as the others. He said Commissioner Blonder had requested tree clustering and felt that should be addressed. He stated the cedar trees on the adjacent property looked dead, and he knew he requested an arborist report but asked when the time came to mitigate these specific trees, would there be some language or action noting the trees would need to be replaced. Ms. Skinner replied that when the townhome development immediately to the north was developed, the status of those trees would be confirmed, and those developers would be responsible. She said once that project began development, an arborist report would be required and at that would be when those trees would be either replaced or addressed to meet the intent.

Commissioner Springfield explained he thought the applicant was planting more trees than what was required, which was what the PZB agreed with. He said he was disappointed that the trees used to replace the larger trees were eight-inch diameter at breast height (dbh); however, he was not opposed to the plan as presented. He felt the applicant had made a good-faith effort in adding trees and the replacement of trees.

Commissioner DePreter asked for clarification on the size of the trees.

Mr. Scarbrough said for the trees added to Windward's property in the modified development agreement, there were five, eighteen-inch dbh trees. He said they were planting nineteen, eight-inch dbh trees around the site plus when the homes were built, each lot would have an additional tree per lot.

Mayor Sikes-Kline felt the clustering was more of a mitigation factor in lieu of larger trees. She said the clustering would represent more of a natural environment. She asked what type of trees would be planted.

Mr. Scarbrough replied the trees being planted were Live Oak trees.

Mayor Sikes-Kline asked if the five, eighteen-inch dbh trees were Live Oak trees or Cedar trees.

Mr. Scarbrough replied that those were Live Oaks as well.

Ms. Lopez clarified that the Cedar trees were a part of a different property, and these large replacement trees were added by the PZB. She said they were not part of this PUD, but the Cedar trees were part of a different development permit.

Mayor Sikes-Kline asked if any consideration had been given to the clustering idea.

Mr. Whitehouse explained that the application had been heard three times by the PZB, and each time the applicant added additional trees. He said this would be a residential street with large Live Oak trees, and the clustering was only in one area prior to being cleared as approved by the original plan of the PUD. He said this improved the plan which was why the PZB unanimously recommended it. He said there would be other landscaping and not just trees as this would be a community.

Commissioner Garris clarified the size of the trees being used would be eight inches.

Mr. Scarbrough replied that the trees being planted at the minimum would be eight inches dbh and normally they would plant larger. He said the adjacent buffering area would be screened in as much as possible. He said they would have much more landscaping, and trees added after-the-fact, but this was being used as a minimum.

Commissioner Garris asked where the individual trees would be located.

Mr. Scarbrough said once paving was complete and water was onsite for irrigation, each individual tree per lot would be planted as the single-family home was built and the lot was landscaped.

Mr. Birchim felt there was some confusion about the sizing of the trees. He clarified that eight inches was measured by the dbh. He said the dbh referred to the diameter of a tree trunk measured at four and half feet above the ground. He said an eight-inch dbh tree was around ten feet tall.

Commissioner Blonder expressed her disappointment with not having at least a response to the request asked for on first reading. She said the PZB did a wonderful job, but the Commission was not there to just approve an amendment to a PUD without asking questions. She pointed out there was a total dbh of 188 inches with

the old large trees and with the proposed new trees there was a total dbh of 152 inches, which was a loss. She said as an ecologist and scientist, she felt the clustering of trees was ecologically important and it was not addressed.

Mayor Sikes-Kline said there was a thirty-six-inch deficit in trees. She questioned how that could be added back to the PUD. She understood that they noted this was the minimum that would be planted; however, that did not provide certainty.

Commissioner Springfield asked if that included all the six-and-eight-inch trees onsite.

Commissioner Blonder replied that it included the eight-inch trees and the eighteen-inch trees.

Commissioner Springfield pointed out there were a lot of six-inch trees being added to the site.

Mr. Whitehouse said they wanted everyone to be satisfied and at each PZB hearing an additional number of trees were added. He said they were willing to add more if needed. He said the issue was that the cluster of trees had been approved by the Commission previously to be moved and would be replaced under a separate agreement.

Commissioner DePreter asked if Commissioner Blonder wanted the clustering of trees in the outside buffering areas or along the sidewalks in front of the yards.

Commissioner Blonder reiterated she did not want to discuss this any further as the applicant had plenty of time to request a meeting with her or an arborist to develop a plan for the Commission to assess; however, that was not done and the moving of the large Oak trees failed, which was a big loss to the ecosystem. She said she was very disappointed, and she

expected the applicant to present something that addressed their concerns.

Mayor Sikes-Kline stated looking at the site plan it was unimaginative, and she would have liked to have seen some modifications. She suggested adding more trees to the site plan because she did not want to approve the request unless the loss of tree inches could be added back to the project.

Mr. Whitehouse said they spoke with staff and that was why Ms. Skinner pointed out there were clusters of trees throughout the site. He said if more clusters of trees were requested, they would be amenable. He said this was not a reconsideration of the PUD but was an amendment to the PUD for tree mitigation.

Commissioner DePreter noted the applicant was willing to add more trees.

Mayor Sikes-Kline agreed. She said would prefer that more trees be added to the already clustered areas instead of the linear design shown, as it did not feel natural.

MOTION

Commissioner Blonder MOVED to send the item to the applicant for a revision listening to the points made by the Commission.

The motion failed for lack of second.

Commissioner DePreter asked if there was a quantitative analysis of whether there was a tree deficit.

Commissioner Springfield commented there were 53 four-inch dbh Live Oaks, 19 eight-inch ddb Live Oaks, along with Bald Cypress, Palmettos, Hollies, Magnolias trees and other that were listed. He said he felt the applicant was adding more trees than what was required in the original plan. He said he was in support of the amendment.

MOTION

Commissioner Springfield MOVED to pass Ordinance 2025-11 on second reading with the contingency that proof of increase in dbh would be provided to staff, and staff would determine the difference, and the applicant would meet that requirement. The motion was SECONDED by Commissioner DePreter.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2025-11

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE ZONING FOR APPROXIMATELY 15.71 ACRES OF PROPERTY LOCATED AT 1500 ARAPAHO AVENUE (PID# 134780-0000), AS MORE PARTICULARLY DESCRIBED HEREINAFTER, TO AMEND ITS CURRENT PLANNED UNIT DEVELOPMENT (PUD) CLASSIFICATION ADOPTING A NEW PLANNED UNIT DEVELOPMENT (PUD); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Springfield, DePreter, Garris, Sikes-Kline

NAYES: Blonder

MOTION APPROVED 4/1

8.A.2. Ordinance 2025-12: Amends the Future Land Use Designation of 241 West King Street from Commercial Medium Intensity to Public. (A. Skinner, Planning and Building Director)

Amy Skinner, Planning and Building Director, presented Ordinance 2025-12.

Public hearing was opened, and Commissioners heard comments from the following member of the public:

- BJ Kalaidi

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2025-12 on second reading. The motion was SECONDED by Commissioner Garris.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2025-12

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF APPROXIMATELY 0.14 ACRES OF PROPERTY LOCATED AT 241 WEST KING STREET; SOUTH OF WEST KING STREET AND EAST OF MADISON STREET AS PORTIONS OF THE DANCY TRACT IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT DESIGNATION OF CITY OF ST. AUGUSTINE COMMERCIAL MEDIUM INTENSITY TO A CITY DESIGNATION OF PUBLIC; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE).

VOTE ON MOTION:

AYES: Sikes-Kline, Garris, DePreter, Springfield, Blonder

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8.A.3. Ordinance 2025-13: Amends the zoning of 241 West King Street from Commercial Medium-Two (CM-2) to Government Use (GU). (A. Skinner, Planning and Building Director)

The Commission had no ex parte communication.

Amy Skinner, Planning and Building Director, presented Ordinance 2025-13.

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

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2025-13 on second reading. The motion was SECONDED by Commissioner Springfield.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2025-13

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING APPROXIMATELY 0.14 ACRES OF PROPERTY LOCATED AT 241 WEST KING STREET IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT CLASSIFICATION OF COMMERCIAL MEDIUM-TWO (CM-2) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Sikes-Kline, Springfield, DePreter, Garris, Blonder

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8.A.4. Ordinance 2025-14: Amends the Future Land Use Designation of 500 Anastasia Boulevard from Commercial Low Intensity to Public. (A. Skinner, Planning and Building Director)

The Commission had no ex parte communication.

Amy Skinner, Planning and Building Director, presented Ordinance 2025-14.

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

MOTION

Commissioner Springfield MOVED to pass Ordinance 2025-14 on second reading. The motion was SECONDED by Commissioner DePreter.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2025-14

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF APPROXIMATELY 1.27 ACRES OF PROPERTY LOCATED AT 500 ANASTASIA BOULEVARD; BETWEEN MOULTRIE PLACE AND COMARES AVENUE AS PORTIONS OF DAVIS SHORES IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT DESIGNATION OF CITY OF ST. AUGUSTINE COMMERCIAL LOW INTENSITY TO A CITY DESIGNATION OF PUBLIC; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Springfield, DePreter, Garris, Blonder, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8.A.5. Ordinance 2025-15: Amends the Zoning of 500 Anastasia Boulevard from Commercial Low-Two (CL-2) to Government Use (GU). (A. Skinner, Planning and Building Director)

The Commission had no ex parte communication.

