

CITY OF ST. AUGUSTINE

Historic Architectural Review Board Regular Meeting
July 15, 2025

The Historic Architectural Review Board met in formal session at 1:00 P.M., Thursday, July 15, 2025, in the Alcazar Room at City Hall, St. Augustine, Florida. Brad Beach, Chairperson, called the regular meeting to order, and the following were present:

1. ROLL CALL: Brad Beach, Chairperson
Linda Potter, Vice-Chairperson
Catherine Duncan
Gaere MacDonald
Barbara Wingo (Alternate)

Absent Paul Weaver, III (Excused)

City Staff: Julie Courtney, Historic Preservation Officer
Candice Seymour, Historic Preservation Planner
Isabelle Lopez, City Attorney
Michele Fudo, Recording Secretary

2. General Public Comments for Items not on the Agenda

Tyler Woods, 40 Sanford Street, wanted to change the style of the gable vent on his home and it was not included in the scope of work on the application.

3. Approval of Minutes

MOTION

Ms. Wingo MOVED to APPROVE the May 19, 2025 minutes as presented. The motion was SECONDED by Ms. Duncan.

VOTE ON MOTION:

AYES: Wingo, Duncan, MacDonald, Potter, Beach
NAYES: NONE
MOTION CARRIED UNANIMOUSLY

4. Modification and approval of Agenda

Item 6.b was withdrawn.

Item 6.c requested continuance to the August 21, 2025 meeting.

Item 6.d requested continuance to the August 21, 2025 meeting

Item 7.a requested continuance to the August 21, 2025 meeting.

MOTION

Mr. MacDonald MOVED to APPROVE the Agenda with the following modifications: item 6.b. HP2025-0033 was withdrawn; item 6.c. HP2025-0039; item 6.d HP2025-0025 and item 7.a HP2025-0011 requested continuance to the August 21, 2025 meeting. The motion was SECONDED by Ms. Potter.

VOTE ON MOTION:

AYES: MacDonald, Potter, Wingo, Duncan, Beach
NAYES: NONE
MOTION CARRIED UNANIMOUSLY

5. Opinion of Appropriateness

5. (a) HP2025-0052 – Matthews | DCCM – Applicant
Sisters of St. Joseph, Inc. – Owner
241 St. George Street

To construct a new institutional building on the northern portion of the property with associated alterations and repairs to existing masonry perimeter walls and new hardscape and landscape designs.

Ms. Seymour read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can take the following actions for an Opinion of Appropriateness at 241 St. George Street:

1. APPROVE if the Board finds that the general concept as proposed or modified by the HARB meets the architectural requirements of the AGHP with understanding from the applicant that a Certificate of Appropriateness application with full architectural and construction details must be approved by the HARB prior to issuance of a building permit; AND recommending that PZB approve required variances for the building height, yard requirements, and lot coverage/impervious surfaces as proposed or modified by the HARB; OR,

2. CONTINUE to allow the applicant time to submit additional details as required by the Board for approval.

Autumn Martinage reviewed the application.

The Board presented their Ex Parte Communication.

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

The Board discussed:

- The historic photos showed the texture and architecture
- This was a special site at the center of the town
- The gardens of St. Augustine were very important as part of the heritage of the area

- The proposed building was going to be in the garden space that existed on the property at this time
- There were areas where there were no windows and gave the appearance of a hotel
- The interior was more detailed
- Thought the look and feel of the proposal was very institutional
- HP-1 zone in the area did not allow the property to conform to existing requirements
- Confirmed that the applicant was seeking variance requests for the setbacks, building height, and lot coverage.
- Felt that it would be helpful going forward to have the renderings present both buildings for review
- The Diocese of St. Augustine would continue to use the existing building
- The purpose of the new building was to provide a more compatible living space
- Thought the building was out of context and was big and boxy
- The inner courtyard had a lot of detailing and was nice as opposed to the outside of the building that was not
- Concerned with the scale and mass on the street side of the building
- There needed to be some relief on the street side
- This project had great purpose
- Felt that the project should be seen from a site context
- Consider what neighbors would see and embrace the community
- If the building was set back farther on the property the height would not be so obvious
- Building placement was driven by the placement of the driveway
- The presented design was a flat façade and very standardized
- Suggested the base of the building be "heavier" and then lighter as the building ascended to the third floor
- The attic space was very large and perhaps the roof height could be brought down

- Thought the building did not invite people in as it should
- The new building should be beautiful as the old one was
- Wanted to see texture and landscaping
- The massing needed to be totally overhauled
- The building should enhance the site and the streetscape
- A larger setback from Aviles would impact the massing
- Suggested moving the covered walkway to the street side and changing the orientation of the hallway
- Adding balconies would add depth
- The retention of water on the property would be underground retention as much as was allowed
- Could the entire site plan be flipped
- The guidelines state that new construction should complement existing structures

MOTION

Mr. MacDonald MOVED to CONTINUE application HP2025-0052 at 241 St. George Street to the August 21, 2025 meeting. The motion was SECONDED by Ms. Duncan.

