# CITY OF ST. AUGUSTINE CITY COMMISSION

## City Commission Meeting

## MONDAY, OCTOBER 27, 2025 - 5:00 PM

## ALCAZAR ROOM

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**1. CALL TO ORDER**

- Roll Call
- Moment of Silence and Pledge of Allegiance

**2. ADMINISTRATIVE ITEMS**

- Modification and Approval of REGULAR AGENDA

**3. SPECIAL PRESENTATIONS, RECOGNITIONS AND PROCLAMATIONS**

**3.A.** **Proclamation 2025-35:** Proclaims the month of October 2025 as Domestic Violence Awareness Month *(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 2025-23:** Amends the Future Land Use Designation of approximately 11.39 Acres at Florida Avenue and 3 Theodore Street East of Nesmith Avenue *(A. Skinner, Planning and Building Director)*

**8.A.2.** **Ordinance 2025-24:** Amends the Zoning of approximately 11.39 acres at Florida Avenue and 3 Theodore Street East of Nesmith Avenue (*A. Skinner, Planning and Building Director)*

**8.A.3.** **Ordinance 2025-25:** Amends the Future Land Use Designation of approximately 6.57 acres at Florida Avenue and Julia Street East of Florida Avenue *(A. Skinner, Planning and Building Director)*

**8.A.4.** **Ordinance 2025-26:** Amends the Zoning of approximately 6.57 acres at Florida Avenue and Julia Street East of Florida Avenue *(A. Skinner, Planning and Building Director)*

**8.A.5.** **Ordinance 2025-27:** Amends the Future Land Use Designation of approximately 2.47 acres at 10,14, and 18 Smith Street and Evergreen Avenue East of Nesbit Avenue *(A. Skinner, Planning and Building Director)*

**8.A.6.** **Ordinance 2025-28:** Amends the Zoning of approximately 2.47 acres at 10,14, and 18 Smith Street and Evergreen Avenue East of Nesbit Avenue *(A. Skinner, Planning and Building Director)*

**8.A.7.** **Ordinance 2025-30:** Provides minor editorial changes to the city's parking regulations *(I. Lopez, City Attorney)*

**8.A.8.** **Ordinance 2025-31:** Creating Section 8-117, Repair timeline for milestone inspections *(R. Schauland, Building Official, 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**

**10. STAFF REPORTS AND PRESENTATIONS**

**11. ITEMS BY CITY ATTORNEY**

**12. ITEMS BY CITY CLERK**

**12.A.** Notification of three (3) upcoming term expirations - St. Augustine Firefighters' Pension Trust Fund, Board of Trustees *(D.Galambos, City Clerk)*

**12.B.** 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: NONE**

**CA.3 Reminder of Upcoming Meetings:**

- November 10, 2025, 5:00PM, Regular City Commission Meeting
- December 8, 2025, 5:00PM, Regular City Commission Meeting
- January 12, 2026, 5:00PM, Regular City Commission Meeting

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

- August 25, 2025 - Regular City Commission Meeting
- August 28, 2025 - Special Budget City Commission Meeting
- September 8, 2025 - Regular City Commission Meeting
- September 11, 2025 - Shade City Commission Meeting
- September 11, 2025- Special Budget City Commission Meeting
- September 22, 2025 - Shade City Commission Meeting
- September 22, 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). NONE.**

**CA.7 NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED:**

Certificate of Recognition 2025-09: Pastor Byron E. Hodges and First Lady Flo Hodges in Celebration of 20 years of service to the Greater St. Mary's Missionary Church *(C. Garris, Commissioner)*

**CA.8** Approval of the Edward Byrne Memorial Justice Assistance Grant (JAG) - $20,224.00 for Breaching Training Door and Forensic Evidence Drying Cabinet *(J. Michaux, Chief of Police)*

**CA.9** Habitat for Humanity of St. Johns County Request for Use of City Seal *(M. Wissel, Communications Director)*

*End Consent Agenda*

City of St. Augustine

La Lealisíma y Valerosa Ciudad de San Agustín de la Florida

Est. 1565

# PROCLAMATION

***WHEREAS,*** *domestic violence is a serious and pervasive crime affecting millions of women, men, children and communities in the United States every year; and*

***WHEREAS,*** *all persons have a basic right to feel safe from harm, especially in their homes, yet nearly 2,500 domestic violence-related calls were made to law enforcement and out of those calls, 128 were assaults and battery and one stabbing happened in St. Johns County last year; and*

***WHEREAS,*** *domestic violence affects people of all ages, racial, socioeconomic, educational, religious, and occupational segments of our society, especially children; and*

***WHEREAS,*** *children from violent homes are physically abused or seriously neglected at a rate significantly higher than the national average and have greater risks of alcohol/drug abuse, juvenile delinquency, cognitive and developmental problems as well as fear, anxiety and guilt; and*

***WHEREAS,*** *domestic violence is not a private family matter but a crime, the consequences of which reach with devastating effect on the communities, schools, and workplaces of our nation; and*

***WHEREAS,*** *domestic violence represents a pattern of assault and coercive behavior that will escalate in frequency and severity if intervention does not occur, and perpetrators of domestic violence must be held accountable for their crimes; and*

***WHEREAS,*** *public awareness and education about domestic violence are needed as well as uniform efforts on the part of government, health professionals, law enforcement, religious organizations, educators, and community associations to address domestic violence through prevention, intervention, and treatment for victims and perpetrators.*

***NOW, THEREFORE,*** *the City Commission of the City of St. Augustine does hereby proclaim the month of OCTOBER 2025 as* ***Domestic Violence Awareness Month*** *and urges all citizens to speak out against domestic violence and support local efforts to assist victims of these crimes in finding the help and healing they need.*

***IN WITNESS WHEREOF****, I hereunto set my hand and do cause the Seal of the City of St. Augustine to be affixed this 27th day of October in the year of our Lord two thousand twenty-five and the four hundred and sixtieth year of the founding of St. Augustine, the Nation's Oldest City.*

*2025-35*

_____

*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, AICP
City Manager

DATE: October 15, 2025

**RE: Ordinance 2025-23 – Amending the Future Land Use Designation of Approximately 11.39 acres at Florida Avenue and 3 Theodore Street all East of Nesmith Avenue – Second Reading and Public Hearing**

The property at Florida Avenue and 3 Theodore Street is approximately 11.39 acres and is located east of Nesmith Avenue between Theodore Street to the north and Josiah Street to the south. The property was recently purchased by the city as part of its Conservation Program. It is vacant property with approximately 2.97 acres of upland area and approximately 8.42 acres of property waterward and adjacent to the San Sebastian Riverine environment. The area to the west is generally low-density residential development.

This property is now owned by the City of St. Augustine and will be incorporated into the city's conservation lands program including the development of a management plan.

The city's Future Land Use Map (FLUM) identifies the property as Residential Medium Density and Open Land (Very Low Density) as the current land use categories for the property. The request is to change the existing land use on the upland portion to the city's Recreation and Open Space land use category and to change the existing land use on the waterward portion to the city's Open Land (Conservation) land use category.

The Open Land (Conservation) land use category was created and defined as part of the city's update to the Comprehensive Plan in 2020, however no properties were actually assigned this category until this request. This "conservation" category is different than the city's preexisting Open Land (Very Low Density) category. Included attached for your information are the Open Land Comprehensive Plan land use category definitions.

A companion application to rezone the property to Government Use (GU) for the uplands and Open Land (OL) for the waterward area which are consistent with the proposed land use categories has also been submitted.

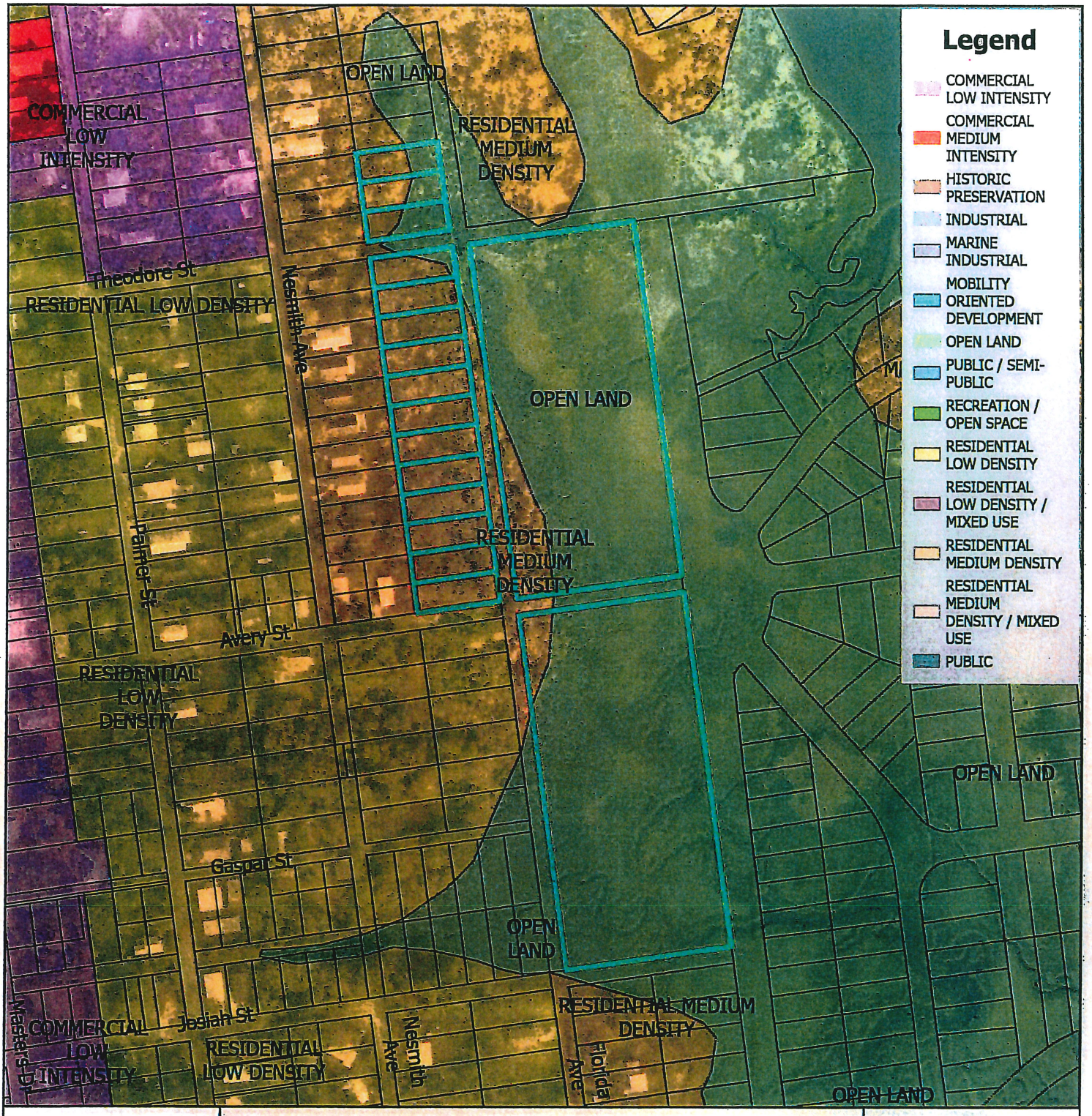
On August 5, 2025, the Planning and Zoning Board (PZB) made a positive recommendation to amend the future land use of these properties as noted above. Subsequently, on August 25th the City Commission passed this ordinance on First Reading.

Attached you will find the Ordinance, a map illustrating the existing future land use, and the packet of information regarding this application and the compatible rezoning provided to the PZB.

Please place Ordinance 2025-23 on the City Commission October 27, 2025, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance.

If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director
Planning and Building Department




# Future Land Use Map

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

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

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

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

CITY OF ST AUGUSTINE
EST. 1565
NATION'S OLDEST CITY

# 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. 2025-23

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 11.39 ACRES; LOCATED AT FLORIDA AVENUE AND 3 THEODORE STREET; EAST OF NESMITH AVENUE BETWEEN THEODORE STREET TO THE NORTH AND JOSIAH STREET TO THE SOUTH AS PORTIONS OF WHITNEYS SUBDIVISION - PART OF RAVENSWOOD IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 2.97 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 8.42 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**Applicable Exemptions:**

- [x] 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):**

| |
|---|
| This ordinance changes the comprehensive plan future land use categories for property purchased by the city as part of its conservation program. The land uses must be changed to comply with a grant requirements. |

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.**

| |
|---|
| None |

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 ordinance changes the land uses on the property to Recreation and Open Space and Open Land (Conservation) consistent with the city's conservation lands program. |

**ORDINANCE NO. 2025-23**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 11.39 ACRES; LOCATED AT FLORIDA AVENUE AND 3 THEODORE STREET; EAST OF NESMITH AVENUE BETWEEN THEODORE STREET TO THE NORTH AND JOSIAH STREET TO THE SOUTH AS PORTIONS OF WHITNEYS SUBDIVISION - PART OF RAVENSWOOD IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 2.97 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 8.42 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that a parcel or parcels of property containing a total of approximately 11.39 acres of land, located at Florida Avenue and 3 Theodore Street; east of Nesmith Avenue between Theodore Street to the north and Josiah Street to the south as portions of Whitneys subdivision - part of Ravenswood more fully described herein, that approximately 2.97 upland acres of the property's Future Land Use Map (FLUM) designation should be amended from City of St. Augustine Residential Medium Density to City Recreation and Open Space and that approximately 8.42 waterward acres of the property's Future Land Use Map (FLUM) designation should be amended from City of St. Augustine Open Land (Very Low Density) to City Open Land (Conservation);

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

Section 1. Amending Comprehensive Plan, Future Land Use Map. The following described property, containing approximately 11.39 acres in total commonly known as Florida Avenue and 3 Theodore Street; east of Nesmith Avenue between Theodore Street to the north and Josiah Street to the south as portions of Whitneys subdivision - part of Ravenswood, and identified on the Future Land Use Map (FLUM) of City of St. Augustine as Residential Medium Density and Open Land (Very Low Density), is hereby amended to the city classifications of Recreation and Open Space and Open Land (Conservation). This property is more fully described below.

Section 2. Legal Description of Property. The following described property commonly known as Florida Avenue and 3 Theodore Street with Parcel ID #109390-0000, Parcel ID #110430-0000, and Parcel ID #110440-0000 within the City of St. Augustine, Florida:

**RAVENSWOOD SUBD ALL BLK 38 & BLK61-H LOTS 132 134 136 138 140 142 144 146 148 150 152 & 154 & ALL BLK 62 OR6114/1951 PARCEL ID 109390-0000**

**RAVENSWOOD SUBD LOT 230 BLK 66-L OR6114/1981 PARCEL ID 110430-0000**

**RAVENSWOOD SUBD LOT 232 & 234 OR6114/1981 PARCEL ID 110440-0000**

**HERETO AND MADE A PART HEREOF.**

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

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

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

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

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

ATTEST: _____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

# Comprehensive Plan - Future Land Use Element

# Open Land Category Definitions

## FLUE Objective 6.7

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

### FLUE Policy 6.7.1

**Open Land (Very Low Density)**

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

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

### FLUE Policy 6.7.2

**Open Land (Conservation)**

All public or private lands waterward of the most restrictive jurisdictional line, and including land under conservation easement, conservatorship or other permanent protection where only activities specified in the easement, conservatorship or other permanent protection are permitted and/or environmentally sensitive lands owned by a local, regional, state or federal governmental agency or similar organization.

Note: As part of this Comprehensive Plan update an Asterix (*) with clarifying language related to Open Land (Conservation) is added to the Future Land Use map:

Language to be inserted on the Future Land Use map:

*All land uses citywide are based on a formal determination of areas waterward of the most restrictive jurisdictional line to determine the areas designated Open Land (Conservation).

**FLUE Policy 6.7.3**

**Recreation/Open Space**

Lands public or private devoted to and operated for recreational uses, such as parks, sports fields, and historic sites, but not commercial business or commercial tourist attractions.

The density and intensity will adhere to the most restrictive adjacent land use designation.

**FLUE Policy 6.7.3.1**

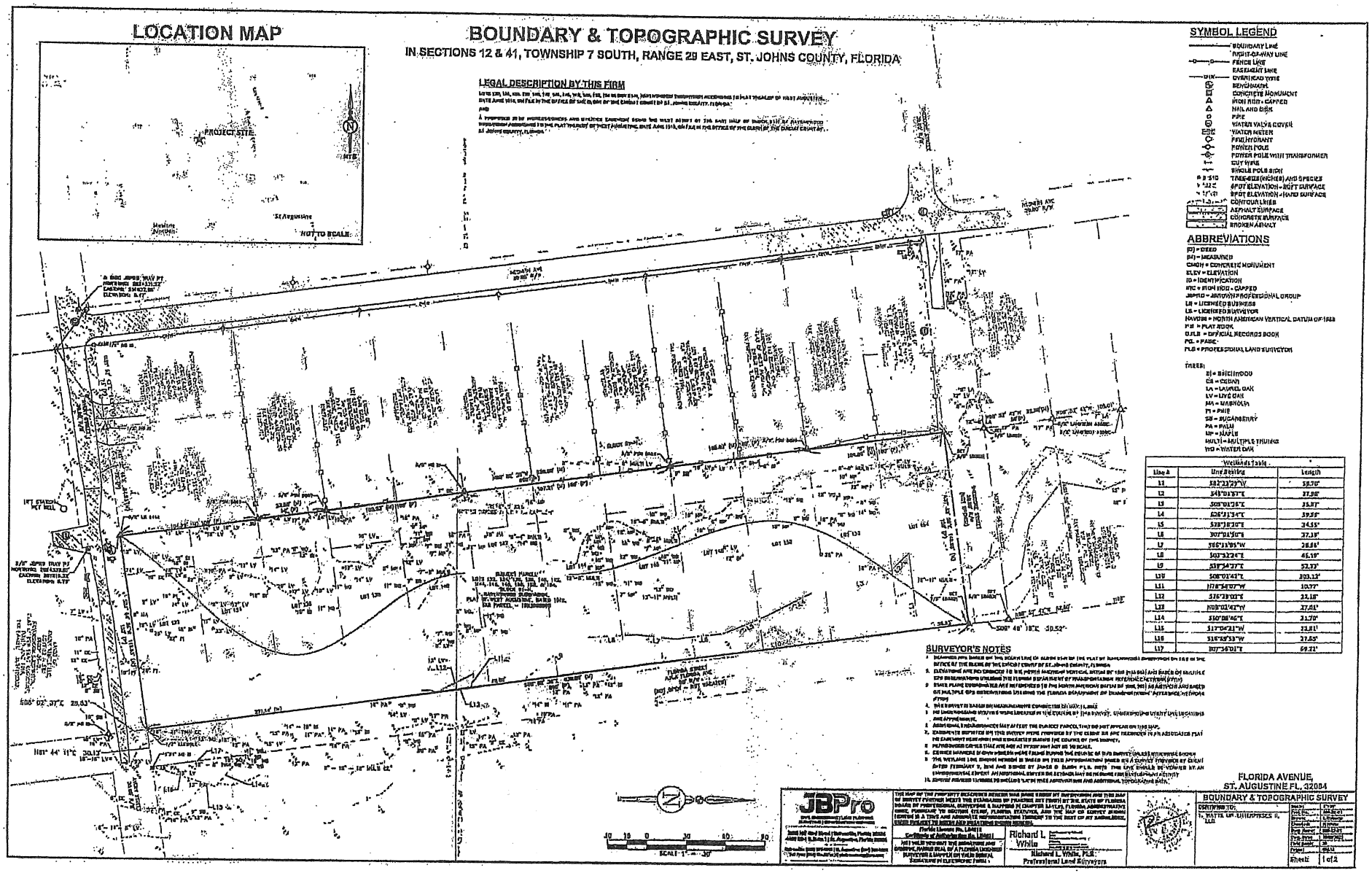
The recreational land use category is intended to accommodate existing public parks and recreation areas as well as committed public parks.

**FLUE Policy 6.7.3.2**

Recreational uses shall be allowed in other categories as support uses.

# BOUNDARY & TOPOGRAPHIC SURVEY

IN SECTIONS 12 & 41, TOWNSHIP 7 SOUTH, RANGE 29 EAST, ST. JOHNS COUNTY, FLORIDA






CARTER ENVIRONMENTAL SERVICES, INC.
CES
42 Masters Drive
St. Augustine, FL 32084
904-540-1766
www.carterenv.com

Current Aerial

# Watts - Turner Property Overview

| Project: | 5.23365 | St. Augustine, FL | Date: Nov 05 2024 | Figure: | 2 |
|---|---|---|---|---|---|

**Florida Avenue #2 property**

| | | |
|---|---|---|
| Parcel # 1093900000 | Florida Avenue | 2.70 upland acres |
| | | 8.15 waterward acres |
| | | **10.85 subtotal** |
| Parcel # 1104300000 | 3 Theodore Street | 0.09 upland acres |
| | | 0.09 waterward acres |
| | | **0.18 subtotal** |
| Parcel # 1104400000 | Florida Avenue | 0.18 upland acres |
| | | 0.18 waterward acres |
| | | **0.36 subtotal** |
| | | **11.39 Total acres** |
| | | **2.97 Total upland acres** |
| | | **8.42 Total waterward acres** |

Total of approximately 2.97 upland acres changing land use from Residential Medium Density to Recreation and Open Space and changing zoning from Residential General-one (RG-1) to Government Use (GU)

Total of approximately 8.42 waterward acres changing land use from Open Land (Very low density) to Open Land (Conservation) and changing the zoning from Residential General-one (RG-1) to Open Land (OL)

# Planning and Zoning Board (PZB)

## August 5, 2025, Staff Report

# Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

| Public Hearing Date | Agenda Item | Application Number |
|---|---|---|
| August 5, 2025 | 8.c | PZB2025-0059 |
| Request | Address | Parcel ID |
| Land Use Plan Map Amendment & Rezoning | Florida Avenue | 109390-0000 |
| | 3 Theodore Street | 110430-0000 |
| | Florida Avenue | 110440-0000 |
| | | [HYPERLINKS TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE] |

## Site & Background Information

| | |
|---|---|
| **Applicant:** | Amy Skinner<br>c/o City of St. Augustine |
| **Owner:** | City of St. Augustine |
| **Property Class:** (St. Johns County Property Appraiser) | 9600 – Marshes, Wetlands, Waste Lands<br>0000 – Vacant Residential |
| **Future Land Use Designation:** | Residential Medium Density & Open Land (Very Low Density) |
| **Zoning Designation:** | Residential, General-One: RG-1 [LINK TO CODE SECTION] |
| **Acreage:** | 11.39 |
| **Neighborhood:** | Ravenswood |
| **Archaeological Zone:** | N/A |

## Request Summary

This application is a request to amend the City's Comprehensive Plan Land Use map and rezone approximately 11.39 acres of property in the vicinity of Florida Avenue and Theodore Street along the San Sebastian River.

The requested land use plan map amendment is to change approximately 2.97 upland acres from Residential Medium Density to Recreation and Open Space and approximately 8.42 waterward acres from Open Land (Very low density) to Open Land (Conservation).

For the approximately 2.97-acre upland portion, the request is to rezone from Residential, General-One: RG-1 to a compatible Government Use: GU zoning designation. As for the approximately 8.42-acre waterward portion, the request is to rezone from Residential, General-One: RG-1 to a compatible Open Land: OL zoning designation.

These properties were purchased by the City of St. Augustine as part of the conservation lands program which is what serves as the justification for these requests. Additionally, the grant money received by the city to help offset the cost of purchasing the property includes a condition that the city change the land use and zoning to categories that encourage conservation within one (1) year.

## Staff Analysis of Request and Consistency with the City of St. Augustine's Comprehensive Plan 2040

| Goal, Policy, or Objective | Staff Analysis |
|---|---|
| Future Land Use Element [LINK TO DOCUMENT] | |
| **Policy 6.4.4**<br>Residential Medium Density<br>This district is intended to apply to those neighborhoods designated for single and multiple-family dwellings and uses, as well as those nonresidential uses compatible and complementary with medium density residential uses, so as to create and maintain a diverse medium intensity residential character. A maximum of thirty percent (30%) of the Residential Medium Density land use designation shall be allocated for nonresidential uses. Nonresidential uses shall be limited to low intensity commercial, public and institutional uses including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation), as appropriate.<br><br>For Residential Uses a maximum of 16 units per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use. | The Residential Medium Density future land use designation is the **current designation** for the landward portion of the approximately 11.39-acre property. |

| | |
|---|---|
| **Objective 6.7**<br><br>**Open Land Categories:** The open land category is established for very low density development adjacent to more environmentally sensitive land. It is also established for the long-term protection and preservation of lands that contain valuable and threatened natural resources, such as wetlands, environmentally sensitive lands, floodplains, protected or unique ecological communities, and areas for recreational uses. | There are two (2) Open Land future land use categories, additional information is included below. |
| **Policy 6.7.1**<br><br>Open Land (Very Low Density)<br><br>This district is intended to apply to areas which are sparsely developed and including uses as normally found in environmentally sensitive areas away from urban activity, but landward of the most restrictive jurisdictional line. It is intended that substantial residential, commercial or industrial development shall not be permitted in the district.<br><br>Single Family dwellings including mobile homes are allowed at two dwelling units per acre; Appropriate activities and land uses within environmentally sensitive areas, include but are not limited to, water related activities and uses, and passive recreation activities and similar uses may occur. Other uses Maximum lot coverage of 20%; maximum height restriction of 35 feet. | The Open Land (Very Low Density) future land use designation is the **current designation** for the waterward portion of the approximately 11.39-acre property. |
| **Policy 6.7.2**<br><br>Open Land (Conservation)<br><br>All public or private lands waterward of the most restrictive jurisdictional line, and including land under conservation easement, conservatorship or other permanent protection where only activities specified in the easement, conservatorship or other permanent protection are permitted and/or environmentally sensitive lands owned by a local, regional, state or federal governmental agency or similar organization. | The Open Land (Conservation) future land use designation is the **requested designation** for the waterward portion of the approximately 11.39-acre property. |

| | |
|---|---|
| Note: As part of this Comprehensive Plan update an Asterix (*) with clarifying language related to Open Land (Conservation) is added to the Future Land Use map:<br><br>Language to be inserted on the Future Land Use map:<br><br>*All land uses citywide are based on a formal determination of areas waterward of the most restrictive jurisdictional line to determine the areas designated Open Land (Conservation). | |
| **Policy 6.7.3**<br><br>Recreation/Open Space<br><br>Lands public or private devoted to and operated for recreational uses, such as parks, sports fields, and historic sites, but not commercial business or commercial tourist attractions.<br><br>The density and intensity will adhere to the most restrictive adjacent land use designation. | The Recreation/Open Space future land use designation is the **requested designation** for the landward portion of the approximately 11.39-acre property. |
| **Policy 6.7.3.1**<br><br>The recreational land use category is intended to accommodate existing public parks and recreation areas as well as committed public parks. | The most notable difference between the recreational land use category and Open Land (Very Low Density) designation is that the former is designed to accommodate public lands and uses while the latter does allow for private development. |
| **Policy 6.8.1.1**<br><br>The City shall initiate a land use plan amendment after purchase and/or development by the government entity. (Adopted June 2011, Ord. No. 2011-02) | This city policy requires a land use plan amendment after the purchase of a property by a government entity. |
| Historic Preservation Element [LINK TO DOCUMENT] | |
| Conservation and Coastal Management Element [LINK TO DOCUMENT] | |
| Recreation and Open Space Element [LINK TO DOCUMENT] | |
| Transportation and Mobility Element [LINK TO DOCUMENT] | |
| Housing Element [LINK TO DOCUMENT] | |
| Infrastructure Element [LINK TO DOCUMENT] | |

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

Based on Sec. 28-30 of the City's Code, the land use plan and land use map established by the comprehensive plan may also be amended and the zoning atlas may from time to time be revised by the rezoning of land as provided in this section. [LINK TO CODE SECTION]

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

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

**Sec. 28-246. - Open lands district: OL.**

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

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

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

(3) *Permitted uses by exception:*

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

(4) *Minimum lot requirements:*

a. Single-family dwelling or mobile home on individual lot:
   1. Minimum lot width, one hundred (100) feet.
   2. Minimum lot area, one-half acre.
b. Other permitted or permissible uses or structures. None.