Amy Skinner, Planning and Building Director, presented Ordinance 2025-15

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

MOTION

Commissioner Springfield MOVED to pass Ordinance 2025-15 on second reading. The motion was SECONDED by Commissioner DePreter.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2025-15

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING APPROXIMATELY 1.27 ACRES OF PROPERTY LOCATED AT 500 ANASTASIA BOULEVARD IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER, FROM ITS CURRENT CLASSIFICATION OF COMMERCIAL LOW-TWO (CL-2) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Springfield, DePreter, Garris, Blonder, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

8.A.6. Ordinance 2025-16: Amends the City Code to designate an Administrative Authority for plat and replat submissions to conform to state law. (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, reviewed Ordinance 2025-16.

Mayor Sikes-Kline asked when this would go into effect.

Ms. Lopez replied that the statute was effective as of July 1, 2025; however, for the Ordinance, it was usually ten days from the date it was passed unless stated otherwise.

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

MOTION

Commissioner DePreter MOVED to pass Ordinance 2025-16 on second reading. The motion was SECONDED by Mayor Sikes-Kline.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2025-16

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING SECTION 23-36 OF THE CODE OF THE CITY OF ST. AUGUSTINE PROVIDING FOR AN ADMINISTRATIVE AUTHORITY FOR PLAT AND REPLAT SUBMISSIONS; REPEALING SECTIONS 23-37 THROUGH 23-46; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: DePreter, Sikes-Kline, Springfield, Garriss, Blonder

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

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

(None)

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

8.C.1. Resolution 2025-27: Designates the 400 and 404 Riberia Street parcels as a Brownfield Area. (A. Owen, Assistant City Attorney)

Isabelle Lopez, City Attorney, presented Resolution 2025-27. She said this required two public hearings and the next would take place on August 11, 2025, at the City Commission meeting.

Christina Nelson, representative of the applicant, explained that the resolution was to designate 400 and 404 Riberia Street as a Brownfield area. She said she was available for any questions.

Commissioner Springfield confirmed the chemicals being removed were a result of the operations that took place on the property.

Ms. Nelson replied that it was correct, and it was historical legacy contamination.

Public hearing was opened, and Commissioners heard comments from the following member of the public:

- BJ Kalaidi

Commissioner Blonder said in response to the public comment, in a lot of these cases the applicant did not know what was in the soil until testing was completed. She said she was in favor of this and felt if all the contaminated soil in the City could be removed properly, would be a huge win for the environment. She said those chemicals did not need to continue to leach into the waterways and into the ground water.

MOTION

Commissioner DePreter MOVED to pass Resolution 2025-27. The motion was SECONDED by Commissioner Blonder.

VOTE ON MOTION:

AYES: DePreter, Blonder, Garriss, Springfield, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

9.A.1. Ordinance 2025-17: Designates Bannan Avenue southbound from Court Edna to Hildreth Drive as one-way traffic only. (J. Beach, Chief Resilience

**Officer/Utilities and Public Works
Deputy Director)**

Jessica Beach, Chief Resilience Officer and Utilities and Public Works Deputy Director, reviewed Ordinance 2025-17. She provided a brief presentation about why Bannon Street needed to be a one-way street and the benefits of the project.

Commissioner Blonder questioned how much maintenance was required for the baffle boxes and how often.

Ms. Beach replied that they were inspected quarterly and then depending on how much material was collected it may require an excavation by the Stormwater Operations team, which could take place once a year.

Commissioner Springfield suggested for Bannon Avenue to be one way as recommended from Court Edna to Court Louise and have it go opposite from Hildreth Drive. He said the reason was that the Fullerwood Association worked hard to obtain a parking lot, lease the property for the park, and for the garden. He said most of the people that tend to the garden were from the Fullerwood neighborhood, and this could make it difficult for them, as they had to travel a bit further.

Ms. Beach understood the suggestion. She said another option could be to leave Bannon Avenue as a two-way to allow the neighborhood to move in both directions. She said it would need to be vetted by the design team to make sure there were no other implications or check with them for the suggestion made.

Commissioner Springfield said the reason he was in favor of the one-way option was it narrowed the street, and added a curb, which would protect the trees that were next to the garden and the park. He said right now there were people parking on the grass and it was damaging the area. Ms. Beach said the way the design was currently, between the sidewalk and the

street there would be a swale that would collect the drainage off the street, and that would be there regardless, if the street was north or south bound. She said this could be considered if the Commission was in favor of it.

Ms. Lopez said from a short title perspective, it notes that Bannon Avenue would be one way only. She said if Bannon Avenue were one way just in a different direction that would be fine and first reading would not need to be done over; however, if there were any changes such as the suggestion for two ways in one area and one way in another then the first hearing would have to be done again.

Commissioner Springfield felt that the experts should weigh in and that was why he asked for it to be reviewed.

Mayor Sikes-Kline said she supported the suggestion made by Commissioner Springfield as he lived in the neighborhood but questioned the understanding of the neighborhood now. She pointed out they were expecting what had been presented and she did not want to change it without having input from them. She felt the item should be tabled for Ms. Beach to have an opportunity to discuss this more with the neighborhood before proceeding.

Ms. Beach agreed and said this would give them the opportunity to research the two-way street versus the one-way street. She said what was shown to the neighborhood was what had been presented, and she wanted the neighborhood to be aware of any potential changes.

Commissioner Garris said she attended the community meeting in December, and it was well attended. She said they seemed to be excited about the changes, and she hoped this would not derail the project or postpone it.

Ms. Beach said they were on a grant deadline, and they would be discussing this quickly with them to get this moving forward.

Mayor Sikes-Kline said this was very exciting as this area had no drainage for a long time. She noted this was not the only area that suffered from flooding.

Commissioner Blonder said the bioretention or nature-based ways of dealing with flooding issues were cutting edge, proactive, and attractive. She said this helped the City gain better sense of community and better streets. She commended the staff and consultants for their hard work.

Commissioner Springfield clarified that Ms. Lopez, City Attorney, advised that the ordinance could be approved and passed to second reading.

Ms. Lopez explained that as the ordinance title remained the same for one way traffic, first reading would not need to be redone; however, if there were changes, there would be a need for another first reading.

MOTION

Commissioner Springfield MOVED to APPROVE Ordinance 2025-17 on first reading and moved to second reading. The motion was SECONDED by Commissioner Garris.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-17

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING CHAPTER 24, ARTICLE I, SECTION 24-13 OF THE CODE OF THE CITY OF ST. AUGUSTINE DESIGNATING BANNAN AVENUE AS ONE-WAY TRAFFIC ONLY; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Springfield, Garris, DePreter, Blonder, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9.A.2. Ordinance 2025-21: Amends Chapter 28 of the Zoning Code to include a new section in supplementary regulations related to lot grading, updates definitions, and Amends Chapter 11 (Conservation Overlay Zone Development) to be consistent with the new section. (A. Skinner, Planning and Building Director)

Amy Skinner, Planning and Building Director, reviewed Ordinance 2025-21.

Commissioner DePreter commended the work that had been done and said it was one of the reasons he ran for election. He asked for clarification on the following items:

- Date for platted subdivisions and why on or before July 22, 1991, had been chosen
- Further explanation on protective swales directed towards the proposed building
- Questioned if a requirement that the lot line would be the center line of the protective side lot drainage swale

Ms. Skinner replied that the existing Stormwater Code in chapter 29 was passed in 1991, and after 1991 subdivisions addressed stormwater requirements more formally than those prior to 1991. She advised that the text could be revised if needed; she explained that the Flood Mitigation Assistance (FMA) drainage plans were protective stormwater tools and there were conveyance swales. She said the protective swales collect the water protecting the structure then convey the water to then the conveyance swales to disburse the water elsewhere. She noted it was referred to in the graphic. She pointed out that the lot line would be the centerline of the protective side lot drainage swale as

noted in larger subdivisions and would require property owners to work together if adjacent properties were being developed and share a common swale.

Commissioner DePreter said he was very excited about the proposed changes and thought it offered many benefits. He agreed with the Planning and Zoning Board (PZB) that it was not burdensome, especially with the new law in place. He said as a former PZB member, he felt this would make it easier for people by providing options and not prohibiting things. He asked if this would help upgrade the City to a category 4 Federal Emergency Management Agency (FEMA) rating.

Ms. Skinner replied in the affirmative. She said the Building Official/Floodplain Manager and the Floodplain Coordinator reviewed the grading plans participated in the meetings and agreed that the higher techniques that were incorporated in the proposed ordinance would assist the City in the rating increase. She thanked Jessica Beach, Deputy Director, Chief Resilience/Utilities & Public Works, as she had helped them understand the different implications and options available.

Commissioner DePreter thanked them for holding the workshop where many contractors attended. He said there was a lot of feedback received, and he felt that a lot of good advice was received.

Commissioner Blonder said in the summary of the ordinance, there were incentives for shoreline modifications to include bulkhead and seawalls but asked if it was specified as she felt it was vague.

Ms. Skinner replied it was specified in the ordinance, for existing armored areas. She said there were certain minimum design standards to where the applicant would not have to attend PZB but if the applicant chose to exceed the standards, they could attend PZB or go through the civil site review by Public Works. She noted some

of the data from the Resilient Shoreline Study showed 75% of the City was a natural shoreline and the next step was to establish natural shoreline areas without a bulkhead.

Commissioner Blonder stated that it would include using more mangroves and oyster beds, which was wonderful.