VOTE ON MOTION:

AYES: MacDonald, Duncan, Wingo, Potter, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

6. Certificates of Demolition and Partial Demolition

6. (a) HP2025-0048 – New South Windows – Applicant Clevenstine Woods Joint Trust – Owner 40 Sanford Street

For after-the-fact wholesale replacement of windows with a different material and design.

Ms. Seymour read the staff report and said based on a review of the AGHP and without the support of evidence to the contrary, staff finds that the board can APPROVE a Certificate of Demolition for Partial at 40 Sanford Street if the HARB finds that the window replacement, as completed or with mitigation as recommended by the Board, maintains the historic character and the integrity of the structure and is compatible with the historic structure's building envelope consistent with the Secretary of the Interior's Standards for rehabilitation #9 as a compatible contemporary design.

Tyler Woods and Christine Clevenstine reviewed the application.

Ex Parte Communication: none

26 certified notices were sent, 2 were returned in favor, 0 were returned opposed and 1 had comments.

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

The Board discussed:

- Old wooden windows typically had gaps
- It looked like the building had been well maintained
- This was another after the fact request for approval

Mark Page, from New South Windows, was sworn in for the record. He advised the board that there was a clerical error that allowed the windows to be installed prior to the permit being issued.

- The doors in the house did not seem to match
- It was the responsibility of the homeowner to understand the requirements of having a home in the historic district
- The front windows should be brought into compliance while the windows on the

side elevation could potentially remain as is

- The windows on the second floor appeared to be cased properly
- The two over two on the fenestration in the front was important
- The windows upstairs #10, 11, 12, 21, 22, and 1 as well should be replaced with aluminum clad
- The front window would be one over one with a single picture window with no muntins also aluminum clad

MOTION

Mr. MacDonald MOVED to APPROVE application HP2025-0048 with the following conditions; the two front windows on the second floor and the window assembly on the first-floor porch need to be converted back to wood windows, the second floor would be two over two and the first-floor porch would be fixed lite in the middle and one over one for the flanking windows using aluminum clad; there would no changes to the gable. The motion was SECONDED by Ms. Duncan.

VOTE ON MOTION:

AYES: MacDonald, Duncan, Wingo, Potter, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

6. (b) HP2025-0033 – Gloria Daniele – Applicant and Owner 58 Riberia Street

Continued from May 19, 2025

For partial demolition of a residential building, constructed c. 1962, that is recorded in the Florida Master Site File and contributing to the Model Land Company National Register Historic District, including the replacement of the existing decorative metal porch posts and railings with new material and design.

This item was withdrawn. See item 4.

6. (c) HP2025-0039 – Robert and Nancy Irving – Applicant and Owner 93 Kings Ferry Way

Continued From June 18, 2025

For partial demolition of a building, constructed c. 1849-1899, that is recorded in the Florida Master Site File and contributing to the Lincolville National Register Historic District, including replacement of existing siding and windows, and reconstruction of the existing porch.

This item requested a continuance to the August 21, 2025 meeting. See item 4.

6. (d) HP2025-0025 – AVS Builders, Inc. – Applicant Elliot C. Pacetti & Wanda L. Wicker – Owner 24 Macaris Street

Continued From April 17, 2025

To demolish a residential building, constructed c. 1924-1930, that is recorded in the Florida Master Site File and contributing to the Fullerwood Park Residential National Register Historic District.

This item requested a continuance to the August 21, 2025 meeting. See item 4.

7. Certificate of Appropriateness – City Owned Property

7. (a) HP2025-0011 – CBVR Telecom Design Group and Cellco Partnership Successor in interest to Verizon Wireless – Applicant Various areas within/ adjacent to existing City rights-of-way within Historic Preservation Zoning Districts 1 through 5

To install new cell antennas and related cellular equipment in proposed locations.

9. Planning and Building Staff Communications

9. (a) Staff Approved Permits Report

10. Other Business

Ms. Courtney advised that the budget was approved for the state and the small matching grant for archeological research of post emancipation black schools had been funded.

Mr. Beach advised that he had received an email from Leslee Keyes regarding roofing material. He thought it would help the board to guide homeowners to get the best material life from products.

Mr. MacDonald asked how the information could be given to realtors regarding historic homes and by design, getting the information to the potential homeowner.

11. Next Scheduled Meeting Date(s)

11. (a) August 21, 2025 – Regular Meeting

12. Adjournment

There being no further business, the meeting was adjourned at 3:04 P.M.¹


Brad Beach, Chairperson

¹ Transcribed by Michele Fudo