(5) *Maximum lot coverage by all buildings:*

a. Single-family dwelling and mobile homes on individual lot and accessory building thereto, ten (10) percent.
b. Other permitted or permissible uses and accessory buildings thereto, twenty (20) percent.

(6) *Minimum yard requirements.* All uses and structures:

a. Front, fifteen (15) feet.
b. Side, twenty (20) feet.
c. Rear, twenty (20) feet.

(7) *Maximum height of structures.* Thirty-five (35) feet.

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

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

## Staff Recommendation

Based on Sec. 28-30 staff finds that the Board may make **POSITIVE RECOMMENDATIONS** to the city commission to amend the future land use plan map to change the future land use of approximately 11.39 acres of land, approximately 2.97 upland acres from Residential Medium Density to Recreation and Open Space and approximately 8.42 waterward acres from Open Land (Very Low Density) to Open Land (Conservation).

In addition, staff finds that the Board may make **POSITIVE RECOMMENDATIONS** to the city commission to rezone the approximately 2.97-acre upland portion from Residential, General-One: RG-1 to a compatible Government Use: GU zoning designation and from Residential, General-One: RG-1 to a compatible Open Land: OL zoning designation for the approximately 8.42-acre waterward portion.

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

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

## Attachments

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

**Staff Report prepared by:**

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

# Attachment 1:
# Site Maps & Photos




# Zoning Map

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

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

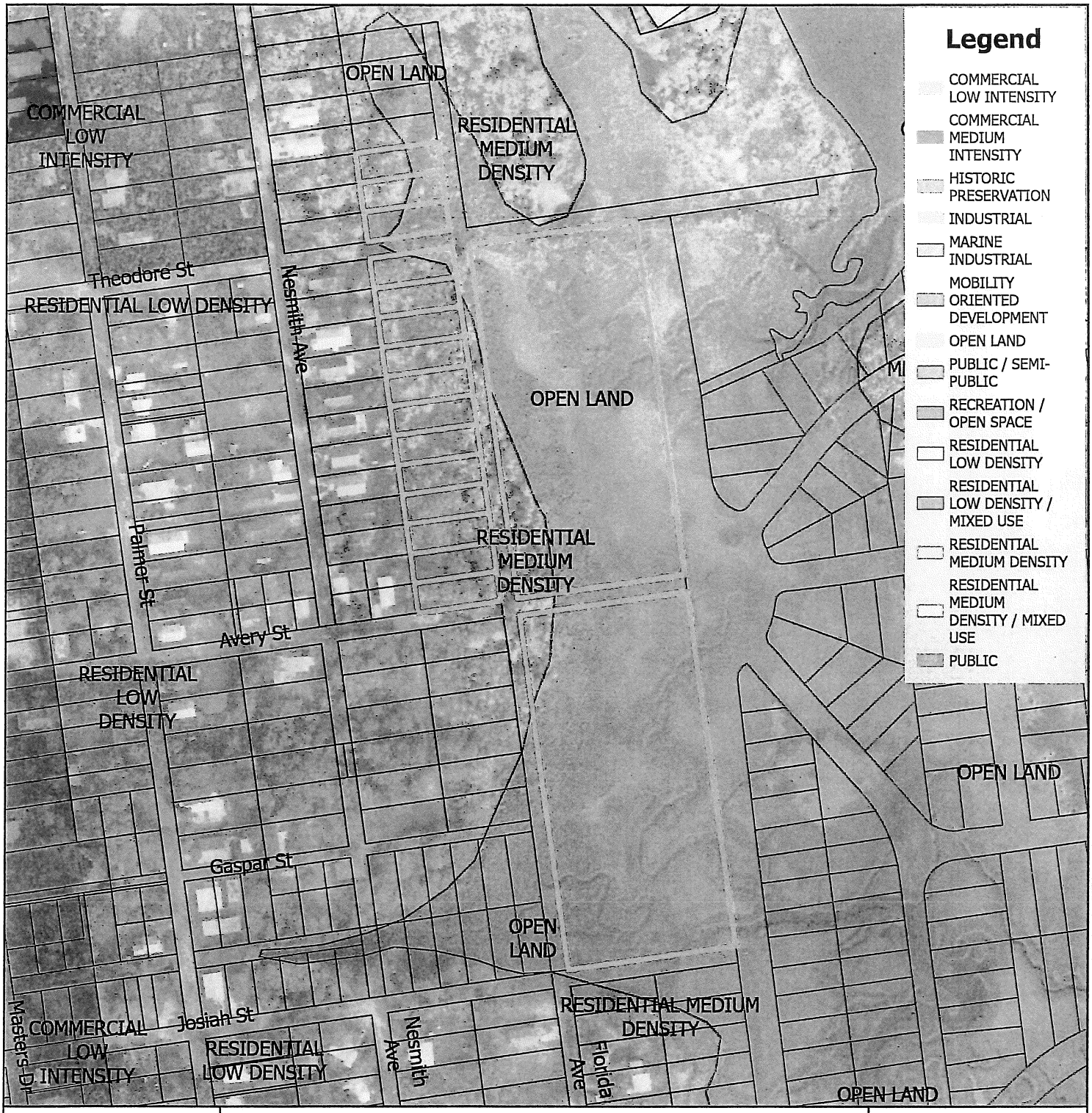
2025

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet




# Future Land Use Map

N

0 0.17 0.35 Miles

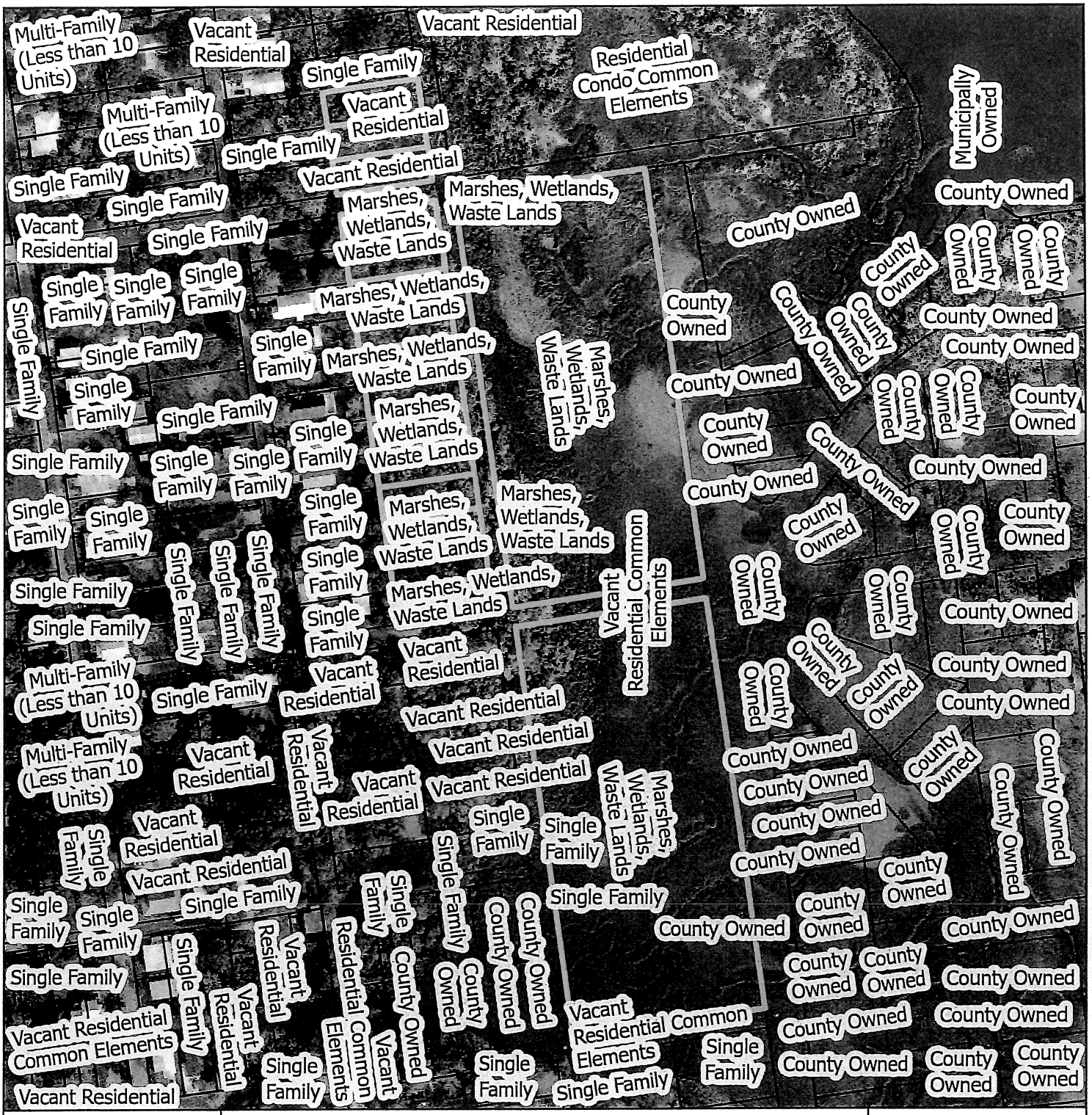
0 1,250 2,500 Feet

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

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2025

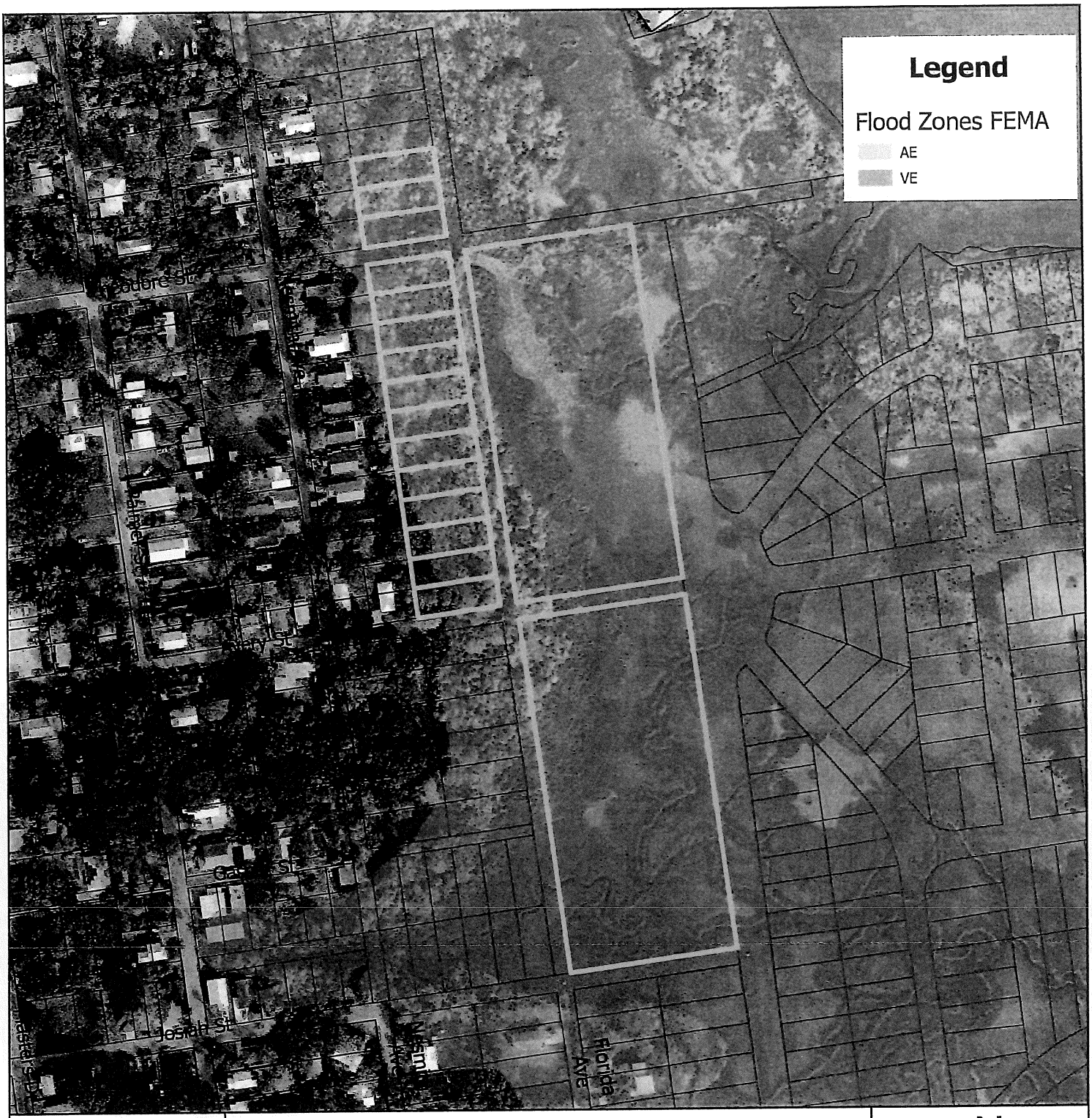
Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet


Multi-Family (Less than 10 Units)
Vacant Residential
Vacant Residential
Residential Condo Common Elements
Municipally Owned
Single Family
Multi-Family (Less than 10 Units)
Vacant Residential
Single Family
Vacant Residential
Single Family
Single Family
Vacant Residential
Marshes, Wetlands, Waste Lands
Marshes, Wetlands, Waste Lands
County Owned
Vacant Residential
Single Family
Single Family
Single Family
Marshes, Wetlands, Waste Lands
County Owned
Single Family
Single Family
Marshes, Wetlands, Waste Lands
Marshes, Wetlands, Waste Lands
County Owned
Single Family
Single Family
Single Family
Marshes, Wetlands, Waste Lands
County Owned
Single Family
Single Family
Single Family
Single Family
Marshes, Wetlands, Waste Lands
Marshes, Wetlands, Waste Lands
County Owned
Single Family
Single Family
Single Family
Single Family
Marshes, Wetlands, Waste Lands
Vacant Residential Common Elements
County Owned
Single Family
Single Family
Single Family
Single Family
Marshes, Wetlands, Waste Lands
County Owned
Single Family
Single Family
Single Family
Single Family
Vacant Residential
Multi-Family (Less than 10 Units)
Single Family
Vacant Residential
Vacant Residential
Vacant Residential
Vacant Residential
Multi-Family (Less than 10 Units)
Vacant Residential
Vacant Residential
Vacant Residential
Vacant Residential
Vacant Residential
Single Family
Single Family
Marshes, Wetlands, Waste Lands
County Owned
Vacant Residential
Vacant Residential
Single Family
Single Family
Single Family
Single Family
Single Family
Single Family
Single Family
Single Family
Vacant Residential
Residential Common Elements
Vacant Residential
Vacant Residential Common Elements
Vacant Residential
Single Family
Single Family
Single Family
Single Family
County Owned
County Owned
County Owned

# Florida Avenue & Theodore Street




12/08/2024




# FEMA Flood Zone Map

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

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

DISCLAIMER
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varying levels of accuracy. The City of St. Augustine disclaims all responsibility
for the accuracy or completeness of the data shown hereon.

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet




# Elevation Map

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

DISCLAIMER
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2025

N

0 0.02 0.04 Miles

0 125 250 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

# Attachment 2:
# Application

# CITY OF ST AUGUSTINE
# APPLICATION TO PLANNING AND ZONING BOARD

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

Receipt Number:_____ Meeting Date:_____

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

---

1. NAME OF APPLICANT: Amy Skinner Contact Number: 904-209-4320
   Business *(if applicable)*: City of St. Augustine
   Address: 75 King St City: St. Augustine State: FL Zip: 32084
   E-Mail Address: askinner@citystaug.com

2. NAME OF PROPERTY OWNER: City of St. Augustine Contact Number:_____
   Business *(if applicable)*:_____
   Address:_____ City:_____ State:_____ Zip:_____
   E-Mail Address:_____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
   Lot: Attached Block: Attached
   Subdivision: Whitneys Subdivision-Part Of Ravenswood Parcel Number: 1093900000, 1104300000, 1104400000

4. PROJECT STREET ADDRESS: Florida Ave & Theodore St

5. SPECIFIC PROPOSED USE: Conservation / Recreation

6. ACTION REQUESTED:
   - ☐ Conservation Zone Development
   - ☐ Exception
   - ☐ Variance
   - ☐ Other:_____
   - ☐ Appeal of Staff Determination
   - ☒ Land Use Plan Amendment
   - ☒ Rezoning

7. DESCRIPTION OF ACTION REQUESTED: Total of approximately 2.97 upland acres changing land use from Residential Medium Density to Recreation and Open Space and changing zoning from Residential General-one (RG-1) to Government Use (GU). Total of approximately 8.42 waterward acres changing land use from Open Land (Very low density) to Open Land (Conservation) and changing the zoning from Residential General-one (RG-1) to Open Land (OL).

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

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

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

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

10. PREVIOUS APPPLICATIONS:

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

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

_____

11. AGREEMENT:

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

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

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

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

_____

Signature of Applicant Date

_____

Signature of Property Owner Date

# CITY OF ST. AUGUSTINE
# DEVELOPMENT PERMIT APPLICANT WAIVER

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

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

Amy McClure Skinner

Print name of applicant

Signature of applicant

07/15/2025

Date

CITY OF
ST AUGUSTINE
EST. 1565

# Owner's Authorization For Agent

_____is/are hereby authorized TO ACT ON BEHALF OF_____, the owner(s) of those lands described within ☐ the attached application, or ☐ described within the previously filed Application number: _____, and as described in the attached deed or other such proof of ownership as may be required, in applying to the City of St. Augustine's Planning & Zoning Board, located at: _____

BY:_____
Signature of Owner

_____
Print Name of Owner

_____
Telephone Number

State of_____

County of_____

Signed and sworn before me on this_____day of_____, 20__.

By_____

Identification verified:

Oath sworn: _____Yes____ No

Notary Signature: _____

My Commission expires: _____

# PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 as follows:

| Description of Work | Fee Amount |
|---|---|
| Rezoning: small scale | $300.00 + ads & notices |
| Rezoning: large scale | $1,000.00 + ads & notices |
| Land Use Plan Amendment: small scale | $400.00 + ads & notices |
| Land Use Plan Amendment: large scale | $1,400.00 + ads & notices |
| Planned Unit Development | $400.00 or $35.00/acre, whichever is greater, $1,400 max + ads & notices |
| Zoning Variance | $350.00 + ads & notices |
| Zoning Exception | $250.00 + ads & notices |
| Conservation Overlay Zone Development | $165.00 + ads & notices |
| Significant Tree Removal or Appeal of Tree Removal Permit Denial | $165.00 + ads & notices |
| Appeal of Staff Determination | $200.00 + ads & notices |
| Application to Amend Zoning Code | $600.00 + ads & notices |
| Subdivision Plat Review | $275.00 + ads, notices & additional associated costs |

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

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

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other-than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Florida Avenue/Theodore Street

Project Address: _____

Applicant's Name: _____ Applicant's Signature: _____

Amy McClure Skinner

Owner's Name: _____ Owner's Signature: _____

# Attachment 3:

# St. Johns County Property Appraiser Report

# St. Johns County, FL

### Apply for Exemptions

Apply for Exemptions

### Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

### Sales Questionnaire Form

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

Sales Questionnaire

### 2024 TRIM Notice

2024 TRIM Notice (PDF)

### Summary

| | |
|---|---|
| Parcel ID | 1093900000 |
| Location | FLORIDA AVE |
| Address | SAINT AUGUSTINE 32084-0000 |
| Neighborhood | Ravenswood (485) |
| Tax Description* | RAVENSWOOD SUBD ALL BLK 38 & BLK 61-H LOTS 132 134 136 138 140 142 144 146 148 150 152 & 154 & ALL BLK 62 OR6114/1951<br>*The Description above is not to be used on legal documents. |
| Property Use Code | Marshes, Wetlands, Waste Lands (9600) |
| Subdivision | Whitneys Subdivision-Part Of Ravenswood |
| Sec/Twp/Rng | 41-7-29 |
| District | City of St Augustine (District 452) |
| Millage Rate | 18.72 |
| Acreage | 10.850 |
| Homestead | N |

Click Here to Open Cyclomedia Viewer in a New Tab.