MOTION

Commissioner DePreter MOVED to pass Ordinance 2025-21 on first reading and moved to second reading. The motion was SECONDED by Commissioner Blonder.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-21

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING AND UPDATING THE CODE OF ORDINANCES CHAPTER 28, ARTICLE I IN GENERAL, DEFINITIONS; ARTICLE IV SUPPLEMENTARY REGULATIONS, DIVISION I GENERALLY; CREATING SECTION 28-357 RESIDENTIAL LOT GRADING; AND AMENDING CHAPTER 11 ENVIRONMENTAL PROTECTION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: DePreter, Blonder, Garris, Springfield, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY¹

9.B. Resolutions

9.B.1. Resolution 2025-28: Creates an archaeology repository fee. (I. Lopez, City Attorney)

¹ Break from 7:00p.m.-7:11p.m.

Isabelle Lopez, City Attorney, reviewed Resolution 2025-28.

Andrea White, City Archologist, explained the need for the repository fee. She said the fee was for archeological investigations not conducted by the City's program. She said this would not apply to most of the program under the archeology review. She said the fee was for other professional archologist who did projects beyond City property or locations and in return, the staff would take in the artifacts, which took a substantial amount of time.

Mayor Sikes-Kline asked if this addressed specifically only the work that was done by consultants.

Ms. White replied in the affirmative.

Commissioner Springfield questioned the size of a box.

Ms. White replied that it would be a standard records box, which was about 1 cubic foot, more specifically, the size was 15x12x10 box.

Commissioner Springfield felt the size of the box should be included in the resolution.

Ms. Lopez agreed that it could be incorporated into the resolution.

Mayor Sikes-Kline felt the fee was reasonable with the amount of time and effort put into storing the artifacts and rehousing after twenty years.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2025-28 as amended. The motion was SECONDED by Commissioner Garris and APPROVED BY UNANIMOUS VOICE VOTE.

10. Staff Reports and Presentations

10.A. 2024 Floodplain Management Plan Annual Progress Report. (J. Beach,

Chief Resilience Officer/Utilities and Public Works Deputy Director).

Jessica Beach, Chief Resilience Officer/Utilities and Public Works Deputy Director, provided a brief overview and highlighted the following areas of the 2024 Floodplain Management Plan Annual Progress report:

- Drainage System Maintenance
- Stormwater Operation Maintenance

Ms. Beach said there were three meetings regarding elevating your home with a Federal Emergency Management Agency (FEMA) grant scheduled August 13th and August 14th.

Mayor Sikes-Kline commended the work that had been done and noted the report identified the status of many projects and it would be a great resource for residents.

Commissioner DePreter said he had requested a status report on the ditches, and the intent was just to understand the maintenance as he had heard a lot about that while he was campaigning. He said Coquina ditch was one and another located in the Ravenswood neighborhood. He said if the ditch was not piped, there was a contractor working to maximize the system and asked for further explanation.

Ms. Beach replied the City had a contract with Lake Management Systems, which took care of the maintenance of some areas that were unable to be handled by in-house staff. She said the maintenance included education but was more of a physical removal of debris and clearing and it depended on the system as there were a variety of stormwater ponds, ditches, or swales as they were not all the same.

Commissioner DePreter asked for a status update on the Coquina ditch.

Ms. Beach replied that there was a study done for the South Davis Shore

neighborhood, and mitigation strategies were identified. She said specific to rain fall flooding, they were looking at the Coquina ditch, and after much discussion on whether to close it or leave it open, the outcome was to leave it open as it would be more beneficial and cost effective. She noted that the ditch also helped provide water quality. She said they were at the early stages of design to know what the final improvements would be and then those would be provided to the neighborhood for input.

Commissioner Blonder thanked staff for continuing to obtain funds for the West Augustine conversion from septic to sewer.

11. ITEMS BY CITY ATTORNEY

11.A. Options for Conservation Land Maintenance and Control. (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, provided a brief overview of the different options for conservation land maintenance and control. She identified several options, noting the first three were more restrictive and would be recorded in the public record as a formal document against the property, which were as follows:

- Easement
- Covenant and Restriction
- Reverter

Ms. Lopez said the other three options were more flexible and less restrictive, which were:

- Management Plan
- Resolution/Ordinance
- Lease/Management Agreement

Ms. Lopez pointed out that Fish Island was managed by a lease/management agreement. She said each of the options she identified had pros and cons and could be used.

Commissioner Blonder noted several of the Conservation Land Acquisitions properties purchased by the City had an easement over several of them because of the grants used to help purchase them. She said having worked for a non-profit, it was standard practice to have another organization oversee the property as a check and balance. She said recently, there had been lands that were thought to be protected but were in jeopardy of being used in other ways. She said she wanted to give the residents long term assurance that the land purchased now would be kept in conservation and future commissions would have limits.

Mayor Sikes-Kline added she wanted a catalog of the properties and the classifications for each. She suggested having a resolution to outline the spirit and intent of why each piece was purchased. She said that would help future commissions understand the reasoning behind each purchase.

Commissioner Springfield said he felt there were ways to make it more restrictive for the future or even a more formal way to change the designation. He said he did not want to limit future commissions as we could not predict the needs, but he felt it should be difficult. He asked if land could be given to the State and the City lease it back with a reverter.

Ms. Lopez said in theory it could be done. She said the goal was to have some direction on how to proceed. She said the feedback thus far was a resolution, ordinance, or an easement with third party management. She asked Commissioner Springfield if he meant for the most restrictive to allow the City to make decisions without having the third-party management agree.

Commission Springfield replied not necessarily, he said each property needed its own way because each property was different and could be used in different ways.

Mayor Sikes-Kline said she was flexible to having either an ordinance or resolution. She stated whichever was chosen needed to be a very clearly defined public process for making any changes. She said she agreed that future commissions should not be limited to what they could do in the future.

Commissioner DePreter stated he was in the middle; he wanted this to be left for the City as there was no certainty of what the future held. He agreed that each parcel should be clearly defined as to why it was purchased. He said his experience with conservation land planning was to do an analysis of the natural resources on the land and decide what needed to be protected. He said the management plan should be run by the city with each parcel being separate and a management plan backed by an ordinance with some flexibility in the future.

Commissioner Garris clarified this plan was specific to conservation only and the parcels that were purchased recently.

Ms. Lopez replied in the affirmative. She asked if there was consensus to bring each property separately with a basic management plan that provided steps on how to move forward either with a management group or self-manage.

Mayor Sikes-Kline felt that having an analysis of each property would guide them on how to proceed.

Commissioner Blonder felt there was no mechanism of an ordinance and suggested having a draft ordinance to enable the commission in their decision.

Ms. Lopez advised she could provide that or provide individual management plans with history and how the property would be managed.

Commissioner Blonder felt an ordinance could be incorporated with this process and wanted to see what a draft would look

like to see if this would be how they wanted to move forward.

11.B. Review of new reorganization plan for Purdue Pharmaceuticals in opioid litigation. (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, said the City was member of the multi-party litigation involving Opioid Pharmaceuticals. She said one of the groups who proposed settlement was Purdue, who asked the federal court to reorganize their corporation through various rulings and filings under bankruptcy. She said the City's trial attorneys recommended supporting the reorganization to keep Purdue financially viable for them to pay out the final settlement due to the City and the other local and state governments that had made claims against them. She said the request was to have approval of the reorganization of Purdue Pharmaceuticals as part of the opioid litigation.

There was consensus to approve the reorganization of Purdue Pharmaceuticals as part of the opioid litigation.

12. ITEMS BY CITY CLERK

12.A. Notification of three (3) upcoming term expirations–Planning and Zoning Board (PZB). (D. Galambos, City Clerk)

Darlene Galambos, City Clerk, notified the Commission of three (3) upcoming term expirations for the Planning and Zoning Board (PZB) on September 30, 2025, which were held by Mr. Davis, Ms. Barnes and Mr. Shaffer. She said Mr. Davis was not eligible for reappointment as he had served two full consecutive terms: however, Ms. Barnes and Mr. Shaffer could reapply. She noted the positions were being advertised and applications were being accepted.

12.B. Request for one (1) appointment to the St. Augustine Audit Review Committee. (D. Galambos, City Clerk)

Darlene Galambos, City Clerk, requested one appointment to the Audit Review Committee. She advised that one application had been received from Thomas Gilboy, a current Board member, who was eligible for reappointment.

Mayor Sikes-Kline said Mr. Gilboy was great and an asset to the committee.

MOTION

Commissioner Springfield MOVED to reappoint Mr. Gilboy to the Audit Review Committee. Mayor Sikes-Kline SECONDED the motion and APPROVED BY UNANIMOUS VOICE VOTE.

Commissioner DePreter thanked Mike Davis for his term on the Planning and Zoning Board as he had been a very valuable asset to the City and to the Board.

Mayor Sikes-Kline asked for a letter to be sent to Mr. Davis thanking him for his service on behalf of the Commission.

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

Darlene Galambos, City Clerk, reminded the Commission of the available positions on the different Boards and Committees.

13. ITEMS BY CITY MANAGER

(None)

14. Items by Mayor and Commissioners

Commissioner Garris said she was concerned with parking on Rohde Avenue. She said it was brought to her attention that a property owner on the street had signed multiple times to create the 60% needed to move forward with the parking because he owned several properties. She

felt that even though a person owned multiple properties they should only be allowed to have one vote. She understood that the fees were being increased for illegal parking for Nights of Lights (NOL) and speed bumps had been requested, which she felt would deter more people from going in the residential neighborhoods for parking. She asked for clarification regarding the correspondence received from the outside attorney about the parking percentage and how the poll was based.

Ms. Lopez replied that she had received it and City Code was not very detailed. She said the main argument was who was allowed to be considered a resident or not and how the poll was conducted. She said Reuben Franklin, Assistant City Manager, would have more information on the poll and who filled out the form. She said the procedures were in a manual, which could be amended by the City Manager if there were concerns.

Commissioner Garris said she had seen the designs for the new archeology building but she agreed with BJ Kalaidi that the building should have a brick frontage to align with the other City buildings in the area.

Commissioner Blonder asked for an update on the Davenport Park carousel.

David Birchim, City Manager, replied that the contract with J.W. Brinkley was no longer valid as he had health problems and was unable to commit to the contract. He said at this time there was no one who would install or commit to managing a carousel at Davenport Park. He said the electrical service was installed and the site was ready for the attraction. He said a request for proposals (RFP) could be sent regarding having someone to install and manage one, but at this time the City did not have the staff to do so.

Commissioner Blonder requested for RFPs to be sent out as this had been part of the community for quite some time. She

said Ordinance 2025-21 included green solutions but did not want it to be codified; however, she wanted to recognize yards that had native landscaping and were fertilizer friendly. She said this was a low-cost way and could educate the community. She said she wanted to see the ordinance on horse carriages strengthened as the weather was only going to increase in temperatures and thought that safety for everyone as well as the horses, should be fair. She said Marineland, the dolphin attraction, had filed bankruptcy and asked for a letter to be sent, even though it was outside the City's jurisdiction, to show that the City cared and wanted the best for the dolphins.

Commissioner Springfield was in support of letter being sent to Marineland regarding the dolphin's care. He said he completely related to the need for strengthening the ordinance for the horses as the rising temperatures were rising. He said in relation to the Florida Friendly Lawn, the Street Tree Advisory Board was working on this and would be meeting Wednesday to establish a committee for award section under Gina Burrell's guidance. He said Ms. Burrell was developing a process for the application, scoring mechanism, and committee. He asked if parking on Rohde Avenue was approved, could a trial period of six months be arranged to see how the area and surrounding areas were affected. He said there was discussion about having a park in Francis Field and there were suggestions about reserving a space there for a carousel. He said even though the carousel was historically at Davenport Park and many miss it, it could be a distraction at the intersection since it was a circle and thought it could be better elsewhere where parking was available.

Commissioner Garris said she was concerned about the citizen that was attacked by a dog and had requested advancement dog parks. She suggested that the Community Redevelopment Agency (CRA) could enhance that quicker. She asked Code Enforcement to

investigate the dog attack that took place on Twine Street.

Ms. Lopez advised that dangerous dog matters were handled by St. Johns County Animal Control, and this information could be forwarded to them for better service, as they were the ones who covered the City.

Commissioner Blonder advised that Code Enforcement had replied to the complaint.

Mayor Sikes-Kline thanked Scott York for arranging two neighborhood walks; one in Nelmar Terrace and the other on Rohde Avenue. She said she was able to walk thought the area and listen to the concerns. She agreed there should be a pilot program for parking, which was what had been suggested. She questioned the new survey and asked if the parking standards that had been used for all the residential parking programs were no longer adequate.

Mr. Birchim commented that the reason for the new survey was to find out if residents wanted to have parking on both sides of the street instead of only the north side of the street. He said some people that replied to the first survey could have a different opinion now, which could change the outcome.

Mayor Sikes-Kline felt that if an owner had multiple properties they should be given multiple votes. She said she did not feel that it was manipulation or deception as that person owned the parcels and they were responsible for them. She said this neighborhood was very divided and that was not the intent. She said after receiving an email, she reached out to the previous carousel owner who was trying to give it to the City of Fort Myers, Florida. She felt it would be great to have one and knew purchasing one was not the issue, but it was the maintenance. She said she was approached by St. Augustine Historical Society Board member asking for the City to donate \$10,000 a year to the research library. She said this was a service used in

the City and was important to the Historic Preservation and Archeology departments and she requested for that to be included in the budget. She said the process for workorders was vital as it allowed residents to submit workorders without having to contact staff. She suggested it be added to the home page of the website for user friendly access and the complaint hotline for short-term rentals should be featured too. She agreed that something needed to be done at 46 Spanish Street and requested the property manager be contacted. She said where Dos Gatos and Scarlet O'Hara's were located was now a night club. She said she had received several disturbing videos from closing, which were concerning and asked to be kept up to date on the situation.

Mr. Birchim replied that the situation there had calmed down from his understanding. He said they had been in contact with them, and they had made changes specifically, regarding verifying age of the customer to ensure they were not underage.

Mayor Sikes-Kline asked if there was support for donating to the Historical Society.

There was consensus to include the donation to the Historical Society in the budget.

15. Adjournment

There being no further business, the meeting was adjourned at 8:16 P.M.²

Nancy Sikes-Kline, MAYOR

Darlene Galambos, CITY CLERK

² Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, August 11, 2025

The City Commission met in formal session Monday, August 11, 2025\, at 5:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Sikes-Kline, and the following were present:

1. Roll Call: Nancy Sikes-Kline, Mayor/City Commissioner
Barbara Blonder, Vice Mayor/City Commissioner
Cynthia Garris, City Commissioner
Jim Springfield, City Commissioner
Jon DePreter, City Commissioner

Also Present: David Birchim, City Manager
John P. Steinmetz, Outside Counsel for the City of St. Augustine
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Jennifer Michaux, Police Chief
Elyse Wiemann, Senior Recording Secretary

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Mayor Nancy Sikes-Kline requested a moment of silence and Vice-Mayor Barbara Blonder led the pledge of allegiance.

2. ADMINISTRATIVE ITEMS

2.A. Modification and Approval of Regular Agenda

MOTION

Commissioner Jon DePreter **MOVED** to approve the Regular Agenda. The motion was **SECONDED** by Commissioner Jim Springfield and **APPROVED BY UNANIMOUS VOICE VOTE.**

3. Special Presentations, Recognitions and Proclamations

(None)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Chris Fuller
- Vicki Pepper
- Heather Wilson
- Shannon Sapp
- Aaron Jockers
- Patricia Ramos
- Katherine Zoda
- Carla Wilson
- Bryan Wilson
- Lee Mecina
- Amanda Gerber
- BJ Kalaidi

5. Consent Agenda

David Birchim, City Manager, read the Consent Agenda.

CA.1. Preview of upcoming Commission meetings.

CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON AUGUST 25, 2025:

- Ordinance 2025-22: Amends the City Code to increase illegal parking fines and to include franchise stops, transportation network company stops and controlled parking residential areas as unlawful places to stand, park in, or stop.

CA.3. Reminder of Upcoming Meetings:

- August 25, 2025 5:00PM–Regular City Commission Meeting
- August 28, 2025 9:00AM–City Commission Budget Workshop Meeting
- August 29, 2025 9:00 AM–City Commission Budget Workshop Meeting (if necessary)
- September 8, 2025 5:00PM–Regular City Commission Meeting

CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:

- June 23, 2025–Regular City Commission Meeting
- July 14, 2025–Special City Commission Meeting

CA.5. RELEASE OF LIEN FOR UNIT CONNECTION FEE MORTGAGE:

- 2717 Usina Street–Stephen McAloon

CA.6. PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION. (COMMISSION APPROVAL REQUIRED). (TO BE READ AT A SUBSEQUENT MEETING). NONE.

CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.

CA.8. Quarterly Report: 3rd Quarter FY 2024-2025. (I. Lopez, City Attorney)

CA.9. Approval for Jacksonville Iceman to use the City Crest for a government employee appreciation event. (M. Wissel, Communications Director)

End Consent Agenda

5.A. Additions, deletions or modifications to Consent Agenda

(None)

5.B. Approval of Consent Agenda

MOTION

Mayor Sikes-Kline MOVED to approve the Consent Agenda. The motion was SECONDED by Commissioner DePreter and APPROVED BY UNANIMOUS VOICE VOTE.

6. Appeals

(None)

7. General Public Presentations, Items of Great Public Importance, and Other Items Requiring Public Hearings

7.A. General Public Presentations

(None)

7.B. Items of Great Public Importance

(None)

7.C. Other Items Requiring Public Hearing

(None)

8. Ordinances and Resolutions – Public Hearing Required.

8.A. Ordinances – Second Reading

8.A.1. Ordinance 2025-21: Amends Chapter 28 of the Zoning Code to include a new section in Supplementary

Regulations related to Lot Grading and amends definitions and Chapter 11 Conservation Overlay Zone Development to be consistent with the new section. (A. Skinner, Planning and Building Director)

Amy Skinner, Planning and Building Director, reviewed Ordinance 2025-21. She advised that the suggestion from July 28, 2025, City Commission meeting was added.