No Image Available

## Owner Information

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

## Map




## Valuation Information

| | 2025 |
|---|---|
| Assessed Year | |
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $391,995.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$391,995.00** |
| Total Deferred | $155,646.00 |
| **Assessed Value** | **$236,349.00** |
| Total Exemptions | |
| **Taxable Value** | **$236,349.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $389,998 | $0 |
| 2023 | $0 | $0 | $325,360 | $0 |
| 2022 | $0 | $0 | $320,257 | $0 |
| 2021 | $0 | $0 | $194,383 | $0 |
| 2020 | $0 | $0 | $146,755 | $0 |
| 2019 | $0 | $0 | $146,755 | $0 |
| 2018 | $0 | $0 | $133,147 | $0 |
| 2017 | $0 | $0 | $126,343 | $0 |
| 2016 | $0 | $0 | $100,828 | $0 |
| 2015 | $0 | $0 | $92,323 | $0 |
| 2014 | $0 | $0 | $92,323 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Marshes & Tidal Lands | 1260 | 300 | 7.98 | AC | $1,995 |
| Vacant Residential | 630 | 150 | 12 | UT | $390,000 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 3/18/2025 | 3/10/2025 | $1,150,000.00 | WARRANTY DEED | 6114 | 1951 | U | V | WATTS UP ENTERPRISES II LLC | CITY OF SAINT AUGUSTINE |
| 4/8/2016 | 4/8/2016 | $100.00 | CORRECTIVE DEED | 4174 | 1441 | U | V | DRUNNA PROPERTIES INC | WATTS UP ENTERPRISES II LLC |
| 9/1/2015 | 8/31/2015 | $249,000.00 | WARRANTY DEED | 4079 | 86 | U | V | DRUNNA PROPERTIES INC | WATTS UP ENTERPRISES II LLC |
| | 7/30/1998 | $60,000.00 | WARRANTY DEED | 1339 | 1213 | U | V | GRAHAM HARRY,KRAMER | DRUNNA PROPERTIES INC |
| | 7/29/1994 | $480,000.00 | WARRANTY DEED | 1068 | 1596 | U | V | BARNETT OF THE ST JOHNS | DRUNNA PROPERTIES INC |
| | 5/20/1993 | $1,000.00 | CERTIFICATE OF TITLE | 992 | 1264 | U | V | JONES DRYDEN ETAL | BARNETT OF THE ST JOHNS |
| | 12/1/1989 | $0.00 | | 839 | 1693 | U | V | | JONES DRYDEN ETAL |
| | 12/1/1988 | $0.00 | | 807 | 391 | U | V | | |
| | 1/1/1979 | $0.00 | | 432 | 59 | U | V | | |
| | 1/1/1979 | $0.00 | | 431 | 394 | U | V | | |

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

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 7/29/2025, 11:52:27 PM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

# St. Johns County, FL

### Apply for Exemptions

Apply for Exemptions

### Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

### Sales Questionnaire Form

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

Sales Questionnaire

### 2024 TRIM Notice

2024 TRIM Notice (PDF)

### Summary

| | |
|---|---|
| **Parcel ID** | 1104300000 |
| **Location Address** | 3 THEODORE ST<br>SAINT AUGUSTINE 32084-0000 |
| **Neighborhood** | Ravenswood (485) |
| **Tax Description*** | 1-116 RAVENSWOOD SUBD LOT 230 BLK 66-L OR6114/1981<br>*The Description above is not to be used on legal documents. |
| **Property Use Code** | Vacant Residential (0000) |
| **Subdivision** | Whitneys Subdivision-Part Of Ravenswood |
| **Sec/Twp/Rng** | 12-7-29 |
| **District** | City of St Augustine (District 452) |
| **Millage Rate** | 18.72 |
| **Acreage** | 0.180 |
| **Homestead** | N |

Click Here to Open Cyclomedia Viewer in a New Tab

No Image Available

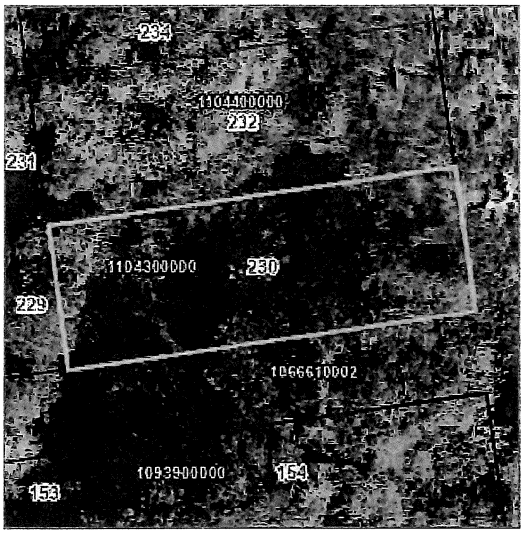
## Owner Information

| | |
|---|---|
| Owner Name | City Of St Augustine 100% |
| Mailing Address | PO BOX 210<br>SAINT AUGUSTINE, FL 32085-0000 |

## Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | Future Year Exemption | $0 |

## Map




## Valuation Information

| Assessed Year | 2025 |
|---|---|
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $37,500.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$37,500.00** |
| Total Deferred | $0.00 |
| **Assessed Value** | **$37,500.00** |
| Total Exemptions | $0.00 |
| **Taxable Value** | **$37,500.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $85,500 | $0 |
| 2023 | $0 | $0 | $71,250 | $0 |
| 2022 | $0 | $0 | $70,125 | $0 |
| 2021 | $0 | $0 | $42,375 | $0 |
| 2020 | $0 | $0 | $31,875 | $0 |
| 2019 | $0 | $0 | $31,875 | $0 |
| 2018 | $0 | $0 | $28,875 | $0 |
| 2017 | $0 | $0 | $27,375 | $0 |
| 2016 | $0 | $0 | $21,750 | $0 |
| 2015 | $0 | $0 | $19,875 | $0 |
| 2014 | $0 | $0 | $19,875 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 50 | 150 | 1 | UT | $37,500 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 3/18/2025 | 3/10/2025 | $30,000.00 | WARRANTY DEED | 6114 | 1981 | U | V | TURNER ALISON G | CITY OF ST AUGUSTINE |
| 7/14/2020 | 7/9/2020 | $25,000.00 | WARRANTY DEED | 4988 | 1667 | Q | V | ARSENAULT LINDA JOYCE | TURNER ALISON G |
| 3/7/2014 | 2/7/2014 | $0.00 | QUIT CLAIM DEED | 3854 | 196 | U | V | ANDERSON JOHN S | ARSENAULT LINDA JOYCE |
| 2/7/2014 | 2/5/2014 | $0.00 | FINAL JUDGMENT | 3844 | 78 | U | V | ANDERSON JOHN STEVEN & ARSENAULT LINDA JOYCE | ARSENAULT LINDA JOYCE |
| 3/15/2013 | 3/13/2013 | $0.00 | FINAL JUDGMENT | 3700 | 1727 | U | V | ANDERSON JOHN STEVEN,LINDA JOYCE | ANDERSON JOHN STEVEN & ARSENAULT LINDA JOYCE |
| | 2/26/2010 | $0.00 | WARRANTY DEED | 3290 | 817 | U | I | BENNETT MAX L,BETTY V,BRUCE A | ANDERSON JOHN STEVEN,LINDA JOYCE |
| | 3/14/2001 | $100.00 | LIFE ESTATE | 1581 | 417 | U | V | BENNETT MAX L & BETTY V | BENNETT MAX L & BETTY V *** |
| | 4/28/1999 | $15,000.00 | WARRANTY DEED | 1405 | 483 | Q | V | JOINER ETHEL C | BENNETT MAX L & BETTY V |
| | 1/9/1990 | $0.00 | DEATH CERTIFICATE | 1405 | 482 | U | I | JOINER ELMORE (DECD 1/9/90) & ETHEL C | JOINER ETHEL C |

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

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Contact Us

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# St. Johns County, FL

### Apply for Exemptions

Apply for Exemptions

### Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

### Sales Questionnaire Form

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

Sales Questionnaire

### 2024 TRIM Notice

2024 TRIM Notice (PDF)

### Summary

| | |
|---|---|
| **Parcel ID** | 1104400000 |
| **Location Address** | FLORIDA AVE<br>SAINT AUGUSTINE 32084-0000 |
| **Neighborhood** | Ravenswood (485) |
| **Tax Description*** | 1-116 RAVENSWOOD SUB LOTS 232 & 234 OR6114/1981<br>*The Description above is not to be used on legal documents. |
| **Property Use Code** | Vacant Residential (0000) |
| **Subdivision** | Whitneys Subdivision-Part Of Ravenswood |
| **Sec/Twp/Rng** | 12-7-29 |
| **District** | City of St Augustine (District 452) |
| **Millage Rate** | 18.72 |
| **Acreage** | 0.360 |
| **Homestead** | N |

No Image Available

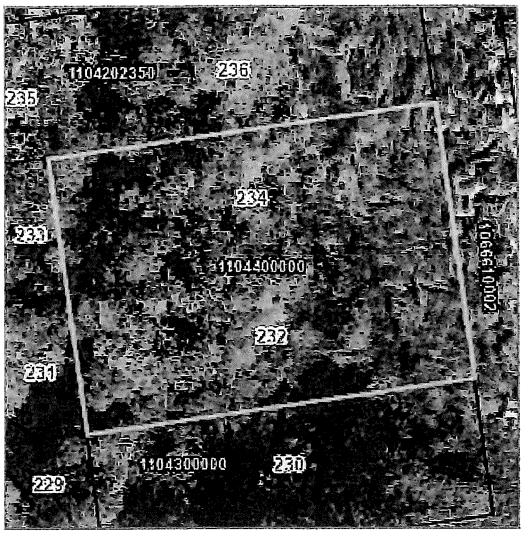
### Owner Information

| | |
|---|---|
| **Owner Name** | City Of St Augustine 100% |
| **Mailing Address** | PO BOX 210<br>SAINT AUGUSTINE, FL 32085-0000 |

### Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | Future Year Exemption | $0 |

## Map




## Valuation Information

| Assessed Year | 2025 |
|---|---|
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $4,480.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$4,480.00** |
| Total Deferred | $0.00 |
| **Assessed Value** | **$4,480.00** |
| Total Exemptions | $0.00 |
| **Taxable Value** | **$4,480.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $4,480 | $0 |
| 2023 | $0 | $0 | $4,480 | $0 |
| 2022 | $0 | $0 | $4,480 | $0 |
| 2021 | $0 | $0 | $4,000 | $0 |
| 2020 | $0 | $0 | $4,000 | $0 |
| 2019 | $0 | $0 | $4,000 | $0 |
| 2018 | $0 | $0 | $2,370 | $0 |
| 2017 | $0 | $0 | $2,250 | $0 |
| 2016 | $0 | $0 | $1,800 | $0 |
| 2015 | $0 | $0 | $1,620 | $0 |
| 2014 | $0 | $0 | $1,620 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 0 | 0 | 2 | UT | $4,480 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 3/18/2025 | 3/10/2025 | $30,000.00 | WARRANTY DEED | 6114 | 1981 | U | V | TURNER ALISON G | CITY OF ST AUGUSTINE |
| 7/14/2020 | 7/9/2020 | $25,000.00 | WARRANTY DEED | 4988 | 1667 | Q | V | ARSENAULT LINDA JOYCE | TURNER ALISON G |
| 3/7/2014 | 2/7/2014 | $0.00 | QUIT CLAIM DEED | 3854 | 196 | U | V | ANDERSON JOHN S | ARSENAULT LINDA JOYCE |
| 2/7/2014 | 2/5/2014 | $0.00 | FINAL JUDGMENT | 3844 | 78 | U | V | ANDERSON JOHN STEVEN & ARSENAULT LINDA JOYCE | ARSENAULT LINDA JOYCE |
| 3/15/2013 | 3/13/2013 | $0.00 | FINAL JUDGMENT | 3700 | 1727 | U | V | ANDERSON JOHN STEVEN,LINDA JOYCE | ANDERSON JOHN STEVEN & ARSENAULT LINDA JOYCE |
| | 2/26/2010 | $0.00 | WARRANTY DEED | 3290 | 817 | U | I | BENNETT MAX L,BETTY V,BRUCE A | ANDERSON JOHN STEVEN,LINDA JOYCE |
| | 3/14/2001 | $100.00 | LIFE ESTATE | 1581 | 417 | U | V | BENNETT MAX L & BETTY V | BENNETT MAX L & BETTY V *** |
| | 4/28/1999 | $15,000.00 | WARRANTY DEED | 1405 | 483 | Q | V | JOINER ETHEL C | BENNETT MAX L & BETTY V |

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

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# Attachment 4:
# Supporting Documents

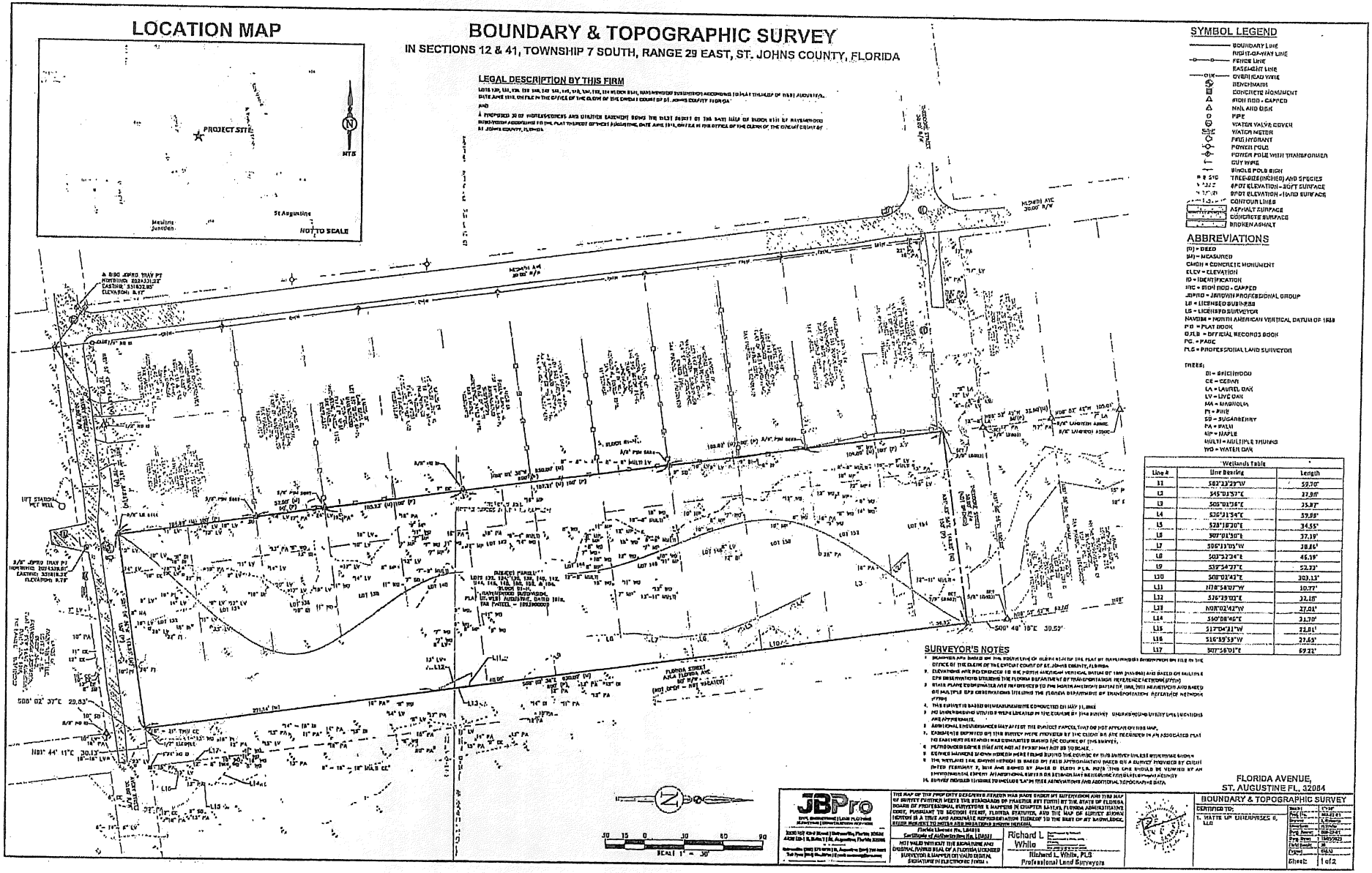



CARTER ENVIRONMENTAL SERVICES, INC.
CES
42 Masters Drive
St. Augustine, FL 32084
904-540-1786
www.carterenv.com

Current Aerial

## Watts - Turner Property Overview

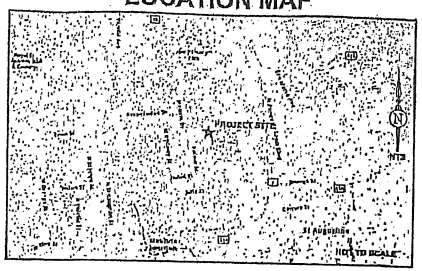
| Project: | 5.23365 | St. Augustine, FL | Date: Nov 05 2024 | Figure: | 2 |
|---|---|---|---|---|---|


LOCATION MAP
PROJECT SITE
NOT TO SCALE
BOUNDARY & TOPOGRAPHIC SURVEY
IN SECTIONS 12 & 41, TOWNSHIP 7 SOUTH, RANGE 29 EAST, ST. JOHNS COUNTY, FLORIDA
LEGAL DESCRIPTION BY THIS FIRM
SYMBOL LEGEND
ABBREVIATIONS
SURVEYOR'S NOTES
Wetlands Table
FLORIDA AVENUE,
ST. AUGUSTINE FL, 32084
BOUNDARY & TOPOGRAPHIC SURVEY
JBPro
Richard L. White, PLS
Professional Land Surveyors

# BOUNDARY & TOPOGRAPHIC SURVEY

IN SECTIONS 12 & 41, TOWNSHIP 7 SOUTH, RANGE 29 EAST, ST. JOHNS COUNTY, FLORIDA

## LOCATION MAP




## SYMBOL LEGEND

BOUNDARY LINE
RIGHT-OF-WAY LINE
FENCE LINE
OVERHEAD WIRE
BENCH MARK
CONCRETE MONUMENT
IRON ROD - CAPPED
NAIL AND DISK
PIPE
WATER VALVE COVER
WATER METER
FIRE HYDRANT
POWER POLE
POWER POLE WITH TRANSFORMER
GUY WIRE
EDISOLE POLE SIGN
TREE-DBE(INCHES) AND SPECIES
SPOT ELEVATION - SOFT SURFACE
SPOT ELEVATION - HARD SURFACE
CONTOUR LINES
ASPHALT SURFACE
CONCRETE SURFACE

## ABBREVIATIONS

(D) = DEED
(M) = MEASURED
CM/CM = CONCRETE MONUMENT
ELEV = ELEVATION
ID = IDENTIFICATION
IRC = IRON ROD - CAPPED
JBPRO = JBPRO PROFESSIONAL GROUP
LB = LICENSED BUSINESS
LS = LICENSED SURVEYOR
NAVD88 = NORTH AMERICAN VERTICAL DATUM OF 1988
P.B. = PLAT BOOK
O.R.B. = OFFICIAL RECORDS BOOK
PG. = PAGE
PLS = PROFESSIONAL LAND SURVEYOR

TREES
BH = BAYS HOLLY
CE = CEDAR
CT = CHERRY TREE
LA = LAUREL OAK
LV = LIVE OAK
MA = MAGNOLIA
PI = PINE
SB = SOUTHERN BEECH
PA = PALM
MP = MAPLE
MULTI = MULTIPLE TRUNKS

## LEGAL DESCRIPTION PER ORB 4988, PG 1667

PARCEL 1:

LOT 140, AND IN BLOCK 44-A, OF TWO-NEVE SUBDIVISION OF A PART OF PLANTATION IN TRACT RESERVATIONS ACCORDING TO THE OFFICIAL COUNTY MAP DATED JUNE 5, 1914 ON FILE IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF ST. JOHNS COUNTY, FLORIDA AND PLAT RECORDED IN MAP BOOK 1, PAGE 1 IN IN THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

PARCEL 2:

LOT 29 HEREOF TWO HUNDRED EIGHTY-TWO (282) AND TWO HUNDRED SEVENTY-FOUR (274) OF BLOCK "C" OF TWENTY SUBDIVISION OF PLANTATION, ACCORDING TO MAP THEREOF RECORDED IN PLAT BOOK ONE (1), PAGE 119 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF PROPERTY OF R. E. MCCLELLAN IN THE WEST LINE OF FLORIDA AVENUE RUN NORTHERLY ALONG THE WEST LINE OF FLORIDA AVENUE ONE HUNDRED (100) FEET TO A POINT RUN THENCE WESTERLY PARALLEL TO THE NORTH LINE OF THEODORE STREET ONE HUNDRED FIFTY (150) FEET TO A POINT; RUN THENCE NORTHERLY PARALLEL TO THE WEST LINE OF FLORIDA AVENUE ONE HUNDRED (100) FEET TO POINT R. E. MCCLELLAN'S NORTHWEST CORNER; RUN THENCE EASTERLY ALONG R. E. MCCLELLAN NORTH LINE ONE HUNDRED FIFTY (150) FEET TO THE POINT OF BEGINNING.

## SURVEYOR'S NOTES

1. BEARINGS ARE BASED ON THE SOUTH LINE OF BLOCK 44-A, OF THE PLAT OF PLANTATION SUBDIVISION OF FILE IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF ST. JOHNS COUNTY, FLORIDA, THIS LINE IS REFERENCED AS THE NORTHERLY RIGHT-OF-WAY LINE OF FLORIDA AVENUE.
2. ELEVATIONS ARE REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) AND BASED ON MULTIPLE RTK OBSERVATIONS UTILIZING THE FLORIDA DEPARTMENT OF TRANSPORTATION REFERENCE NETWORK (FDTN).
3. STATE PLANE COORDINATES ARE REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83) ADJUSTMENT AND BASED ON MULTIPLE RTK OBSERVATIONS UTILIZING THE FLORIDA DEPARTMENT OF TRANSPORTATION REFERENCE NETWORK (FDTN).
4. THE SURVEY IS BASED ON HORIZONTAL DATUM AS SHOWN ON MAP (LABEL).
5. ALL UNDERGROUND UTILITIES HAVE LOCATED AT THE COMPLETION OF THIS SURVEY, UNDERGROUND UTILITY LINES LOCATIONS ARE APPROXIMATE.
6. THE SURVEYOR HAS NOT PERFORMED A SURVEY TITLE EXAMINATION OF MATTERS AFFECTING TITLE TO THE SUBJECT PROPERTY. THERE MAY EXIST DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS OR OTHER MATTERS NOT SHOWN IN THE ESTABLISHED TITLE BOUNDARIES SOMEWHERE, THAT COULD AFFECT THE BOUNDARIES OR TITLE TO THE SUBJECT REAL ESTATE.
7. IMPROVEMENTS EXPOSE THAT ARE NOT AS PLAT MAY NOT BE TO SCALE.
8. CORNER MONUMENTS SHOWN HEREON WERE FOUND DURING THE COURSE OF THIS SURVEY UNLESS OTHERWISE NOTED.
10. THIS SURVEYOR IS NOT A WETLANDS EXPERT AND MAKES NO DETERMINATION CONCERNING WETLANDS. THE WETLANDS LINE SHOWN HEREON IS A FIELD LOCATION OF WETLANDS FLAGS BY OTHERS AND IS SHOWN ON HEREON FOR INFORMATIONAL PURPOSES ONLY BASED ON THE FOLLOWING SURVEYS PROVIDED BY CLIENT:
   10.A. SURVEY BY JOHN B. CLEMENTS DATED AND CERTIFIED FEBRUARY 2, 2021 AS PART OF NOTICE OF ABSENCE OF FORMAL WETLAND PER 11.1993-1 (NOW 11.12.04), JOYCE WOODMEN MANAGEMENT DISTRICT (NWD) APPR. 12, 2021.
11. SURVEY REVISED LISTINGS TO INCLUDE "LAT" IN TABLE ABBREVIATIONS AND ADDITIONAL TOPOGRAPHIC DATA.
12. SURVEY REVISED LISTINGS TO CORRECT OLD PARCEL NUMBER AND CERTIFICATIONS.

## WETLANDS TABLE

| LINE # | LINE BEARING | LENGTH |
|---|---|---|
| L1 | S81°59'46"W | 24.65' |
| L2 | N40°52'13"W | 15.07' |
| L3 | N81°57'45"W | 40.01' |
| L4 | N54°06'46"W | 27.66' |
| L5 | N08°29'09"E | 33.31' |
| L6 | N35°37'44"W | 57.96' |
| L7 | N37°45'01"E | 31.87' |
| L8 | N83°00'00"E | 80.33' |
| L9 | S08°51'43"E | 157.91' |

3 THEODORE STREET
TAX PARCEL - 1104400000 &
TAX PARCEL - 1104300000
ST. AUGUSTINE FL, 32084

SCALE 1" = 70'

JBPro
JBPRO PROFESSIONAL GROUP
8200 BAY Blvd Street | Bathurst, FL | 32256
(904) 000-0000 | info@jbpro.com

THE MAP OF THE PROPERTY DESCRIBED HEREON WAS MADE UNDER MY SUPERVISION AND THIS MAP OF SURVEY FURTHER STATES THE STANDARDS OF PRACTICE SET FORTH BY THE STATE OF FLORIDA BOARD OF PROFESSIONAL SURVEYORS & MAPPERS IN CHAPTER 5J-17.051, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, AND THE MAP OF SURVEY HEREON IS/ARE IS A TRUE AND CORRECT REPRESENTATION THEREOF TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF AND MEETS/DOES NOT MEET THE STANDARDS OF PRACTICE.

Florida License No. 197758
Registered, Jacksonville Beach, Florida

NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR & MAPPER OR VALID DIGITAL SIGNATURE & SIGNATURE ON VALID DIGITAL SIGNATURE & ELECTRONIC FORM

Trey V. Wright, PSM
Professional Land Surveyors

BOUNDARY & TOPOGRAPHIC SURVEY
CERTIFIED TO:
1. ALLISON G. TURNER

Sheet: 1 of 1


2510 US 1 SOUTH SUITE D
ST. AUGUSTINE, FL 32086
PHONE (904)794-1760
FAX (904)794-1768
gac@mslengineer.com

GAI ENGINEERING SERVICES, INC.

LICENSED BUSINESS
CERT. NO. 31412
FL #8008 CA #28162


SURVEY

THEODORE ST. EXTENSION
ST. AUGUSTINE, FLORIDA

PREPARED FOR
ALLISON G. TURNER

| | |
|---|---|
| DRAWN BY: | GHM |
| PROJ MGR: | GMC |
| CHK BY: | GHM |
| DATE: | 6/28/2023 |
| JOB No.: | 3401 |
| SHEET No.: | 3 |

**Florida Avenue #2 property**

| | | |
|---|---|---|
| Parcel # 1093900000 | Florida Avenue | 2.70 upland acres |
| | | 8.15 waterward acres |
| | | **10.85 subtotal** |
| Parcel # 1104300000 | 3 Theodore Street | 0.09 upland acres |
| | | 0.09 waterward acres |
| | | **0.18 subtotal** |
| Parcel # 1104400000 | Florida Avenue | 0.18 upland acres |
| | | 0.18 waterward acres |
| | | **0.36 subtotal** |
| | | **11.39 Total acres** |
| | | **2.97 Total upland acres** |
| | | **8.42 Total waterward acres** |

Total of approximately 2.97 upland acres changing land use from Residential Medium Density to Recreation and Open Space and changing zoning from Residential General-one (RG-1) to Government Use (GU)

Total of approximately 8.42 waterward acres changing land use from Open Land (Very low density) to Open Land (Conservation) and changing the zoning from Residential General-one (RG-1) to Open Land (OL)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 15, 2025

**RE: Ordinance 2025-24 – Amending the Zoning of Approximately 11.39 acres at Florida Avenue and 3 Theodore Street all East of Nesmith Avenue – Second Reading and Public Hearing**

The property at Florida Avenue and 3 Theodore Street is approximately 11.39 acres and is located east of Nesmith Avenue between Theodore Street to the north and Josiah Street to the south. The property was recently purchased by the city as part of its Conservation Program. It is vacant property with approximately 2.97 acres of upland area and approximately 8.42 acres of property waterward and adjacent to the San Sebastian Riverine environment. The area to the west is generally low density residential.

This property is now owned by the City of St. Augustine and will be incorporated into the city's conservation lands program including the development of a management plan.

The city's Future Land Use Map (FLUM) designates Residential Medium Density and Open Land (Very Low Density) as the land use categories for these properties. The city has also requested to change the land use to the consistent categories for these rezoning requests. The application is to rezone the upland portion of the property to Government Use (GU) and the waterward portion to Open Land (OL), which are consistent with the proposed land use categories.