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

Board Discussion:

- Felt this was a positive decision and very encouraging
- Liked that the maps provided the elevations around the City and showed areas that were in fear of flooding
- Thanked staff and Planning and Zoning Board (PZB) for it not being burdensome and exceeded expectations
- Very positive for the Planning Department
- Big step to help build a more resilient community

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2025-21 on second reading. The motion was SECONDED by Commissioner DePreter.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2025-21

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING AND UPDATING THE CODE OF ORDINANCES CHAPTER 28, ARTICLE I IN GENERAL, DEFINITIONS; ARTICLE IV SUPPLEMENTARY REGULATIONS, DIVISION I GENERALLY; CREATING SECTION 28-357 RESIDENTIAL LOT GRADING; AND AMENDING CHAPTER

11 ENVIRONMENTAL PROTECTION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: Sikes-Kline, DePreter, Garris, Springfield, Blonder

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

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

(None)

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

8.C.1. Resolution 2025-27: Designates the 400 and 404 Iberia Street parcels as a Brownfield Area. (J.P. Steinmetz, Outside Counsel for the City of St. Augustine)

Mayor Sikes-Kline announced John Steinmetz, Outside Council for the City of St. Augustine, was filling in for Isabelle Lopez, City Attorney.

John Steinmetz reviewed Resolution 2025-27.

Christina Nelson, Attorney for the applicant, was present and was available for questions.

The Commission heard from the following member of the public:

- BJ Kalaidi

Commissioner Blonder said she clearly stated at the prior hearing that this designation was positive, as pollutants would be removed from the soil, and keep them from leaching into the waterways. She said this was a classic environmental justice issue where communities of colors were, in large part, targeted for practices,

which resulted in long term pollutants, and this was a start to correcting that.

MOTION

Commissioner Blonder MOVED to pass Resolution 2025-27. The motion was SECONDED by Commissioner DePreter.

Commissioner DePreter added the City had a working waterfront at one time and the town was in transition and part of that was cleaning up. He felt this was a positive contribution.

VOTE ON MOTION:

AYES: Blonder, DePreter, Garris, Springfield, Sikes-Kline

NAYES: NONE

MOTION APPROVED UNANIMOUSLY

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

9.A.1. Ordinance 2025-22: Amends Sections 24-31 of the City Code to increase illegal parking fines and Sections 24-46 to include franchise stops, transportation network company stops and controlled parking residential areas as unlawful places to stand, park in, or stop. (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, reviewed Ordinance 2025-22. He explained this would increase parking fines, which was in line with the plan for Nights of Lights. He said if parked at a yellow curb, a no parking zone, or commercial loading zone, the fine would increase from \$35 to \$100 within the defined boundary, which was Old Mission Avenue to the north, South Street to the south, Matanzas River to the east, and San Sebastian River to the west. He said anything within that area would be \$100 year-round. He said if parked in a metered parking space and time expired that would remain \$25 a violation. He said one section

remained, which was if parked within six inches of a curb that fine would be left at \$35.

Commissioner Garris said she noticed the yellow paint on the curbs had faded in the areas where the proposed fee increase would be implemented. She asked if the curbs would be repainted because if they were left as they were it could cause an issue. She said parking tickets were \$35 not \$25.

Mr. Franklin clarified that there were two different violations. He said illegal parking was a \$35 fine and then a separate section for the expired meter time had a fee of \$25.

Commissioner Garris said she understood the reason for the increase; however, she was not in support of it. She said the \$100 fine was too high and it discouraged people from visiting the community. She said she agreed with the fine for blocking driveways, creating parking spaces like in the grass, or for parking in ride share areas but was not in support of the areas with the yellow curbing. She said unless those areas were repainted, it could cause trouble.

Commissioner Blonder advised if this was passed it needed to be heavily messaged. She questioned if signage would be posted and how the information would be passed on to the public. She said the fine increase was a substantial jump and she wanted to make sure the City was doing everything possible to communicate.

Mr. Franklin stated the restricted parking areas would have signs posted noting 'no parking', yellow curbing was a traffic device used to indicate 'no parking', and the streets and grounds crew would be tasked to refresh the paint as it did fade overtime. He said the intent was to add no parking signs with a smaller sign below advising of the fine amount. He said the intent was compliance, not a way to generate money. He said this was supposed to be more of a deterrent for the Historic District and for

having people park within the neighborhoods. He said there was an appeal process, which was heard by the County if a person felt they were issued a ticket unlawfully.

Commissioner Springfield felt there were many loopholes. He asked what the cost was for parking at a metered location.

Mr. Franklin replied that the cost for an hour was \$2.50.

Commissioner Springfield pointed out that the cost for a half hour would be \$1.75 and then if he were to stay the entire day in the same location, the total with the fine for the day would be \$26.75. He felt a lot of people were using that loophole and with that in mind, he felt all parking fines should be \$100 inside that zone. He said he did not feel \$100 was an absorbent amount but it could be a deterrent.

Commissioner DePreter said he was not opposed to the \$100 fine, but while on his neighborhood walks, it had been pointed out that the yellow curbing was faded and needed to be addressed. He suggested making the zoning area a priority and signage should be added. He said he understood the issues with the parking fines and the meter fines but before that could be addressed, he would want a more comprehensive study. He said most of this was based on the Nights of Lights (NOL), plus what was being done for NOL was included in the City's Mobility Plan.

Commissioner Garris responded to the comments made by Commissioner Springfield regarding the metered parking and said many downtown employees used the metered spaces for work and she felt it was unfair to issue a \$100 fine if someone was unable to add additional money to the meter.

Mayor Sikes-Kline clarified this would not affect parking fees if parked at a meter. She said the meter parking fine was still \$25. She felt there had been a lot of

confusion in the community; however, this was specific to illegal parking or creating parking in places where vehicles did not belong nor were they safe. She said the parking prices in the City were very fair as many other cities charged a higher amount. She felt a \$100 fine could be a way to modify behavior and she supported the ordinance moving to second reading. She did not believe the intent was for the City to increase revenue but it was to discourage illegal parking.

Mr. Birchim agreed. He said the City was trying to prevent illegal parking and not monetize it.

Commissioner DePreter added that during his neighborhood walks, many residents complained that there were a lot of people parking on the yellow curb. He said after speaking to residents he thought this was something they would support.

Mayor Sikes-Kline reiterated that the yellow curbing needed to be cleaned up and highlighted with the penalties posted for clarity.

Commissioner Springfield asked for clarification that during NOL Rohde Avenue and Cincinnati Avenue would be blocked for only resident use. He asked if that would be considered illegal parking if used by a non-resident.

Mr. Birchim replied that those would be parking zones for residents only and would be illegal parking.

MOTION

Commissioner DePreter MOVED to pass Ordinance 2025-22 on first reading and moved to second reading. The motion was SECONDED by Commissioner Blonder.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-22

AN ORDINANCE OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA AMENDING SECTION 24-31 OF THE CODE OF THE CITY OF ST. AUGUSTINE INCREASING THE FINE FOR PARKING TICKET CITATIONS FROM THIRTY-FIVE TO ONE HUNDRED DOLLARS FOR VIOLATIONS OF SECTIONS 24-39, 24-45, 24-46 AND 24-47 WITHIN THE BOUNDARY DEFINED BY OLD MISSION AVENUE, MATANZAS RIVER, SOUTH STREET AND SAN SEBASTIAN RIVER; AMENDING SECTION 24-46 TO INCLUDE DESIGNATED RESTRICTED PARKING STANDS MARKED TO IDENTIFY THE CLASS OF USER ALLOWED TO STOP, STAND, OR PARK IN THAT STAND; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

VOTE ON MOTION:

AYES: DePreter, Blonder, Springfield, Sikes-Kline

NAYES: Garris

MOTION APPROVED 4/1

9.B. Resolutions

9.B.1. Resolution 2025-29: Modifies and updates Resolution 2025-06 by establishing policies and procedures for the creation of the Environmental Impact Award. (M. Wissel, Communications Director)

Melissa Wissel, Communications Director, reviewed the Resolution 2025-29.

Commissioner Blonder thanked staff for their hard work and expressed her excitement for the award program. She said it was clear this type of award was needed because of the circumstances regarding the City's sustainability efforts,

resiliency efforts, land acquisition program, and the citizens in the community with this same goal. She said there were a lot of people in the community doing great work. She added August was the same month that the City passed a Resolution identifying the Roseate Spoonbill as the City bird in 2007. She stated the resolution notes: "The Roseate Spoonbill be named as the Official City Bird in recognition of its shared characteristics with the Nation's Oldest City; its exceptional beauty, its rich history and its uncommon ability to survive in the face of seemingly overwhelming odds". She thanked Ms. Wissel for working diligently and for selecting as the first award a photo of the City's Bird, the Roseate Spoonbill.

Commissioner Springfield said he was in full support of the award; however, questioned why organizations and individuals within St. Johns County could be considered since they were not in the City limits. He understood the River Keepers, as they had done phenomenal work over the years and technically, they were not located in the City limits, but the river was.

Mayor Sikes-Kline said when the award for Historic Preservation was created and the membership for the Historic Preservation Review Board (HARB), and similar things, the experts were not just in the City as others lived outside the City and who had made many profound contributions to the City. She said Herschel Shepard, Historic Preservation Architect, was a prime example of someone who had donated his lifetime helping the City with its historic properties, emergency demolitions, and advising the City. She understood he may not live within the City limits but he should not be excluded.

Commissioner Springfield said he was not talking about living in the City but it should have been a benefit to the City, like Mr. Shepard. He felt locations outside the City limits would be nominated if not made specific.

Ms. Wissel said the intent of the language was that the nomination be significant to St. Augustine and if that was not clearly stated it could be revised. She said the language included would allow individual(s) or organization(s) being from St. Johns County, but the work or contribution had to be impactful on to the City.

Commissioner Blonder said that was an observation.

Mr. Birchim commented that the discrepancy was with the memo as it noted the individual or organization could be from St. Johns County but in the Resolution, it specified "to our community", which was the City of St. Augustine.

Mr. Steinmetz pointed out that if the intent was for the contribution to be specific to St. Augustine under; Section D Environmental Impact paragraph 2, removing the phrase 'or St. Johns County', should accomplish the goal.

There was consensus to remove 'or St. Johns County' from paragraph two in Section D, Environmental Impact.

Mayor Sikes-Kline commented that all the awards given had a specific name and this was more generic. She asked if special name should be given to this award.

Ms. Wissel supported the idea of giving the award a special name. She said the first nomination would be made in January and the award would be presented in April during Earth Month.

Ms. Wissel showed the five different photos available for the Commission to choose from to be presented to the first award recipient.

After a brief discussion, there was consensus to use photo three of the Roseate Spoonbill¹

Ms. Wissel said she would bring back options of different names for the title of the award.

MOTION

Commissioner Blonder MOVED to TABLE Resolution 2025-29 and bring it back at the first meeting in September. The motion was SECONDED by Commissioner Springfield and APPROVED BY UNANIMOUS VOICE VOTE.

10. Staff Reports and Presentations

(None)

11. ITEMS BY CITY ATTORNEY

(NONE)

12. ITEMS BY CITY CLERK

12.A. The Ancient Olive Request for Use of the City Seal. (D. Galambos, City Clerk)

Darlene Galambos, City Clerk, said there was a request to use the City Seal by The Ancient Olive. She said it was brought to their attention that kitchen towels had been produced with the City's Crest, and they were unaware of the rules and regulations. She said a letter was sent for them to cease and desist. She said The Ancient Olive replied with a letter suggesting the ability to sell the rest of the already produced towels and then make an additional \$300 donation in addition to what they already provide to the St. Augustine Salvation Army Food Bank. She said the request from them was to allow them to sell the rest of the towels and then make the donation. She advised they would no longer use the City Seal without permission.

Mayor Sikes-Kline said it was a generous offer; however, selling of the logo was prohibited. She said she was willing to make the donation herself to the St.

¹ Copy of photos shown in original packet

Augustine Salvation Army Food Bank, but she was not in support of having the logo sold. She said if the logo was not attached to the City, it should not be done.

Commissioner Blonder said there seemed to be no ill intent; however, she agreed that it should not be sold. She suggested donating the extra towels and agreed it was a generous offer for them to make.

Mayor Sikes-Kline said she was willing to make the donation.

MOTION

Mayor Sikes-Kline MOVED to DENY the use of City Seal for the purpose of sales and in lieu of the donation to the St. Augustine Salvation Army Food Bank the Mayor would make that contribution on their behalf. The motion was SECONDED by Commissioner Springfield and APPROVED BY UNANIMOUS VOICE VOTE.

12.B. Open Positions on Boards and Committees. (D. Galambos, City Clerk)

Darlene Galambos, City Clerk, advised there were three (3) terms expiring on the Planning and Zoning Board (PZB), and applications were being accepted at this time.

13. ITEMS BY CITY MANAGER

David Birchim, City Manager, stated there was a storm in the Atlantic Ocean, invest 97, which was being monitored. He advised the Commission and community that the local lead agency was City Fire Department, which oversees storms during the season. He said the City had gone through their annual hurricane exercise and Fire Chief Carlos Avilés conducted a City wide hurricane exercise. He said they were as prepared as possible, and the storm was being monitored.

14. Items by Mayor and Commissioners

Commissioner Garris thanked residents, Vicki Pepper and Scott York, for participating in and providing information regularly about things taking place in the City. She asked staff to find out if the public records were provided to the lady who stated she had paid for them. She thanked Police Chief Jennifer Michaux and Fire Chief Carlos Avilés as they represented the City well in their appearance on 904 News, a social media outlet.

Commissioner DePreter said he received a few emails from residents in North City questioning the San Marco Shared Use Path budget request. He said he asked Reuben Franklin, Assistant City Manager, to provide an update. He said he understood there was a north and south element to the path and wanted to get as much information out to the public as possible.

Reuben Franklin, Assistant City Manager, provided an update and said there were many projects in progress, and Sun Trail funding was basically funding most of it. He said there was a trail from Vilano Beach, a trail on King Street, Anastasia Boulevard that the City was actively working on, and an unfunded gap that was identified on San Marco that would be programed in with funds, which would tie into the City's plan with an inbound multiuse lane for potential shuttles in the future. He said it was a good plan that had been adopted but funding was needed for the area.

Commissioner DePreter asked if there was anything he could assist with.

Mr. Franklin said from staff's perspective, the long-range mobility plan had been adopted, which had all the projects identified and was up to staff to follow through.

Commissioner DePreter said he took a water tour with City Harbor Master, Eric

Mauldin, and he recommended everyone to take the tour. He said during their discussion, pump out stations should be at all marina facilities. He said as a small business owner, he never wanted to add another restriction, but he was told about a grant from the Florida Department of Environmental Protection (FDEP) that would pay 75% of the expenses for the marina owner. He asked if this could be investigated and brought back with more information.

Mr. Birchim replied that they could see which marina had pump out stations and that data could be provided and an ordinance could be drafted for the Boards consideration to require pump out stations at new marinas.

Mayor Sikes-Kline confirmed that it was a service provided at the City Marina; however, it was not mandatory for other marinas.

Mr. Birchim replied in the affirmative. He said the City did not require private marinas to have pump out stations.

Commissioner Springfield had spoken to the City Manager about the horse regulations and felt it was necessary to have a horse and carriage discussion before Nights of Lights so everyone could share their opinions. He thanked Jessica Beach and Reuben Franklin for attending North City Neighborhood Association meeting and felt everyone understood and was more comfortable with the Court Theophilia Stormwater Improvements.

Commissioner Blonder was in support of having a discussion regarding horses and carriages. She said she liked that those who spoke in favor of the horses acknowledged they could improve, and she felt it was important for everyone to work together. She was concerned about the short lead lines were if the horses were in the sun and unable to get to water and hoped there would be more attention to that. She asked for a work time limit to be

added to updated ordinance and temperatures should be considered. She said the July 28th discussion about land holding mechanisms, if staff could catalog the types of land and prioritize the land purchased under the land acquisition program and add in the others as time permitted.

Mayor Sikes-Kline pointed out that the horse and carriage discussion would need to take place as Mr. Birchim advised they would have to be rerouted and moved during construction on the Bayfront.

Mr. Birchim commented that when the Seawall construction took place by the Department of Transportation (DOT) the horse and carriages would have to be moved from the bayfront.

Mayor Sikes-Kline said she knew the horse and carriages were being monitored closely and encouraged Mr. Birchim to continue to monitor them for their break periods, and the condition of the stables. She noted on Wednesday that the Florida League of Cities was holding the annual conference, and she would be attending. She stated she needed approval from the commission to allow her to be the City's voting delegate.

MOTION

Commissioner Blonder MOVED to allow Mayor Nancy Sikes-Kline to attend the Florida League of Cities Conference and participate as the City's voting delegate. The motion was SECONDED by Commissioner Springfield and APPROVED BY UNANIMOUS VOICE VOTE.

Mayor Sikes-Kline said she received a letter from the Mayor of Hiroshima who was requesting for the City to join in a resolution or at least join a resolution with the United State League of Mayors, standing up for peace. She said it was related to prohibiting nuclear weapons in the future. She said she was not asking for

support tonight, but she wanted the information to be added to an agenda in the future for each of them to review.

Commissioner Garris thanked the City's Flood Mitigation Team for speaking at the Rotary meeting as they did an excellent job.

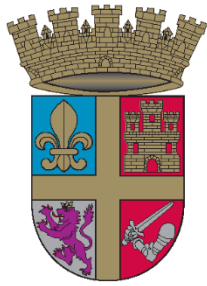
15. Adjournment

There being no further business, the meeting was adjourned at 6:50 P.M.²

Nancy Sikes-Kline, MAYOR

Darlene Galambos, CITY CLERK

² Transcribed by Elyse Wiemann



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

***WHEREAS**, Indigenous Peoples' Day honors the histories, cultures, and perspectives of Indigenous peoples and their ancestors who lived on the land now known as North America. They existed in these areas for thousands of years before the first European explorers arrived; and*

***WHEREAS**, the arrival of European explorers and settlers brought disease, genocide, and slavery to the Americas and Indigenous peoples increasingly lost access to their ancestral lands and natural resources, which significantly impacted their ability to practice aspects of their cultures and traditions; and*

***WHEREAS**, during the Plains Wars of the mid-1800s, thousands of indigenous peoples were forced from their homelands. Dozens of their leaders and warriors were imprisoned over a thousand miles away from home in Fort Marion (now known as the Castillo de San Marcos) in St. Augustine, Florida; and*

***WHEREAS**, Indigenous Peoples Day is an opportunity to reveal historic truths about pre-existing Indigenous cultures and Peoples that have survived a most often violent colonization process, and who continue to exist and thrive in present-day America; and*

***WHEREAS**, on this second Monday of October, we honor the historic and contemporary significance of Indigenous Peoples, their cultures, their governments, and their ancestral lands that also became known as the Americas, and we recognize their contributions to communities throughout the nation, and all over the world.*

***NOW THEREFORE**, the City Commission of the City of St. Augustine, Florida, hereby proclaims October 11th as **INDIGENOUS PEOPLES DAY** in the City of St. Augustine and urges all our citizens to uplift and celebrate our country's Indigenous roots, history, resilience, and contributions.*

***IN WITNESS WHEREOF**, I hereunto set my hand and do cause the Seal of the City of St. Augustine to be affixed this 13th day of October in the year of our Lord two thousand twenty-four and the four hundred and sixtieth year of the founding of St. Augustine, the Nation's Oldest City.*

2025-31

Nancy Sikes-Kline, Mayor

"Most Loyal and Valorous"

Title conferred upon the Presidio of St. Augustine by King Philip V of Spain, November 26, 1715

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: September 5, 2025

RE: **ORDER RELEASING CODE ENFORCEMENT LIEN: 215 ANASTASIA BOULEVARD**

Please find enclosed an Order Releasing Lien for 215 Anastasia Boulevard, owned by Augustine Development Group LLC. This release reflects the previously outstanding Code Enforcement lien levied against this property. The outstanding balance of \$40,000.00 has been paid in full.