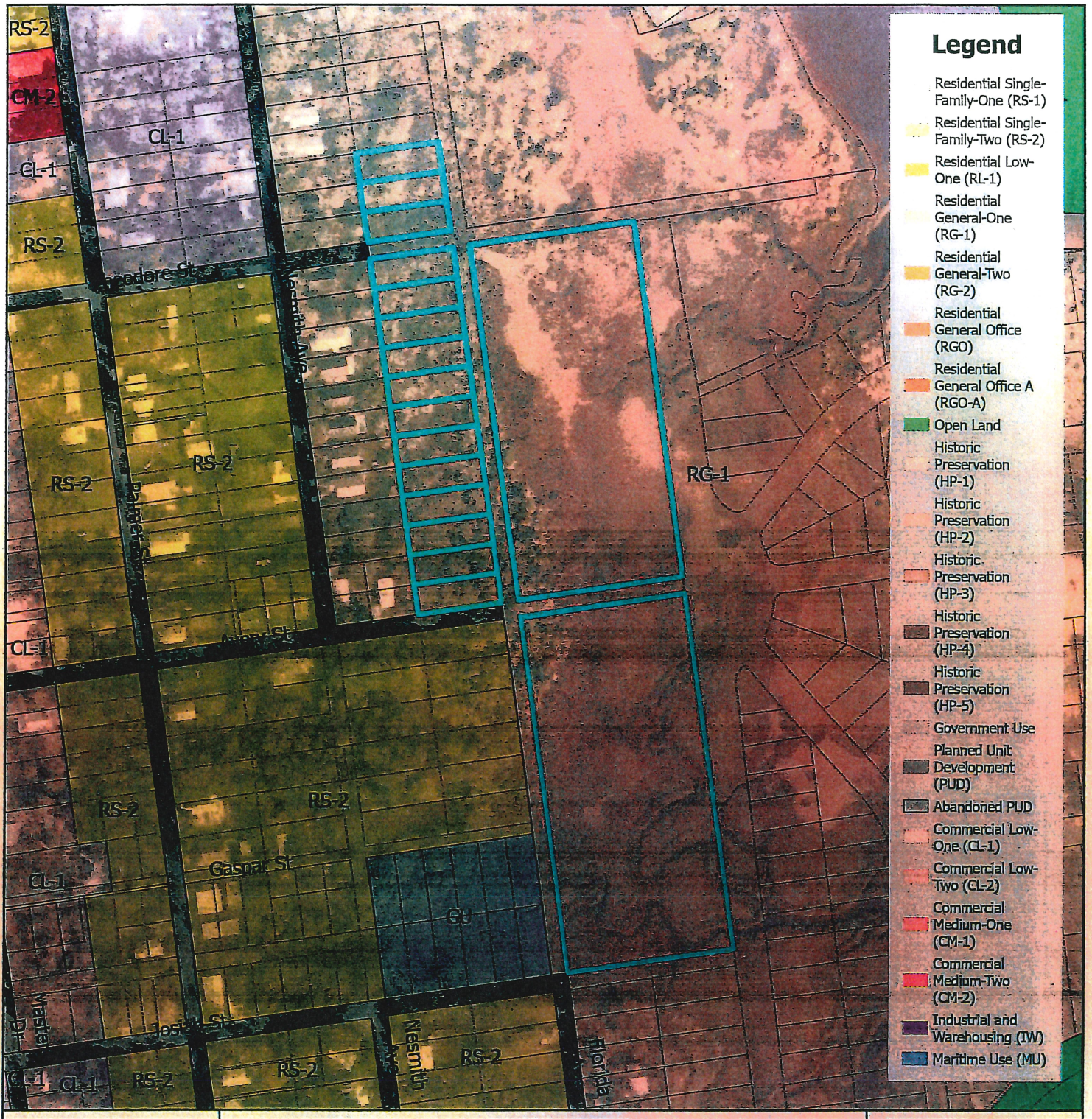
On August 5, 2025, the Planning and Zoning Board (PZB) made a positive recommendation to amend the zoning of these properties as noted above. Subsequently, the City Commission passed this ordinance on First Reading at their August 25th meeting.

Attached you will find the Ordinance, and a map illustrating the existing zoning. The packet of information provided to the PZB is included with the land use plan amendment material.

Please place Ordinance 2025-24 on the City Commission October 27, 2025, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance.

If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director
Planning and Building Department




# Zoning Map

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

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

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

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

CITY OF ST AUGUSTINE
EST. 1565
NATION'S OLDEST CITY

# 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. 2025-24

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 11.39 ACRES; LOCATED AT FLORIDA AVENUE AND 3 THEODORE STREET; EAST OF NESMITH AVENUE BETWEEN THEODORE STREET TO THE NORTH AND JOSIAH STREET TO THE SOUTH AS PORTIONS OF WHITNEYS SUBDIVISION - PART OF RAVENSWOOD IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 2.97 UPLAND ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU) AND REZONING APPROXIMATELY 8.42 WATERWARD ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**Applicable Exemptions:**

- [x] 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):**

   This ordinance changes the zoning categories for property purchased by the city as part of its conservation program. The land uses must be changed to comply with a grant requirements. The zoning categories are consistent with the required changes to the future land use designations.

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.**

   None

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 ordinance changes the zoning designations on the property to Government Use (GU) and Open Land (OL) consistent with the city's conservation lands program.

**ORDINANCE NO. 2025-24**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 11.39 ACRES; LOCATED AT FLORIDA AVENUE AND 3 THEODORE STREET; EAST OF NESMITH AVENUE BETWEEN THEODORE STREET TO THE NORTH AND JOSIAH STREET TO THE SOUTH AS PORTIONS OF WHITNEYS SUBDIVISION - PART OF RAVENSWOOD IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 2.97 UPLAND ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU) AND REZONING APPROXIMATELY 8.42 WATERWARD ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that property identified by the referenced legal description as containing a total of approximately 11.39 acres of land, located at Florida Avenue and 3 Theodore Street; east of Nesmith Avenue between Theodore Street to the north and Josiah Street to the south as portions of Whitneys subdivision - part of Ravenswood being more fully described herein, should be rezoned;

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

Section 1. The following described property, containing a total of approximately 11.39 acres of land, located at Florida Avenue and 3 Theodore Street within the City of St. Augustine, and identified by the referenced legal description, is hereby

rezoned as described herein; rezoning approximately 2.97 upland acres from its current classification of Residential General-One (RG-1) to the city classification of Government Use (GU) and rezoning approximately 8.42 waterward acres from its current classification of Residential General-One (RG-1) to the city classification of Open Land (OL).

Section 2. Legal Description of Property. The following described property located at Florida Avenue and 3 Theodore Street and within the City of St. Augustine, Florida:

**RAVENSWOOD SUBD ALL BLK 38 & BLK61-H LOTS 132 134 136 138 140 142 144 146 148 150 152 & 154 & ALL BLK 62 OR6114/1951 PARCEL ID 109390-0000**

**RAVENSWOOD SUBD LOT 230 BLK 66-L OR6114/1981 PARCEL ID 110430-0000**

**RAVENSWOOD SUBD LOT 232 & 234 OR6114/1981 PARCEL ID 110440-0000**

**HERETO AND MADE A PART HEREOF.**

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

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

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

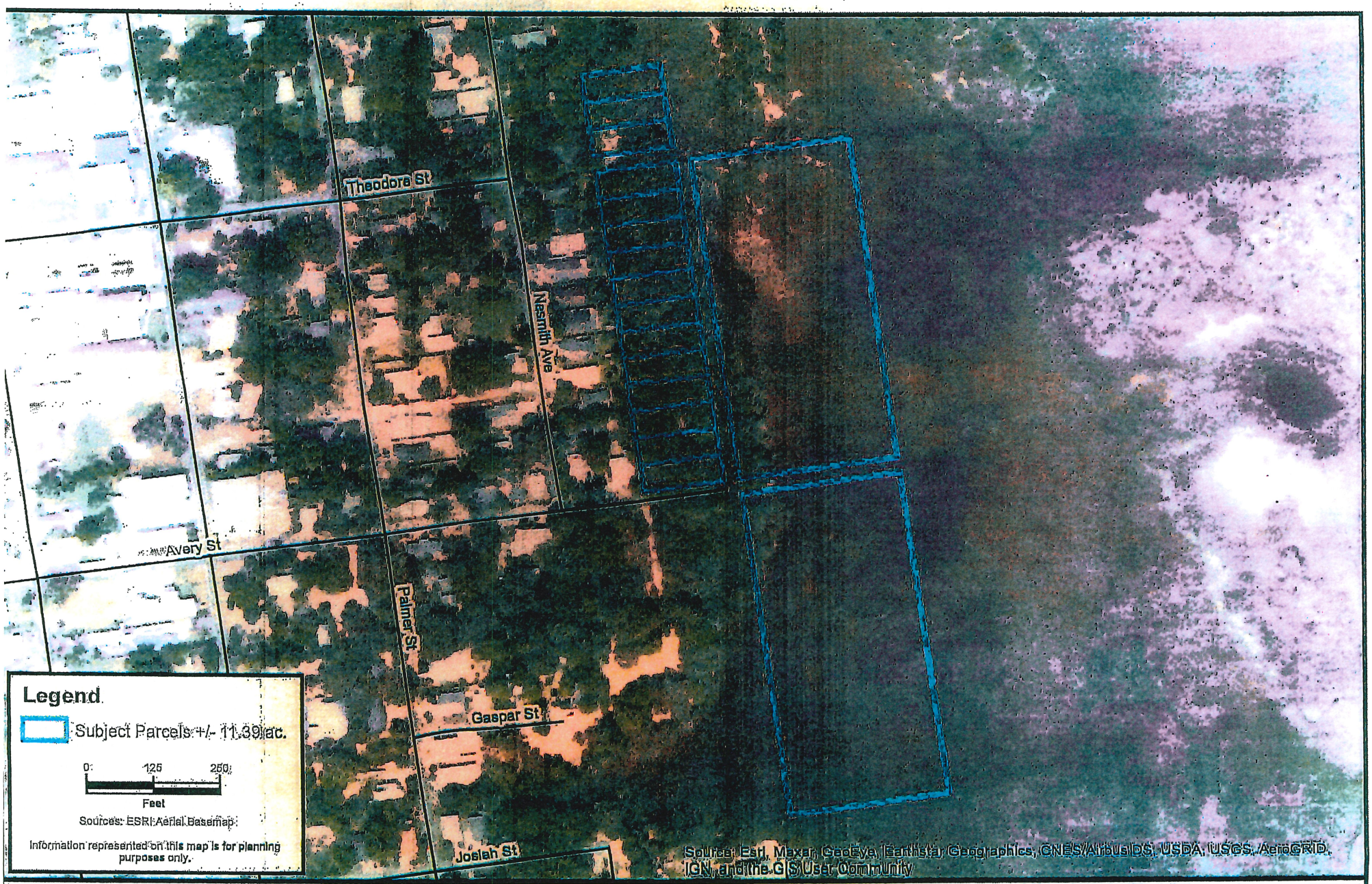
Section 6. Effective Date. This ordinance shall be effective thirty-one (31) days after adoption in conjunction with Ordinance No. 2025-23 or, if Ordinance No. 2025-23 is challenged within thirty (30) days after adoption, effective upon issuance of a final order by the State Bureau of Comprehensive Planning or the Administration Commission.

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

ATTEST: _____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

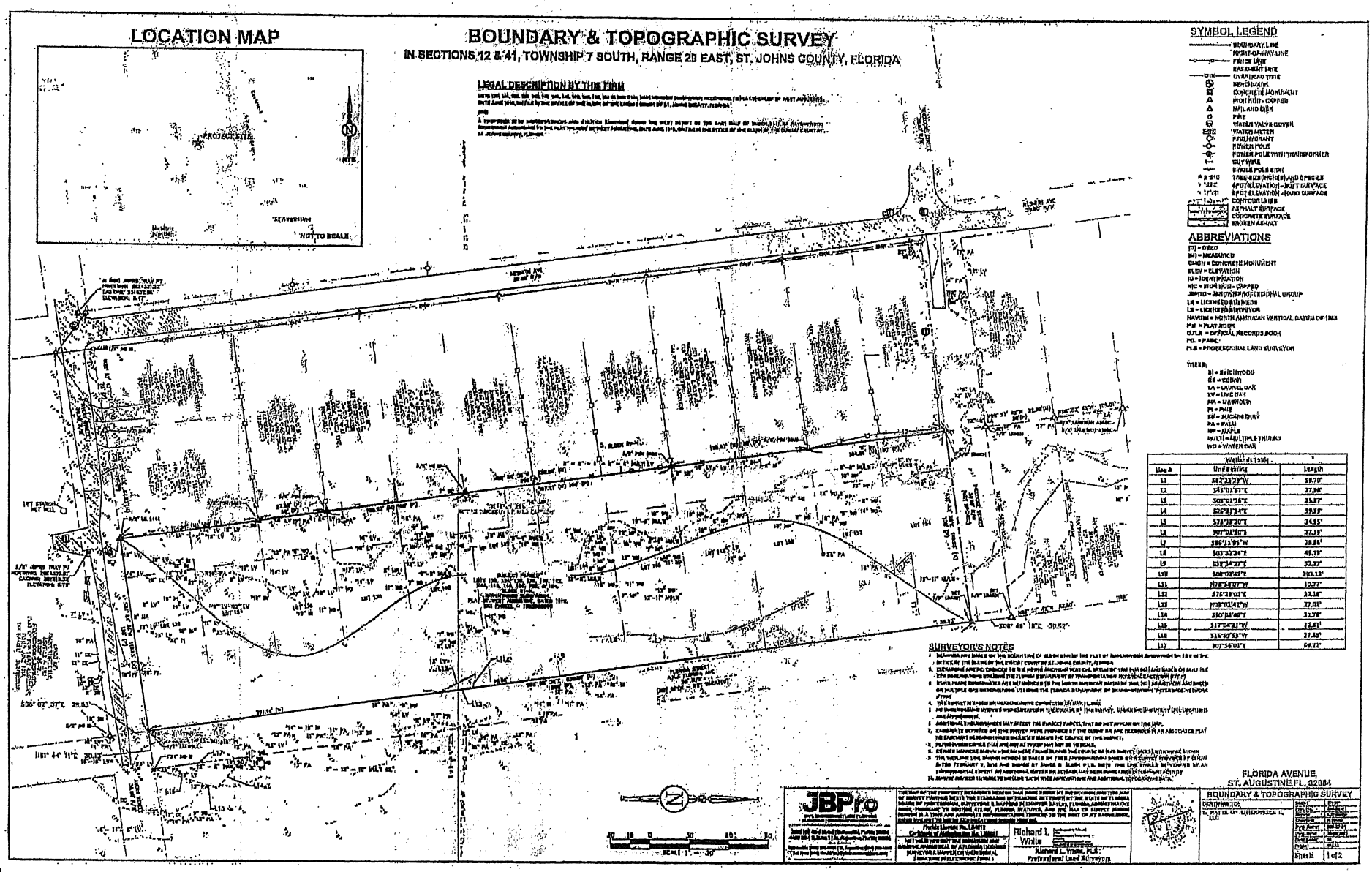



CARTER ENVIRONMENTAL SERVICES, INC.
CES
42 Masters Drive
St. Augustine, FL 32084
904-540-1786
www.carterenv.com

Current Aerial

**Watts - Turner Property Overview**

| Project: | 5.23365 | St. Augustine, FL | Date: Nov 05 2024 | Figure: 2 |
|---|---|---|---|---|


LOCATION MAP
PROJECT SITE
NOT TO SCALE
BOUNDARY & TOPOGRAPHIC SURVEY
IN SECTIONS 12 & 41, TOWNSHIP 7 SOUTH, RANGE 29 EAST, ST. JOHNS COUNTY, FLORIDA
LEGAL DESCRIPTION BY THIS FIRM
SYMBOL LEGEND
BOUNDARY LINE
RIGHT-OF-WAY LINE
FENCE LINE
EASEMENT LINE
OVERHEAD WIRE
BENCHMARK
CONCRETE MONUMENT
IRON ROD - CAPPED
NAIL AND DISK
PIPE
WATER VALVE COVER
WATER METER
FIRE HYDRANT
POWER POLE
POWER POLE WITH TRANSFORMER
GUY WIRE
SINGLE POLE SIGN
TREE SIZE (INCHES) AND SPECIES
SPOT ELEVATION - RIGHT SURFACE
SPOT ELEVATION - HARD SURFACE
CONTOUR LINES
ASPHALT SURFACE
CONCRETE SURFACE
BROKEN ASPHALT
ABBREVIATIONS
(D) = DEED
(M) = MEASURED
CMON = CONCRETE MONUMENT
ELEV = ELEVATION
ID = IDENTIFICATION
IRC = IRON ROD - CAPPED
JBPro = ANY/ALL PROFESSIONAL GROUP
LB = LICENSED BUSINESS
LS = LICENSED SURVEYOR
NAVD88 = NORTH AMERICAN VERTICAL DATUM OF 1988
P.B. = PLAT BOOK
O.R.B. = OFFICIAL RECORDS BOOK
PG. = PAGE
PLS = PROFESSIONAL LAND SURVEYOR
TREES:
BI = BRUSH/BUSH
CE = CEDAR
LA = LAUREL OAK
LV = LIVE OAK
MA = MAGNOLIA
PI = PINE
SB = SUGARBERRY
PA = PALM
MP = MAPLE
MULTI = MULTIPLE TRUNKS
WD = WATER OAK
Wetland Table
Line # | Direction | Length
L1 | S82°33'29"W | 58.70'
L2 | S48°01'57"E | 27.86'
L3 | S01°01'28"E | 25.87'
L4 | S05°31'24"E | 59.95'
L5 | S28°38'20"E | 24.55'
L6 | S01°01'57"E | 37.38'
L7 | S86°13'55"W | 28.86'
L8 | S01°32'24"E | 45.19'
L9 | S88°34'27"E | 52.33'
L10 | S08°01'42"E | 303.13'
L11 | N76°54'07"W | 10.77'
L12 | S76°39'03"E | 33.18'
L13 | N08°01'42"W | 27.01'
L14 | S80°58'46"E | 31.78'
L15 | S17°04'21"W | 12.81'
L16 | S16°30'53"W | 27.45'
L17 | S07°36'01"E | 69.22'
SURVEYOR'S NOTES
FLORIDA AVENUE,
ST. AUGUSTINE FL, 32084
BOUNDARY & TOPOGRAPHIC SURVEY
JBPro
Richard L White
Richard L. White, PLS
Professional Land Surveyor
Sheet 1 of 2

SURVEY
THEODORE ST. EXTENSION
ST. AUGUSTINE, FLORIDA
ALLISON G. TURNER
ENGINEERING SERVICES, INC.
2810 US 1 SOUTH SUITE D
ST. AUGUSTINE, FL 32086
PHONE (904)794-1760
FAX (904)794-1768
BOUNDARY & TOPOGRAPHIC SURVEY
IN SECTIONS 12 & 41, TOWNSHIP 7 SOUTH, RANGE 29 EAST, ST. JOHNS COUNTY, FLORIDA
LOCATION MAP
SYMBOL LEGEND
ABBREVIATIONS
WETLANDS TABLE
SURVEYOR'S NOTES
LEGAL DESCRIPTION PER O.R. 4818, PG. 1697
5 THEODORE STREET
TAX PARCEL #: 1164400000 &
TAX PARCEL #: 1164400010
ST. AUGUSTINE FL, 32084
BOUNDARY & TOPOGRAPHIC SURVEY
JBPro

**Florida Avenue #2 property**

| | | |
|---|---|---|
| Parcel # 1093900000 | Florida Avenue | 2.70 upland acres |
| | | 8.15 waterward acres |
| | | **10.85 subtotal** |
| Parcel # 1104300000 | 3 Theodore Street | 0.09 upland acres |
| | | 0.09 waterward acres |
| | | **0.18 subtotal** |
| Parcel # 1104400000 | Florida Avenue | 0.18 upland acres |
| | | 0.18 waterward acres |
| | | **0.36 subtotal** |
| | | **11.39 Total acres** |
| | | **2.97 Total upland acres** |
| | | **8.42 Total waterward acres** |

Total of approximately 2.97 upland acres changing land use from Residential Medium Density to Recreation and Open Space and changing zoning from Residential General-one (RG-1) to Government Use (GU)

Total of approximately 8.42 waterward acres changing land use from Open Land (Very low density) to Open Land (Conservation) and changing the zoning from Residential General-one (RG-1) to Open Land (OL)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 15, 2025

**RE: Ordinance 2025-25 – Amending the Future Land Use Designation of Approximately 6.57 acres at Florida Avenue and Julia Street all East of Florida Avenue – Second Reading and Public Hearing**

The property at Florida Avenue and Julia Street is approximately 6.57 acres and is located east of Florida Avenue between Julia Street to the north and Evergreen Avenue to the south. The property was recently purchased by the city as part of its Conservation Program. It is vacant property with approximately 4.26 acres of upland area and approximately 2.31 acres of property waterward and adjacent to the San Sebastian Riverine environment. The area to the west is generally low-density residential development.

This property is now owned by the City of St. Augustine and will be incorporated into the city's conservation lands program including the development of a management plan.

The city's Future Land Use Map (FLUM) identifies the property as Residential Medium Density and Open Land (Very Low Density) as the current land use categories for the property. The request is to change the existing land use on the upland portion to the city's Recreation and Open Space land use category and to change the existing land use on the waterward portion to the city's Open Land (Conservation) land use category.

The Open Land (Conservation) land use category was created and defined as part of the city's update to the Comprehensive Plan in 2020, however no properties were actually assigned this category until this request. This "conservation" category is different than the city's preexisting Open Land (Very Low Density) category. Included attached for your information are the Open Land Comprehensive Plan land use category definitions.

A companion application to rezone the property to Government Use (GU) for the uplands and Open Land (OL) for the waterward area which are consistent with the proposed land use categories has also been submitted.

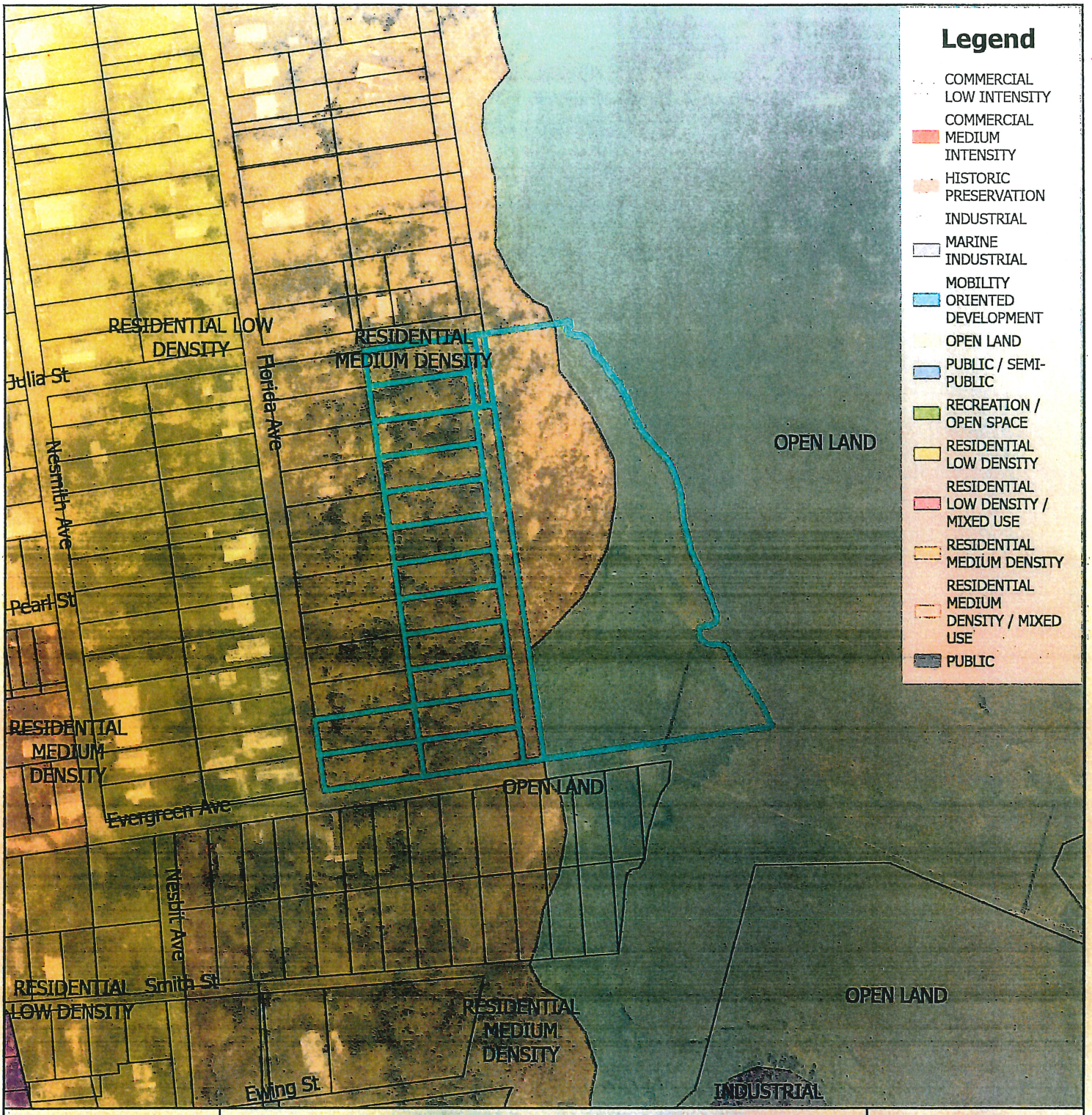
On August 5, 2025, the Planning and Zoning Board (PZB) made a positive recommendation to amend the future land use of these properties as noted above. Subsequently on August 25th the City Comission passed this ordinance on First Reading.

Attached you will find the Ordinance, a map illustrating the existing future land use, and the packet of information regarding this application and the compatible rezoning provided to the PZB.

Please place Ordinance 2025-25 on the City Commission October 27, 2025, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance.

If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director
Planning and Building Department




# Future Land Use Map

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

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

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

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

CITY OF ST AUGUSTINE. EST. 1565 NATION'S OLDEST CITY

# 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. 2025-25

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 6.57 ACRES; LOCATED AT FLORIDA AVENUE AND JULIA STREET; EAST OF FLORIDA AVENUE BETWEEN JULIA STREET TO THE NORTH AND EVERGREEN AVENUE TO THE SOUTH AS PORTIONS OF RAVENSWOOD SUBDIVISION IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 4.26 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 2.31 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**Applicable Exemptions:**

- [x] 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):**

   This ordinance changes the future land use categories for property purchased by the city as part of its conservation program. The land uses must be changed to comply with a grant requirements.

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.**

   None

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 ordinance changes the land use designations on the property to Recreation and Open Space and Open Land (Conservation) consistent with the city's conservation lands program.