Please place the Order Releasing Lien on the consent agenda for consideration and execution at the September 22, 2025 City Commission meeting.

Should you have any questions or comments, please do not hesitate to contact me. Thank you.



Isabelle C. Lopez
City Attorney

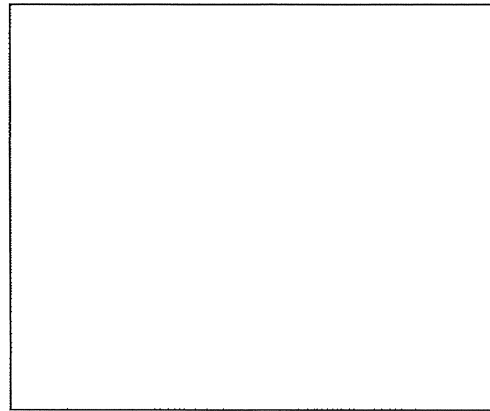
/sl
Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Frankline, Assistant City Manager
Darlene Galambos, City Clerk (*with original*)

Agenda Title:

Order releasing the Code Enforcement lien levied against 215 Anastasia Boulevard as paid in full.

BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA



ORDER RELEASING LIEN
CASE NO. 2021-0227

IN THE MATTER OF: **AUGUSTINE DEVELOPMENT GROUP LLC**
 215 ANASTASIA BOULEVARD
 ST. AUGUSTINE, FLORIDA 32080

VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida:
 CITY CODE, CHAPTER 8, SECTION 8-608 PERMIT REQUIRED.

LIEN FILED AGAINST: **AUGUSTINE DEVELOPMENT GROUP LLC**

VIOLATION SITE: **215 ANASTASIA BOULEVARD, ST. AUGUSTINE, FLORIDA 32080**

LEGAL DESCRIPTION: **3-99 DAVIS SHORES LOT 1 THRU 7 BLK 38 OR3859/472 &**
 3881/205 (RE-REC) & 3896/1081 (C/D)

PARCEL NUMBER: **219090-0000**

.....
ORDER

THIS MATTER having come to be heard before the Code Enforcement, Adjustments and Appeals Board of the City of St. Augustine, and that Board having entered the following Order:

➤ **ORDER IMPOSING LIEN**

- Dated March 14, 2023
- Recorded in O.R. Book 5732, Page 177 on March 30, 2023

And the Board, being fully advised in the premises, hereby finds:

➤ **THE ABOVE REFERENCED LIEN HAS BEEN PAID IN FULL.**

THEREFORE, it is hereby ordered that the lien against the property, as established in the Order referenced herein, is hereby released.

.....

IN WITNESS WHEREOF, this Order Releasing Lien has been duly signed and executed by the Lienor, this _____ day of _____, 2025.

CITY OF ST. AUGUSTINE, FLORIDA,
a municipal corporation

ATTEST:

By: _____
Nancy Sikes-Kline, Mayor-Commissioner

Darlene Galambos, City Clerk

(S E A L)

.....

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, **NANCY SIKES-KLINE**, by means of [] physical presence or [] online notarization, who is personally known to me, who is the person who executed the foregoing instrument and who acknowledged before me that she executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____, 2025.

Notary Public, State of Florida

(S E A L)

BEFORE THE
CODE ENFORCEMENT,
ADJUSTMENTS & APPEALS BOARD
OF THE
CITY OF ST. AUGUSTINE, FLORIDA

**ORDER
IMPOSING LIEN**
CEAAB CASE NO. 2021-0227

Public Records of St. Johns County, FL
Clerk number: 2023023768
BK: 5732 PG: 177
3/30/2023 3:41 PM
Recording \$18.50

IN THE MATTER OF:

AUGUSTINE DEVELOPMENT GROUP LLC
215 ANASTASIA BLVD
ST. AUGUSTINE, FL 32084
(Hereinafter referred to as Respondent)

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

City Code, Chapter 8, Section 8-608 Permit required.

ORDER

THIS MATTER originally came before the Board for public hearing on **March 8 2022**, after due notice to the Respondent(s), at which time the Board heard testimony under oath and received evidence. The Board issued findings of fact, conclusions of laws, and an oral order reduced to writing and furnished to the Respondent(s) to take corrective action by a time certain, as more specifically set forth in that order. On **November 8, 2023**, this Board conducted a compliance hearing and determined that the property was in violation for 160 days from March 19 2022 though August 25 2022 and issued an "Order Imposing a Fine" in the amount of \$40,000 for the time the property was not in compliance.

Based on the evidence and testimony presented at the **November 8, 2022** hearing, the Board finds that the required corrective action **has** been taken as ordered which constitutes compliance with the City Code, Chapter 8, Section 8-608.

The Board's previous order set forth a compliance date of **December 8, 2022**, and a fine of \$40,000. The Board acknowledged that as of February, 2023 the fine had not been paid. On March 14, 2023, the Board ordered the fine would be imposed in the form of a lien.

IT IS HEREBY ORDERED that the above described fine in the amount of \$40,000 is hereby pending against the Respondent(s) for the violation that existed upon the following described property, situated in St. Augustine, Florida, to wit:

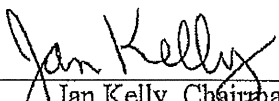
Violation Site: 215 Anastasia Blvd

Legal Description: 3-99 DAVIS SHORES LOT 1 THRU 7 BLK 38
OR3859/472 & 3881/205 (RE-REC) & 38696/1081 (C/D)

Parcel Number: 2190900 0000

THIS ORDER SHALL BE RECORDED IN THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY FORTHWITH AND SHALL CONSTITUTE A LIEN AGAINST THE ABOVE DESCRIBED PROPERTY, AND UPON ANY OTHER REAL OR PERSONAL PROPERTY OWNED BY THE VIOLATOR, PURSUANT TO SECTIONS 162.08 AND 162.09, FLORIDA STATUTES. FURTHER INFORMATION ON THIS MATTER MAY BE OBTAINED BY CONTACTING THE BUILDING AND CODE ENFORCEMENT DIVISION, P.O. BOX 210, ST. AUGUSTINE, FL 32085-0210, (904) 825-1066.

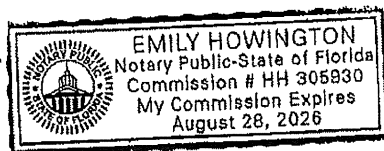
DONE AND ORDERED THIS 14TH DAY OF MARCH, 2023. In open session at the Alcazar Room, 75 King Street, St. Augustine, Florida.

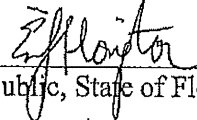

Jan Kelly, Chairman
Code Enforcement, Adjustments & Appeals Board

STATE OF FLORIDA
COUNTY OF ST. JOHNS

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

Witness my hand and official seal, this 14 day of March, A.D., 2023.




Notary Public, State of Florida

You have 30 days in which to appeal this order to the Circuit Court of St. Johns County. The Code Enforcement, Adjustments and Appeals Board, upon notification by the Code Enforcement Inspector that a previous order of the Board has not been complied with by the set time, may order the violator to pay a maximum fine of \$500 for each day the violation continues past the date set for compliance. A certified copy of an order imposing a fine may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists, or upon any other real or personal property owned by the violator; and it may be enforced in the same manner as a court judgment by the Sheriffs of this state, including levy against the personal property, but shall not be deemed to be a court judgment except for the enforcement purposes. After three (3) months from filing of any such liens which remain unpaid, the Code Enforcement, Adjustments and Appeals Board may authorize the local governing body attorney to foreclose on the lien.

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: September 3, 2025

RE: **EMINENT DOMAIN: LAKE MARIA SANCHEZ– INVOICE FOR PROFESSIONAL SERVICES**

Enclosed please find Invoice No. 08-2025-09-5814 dated September 2, 2025 from Cavendish Partners, P.A. for legal services rendered in the Lake Maria Sanchez eminent domain matter.

The amount due is **\$7,493.94**. We have reviewed the billing and submit same to you for placement on the consent agenda for the September 22, 2025 City Commission meeting.

*WITH THIS INVOICE THE TOTAL EXPENDED TO DATE FOR ATTORNEY'S
FEES AND COSTS ON THIS MATTER EQUALS \$50,540.34.*

Thank you.