**ORDINANCE NO. 2025-25**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 6.57 ACRES; LOCATED AT FLORIDA AVENUE AND JULIA STREET; EAST OF FLORIDA AVENUE BETWEEN JULIA STREET TO THE NORTH AND EVERGREEN AVENUE TO THE SOUTH AS PORTIONS OF RAVENSWOOD SUBDIVISION IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 4.26 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 2.31 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that a parcel or parcels of property containing a total of approximately 6.57 acres of land, located at Florida Avenue and Julia Street; east of Florida Avenue between Julia Street to the north and Evergreen Avenue to the south as portions of Ravenswood subdivision more fully described herein, that approximately 4.26 upland acres of the property's Future Land Use Map (FLUM) designation should be amended from City of St. Augustine Residential Medium Density to City Recreation and Open Space and that approximately 2.31 waterward acres of the property's Future Land Use Map (FLUM) designation should be amended from City of St. Augustine Open Land (Very Low Density) to City Open Land (Conservation);

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

Section 1. Amending Comprehensive Plan, Future Land Use Map. The following described property, containing approximately 6.57 acres in total commonly known as Florida Avenue and Julia Street; east of Florida Avenue between Julia Street to the north and Evergreen Avenue to the south as portions of Ravenswood subdivision, and identified on the Future Land Use Map (FLUM) of City of St. Augustine as Residential Medium Density and Open Land (Very Low Density), is hereby amended to the city classifications of Recreation and Open Space and Open Land (Conservation). This property is more fully described below.

Section 2. Legal Description of Property. The following described property commonly known as Florida Avenue and Julia Street with Parcel ID #107790-0010, and Parcel ID #107790-0110 within the City of St. Augustine, Florida:

**RAVENSWOOD SUB LOTS 1 THRU 10 & 23 & 24 BLK 16 & VACATED SEBASTIAN AVE IN OR312/543 & MARSH TO CHANNEL OR5859/222 & 5859/230 PARCEL ID 1077900010**

**RAVENSWOOD SUB LOTS 11 & 12 BLK 16 & PT OF VACATED SEBASTIAN AVE IN OR312/543 OR5859/222 & 5859/230 PARCEL ID 1077900110**

**HERETO AND MADE A PART HEREOF.**

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

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

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

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

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

ATTEST: _____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

# Comprehensive Plan - Future Land Use Element

# Open Land Category Definitions

## FLUE Objective 6.7

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

### FLUE Policy 6.7.1

### Open Land (Very Low Density)

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

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

### FLUE Policy 6.7.2

### Open Land (Conservation)

All public or private lands waterward of the most restrictive jurisdictional line, and including land under conservation easement, conservatorship or other permanent protection where only activities specified in the easement, conservatorship or other permanent protection are permitted and/or environmentally sensitive lands owned by a local, regional, state or federal governmental agency or similar organization.

Note: As part of this Comprehensive Plan update an Asterix (*) with clarifying language related to Open Land (Conservation) is added to the Future Land Use map:

Language to be inserted on the Future Land Use map:

*All land uses citywide are based on a formal determination of areas waterward of the most restrictive jurisdictional line to determine the areas designated Open Land (Conservation).

**FLUE Policy 6.7.3**

**Recreation/Open Space**

Lands public or private devoted to and operated for recreational uses, such as parks, sports fields, and historic sites, but not commercial business or commercial tourist attractions.

The density and intensity will adhere to the most restrictive adjacent land use designation.

**FLUE Policy 6.7.3.1**

The recreational land use category is intended to accommodate existing public parks and recreation areas as well as committed public parks.

**FLUE Policy 6.7.3.2**

Recreational uses shall be allowed in other categories as support uses.

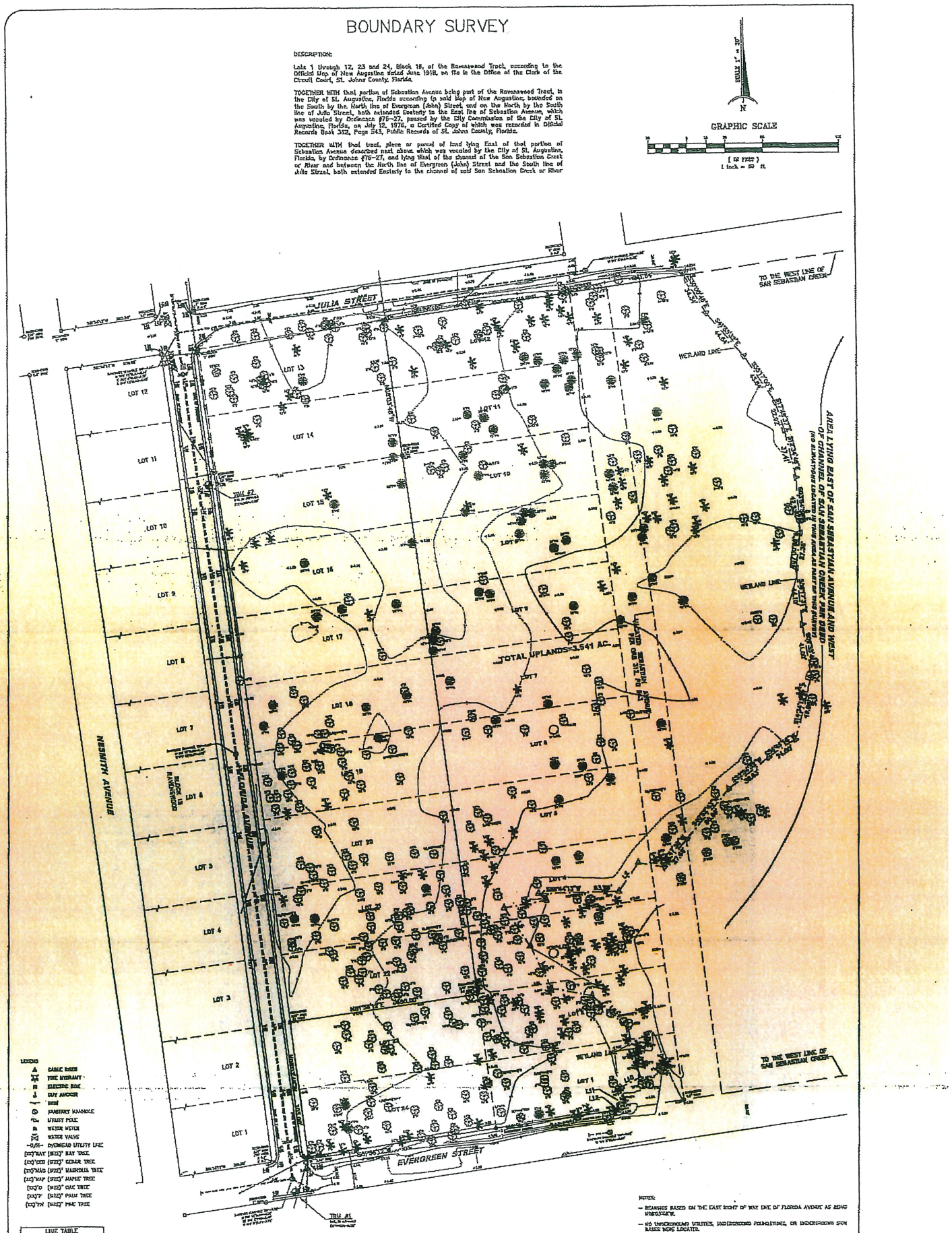
# BOUNDARY SURVEY

DESCRIPTION:

Lots 1 through 12, 23 and 24, Block 18, of the Ravenswood Tract, according to the Official Map of New Augustine dated June 1918, on file in the Office of the Clerk of the Circuit Court, St. Johns County, Florida.

TOGETHER WITH that portion of Sebastian Avenue being part of the Ravenswood Tract, in the City of St. Augustine, Florida according to said Map of New Augustine, bounded on the South by the North line of Evergreen (John) Street, and on the North by the South line of Julia Street, both extended Easterly to the East line of Sebastian Avenue, which was vacated by Ordinance #76-27, passed by the City Commission of the City of St. Augustine, Florida, on July 12, 1976, a Certified Copy of which was recorded in Official Records Book 322, Page 243, Public Records of St. Johns County, Florida.

TOGETHER WITH that tract, piece or parcel of land lying East of that portion of Sebastian Avenue described next above, which was vacated by the City of St. Augustine, Florida, by Ordinance #76-27, and lying West of the channel of the San Sebastian Creek or River and between the North line of Evergreen (John) Street and the South line of Julia Street, both extended Easterly to the channel of said San Sebastian Creek or River




LEGEND

- CABLE RISER
- FIRE HYDRANT
- ELECTRIC BOX
- GUY ANCHOR
- SIGN
- SANITARY MANHOLE
- UTILITY POLE
- WATER METER
- WATER VALVE
- —O/H— OVERHEAD UTILITY LINE
- (XX)"BAY (SIZE)" BAY TREE
- (XX)"CED (SIZE)" CEDAR TREE
- (XX)"MAG (SIZE)" MAGNOLIA TREE
- (XX)"MAP (SIZE)" MAPLE TREE
- (XX)"O (SIZE)" OAK TREE
- (XX)"P (SIZE)" PALM TREE
- (XX)"PIN (SIZE)" PINE TREE

LINE TABLE

| LINE | BEARING | LENGTH |
|---|---|---|
| L1 | N80°38'05"W | 21.05' |
| L2 | S35°35'18"W | 28.81' |
| L3 | S49°36'56"E | 8.06' |
| L4 | S80°33'05"W | 33.62' |
| L5 | S34°36'03"E | 35.88' |
| L6 | S27°02'29"E | 36.35' |
| L7 | S78°47'13"E | 33.13' |
| L8 | S47°45'07"E | 38.61' |
| L9 | S14°21'21"E | 38.82' |
| L10 | S63°42'37"W | 16.76' |
| L11 | S09°59'20"W | 16.82' |
| L12 | S28°23'47"W | 1.21' |

NOTES:

- BEARINGS BASED ON THE EAST RIGHT OF WAY LINE OF FLORIDA AVENUE AS BEING N08°03'40"W.
- NO UNDERGROUND UTILITIES, UNDERGROUND FOUNDATIONS, OR UNDERGROUND SIGN BASES WERE LOCATED.
- ELEVATIONS BASED ON NGS BENCHMARK NUMBER A-321. A DISC IN CONCRETE MONUMENT=1.64', NAVD 1988 DATUM.

James R. Shannon
Digitally signed by James R Shannon
Date: 2022.05.02 15:54:04 -04'00'

JAMES R. SHANNON JR. P.L.S. #4471
NOT VALID WITHOUT THE ORIGINAL SEAL AND THE SIGNATURE OF A FLORIDA LICENSED SURVEYOR AND MAPPER

SHANNON SURVEYING, INC.
488 SOUTH S.R. 434 - SUITE 1045
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 - LB # 6554

BASIS OF BEARINGS: ELECTRONIC
FIELD PC: JR
FIELD WORK: 10-3-20 REVISIONS:

**Florida Avenue #1 property**

| | | |
|---|---|---|
| Parcel # 1077900110 | Julia Street | 0.40 acres |
| Parcel # 1077900010 | Florida Avenue | 6.17 acres |
| | | **6.57 Total acres** |

Total of approximately 4.26 upland acres changing land use from Residential Medium Density to Recreation and Open Space and changing the zoning designation of approximately 2.53 acres from Residential General-two (RG-2) to Government Use (GU) and changing the zoning designation of approximately 1.28 acres from Open Land (OL) to Government Use (GU)

Total of approximately 2.31 waterward acres changing land use from Open Land (Very low density) to Open Land (Conservation)

Assigning approximately 0.33 acres of former city right-of-way a zoning designation of Government Use (GU) and approximately 0.12 of former city right-of-way a zoning designation of Open Land (OL)

# Planning and Zoning Board (PZB)

# August 5, 2025, Staff Report

# Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

| Public Hearing Date | Agenda Item | Application Number |
|---|---|---|
| August 5, 2025 | 8.d | PZB2025-0060 |
| **Request** | **Address** | **Parcel ID** |
| Land Use Plan Map Amendment & Rezoning | Florida Avenue<br>Julia Street | 107790-0010<br>107790-0110 |

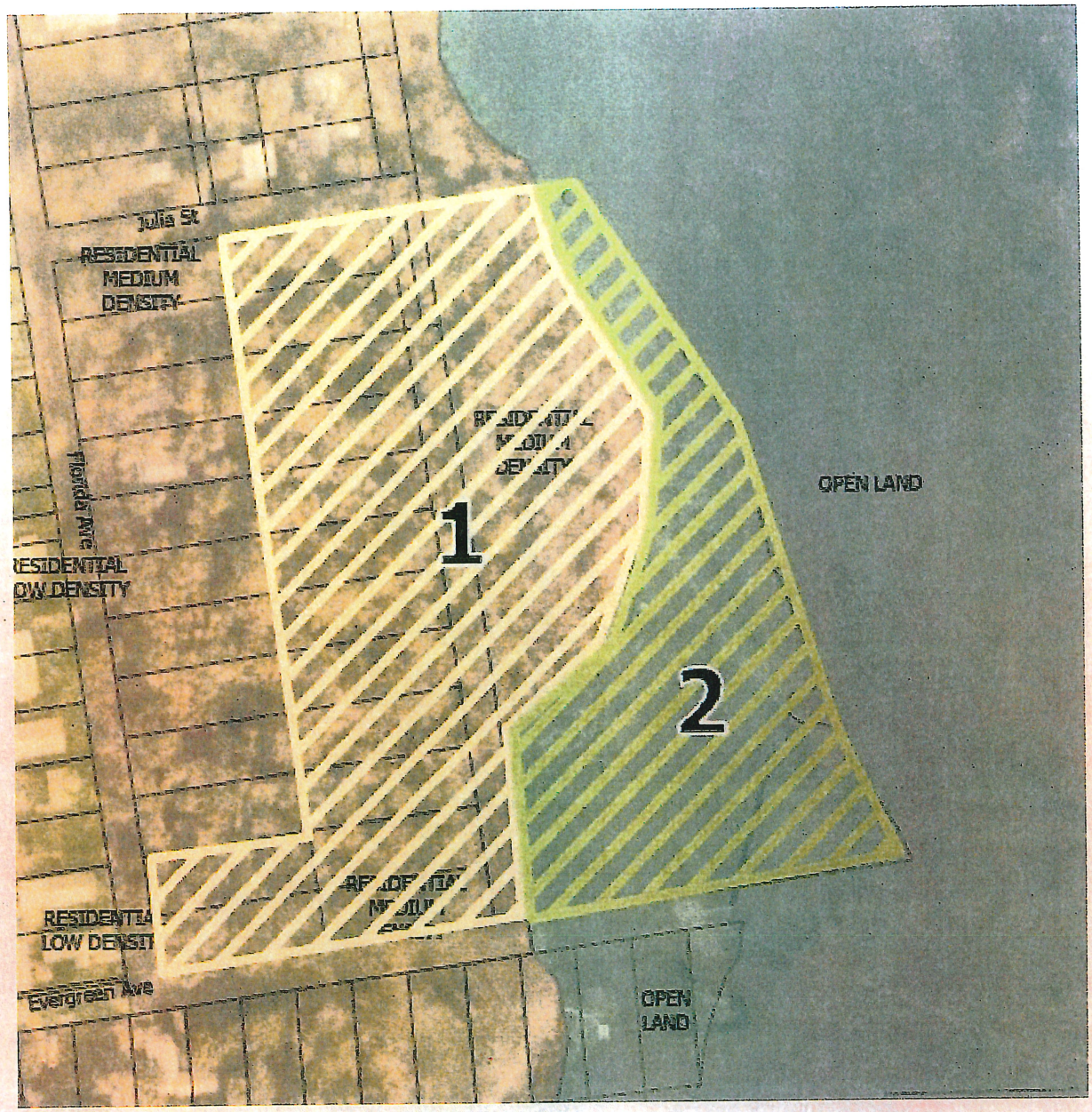
[HYPERLINKS TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]

## Site & Background Information

| | |
|---|---|
| **Applicant:** | Amy Skinner<br>c/o City of St. Augustine |
| **Owner:** | City of St. Augustine |
| **Property Class:** (St. Johns County Property Appraiser) | 0000 – Vacant Residential |
| **Future Land Use Designation:** | Residential Medium Density & Open Land (Very Low Density) |
| **Zoning Designation:** | Residential, General-Two: RG-2 [LINK TO DISTRICT REGULATIONS]<br>Open Land: OL [LINK TO DISTRICT REGULATIONS] |
| **Acreage:** | 6.57 |
| **Neighborhood:** | Ravenswood |
| **Archaeological Zone:** | N/A |

## Request Summary

This application is a request to amend the City's Comprehensive Plan Land Use map and rezone approximately 6.57 acres of property in the vicinity of Florida Avenue and Julia Street along the San Sebastian River.




1. Requested land use plan map amendment to change approximately 4.26 upland acres from Residential Medium Density to Recreation and Open Space.
2. Requested land use plan map amendment to change approximately 2.31 waterward acres from Open Land (Very Low Density) to Open Land (Conservation).




3. Request to rezone approximately 2.53 acres from Residential, General-Two: RG-2 to Government Use: GU.
4. Request to rezone approximately 1.28 acres from Open Land: OL to Government Use: GU.
5. Request to assign approximately 0.33 acres of former city right-of-way a zoning designation of Government Use (GU) and
6. Request to assign approximately 0.12 of former city right-of-way a zoning designation of Open Land (OL).

These properties were purchased by the City of St. Augustine as part of the conservation lands program which is what serves as the justification for these requests. Additionally, the grant money received by the city to help offset the cost of purchasing the property includes a condition that the city change the land use and zoning to categories that encourage conservation within one (1) year.

**Staff Analysis of Request and Consistency with the City of St. Augustine's Comprehensive Plan 2040**

| Goal, Policy, or Objective | Staff Analysis |
|---|---|
| Future Land Use Element [LINK TO DOCUMENT] | |
| **Policy 6.4.4**<br>Residential Medium Density<br>This district is intended to apply to those neighborhoods designated for single and multiple-family dwellings and uses, as well as those nonresidential uses compatible and complementary with medium density residential uses, so as to create and maintain a diverse medium intensity residential character. A maximum of thirty percent (30%) of the Residential Medium Density land use designation shall be allocated for nonresidential uses. Nonresidential uses shall be limited to low intensity commercial, public and institutional uses including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation), as appropriate.<br><br>For Residential Uses a maximum of 16 units per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use. | The Residential Medium Density future land use designation is the **current designation** for the landward portion of the approximately 6.57-acre property. |
| **Objective 6.7**<br><br>**Open Land Categories:** The open land category is established for very low density development adjacent to more environmentally sensitive land. It is also established for the long-term protection and preservation of lands that contain valuable and threatened natural resources, such as wetlands, environmentally sensitive lands, floodplains, protected or unique ecological communities, and areas for recreational uses. | There are two (2) Open Land future land use categories, additional information is included below. |

| | |
|---|---|
| **Policy 6.7.1**<br><br>Open Land (Very Low Density)<br><br>This district is intended to apply to areas which are sparsely developed and including uses as normally found in environmentally sensitive areas away from urban activity, but landward of the most restrictive jurisdictional line. It is intended that substantial residential, commercial or industrial development shall not be permitted in the district.<br><br>Single Family dwellings including mobile homes are allowed at two dwelling units per acre; Appropriate activities and land uses within environmentally sensitive areas, include but are not limited to, water related activities and uses, and passive recreation activities and similar uses may occur. Other uses Maximum lot coverage of 20%; maximum height restriction of 35 feet. | The Open Land (Very Low Density) future land use designation is the **current designation** for the waterward portion of the approximately 6.57-acre property. |
| **Policy 6.7.2**<br><br>Open Land (Conservation)<br><br>All public or private lands waterward of the most restrictive jurisdictional line, and including land under conservation easement, conservatorship or other permanent protection where only activities specified in the easement, conservatorship or other permanent protection are permitted and/or environmentally sensitive lands owned by a local, regional, state or federal governmental agency or similar organization.<br><br>Note: As part of this Comprehensive Plan update an Asterix (*) with clarifying language related to Open Land (Conservation) is added to the Future Land Use map:<br><br>Language to be inserted on the Future Land Use map:<br><br>*All land uses citywide are based on a formal determination of areas waterward of the most restrictive jurisdictional line to determine the areas designated Open Land (Conservation). | The Open Land (Conservation) future land use designation is the **requested designation** for the waterward portion of the approximately 6.57-acre property. |

| | |
|---|---|
| **Policy 6.7.3**<br><br>Recreation/Open Space<br><br>Lands public or private devoted to and operated for recreational uses, such as parks, sports fields, and historic sites, but not commercial business or commercial tourist attractions.<br><br>The density and intensity will adhere to the most restrictive adjacent land use designation. | The Recreation/Open Space future land use designation is the **requested designation** for the landward portion of the approximately 6.57-acre property. |
| **Policy 6.7.3.1**<br><br>The recreational land use category is intended to accommodate existing public parks and recreation areas as well as committed public parks. | The most notable difference between the recreational land use category and Open Land (Very Low Density) designation is that the former is designed to accommodate public lands and uses while the latter does allow for private development. |
| **Policy 6.8.1.1**<br><br>The City shall initiate a land use plan amendment after purchase and/or development by the government entity. (Adopted June 2011, Ord. No. 2011-02) | This city policy requires a land use plan amendment after the purchase of a property by a government entity. |
| Historic Preservation Element [LINK TO DOCUMENT] | |
| Conservation and Coastal Management Element [LINK TO DOCUMENT] | |
| Recreation and Open Space Element [LINK TO DOCUMENT] | |
| Transportation and Mobility Element [LINK TO DOCUMENT] | |
| Housing Element [LINK TO DOCUMENT] | |
| Infrastructure Element [LINK TO DOCUMENT] | |

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

Based on Sec. 28-30 of the City's Code, the land use plan and land use map established by the comprehensive plan may also be amended and the zoning atlas may from time to time be revised by the rezoning of land as provided in this section. [LINK TO CODE SECTION]

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

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

**Sec. 28-246. - Open lands district: OL.**

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

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

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

(3) *Permitted uses by exception:*
   a. See section 28-347.
   b. Radio or television broadcasting office, studio, transmitter, antenna and line-of-sight relay device.
   c. Racetrack for vehicles or animals.
   d. Animal hospital, veterinary clinic, animal boarding place, fur farm, dog kennel, provided no structure for the housing of animals shall be located within two hundred (200) feet of any residence.
   e. Caretaker residence.
   f. Commercial hunting or fishing camp.
   g. Mobile home on individual lots provided that no subdivision plat shall be recorded for such use in this district.
   h. Restaurant and refreshment stand (but not drive-in).
   i. Public Airport, if not GU zoning.
   j. Not-for-profit clubs.

k. Travel trailer park.
l. Sale of antiques, gift, souvenir and craft shops.
m. Mobile food dispensing vehicle as per section 28-347(9).
n. Mobile food truck court as per section 28-347(9).

(4) *Minimum lot requirements:*
a. Single-family dwelling or mobile home on individual lot:
1. Minimum lot width, one hundred (100) feet.
2. Minimum lot area, one-half acre.
b. Other permitted or permissible uses or structures. None.

(5) *Maximum lot coverage by all buildings:*
a. Single-family dwelling and mobile homes on individual lot and accessory building thereto, ten (10) percent.
b. Other permitted or permissible uses and accessory buildings thereto, twenty (20) percent.

(6) *Minimum yard requirements.* All uses and structures:
a. Front, fifteen (15) feet.
b. Side, twenty (20) feet.
c. Rear, twenty (20) feet.

(7) *Maximum height of structures.* Thirty-five (35) feet.

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

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

## Staff Recommendation

Based on Sec. 28-30 staff finds that the Board may make **POSITIVE RECOMMENDATIONS** to the city commission to amend the future land use plan map to change the future land use of approximately 6.57 acres of land, approximately 4.26 upland acres from Residential Medium Density to Recreation and Open Space and approximately 2.31 waterward acres from Open Land (Very Low Density) to Open Land (Conservation).

In addition, staff finds that the Board may make **POSITIVE RECOMMENDATIONS** to the city commission to rezone the approximately 2.53-acre upland portion from Residential, General-Two: RG-2 to a compatible Government Use: GU zoning designation, assign the approximately 0.33 acre undesignated portion of uplands a Government Use: GU zoning designation, and assign the approximately 0.12 acre undesignated portion of waterward property an Open Land: OL zoning designation.

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

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

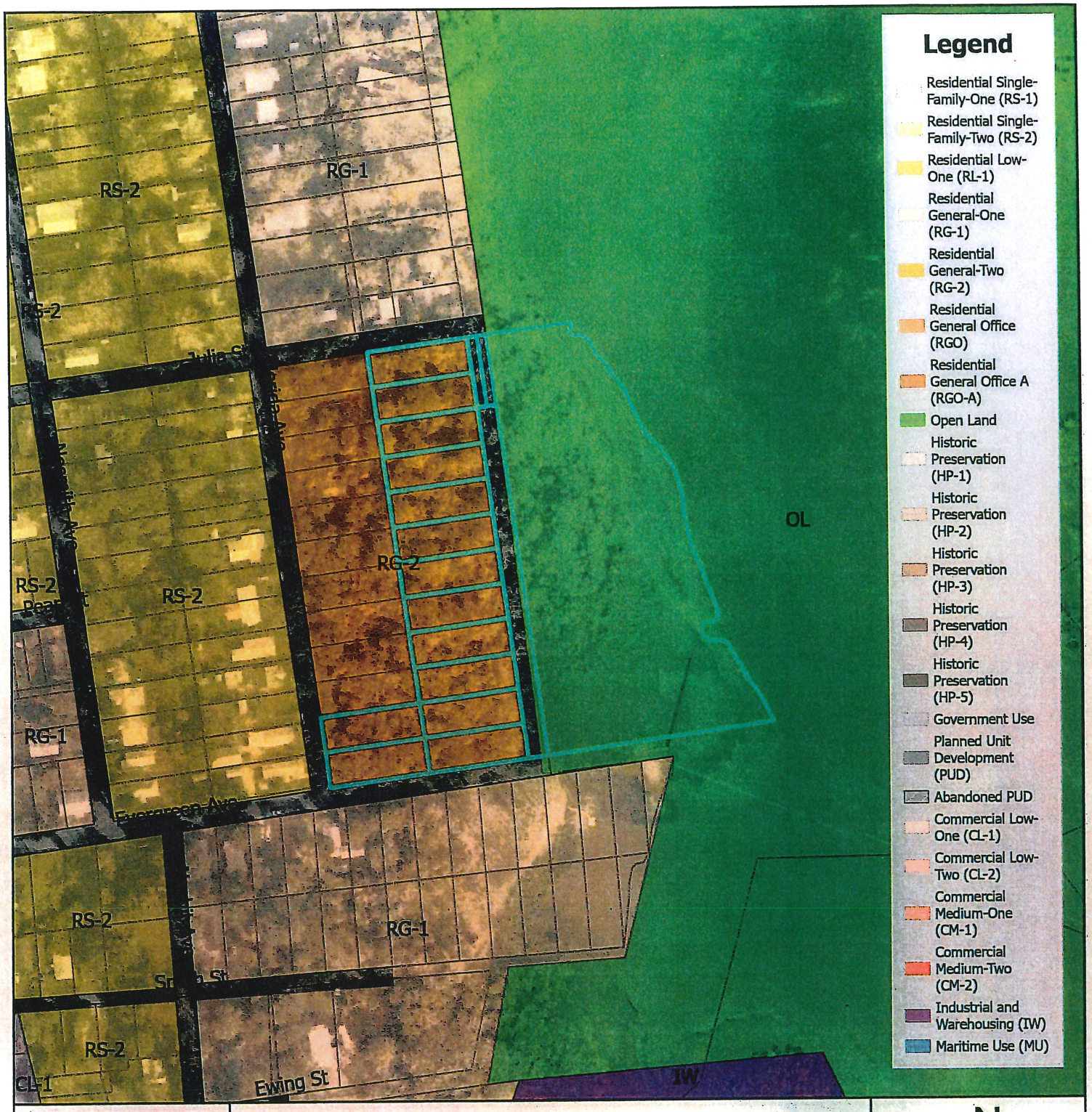
## Attachments

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

**Staff Report prepared by:**

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

# Attachment 1:
# Site Maps & Photos




# Zoning Map

N

0 0.17 0.35 Miles

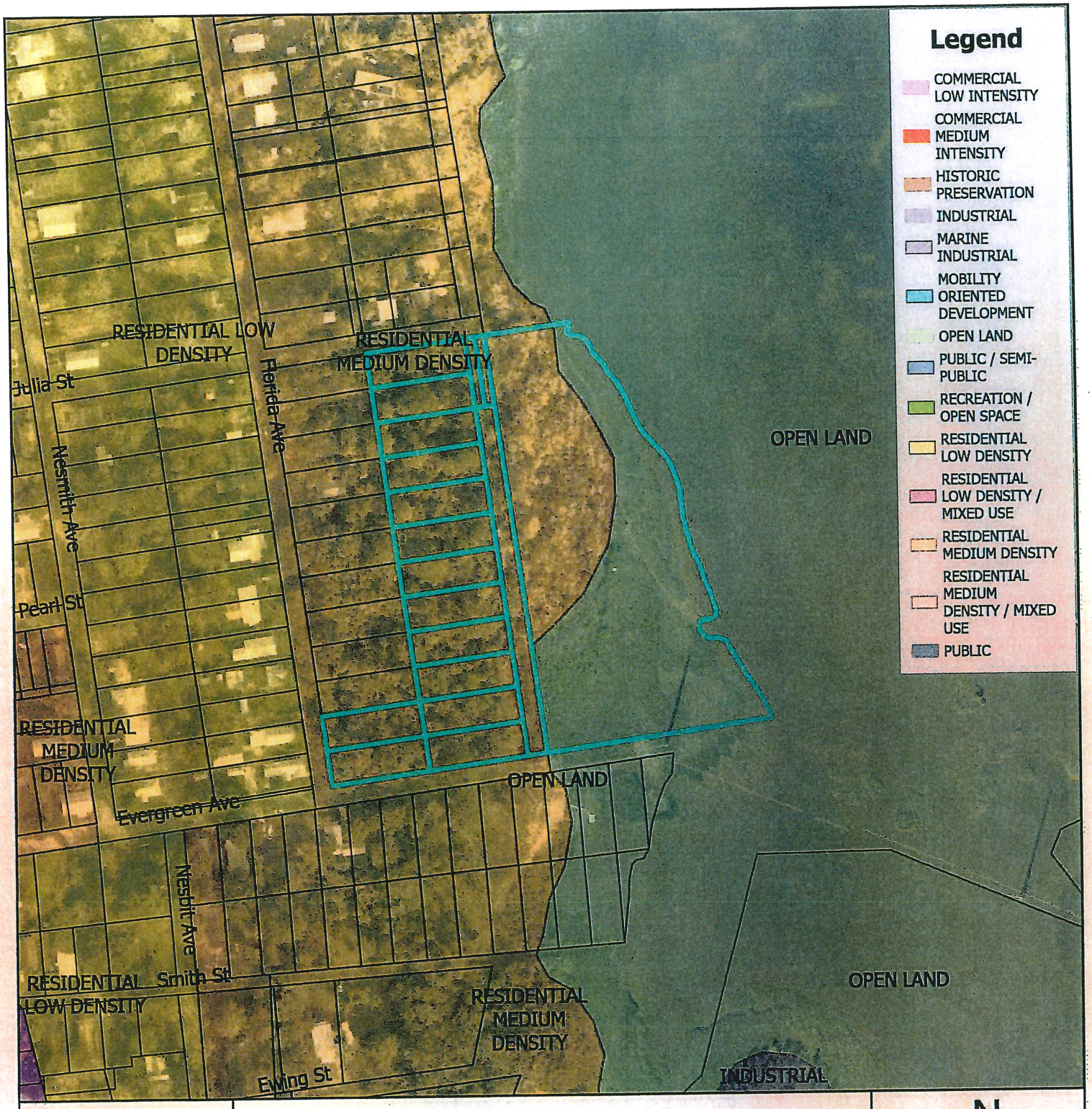
0 1,250 2,500 Feet

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

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

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet




# Future Land Use Map

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

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

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2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet




# St. Johns County Property Appraiser
# Use Classification Map

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

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2025

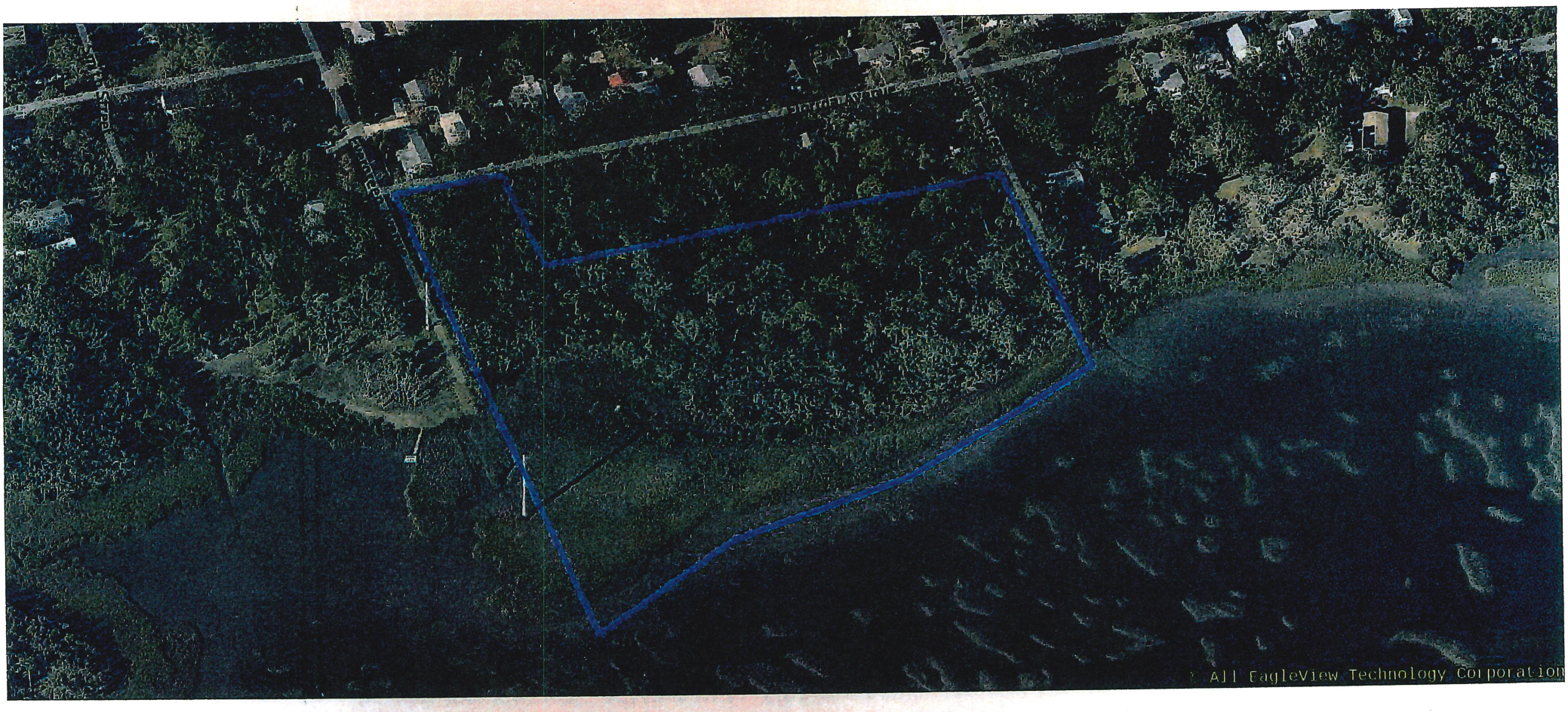
N

0 0.01 0.03 Miles

0 105 210 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

# Florida Avenue & Julia Street




12/08/2024




# FEMA Flood Zone Map

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

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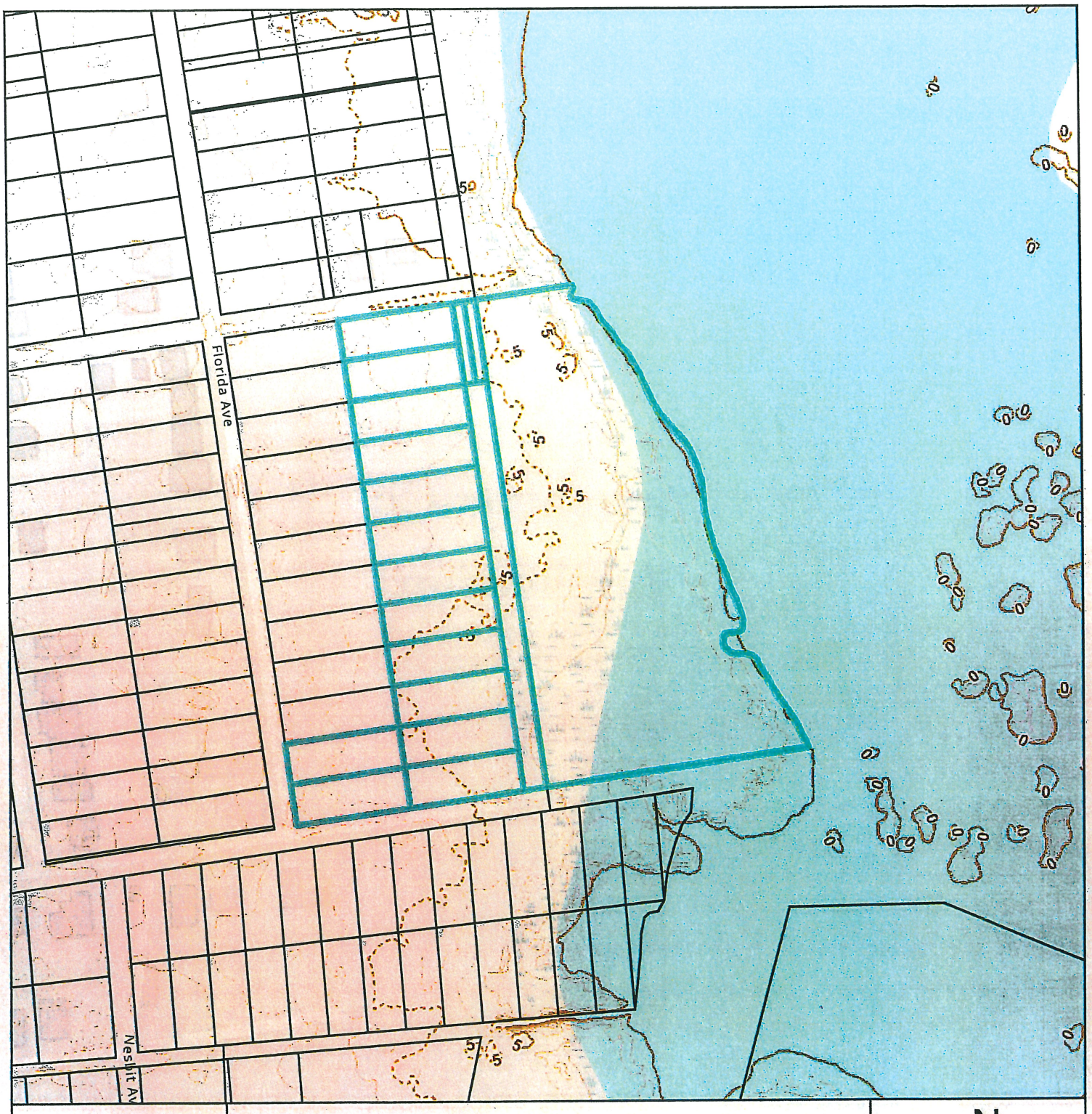
2025

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet




# Elevation Map

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

DISCLAIMER
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2025

N

0 0.01 0.03 Miles

0 105 210 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

# Attachment 2:

# Application

# CITY OF ST AUGUSTINE
# APPLICATION TO PLANNING AND ZONING BOARD

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

Receipt Number:_____ Meeting Date:_____

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

---

1. NAME OF APPLICANT: Amy Skinner Contact Number: 904-209-4320
   Business *(if applicable)*: City of St. Augustine
   Address: 75 King St City: St. Augustine State: FL Zip: 32084
   E-Mail Address: askinner@citystaug.com

2. NAME OF PROPERTY OWNER: City of St. Augustine Contact Number:_____
   Business *(if applicable)*:_____
   Address:_____ City:_____ State:_____ Zip:_____
   E-Mail Address:_____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
   Lot: LOTS 1 THRU 10 & 23 & 24, LOTS 11& 12 Block: BLK 16 & VACATED SEBASTIAN AVE & MARSH TO CHANNEL
   Subdivision: Ravenswood Subdivision Parcel Number: 1077900010, 1077900110

4. PROJECT STREET ADDRESS: Florida Avenue/Julia Street

5. SPECIFIC PROPOSED USE: Conservation / Recreation

6. ACTION REQUESTED:
   - ☐ Conservation Zone Development
   - ☐ Exception
   - ☐ Variance
   - ☐ Other:_____
   - ☐ Appeal of Staff Determination
   - ☒ Land Use Plan Amendment
   - ☒ Rezoning

7. DESCRIPTION OF ACTION REQUESTED: Change land use designation from Residential Medium Density to Recreation and Open Space (approximately 4.26 upland acres) and change land use designation from Open Land (Very low density) to Open Land (Conservation) (approximately 2.31 waterward acres). Change zoning designation from Residential General Two (RG-2) to Government Use (GU) (approximately 2.53 upland acres).
   Change zoning designation from Open Land (OL) to Government Use (GU) (approx. 1.28 acres). Designate approximately 0.33 acres of former City right-of-way Government Use (GU) and 0.12 Open Land (OL).

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

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

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

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

10. PREVIOUS APPPLICATIONS:

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

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

_____

11. AGREEMENT:

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

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

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

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

_____

Signature of Applicant Date

_____

Signature of Property Owner Date

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

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

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

_____
Print name of applicant

_____
Signature of applicant

07-15-2025
Date

CITY OF ST AUGUSTINE
EST. 1565

# Owner's Authorization For Agent

_____ is/are hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within ☐ the attached application, or ☐ described within the previously filed Application number: _____, and as described in the attached deed or other such proof of ownership as may be required, in applying to the City of St. Augustine's Planning & Zoning Board, located at: _____

BY: _____
Signature of Owner

_____
Print Name of Owner

_____
Telephone Number

State of _____

County of _____

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

By _____

Identification verified:

Oath sworn: _____ Yes ____ No

Notary Signature: _____

My Commission expires: _____

# PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 as follows:

| Description of Work | Fee Amount |
|---|---|
| Rezoning: small scale | $300.00 + ads & notices |
| Rezoning: large scale | $1,000.00 + ads & notices |
| Land Use Plan Amendment: small scale | $400.00 + ads & notices |
| Land Use Plan Amendment: large scale | $1,400.00 + ads & notices |
| Planned Unit Development | $400.00 or $35.00/acre, whichever is greater, $1,400 max + ads & notices |
| Zoning Variance | $350.00 + ads & notices |
| Zoning Exception | $250.00 + ads & notices |
| Conservation Overlay Zone Development | $165.00 + ads & notices |
| Significant Tree Removal or Appeal of Tree Removal Permit Denial | $165.00 + ads & notices |
| Appeal of Staff Determination | $200.00 + ads & notices |
| Application to Amend Zoning Code | $600.00 + ads & notices |
| Subdivision Plat Review | $275.00 + ads, notices & additional associated costs |

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

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

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other-than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Florida Avenue/Julia Street

Project Address: _____

Applicant's Name: _____ Applicant's Signature: _____

Amy McClure Skinner

Owner's Name: _____ Owner's Signature: _____

# Attachment 3:

# St. Johns County Property Appraiser Report

# St. Johns County, FL

### Apply for Exemptions

Apply for Exemptions

### Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

### Sales Questionnaire Form

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

Sales Questionnaire

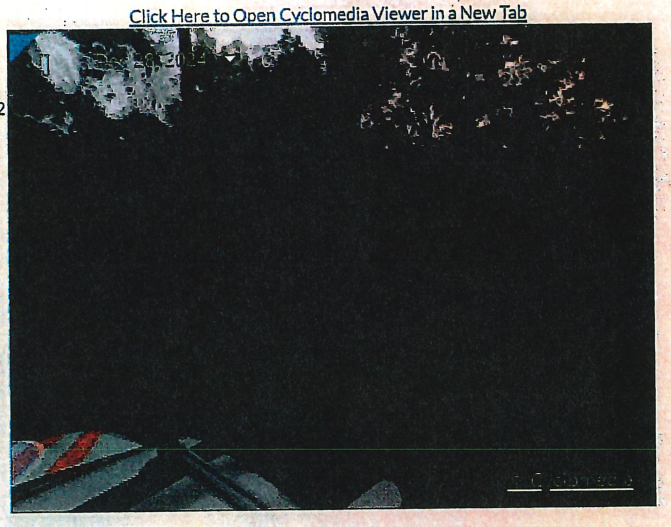
### 2024 TRIM Notice

2024 TRIM Notice (PDF)

### Summary

| | |
|---|---|
| Parcel ID | 1077900010 |
| Location | FLORIDA AVE |
| Address | Saint Augustine 32084-0000 |
| Neighborhood | Ravenswood (485) |
| Tax Description* | RAVENSWOOD SUB LOTS 1 THRU 10 & 23 & 24 BLK 16 & VACATED SEBASTIAN AVE IN OR312/543 & MARSH TO CHANNEL OR5859/222 & 5859/230<br>*The Description above is not to be used on legal documents. |
| Property Use Code | Vacant Residential (0000) |
| Subdivision | Ravenswood Subdivision |
| Sec/Twp/Rng | 37-7-30 |
| District | City of St Augustine (District 452) |
| Millage Rate | 18.72 |
| Acreage | 6.170 |
| Homestead | N |

Click Here to Open Cyclomedia Viewer in a New Tab



### Owner Information

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

### Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | | $449,519 |

## Map




## Valuation Information

| | 2025 |
|---|---|
| Assessed Year | |
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $739,776.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$739,776.00** |
| Total Deferred | $290,257.00 |
| **Assessed Value** | **$449,519.00** |
| Total Exemptions | $449,519.00 |
| **Taxable Value** | **$0.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $408,654 | $0 |
| 2023 | $0 | $0 | $353,193 | $0 |
| 2022 | $0 | $0 | $348,814 | $0 |
| 2021 | $0 | $0 | $276,698 | $0 |
| 2020 | $0 | $0 | $198,350 | $0 |
| 2019 | $0 | $0 | $198,350 | $0 |
| 2018 | $0 | $0 | $179,870 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 420 | 150 | 8 | UT | $520,000 |
| Marshes & Tidal Lands | 0 | 0 | 248 | AC | $62,000 |
| Vacant Residential | 105 | 300 | 2 | UT | $130,000 |
| Vacant Residential | 0 | 0 | 1.24 | AC | $27,776 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 11/17/2023 | 11/16/2023 | $100.00 | QUIT CLAIM DEED | 5859 | 222 | U | V | SAN SEBASTIAN RIVER LLC | RBJ HOLDINGS LLC |
| 11/17/2023 | 11/15/2023 | $1,935,000.00 | WARRANTY DEED | 5859 | 230 | U | V | RBJ HOLDINGS LLC | CITY OF ST AUGUSTINE |
| 9/1/2021 | 8/24/2021 | $367,500.00 | WARRANTY DEED | 5358 | 57 | U | V | WATTS UP ENTERPRISES LLC | ALTERNATIVE BUILDING SYSTEMS LLC |
| 9/1/2021 | 8/20/2021 | $100.00 | CORRECTIVE DEED | 5358 | 51 | U | V | INNOVATED BUILDING SYSTEMS LLC | WATTS UP ENTERPRISES LLC |
| 9/1/2021 | 8/13/2021 | $690,000.00 | WARRANTY DEED | 5358 | 61 | U | V | ALTERNATIVE BUILDING SYSTEMS LLC | SAN SEBASTIAN RIVER LLC |
| 1/12/2021 | 1/5/2021 | $294,000.00 | WARRANTY DEED | 5149 | 1740 | U | V | INNOVATED BUILDING SYSTEMS LLC | WATTS UP ENTERPRISES LLC |
| 11/22/2017 | 8/4/2017 | $150,000.00 | WARRANTY DEED | 4466 | 1595 | U | V | ALTERNATIVE BUILDING SYSTEMS LLC | INNOVATED BUILDING SYSTEMS LLC |

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

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# St. Johns County, FL

**Apply for Exemptions**

Apply for Exemptions

**Homestead Compliance**

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

**Sales Questionnaire Form**

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

Sales Questionnaire

**2024 TRIM Notice**

2024 TRIM Notice (PDF)

**Summary**

| | |
|---|---|
| Parcel ID | 1077900110 |
| Location | JULIA ST |
| Address | SAINT AUGUSTINE 32084-0000 |
| Neighborhood | Ravenswood (485) |
| Tax Description* | RAVENSWOOD SUB LOTS 11 & 12 BLK 16 & PT OF VACATED SEBASTIAN AVE IN OR312/543 OR5859/222 & 5859/230<br>*The Description above is not to be used on legal documents. |
| Property Use Code | Vacant Residential (0000) |
| Subdivision | Ravenswood Subdivision |
| Sec/Twp/Rng | 37-7-30 |
| District | City of St Augustine (District 452) |
| Millage Rate | 18.72 |
| Acreage | 0.400 |
| Homestead | N |

Click Here to Open Cyclomedia Viewer in a New Tab

No Image Available

## Owner Information

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

## Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | | $130,000 |

## Map




## Valuation Information

| | |
|---|---|
| Assessed Year | 2025 |
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $130,000.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$130,000.00** |
| Total Deferred | $0.00 |
| **Assessed Value** | **$130,000.00** |
| Total Exemptions | $130,000.00 |
| **Taxable Value** | **$0.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $128,079 | $0 |
| 2023 | $0 | $0 | $106,732 | $0 |
| 2022 | $0 | $0 | $105,047 | $0 |
| 2021 | $0 | $0 | $63,478 | $0 |
| 2020 | $0 | $0 | $47,749 | $0 |
| 2019 | $0 | $0 | $47,749 | $0 |
| 2018 | $0 | $0 | $43,255 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 105 | 150 | 2 | UT | $130,000 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 11/17/2023 | 11/16/2023 | $100.00 | QUIT CLAIM DEED | 5859 | 222 | U | V | SAN SEBASTIAN RIVER LLC | RBJ HOLDINGS LLC |
| 11/17/2023 | 11/15/2023 | $1,935,000.00 | WARRANTY DEED | 5859 | 230 | U | V | RBJ HOLDINGS LLC | CITY OF ST AUGUSTINE |
| 9/1/2021 | 8/24/2021 | $367,500.00 | WARRANTY DEED | 5358 | 57 | U | V | WATTS UP ENTERPRISES LLC | ALTERNATIVE BUILDING SYSTEMS LLC |
| 9/1/2021 | 8/20/2021 | $100.00 | CORRECTIVE DEED | 5358 | 53 | U | V | INNOVATED BUILDING SYSTEMS II LLC | WATTS UP ENTERPRISES LLC |
| 9/1/2021 | 8/13/2021 | $690,000.00 | WARRANTY DEED | 5358 | 61 | U | V | ALTERNATIVE BUILDING SYSTEMS LLC | SAN SEBASTIAN RIVER LLC |
| 1/12/2021 | 1/5/2021 | $55,000.00 | WARRANTY DEED | 5149 | 1742 | U | V | INNOVATED BUILDING SYSTEMS II,LLC | WATTS UP ENTERPRISES LLC |
| 8/23/2017 | 8/4/2017 | $100.00 | WARRANTY DEED | 4425 | 467 | U | V | ALTERNATIVE BUILDING SYSTEMS LLC | INNOVATED BUILDING SYSTEMS II,LLC |

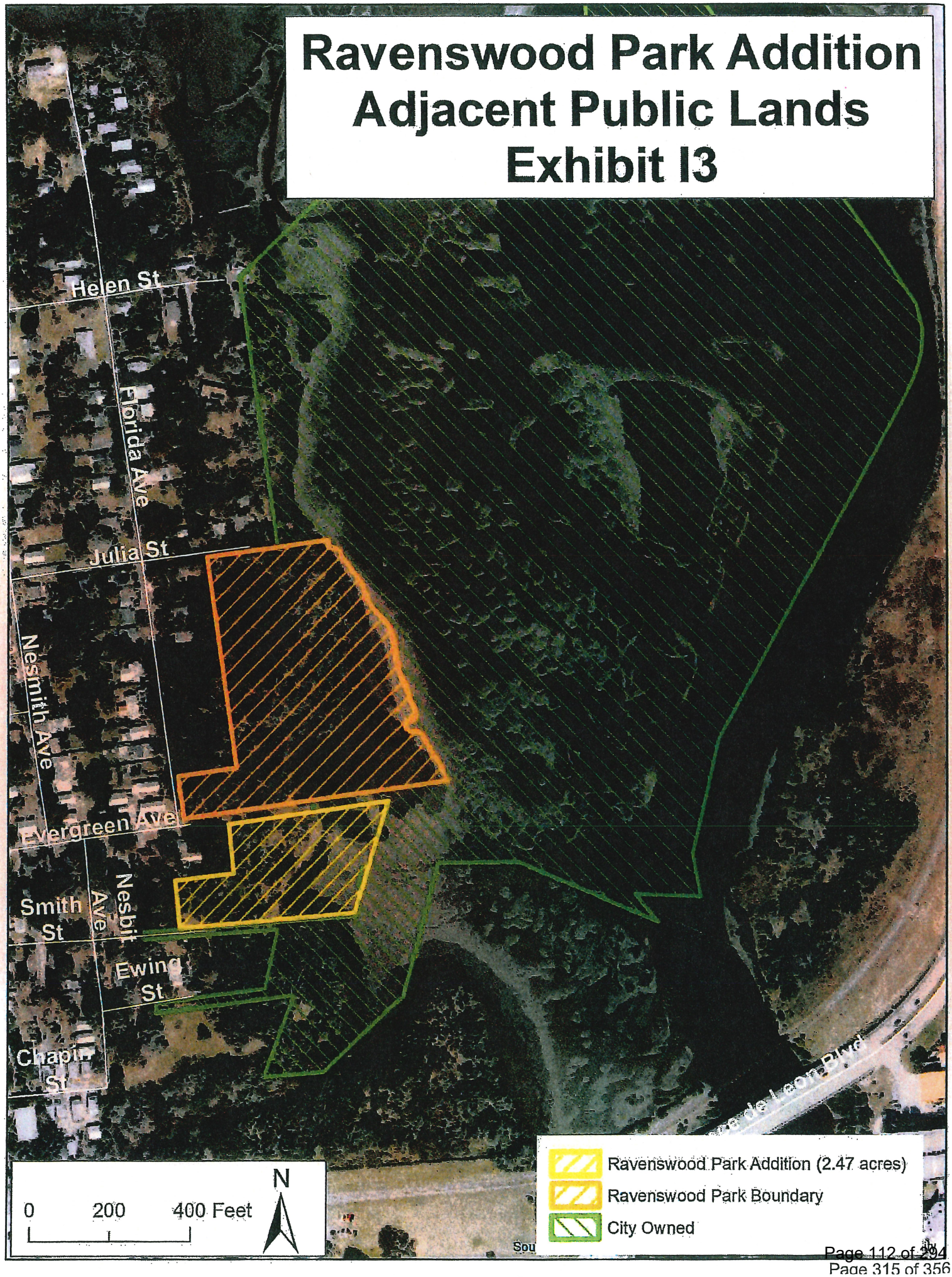
**No data available for the following modules:** Building Information, Sketch Information, Extra Feature Information.