Isabelle C. Lopez
City Attorney

/s/
Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Darlene Galambos, City Clerk

CAVENDISH PARTNERS

P.A.

200 West Forsyth Street, Suite 1300
Jacksonville, FL 32202

INVOICE

Date: 09/02/2025

Invoice #: 08-2025-09-5814

Matter: Eminent Domain re Lake Maria Sanchez

File #: 5814

INVOICE TOTAL AND BALANCE DUE \$7,493.94

Bill To:

Isabelle Lopez, City Attorney

75 King Street

P.O. Box 210

St Augustine, FL 32085

Due Date: 10/02/2025

Please Remit Payment To:

Cavendish Partners, P.A.

200 West Forsyth Street

Suite 1300

Jacksonville, FL 32202

**PAYMENTS RECEIVED AFTER 09/02/2025 ARE
NOT REFLECTED IN THIS BALANCE DUE INVOICE**

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim
City Manager

DATE: September 11, 2025

RE: Consent Agenda Item for September 22, 2025, City Commission Meeting
Revocable License for 117 Inlet Drive

Please find attached Utilities & PW proposed Revocable License for right-of-way use near 117 Inlet Drive. This proposed license is for the beneficial use of improvements by the property owner at 117 Inlet Drive, which are not accepted for maintenance by the city, and include landscaping and a fence.

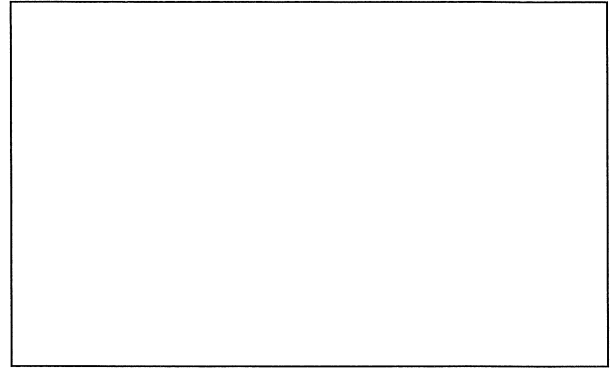
Please let me know if you have any questions regarding this agenda item.



Stephen L. Slaughter, P.E.
Utilities & Public Works Director

Attachments: Revocable License

Copy: Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager



LICENSE FOR USE OF CITY RIGHT-OF-WAY

COMES NOW THE CITY OF ST. AUGUSTINE, FLORIDA, a Florida municipal corporation ("Grantor"), whose address is P.O. Box 210, St. Augustine, Florida 32085-0210, and grants to Richard Hardy. ("Grantee"), whose address is 117 Inlet Drive, St. Augustine, Florida 32080, a non-exclusive, revocable License for the permissive use of the Grantor's public right-of-way known as 117 Inlet Drive situated in the State of Florida, County of St. Johns, and City of St. Augustine and described in **Exhibit "A"** attached hereto and incorporated herein by reference.

This License is subject to the following terms and conditions:

1. The Grantor may revoke this License at any time by delivery to the Grantee of written notice of revocation directed to the Grantee.
2. All notices required by this License shall be affected by delivery of said notice in writing to the recipient party by U.S. Mail, certified, return receipt requested. All notices shall be sent to the address of the recipient Grantor or Grantee as described herein.
3. Grantor grants this License to Grantee on a continuing basis for use of the Grantor's right-of-way but only to the extent required by Grantee for installation and maintenance of a fence, landscaping, and landscaping appurtenances including but not limited to plants, trees, irrigation, pavers, and lighting limited to the area described in Exhibit "A". Grantee shall not use the property for parking, storage or placement of any structure other than the fence identified in Exhibit "A".
4. Grantee shall not occupy or use said right-of-way, nor shall Grantee permit the occupation or use of said right-of-way, for any purpose other than those purposes expressly permitted by this License.
5. In addition to any other reservations made herein, Grantor, in its sole discretion, may deem it in the public interest to use the subject right-of-way, or any portion thereof, for any public purpose and, therefore, declare a need to remove the Grantee's improvements. In that event, Grantor shall give Grantee ten (10) days' written notice of revocation and cancellation of this License. Grantee shall have a reciprocal right of cancellation of this License upon ten (10) days' written notice to the Grantor.
6. During the term of this License, Grantor shall bear no responsibility for the maintenance of any improvements made by Grantee within the right-of-way, and Grantee shall, at Grantee's sole expense, keep all such improvements in good order and repair.

7. Grantee shall not directly or indirectly assign, sublease, hypothecate, sell, mortgage, encumber or otherwise transfer this License or any interest therein without the written permission of Grantor, at Grantor's discretion. This license does not run with the land.

8. To the extent permitted by law, the Grantee shall indemnify, defend, and hold the Grantor harmless from all claims and reasonable costs associated with this License. This provision relating to indemnification shall be subject to the limitations of liability set forth in Section 768.28, Florida Statutes. Nothing in this section shall operate as a waiver of such sovereign immunity on the part of the Grantor. The requirement for Grantee to provide insurance coverage protecting the City of St. Augustine shall not release Grantee's duty to fully indemnify Grantor. Grantee's failure to obtain the required insurance coverage shall not be deemed a waiver of indemnification.

9. Grantee, at all times during the term hereof, shall carry public liability insurance against personal injury and property damage with a company authorized to conduct business in the State of Florida and satisfactory to the Grantor, protecting the City of St. Augustine against any and all claims for damages to persons or property as a result of or arising out of the use and maintenance by Grantee of the Grantor's right-of-way. Said insurance shall name the City of St. Augustine as an additional insured with limits of coverage not less than: \$300,000, bodily injury or death, each person; \$300,000, bodily injury or death, each accident; \$300,000, property damage, each individual claim; and \$300,000, property damage, each accident. Should the limits of sovereign immunity be increased by an act of the legislature, this insurance shall be increased commensurate to the increase in sovereign immunity limits. Grantee shall supply written proof of insurance to Grantor within fifteen (15) days of the date of execution of this License and shall continue to supply such proof to Grantor annually on the anniversary date of the execution of this License. Grantor's representative with regard to providing the written proof required herein shall be the City Manager for the City of St. Augustine, P.O. Box 210, St. Augustine, Florida, 32085-0210, unless and until Grantor notifies Grantee otherwise in writing.

10. Upon the notice of termination or cancellation of this License by Grantor or Grantee, this License shall become null and void, at which time Grantee shall remove all improvements located within the right-of-way within ten (10) days of receipt of such notice of termination or cancellation. If such improvements are not removed within ten (10) days of initial notice, Grantor may remove such structures, and Grantee shall pay Grantor's costs of such removal within thirty (30) days of receipt of notice of such costs. If Grantee fails to pay such costs within thirty (30) days of notice, Grantee shall be liable for all costs of collection, including court costs and attorney's fees incurred by Grantor to collect such costs.

11. Grantor, at Grantor's expense, shall record this License in the Public Records of St. Johns County, Florida.

12. For any litigation arising out of the interpretation or enforcement of the terms and conditions of this License, venue shall lie exclusively in a court of competent jurisdiction located in St. Johns County, Florida. Grantee shall be liable to Grantor for all costs associated with the City of St. Augustine's enforcement of the terms and conditions of this license, including but not limited to, court costs and attorney's fees.

13. Grantee, by acceptance of this License, acknowledges that the Grantee, and the Grantee's heirs, assigns and successors shall be unequivocally bound by the terms and covenants contained in this License. However, Grantee may not assign any rights to this license without prior written consent of Grantor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this
_____ day of September, 2025.

ATTEST:

GRANTOR:

CITY OF ST. AUGUSTINE, FLORIDA,
a municipal corporation

Darlene Galambos, City Clerk
(SEAL)

By: _____
Nancy Sikes-Kline, Mayor-Commissioner

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, by means of
☐ physical presence or ☐ online notarization, **Nancy Sikes-Kline**, who is personally known
to me or who has produced _____ as identification, who is the
person described in and who executed the foregoing instrument and who acknowledged
before me that she executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this _____ day of _____, 20____.

Notary Public, State of Florida

*** SIGNATURES CONTINUE ON THE FOLLOWING PAGE ***



Signed, sealed and delivered
in the presence of:

GRANTEE:

[Signature]
Witness #1

Print: Angela Dillard
Address: 140 Stephanie Ln
St Augustine FL 32086

[Signature]
Witness #2

Print: Ellen Landon
Address: 507 ARRICOLA AVE
ST. AUGUSTINE, FL.
32080

[Signature]
Print: Richard L Hardy
Address: 117 Inlet Dr
St. Augustine, FL 32080

STATE OF Florida
COUNTY OF St. Johns

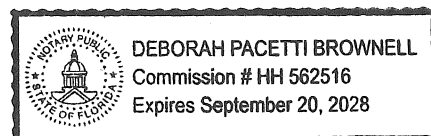
I HEREBY CERTIFY that on this day, personally appeared before me, by means of
☒ physical presence or ☐ online notarization, Richard Hardy, who is
personally known to me or who has produced _____ as
identification, who is the person described in and who executed the foregoing instrument and
who acknowledged before me that he/she executed the same for the uses and purposes
therein expressed.

Witness my hand and official seal, this 4th day September, 2025.

[Signature]
Notary Public, State of Florida

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

CITY ATTORNEY



117 WGET DR.

EXHIBIT A

RIGHT-OF-WAY

FENCE

XXXX