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# Attachment 4:
# Supporting Documents


Ravenswood Park Addition
Adjacent Public Lands
Exhibit I3
Helen St
Florida Ave
Julia St
Nesmith Ave
Evergreen Ave
Smith St
Nesbit Ave
Ewing St
Chapin St
Ravenswood Park Addition (2.47 acres)
Ravenswood Park Boundary
City Owned
0
200
400 Feet
N

# BOUNDARY SURVEY

DESCRIPTION:

Lots 1 through 12, 23 and 24, Block 18, of the Ravenswood Tract, according to the Official Map of New Augustine noted June 1918, on file in the Office of the Clerk of the Circuit Court, St. Johns County, Florida.

TOGETHER WITH that portion of Sebastian Avenue being part of the Ravenswood Tract, in the City of St. Augustine, Florida according to said Map of New Augustine, bounded on the South by the North line of Evergreen (John) Street, and on the North by the South line of Julia Street, both extended Easterly to the East line of Sebastian Avenue, which was vacated by Ordinance #76-27, passed by the City Commission of the City of St. Augustine, Florida, on July 12, 1976, a Certified Copy of which was recorded in Official Records Book 312, Page 543, Public Records of St. Johns County, Florida.

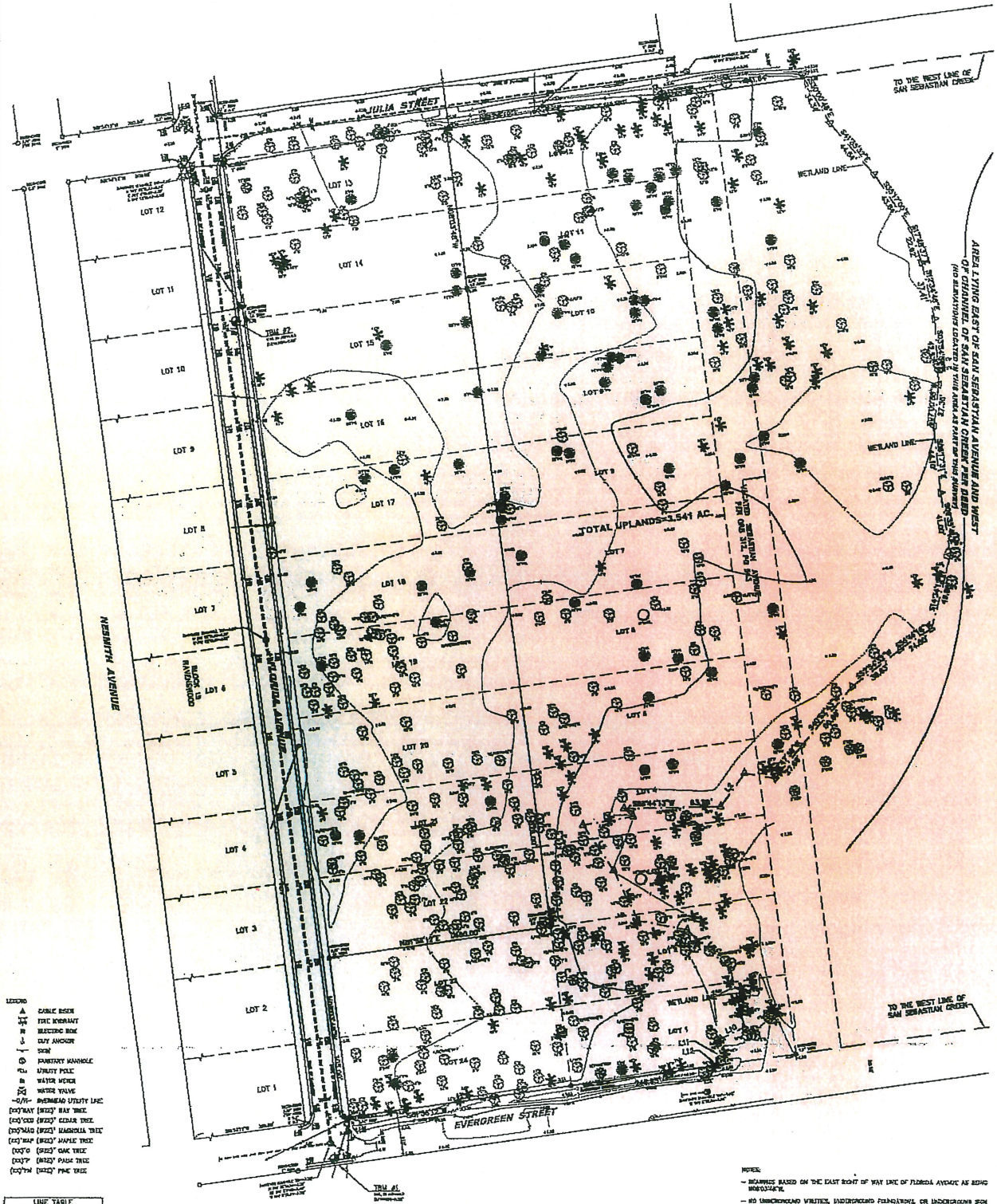
TOGETHER WITH that tract, piece or parcel of land lying East of that portion of Sebastian Avenue described next above which was vacated by the City of St. Augustine, Florida, by Ordinance #76-27, and lying West of the channel of the Sea Sebastian Creek or River and between the North line of Evergreen (John) Street and the South line of Julia Street, both extended Easterly to the channel of said Sea Sebastian Creek or River

SCALE 1" = 30'

N

GRAPHIC SCALE

( IN FEET )
1 inch = 30 ft




LEGEND

| | |
|---|---|
| ▲ | CABLE RISER |
| | FIRE HYDRANT |
| ■ | ELECTRIC BOX |
| ↓ | GUY ANCHOR |
| ⊙ | SIGN |
| Ⓢ | SANITARY MANHOLE |
| ○ | UTILITY POLE |
| ■ | WATER METER |
| ⋈ | WATER VALVE |
| -O/H- | OVERHEAD UTILITY LINE |
| (XX)"MAY" | (SIZE)" MAY TREE |
| (XX)"CED" | (SIZE)" CEDAR TREE |
| (XX)"MAG" | (SIZE)" MAGNOLIA TREE |
| (XX)"MAP" | (SIZE)" MAPLE TREE |
| (XX)"O" | (SIZE)" OAK TREE |
| (XX)"P" | (SIZE)" PALM TREE |
| (XX)"PIN" | (SIZE)" PINE TREE |

| LINE TABLE | | |
|---|---|---|
| LINE | BEARING | LENGTH |
| L1 | N80°38'05"W | 21.05' |
| L2 | S35°35'19"W | 28.81' |
| L3 | S49°06'56"E | 8.06' |
| L4 | S80°37'05"W | 33.83' |
| L5 | S74°36'03"E | 35.88' |
| L6 | S27°02'29"E | 36.35' |
| L7 | S78°47'13"E | 33.15' |
| L8 | S47°43'07"E | 38.61' |
| L9 | S14°21'21"E | 38.82' |
| L10 | S63°42'37"W | 16.76' |
| L11 | S09°59'20"W | 16.82' |
| L12 | S28°23'47"W | 1.21' |

NOTES:

- BEARINGS BASED ON THE EAST RIGHT OF WAY LINE OF FLORIDA AVENUE AS BEING N08°03'48"W.
- NO UNDERGROUND UTILITIES, UNDERGROUND FOUNDATIONS, OR UNDERGROUND SIGN BASES WERE LOCATED.
- ELEVATIONS BASED ON NGS BENCHMARK NUMBER A-321, A DISK IN CONCRETE MONUMENT=11.83', NAVD 1988 DATUM.

James P. Shannon

Digitally signed by James P. Shannon
Date: 2022.05.02 11:54:34 -04'00'

JAMES P. SHANNON JR., P.L.S. #4371
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

SHANNON SURVEYING, INC.
484 NORTH S.R. 434 - SUITE 1045
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 - LB # 6264

SURVEY DATE: 05/02/2022
FIELD BK. 2K _____ SCALE: 1" = 30'
FILE NAME: 15-2-38 BOUNDARY

**Florida Avenue #1 property**

| | | |
|---|---|---|
| Parcel # 1077900110 | Julia Street | 0.40 acres |
| Parcel # 1077900010 | Florida Avenue | 6.17 acres |
| | | **6.57 Total acres** |

Total of approximately 4.26 upland acres changing land use from Residential Medium Density to Recreation and Open Space and changing the zoning designation of approximately 2.53 acres from Residential General-two (RG-2) to Government Use (GU) and changing the zoning designation of approximately 1.28 acres from Open Land (OL) to Government Use (GU)

Total of approximately 2.31 waterward acres changing land use from Open Land (Very low density) to Open Land (Conservation)

Assigning approximately 0.33 acres of former city right-of-way a zoning designation of Government Use (GU) and approximately 0.12 of former city right-of-way a zoning designation of Open Land (OL)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 15, 2025

**RE: Ordinance 2025-26 – Amending the Zoning of Approximately 6.57 acres at Florida Avenue and Julia Street all East of Florida Avenue – Second Reading and Public Hearing**

The property at Florida Avenue and Julia Street is approximately 6.57 acres and is located east of Florida Avenue between Julia Street to the north and Evergreen Avenue to the south. The property was recently purchased by the city as part of its Conservation Program. It is vacant property with approximately 4.26 acres of upland area and approximately 2.31 acres of property waterward and adjacent to the San Sebastian Riverine environment. The area to the west is generally low density residential.

This property is now owned by the City of St. Augustine and will be incorporated into the city's conservation lands program including the development of a management plan.

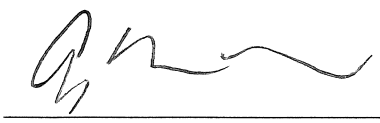
The city's Future Land Use Map (FLUM) designates Residential Medium Density and Open Land (Very Low Density) as the land use categories for these properties. The city has also requested to change the land use to the consistent categories for these rezoning requests. The application is to rezone the upland portion of the property to Government Use (GU) and the waterward portion to Open Land (OL), which are consistent with the proposed land use categories. This also includes assigning upland portions of a vacated right-of-way, a zoning designation of GU and a waterward portion of a vacated right-of-way to OL.

On August 5, 2025, the Planning and Zoning Board (PZB) made a positive recommendation to amend the zoning of these properties as noted above. Subsequently, on August 25th the City Commission passed this ordinance on First Reading.

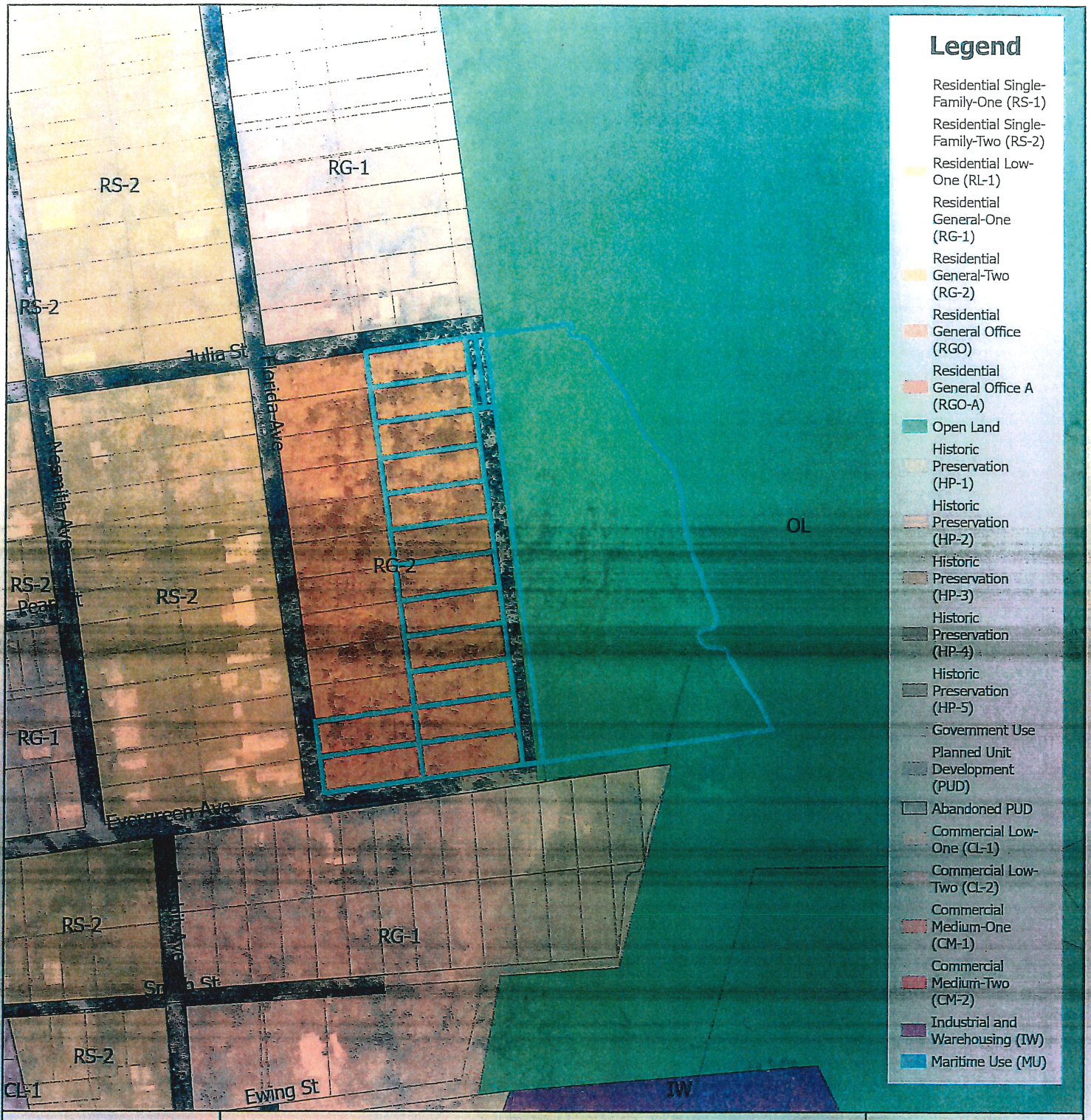
Attached you will find the Ordinance, and a map illustrating the existing zoning. The packet of information provided to the PZB is included with the land use plan amendment material.

Please place Ordinance 2025-26 on the City Commission October 27, 2025, agenda for Second Reading and Public Hearing. Also attached is the required Business Impact Statement for the ordinance.

If you have any questions, please let me know.



Amy McClure Skinner, AICP
Director
Planning and Building Department




# Zoning Map

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

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

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

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

CITY OF ST AUGUSTINE
EST. 1565
NATION'S OLDEST CITY

# 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. 2025-26

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 6.57 ACRES; LOCATED AT FLORIDA AVENUE AND JULIA STREET; EAST OF FLORIDA AVENUE BETWEEN JULIA STREET TO THE NORTH AND EVERGREEN AVENUE TO THE SOUTH AS PORTIONS OF THE RAVENSWOOD SUBDIVISION IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 2.53 ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-TWO (RG-2) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), REZONING APPROXIMATELY 1.28 ACRES FROM ITS CURRENT CLASSIFICATION OF OPEN LAND (OL) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), REZONING APPROXIMATELY 0.33 ACRES OF FORMER CITY RIGHT-OF-WAY FROM UNDESIGNATED TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), AND REZONING APPROXIMATELY 0.12 ACRES OF FORMER CITY RIGHT-OF-WAY FROM UNDESIGNATED TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**Applicable Exemptions:**

- [x] 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):**

| |
|---|
| This ordinance changes the zoning categories for property purchased by the city as part of its conservation program. The land uses must be changed to comply with a grant requirements. The zoning categories are consistent with the required changes to the future land use designations. |

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.**

| |
|---|
| None |

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 ordinance changes the zoning designations on the property to Government Use (GU) and Open Land (OL) consistent with the city's conservation lands program. |

**ORDINANCE NO. 2025-26**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 6.57 ACRES; LOCATED AT FLORIDA AVENUE AND JULIA STREET; EAST OF FLORIDA AVENUE BETWEEN JULIA STREET TO THE NORTH AND EVERGREEN AVENUE TO THE SOUTH AS PORTIONS OF THE RAVENSWOOD SUBDIVISION IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 2.53 ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-TWO (RG-2) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), REZONING APPROXIMATELY 1.28 ACRES FROM ITS CURRENT CLASSIFICATION OF OPEN LAND (OL) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), REZONING APPROXIMATELY 0.33 ACRES OF FORMER CITY RIGHT-OF-WAY FROM UNDESIGNATED TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), AND REZONING APPROXIMATELY 0.12 ACRES OF FORMER CITY RIGHT-OF-WAY FROM UNDESIGNATED TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that property identified by the referenced legal description as containing a total of approximately 6.57 acres of land, located at Florida Avenue and Julia Street; east of Florida Avenue between Julia Street to the north and Evergreen Avenue to the south as portions of the Ravenswood subdivision being more fully described herein, should be rezoned;

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

Section 1. The following described property, containing a total of approximately 6.57 acres of land, located at Florida Avenue and Julia Street within the City of St. Augustine, and identified by the referenced legal description, is hereby rezoned as described herein; rezoning approximately 2.53 acres from its current classification of Residential General-Two (RG-2) to the city classification of Government Use (GU), rezoning approximately 1.28 acres from its current classification of Open Land (OL) to the city classification of Government Use (GU), rezoning approximately 0.33 acres of former city right-of-way from undesignated to the city classification of Government Use (GU), and rezoning approximately 0.12 acres of former city right-of-way from undesignated to the city classification of Open Land (OL).

Section 2. Legal Description of Property. The following described property located at Florida Avenue and Julia Street east of Florida Avenue between Julia Street to the north and Evergreen Avenue to the south and within the City of St. Augustine, Florida:

**RAVENSWOOD SUB LOTS 1 THRU 10 & 23 & 24 BLK 16 & VACATED SEBASTIAN AVE IN OR312/543 & MARSH TO CHANNEL OR5859/222 & 5859/230 PARCEL ID 1077900010**

**RAVENSWOOD SUB LOTS 11 & 12 BLK 16 & PT OF VACATED SEBASTIAN AVE IN OR312/543 OR5859/222 & 5859/230 PARCEL ID 1077900110**

**HERETO AND MADE A PART HEREOF.**

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

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

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

Section 6. Effective Date. This ordinance shall be effective thirty-one (31) days after adoption in conjunction with Ordinance No. 2025-25 or, if Ordinance No. 2025-25 is challenged within thirty (30) days after adoption, effective upon issuance of a final order by the State Bureau of Comprehensive Planning or the Administration Commission.

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

ATTEST: _____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

# BOUNDARY SURVEY

DESCRIPTION:

Lots 1 through 12, 23 and 24, Block 15, of the Ravenswood Tract, according to the Official Map of New Augustine dated June 1918, on file in the Office of the Clerk of the Circuit Court, St. Johns County, Florida.

TOGETHER WITH that portion of Sebastian Avenue being part of the Ravenswood Tract, in the City of St. Augustine, Florida according to said Map of New Augustine, bounded on the South by the North line of Evergreen (John) Street, and on the North by the South line of Julia Street, both extended Easterly to the East line of Sebastian Avenue, which was vacated by Ordinance 676-27, passed by the City Commission of the City of St. Augustine, Florida, on July 12, 1927, a Certified Copy of which was recorded in Official Records Book 312, Page 543, Public Records of St. Johns County, Florida.

TOGETHER WITH that tract, piece or parcel of land lying East of that portion of Sebastian Avenue described next above which was vacated by the City of St. Augustine, Florida, by Ordinance 676-27, and lying West of the channel of the San Sebastian Creek or River and between the North line of Evergreen (John) Street and the South line of Julia Street, both extended Easterly to the channel of said San Sebastian Creek or River

GRAPHIC SCALE

( IN FEET )
1 inch = 30 ft.




LEGEND

- CABLE RISER
- FIRE HYDRANT
- ELECTRIC BOX
- GUY ANCHOR
- SIGN
- SANITARY MANHOLE
- UTILITY POLE
- WATER METER
- WATER VALVE
- OVERHEAD UTILITY LINE
- (XX)"BAY (SIZE)" BAY TREE
- (XX)"CED (SIZE)" CEDAR TREE
- (XX)"MAG (SIZE)" MAGNOLIA TREE
- (XX)"MAP (SIZE)" MAPLE TREE
- (XX)"OAK (SIZE)" OAK TREE
- (XX)"P (SIZE)" PALM TREE
- (XX)"PIN (SIZE)" PINE TREE

| LINE TABLE | | |
|---|---|---|
| LINE | BEARING | LENGTH |
| L1 | N80°35'05"W | 21.05' |
| L2 | S15°15'19"W | 26.01' |
| L3 | S49°36'39"E | 6.06' |
| L4 | S80°13'05"W | 33.62' |
| L5 | S34°36'03"E | 35.88' |
| L6 | S27°02'29"E | 38.35' |
| L7 | S75°47'13"E | 33.13' |
| L8 | S47°45'07"E | 38.61' |
| L9 | S14°21'01"E | 38.82' |
| L10 | S52°42'57"W | 16.76' |
| L11 | S09°59'20"W | 14.82' |
| L12 | S26°23'47"W | 1.21' |

NOTES:

- BEARINGS BASED ON THE EAST RIGHT OF WAY LINE OF FLORIDA AVENUE AS BEING N00°02'46"W.
- NO UNDERGROUND UTILITIES, UNDERGROUND FOUNDATIONS, OR UNDERGROUND SIGN BASES WERE LOCATED.
- ELEVATIONS BASED ON USGS BENCHMARK NUMBER A-321. A DISK IN CONCRETE MONUMENT=6.05', NAVD 1988 DATUM

James R. Shannon Digitally signed by James R. Shannon Date: 2022.05.02 15:54:24 -05'00'

JAMES R. SHANNON JR. P.L.S. #4171
NOT VALID WITHOUT THE SIGNATURE AND THE RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

SHANNON SURVEYING, Inc.
428 NORTH S.R. 436 - SUITE 1245
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 LB # 6554

LINE BY BOOK MEASURED
FIELD BY JR SCALE 1" = 30'
FILE NAME: Boundary Survey

Florida Avenue #1 property

| | | |
|---|---|---|
| Parcel # 1077900110 | Julia Street | 0.40 acres |
| Parcel # 1077900010 | Florida Avenue | 6.17 acres |
| | | **6.57 Total acres** |

Total of approximately 4.26 upland acres changing land use from Residential Medium Density to Recreation and Open Space and changing the zoning designation of approximately 2.53 acres from Residential General-two (RG-2) to Government Use (GU) and changing the zoning designation of approximately 1.28 acres from Open Land (OL) to Government Use (GU)

Total of approximately 2.31 waterward acres changing land use from Open Land (Very low density) to Open Land (Conservation)

Assigning approximately 0.33 acres of former city right-of-way a zoning designation of Government Use (GU) and approximately 0.12 of former city right-of-way a zoning designation of Open Land (OL)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 15, 2025

**RE: Ordinance 2025-27 – Amending the Future Land Use Designation of Approximately 2.47 acres at 10, 14, and 18 Smith Street and Evergreen Avenue all East of Nesbit Avenue – Second Reading and Public Hearing**

The properties at 10, 14, and 18 Smith Street and Evergreen Avenue are approximately 2.47 acres and are located east of Nesbit Avenue between Evergreen Avenue to the north and Smith Street to the south. The property was recently purchased by the city as part of its Conservation Program. It is vacant property with approximately 1.4 acres of upland area and approximately 1.07 acres of property waterward and adjacent to the San Sebastian Riverine environment. The area to the west is generally low-density residential development.

This property is now owned by the City of St. Augustine and will be incorporated into the city's conservation lands program including the development of a management plan.

The city's Future Land Use Map (FLUM) identifies the property as Residential Medium Density and Open Land (Very Low Density) as the current land use categories for the property. The request is to change the existing land use on the upland portion to the city's Recreation and Open Space land use category and to change the existing land use on the waterward portion to the city's Open Land (Conservation) land use category.

The Open Land (Conservation) land use category was created and defined as part of the city's update to the Comprehensive Plan in 2020, however no properties were actually assigned this category until this request. This "conservation" category is different than the city's preexisting Open Land (Very Low Density) category. Included attached for your information are the Open Land Comprehensive Plan land use category definitions.

A companion application to rezone the property to Government Use (GU) for the uplands and Open Land (OL) for the waterward area which are consistent with the proposed land use categories has also been submitted.

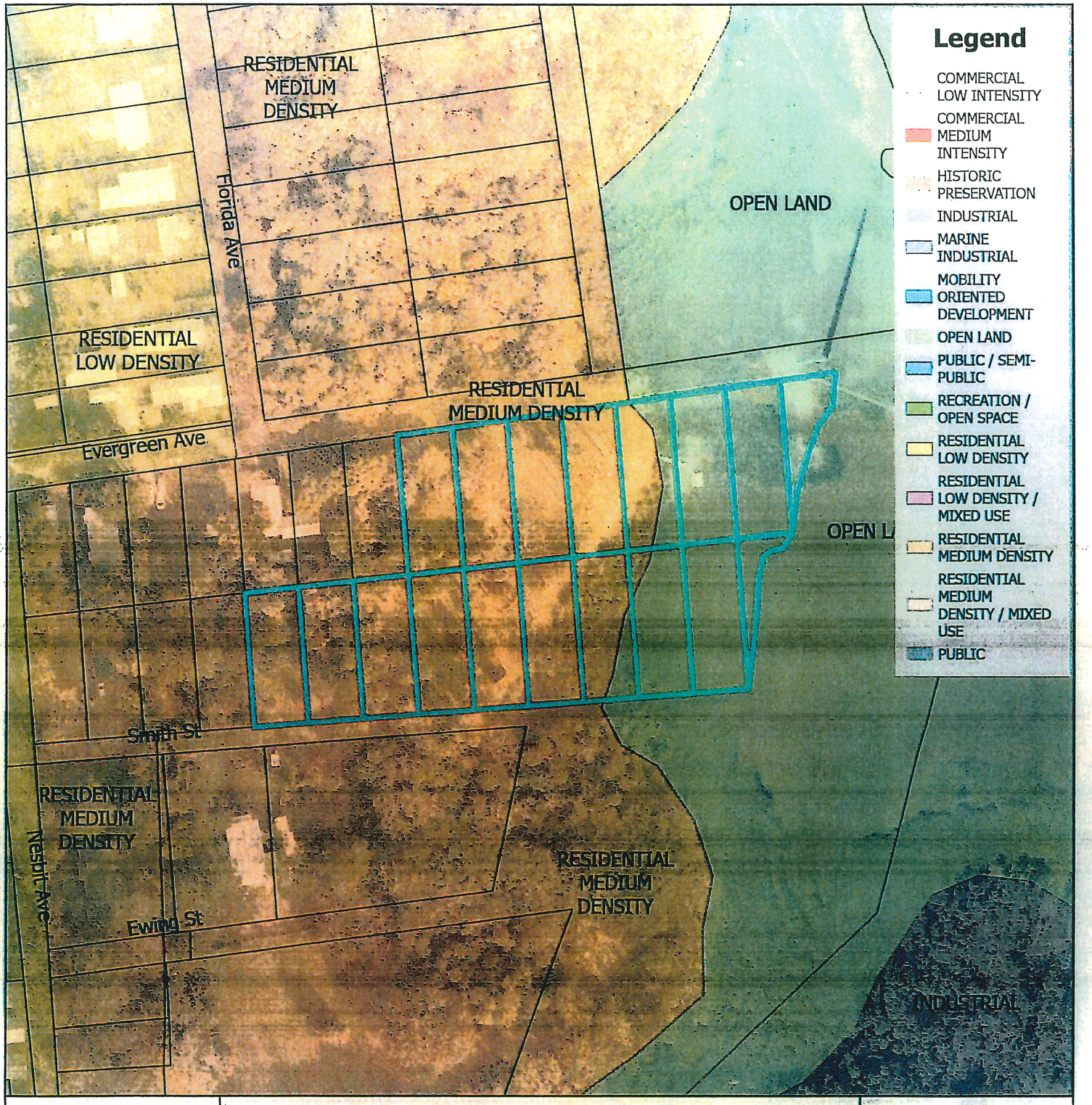
On August 5, 2025, the Planning and Zoning Board (PZB) made a positive recommendation to amend the future land use of these properties as noted above. Subsequently, on August 25th the City Commission passed this ordinance on First Reading.

Attached you will find the Ordinance, a map illustrating the existing future land use, and the packet of information regarding this application and the compatible rezoning provided to the PZB.

Please place Ordinance 2025-27 on the City Commission October 27, 2025, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance.

If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director
Planning and Building Department




# Future Land Use Map

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

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

2025

N

0 0.17 0.35 Miles

Feet
0 1,250 2,500

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

CITY OF ST AUGUSTINE
EST. 1565
NATION'S OLDEST CITY

# 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. 2025-27

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 2.47 ACRES; LOCATED AT 10, 14, AND 18 SMITH STREET AND EVERGREEN AVENUE; EAST OF NESBIT AVENUE BETWEEN EVERGREEN AVENUE TO THE NORTH AND SMITH STREET TO THE SOUTH AS PORTIONS OF THE BOVEE PLAT SHOWING SUBDIVISION OF PROPE IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 1.4 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 1.07 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**Applicable Exemptions:**

- [x] 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):**

   This ordinance changes the future land use categories for property purchased by the city as part of its conservation program. The land uses must be changed to comply with a grant requirements.

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.**

   None

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 ordinance changes the future land use designations on the property to Recreation and Open Space and Open Land (Conservation) consistent with the city's conservation lands program.

**ORDINANCE NO. 2025-27**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 2.47 ACRES; LOCATED AT 10, 14, AND 18 SMITH STREET AND EVERGREEN AVENUE; EAST OF NESBIT AVENUE BETWEEN EVERGREEN AVENUE TO THE NORTH AND SMITH STREET TO THE SOUTH AS PORTIONS OF THE BOVEE PLAT SHOWING SUBDIVISION OF PROPE IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 1.4 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 1.07 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that a parcel or parcels of property containing a total of approximately 2.47 acres of land, located at 10, 14, and 18 Smith Street and Evergreen Avenue; east of Nesbit Avenue between Evergreen Avenue to the north and Smith Street to the south as portions of the Bovee plat showing subdivision of Prope more fully described herein, that approximately 1.4 upland acres of the property's Future Land Use Map (FLUM) designation should be amended from City of St. Augustine Residential Medium Density to City Recreation and Open Space and that approximately 1.07 waterward acres of the property's Future Land Use Map (FLUM) designation should be amended from City of St. Augustine Open Land (Very Low Density) to City Open Land (Conservation);

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

Section 1. Amending Comprehensive Plan, Future Land Use Map. The following described property, containing approximately 2.47 acres in total commonly known as 10, 14, and 18 Smith Street and Evergreen Avenue; east of Nesbit Avenue between Evergreen Avenue to the north and Smith Street to the south as portions of the Bovee plat showing subdivision of Prope, and identified on the Future Land Use Map (FLUM) of City of St. Augustine as Residential Medium Density and Open Land (Very Low Density), is hereby amended to the city classifications of Recreation and Open Space and Open Land (Conservation). This property is more fully described below.

Section 2. Legal Description of Property. The following described property commonly known as 10, 14, and 18 Smith Street and Evergreen Avenue with Parcel ID #103540-0000, Parcel ID #103530-0000, Parcel ID #103520-0000, Parcel ID #103470-0000, Parcel ID #103480-0000 and Parcel ID #103490-0000 within the City of St. Augustine, Florida:

**10 SMITH STREET - BOVEES SUBD LOTS 23 & 24**
**BLK B OR6081/276**
**PARCEL ID 103540-0000**

**14 SMITH STREET - BOVEES SUBD LOT 22 BLK B**
**OR6081/276**
**PARCEL ID 103530-0000**

**18 SMITH STREET - BOVEES SUBD LOTS 20 & 21**
**BLK B OR6081/276**
**PARCEL ID 103520-0000**

**EVERGREEN AVENUE - BOVEES SUBD LOT 8 BLK**
**B OR6067/830**
**PARCEL ID 103470-0000**

**EVERGREEN AVENUE - BOVEES SUBD LOT 9 BLK B OR6067/830 PARCEL ID 103480-0000**

**EVERGREEN AVENUE - BOVEES SUBD LOTS 10 THRU 15 & 25 THRU 29 BLK B OR6067/830 PARCEL ID 103490-0000**

**HERETO AND MADE A PART HEREOF.**

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

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

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

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

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

ATTEST: _____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

# Comprehensive Plan - Future Land Use Element

# Open Land Category Definitions

## FLUE Objective 6.7

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

### FLUE Policy 6.7.1

### Open Land (Very Low Density)

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

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

### FLUE Policy 6.7.2

### Open Land (Conservation)

All public or private lands waterward of the most restrictive jurisdictional line, and including land under conservation easement, conservatorship or other permanent protection where only activities specified in the easement, conservatorship or other permanent protection are permitted and/or environmentally sensitive lands owned by a local, regional, state or federal governmental agency or similar organization.

Note: As part of this Comprehensive Plan update an Asterix (*) with clarifying language related to Open Land (Conservation) is added to the Future Land Use map:

Language to be inserted on the Future Land Use map:

*All land uses citywide are based on a formal determination of areas waterward of the most restrictive jurisdictional line to determine the areas designated Open Land (Conservation).

**FLUE Policy 6.7.3**

**Recreation/Open Space**

Lands public or private devoted to and operated for recreational uses, such as parks, sports fields, and historic sites, but not commercial business or commercial tourist attractions.

The density and intensity will adhere to the most restrictive adjacent land use designation.

**FLUE Policy 6.7.3.1**

The recreational land use category is intended to accommodate existing public parks and recreation areas as well as committed public parks.

**FLUE Policy 6.7.3.2**

Recreational uses shall be allowed in other categories as support uses.

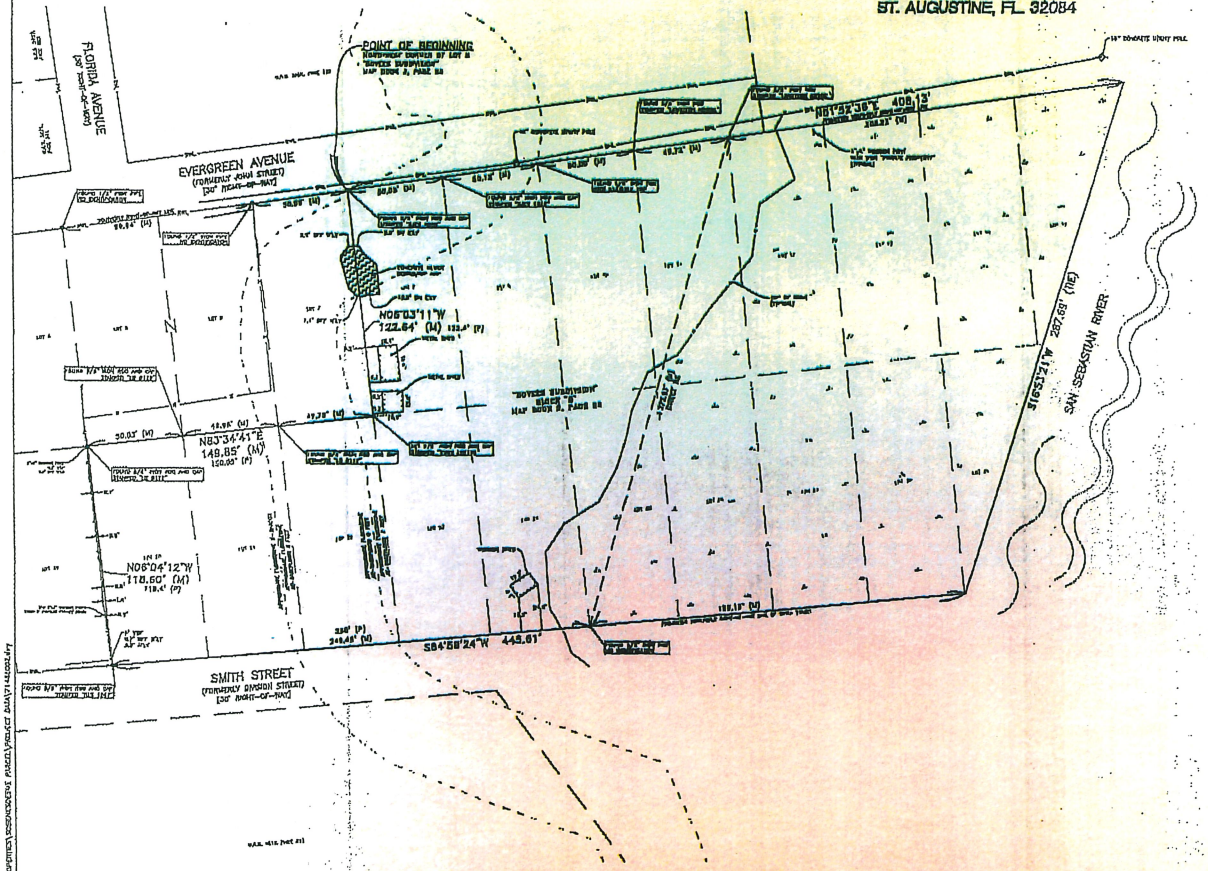
# BOUNDARY SURVEY

OF

"SOBENESDESME PARCELS"

(LOTS 8-16, AND 20-29 BOVEES SUBDIVISION, BLOCK "B")

ST. AUGUSTINE, FL 32084







LEGEND & ABBREVIATIONS:

| | |
|---|---|
| ⊙ | = IRON PIPE |
| ● | = IRON ROD |
| -○- | = 40' CONCRETE UTILITY POLE |
| ⊥ | = 4"x4" WOODEN POST WITH SIGN "PRIVATE PROPERTY" |
| ⊙ | = WOODEN POST |
| -x- | = 4' CHAINLINK FENCE |
| -OHL- | = OVERHEAD UTILITY LINE |
| -R/W- | = RIGHT-OF-WAY LINE |
| -□- | = 6' WOODEN BOARD PRIVACY FENCE (TYP) |
| LB | = LICENSED BUSINESS NUMBER |
| (M) | = MEASURED |
| NE | = NORTHEAST |
| N'LY | = NORTHERLY |
| O.R.B. | = OFFICIAL RECORDS BOOK |
| PG | = PAGE |
| RLS | = REGISTERED LAND SURVEYOR |
| S'LY | = SOUTHERLY |
| SJCS | = ST. JOHNS SURVEY COMPANY |
| SSMC | = SOUTHEASTERN SURVEYING AND MAPPING CORPORATION |
| -TOB- | = TOP OF BANK |
| W'LY | = WESTERLY |

DESCRIPTION:
All of Lots 8-16, and Lots 20-29 of said Block "B", BOVEES SUBDIVISION as Recorded in Map Book 2, Page 58 of the Public Records of St. Johns County, Florida, said lands lying in Section 41, Township 7 South, Range 29 East, of said county, being more particularly described as follows:

For a POINT OF BEGINNING, BEGIN at the Northwest Corner of Lot 8, Block "B" of said BOVEES SUBDIVISION, monumented by a 5/8" iron rod and cap stamped "SJCS 4083", thence North 81°32'38" East, along the Southerly Right-of-Way line of Evergreen Avenue (formerly John Street) (a 30' Right of Way as currently established), and it's projected Southerly Right-of-Way line to a point in the San Sebastian River, a distance of 408.13 feet; thence South 16°53'21" West, a distance of 287.68 feet; thence South 84°58'24" West, along the Northerly projected Right-of-Way line of Smith Street (formerly Division Street) (a 30' Right of Way as currently established) to a 5/8" iron rod and cap stamped "RLS 1867", a distance of 445.87 feet; thence North 06°04'12" West, at a 5/8" iron rod and cap stamped "LB 8115", a distance of 118.60 feet; thence North 83°34'41" East, to a 5/8" iron rod and cap stamped "SSMC LB2108", a distance of 149.85 feet; thence North 06°03'11" West, a distance of 122.64 feet to the POINT OF BEGINNING.

Containing 107,490 square feet or 2.47 acres, more or less

SURVEYOR'S REPORT:

1. Utility locations if shown hereon are based on field location of markings by utility company representatives, surface features and construction plans furnished to the surveyor. Additional sub-surface utilities may exist that have not been field located.
2. Easements or rights of way that appear on recorded plans or that have been furnished to the surveyor by others have been incorporated into this drawing with appropriate notation. Other encumbrances may be discovered by a perusal of the Public Records.
3. Minimum Horizontal Accuracy for this survey is in accordance with the STANDARDS OF PRACTICE set forth by the Board of Professional Surveyors and Mappers in Chapter 5J-17 requirements of Florida Administrative Code. The map and measurement methods used for this survey meet or exceed this requirement. The dimensions shown hereon are in United States survey feet and decimals thereof.
4. This survey does not determine ownership of the lands shown hereon.
5. Underground foundations, if any, have not been located.
6. Survey map and report or the copies thereof are not valid without the original signature and seal or the electronic signature and seal of a Florida Licensed Surveyor and Mapper.
7. The electronic signature shown hereon is in compliance with Florida Administrative Code 5J-17.062 and Florida Statute 472.025.
8. Features shown by symbol as indicated in the legend are not to scale.
9. Additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without written consent of the signing party or parties.
10. Bearings shown hereon are based upon the Southerly Right-of-Way line of Evergreen Avenue (formerly John Street) and it's projection into the San Sebastian River as being North 81°32'38" East (bearings and distances shown hereon are measured unless otherwise noted).
11. Horizontal positions for all features shown on the map are relative to North American Datum of 1983 (NAD83), 2011 adjustment, State Plane Coordinate System, Florida East Zone; distances shown are GRID distances.
12. The Survey was performed without benefit of an abstract, title search, title opinion or title commitment. A title search may reveal additional information affecting the parcel as shown.
13. Unless shown, only those visible features found within the boundaries of this survey or in the immediate vicinity of the above described parcel boundary have been located.
14. Right of Way information shown hereon was determined by found monumentation, recorded plats, rendered flight of way maps, and information obtained on the
15. St. Johns County Property Appraisers web site. No Right of Way documentation was provided by client.
16. The above described parcel contains 107,490 square feet or 2.47 acres, more or less.
17. Adjacent property information shown hereon was not furnished to this surveyor, and was compiled using latest available data. No attempt was made by this Surveyor to verify its accuracy.
18. Based on the Federal Emergency Management Agency, Flood Insurance Rate Map (FIRM), map number 12109C0214J, map dated December 07, 2018 the above described property is within Zones "X-Shaded, and Zones AE (Base Flood Elevations 8 feet and 7 feet).
19. Wetland areas, if existing were not addressed as a part of this survey.

NOTICE OF LIMITATIONS:
This survey is certified to those individuals shown on the face thereof. Any other use, benefit or reliance by any other party is strictly prohibited and voidable. Surveyor is responsible only to those certified and hereby disclaims any other liability and hereby restricts the rights of any other individual or firm to use this survey, without express written consent of the surveyor.

THOMAS F. FERGUSON
LICENSE NUMBER
5970
STATE OF FLORIDA
Professional Surveyor and Mapper

Thomas F Ferguson

Digitally signed by Thomas F Ferguson
DN: c=US, o=Unaffiliated, dnQualifier=A01410D000001904F3E1691000789ED, cn=Thomas F Ferguson
Date: 2024.11.11 09:58:56 -05'00'

THOMAS F. FERGUSON, PSM
Registered Land Surveyor
Number 6970


SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
3941 Bridge Road, Suite A
Callahan, Florida 32011
(904) 277-1898
e-mail: info@ssmcinc.com
Certificate Number LB#2108


SSMC
SURVEY • GIS

| NO | REVISION | EFFECTIVE DATE |
|---|---|---|
| | | |

SHEET NUMBER 1 OF 1 | DIVISION 1

NOT VALID WITHOUT SHEETS 1 THROUGH 1

Boundary Survey
0 Evergreen Avenue
St. Augustine, FL 32084

Project | Field Date: 10/15/2024 | Drawn By: JFA | Scale: 1" = 30'

CITY OF ST. AUGUSTINE

Control No

DRAWING NUMBER
71408002
SHEET NUMBER
1 OF 1

# Planning and Zoning Board (PZB)

# August 5, 2025, Staff Report

# Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

| Public Hearing Date | Agenda Item | Application Number |
|---|---|---|
| August 5, 2025 | 8.e | PZB2025-0061 |
| **Request** | **Address** | **Parcel ID** |
| Land Use Plan Map Amendment & Rezoning | 18 Smith Street | 103520-0000 |
| | 14 Smith Street | 103530-0000 |
| | 10 Smith Street | 103540-0000 |
| | Evergreen Avenue | 103470-0000 |
| | Evergreen Avenue | 103480-0000 |
| | Evergreen Avenue | 103490-0000 |

[HYPERLINKS TO ST. JOHNS COUNTY PROPERTY APPRAISER'S WEBSITE]

## Site & Background Information

| | |
|---|---|
| **Applicant:** | Amy Skinner<br>c/o City of St. Augustine |
| **Owner:** | City of St. Augustine |
| **Property Class:** (St. Johns County Property Appraiser) | 0000 – Vacant Residential |
| **Future Land Use Designation:** | Residential Medium Density & Open Land (Very Low Density) |
| **Zoning Designation:** | Residential, General-One: RG-1 [LINK TO DISTRICT REGULATIONS] |
| **Acreage:** | 2.47 |
| **Neighborhood:** | Ravenswood |
| **Archaeological Zone:** | N/A |

## Request Summary

This application is a request to amend the City's Comprehensive Plan Land Use map and rezone approximately 2.47 acres of property in the vicinity of Smith Street and Evergreen Avenue along the San Sebastian River.

The requested land use plan map amendment is to change approximately 1.4 upland acres from Residential Medium Density to Recreation and Open Space and approximately 1.07 waterward acres from Open Land (Very low density) to Open Land (Conservation).

For the approximately 1.4-acre upland portion, the request is to rezone from Residential, General-One: RG-1 to a compatible Government Use: GU zoning designation. As for the approximately 1.07-acre waterward portion, the request is to rezone from Residential, General-One: RG-1 to a compatible Open Land: OL zoning designation.

These properties were purchased by the City of St. Augustine as part of the conservation lands program which is what serves as the justification for these requests. Additionally, the grant money received by the city to help offset the cost of purchasing the property includes a condition that the city change the land use and zoning to categories that encourage conservation within one (1) year.

## Staff Analysis of Request and Consistency with the City of St. Augustine's Comprehensive Plan 2040

| Goal, Policy, or Objective | Staff Analysis |
|---|---|
| **Future Land Use Element [LINK TO DOCUMENT]** | |
| **Policy 6.4.4**<br>Residential Medium Density<br>This district is intended to apply to those neighborhoods designated for single and multiple-family dwellings and uses, as well as those nonresidential uses compatible and complementary with medium density residential uses, so as to create and maintain a diverse medium intensity residential character. A maximum of thirty percent (30%) of the Residential Medium Density land use designation shall be allocated for nonresidential uses. Nonresidential uses shall be limited to low intensity commercial, public and institutional uses including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation), as appropriate.<br><br>For Residential Uses a maximum of 16 units per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use. | The Residential Medium Density future land use designation is the **current designation** for the landward portion of the approximately 11.39-acre property. |

| | |
|---|---|
| **Objective 6.7**<br><br>**Open Land Categories:** The open land category is established for very low density development adjacent to more environmentally sensitive land. It is also established for the long-term protection and preservation of lands that contain valuable and threatened natural resources, such as wetlands, environmentally sensitive lands, floodplains, protected or unique ecological communities, and areas for recreational uses. | There are two (2) Open Land future land use categories, additional information is included below. |
| **Policy 6.7.1**<br><br>Open Land (Very Low Density)<br><br>This district is intended to apply to areas which are sparsely developed and including uses as normally found in environmentally sensitive areas away from urban activity, but landward of the most restrictive jurisdictional line. It is intended that substantial residential, commercial or industrial development shall not be permitted in the district.<br><br>Single Family dwellings including mobile homes are allowed at two dwelling units per acre; Appropriate activities and land uses within environmentally sensitive areas, include but are not limited to, water related activities and uses, and passive recreation activities and similar uses may occur. Other uses Maximum lot coverage of 20%; maximum height restriction of 35 feet. | The Open Land (Very Low Density) future land use designation is the **current designation** for the waterward portion of the approximately 11.39-acre property. |
| **Policy 6.7.2**<br><br>Open Land (Conservation)<br><br>All public or private lands waterward of the most restrictive jurisdictional line, and including land under conservation easement, conservatorship or other permanent protection where only activities specified in the easement, conservatorship or other permanent protection are permitted and/or environmentally sensitive lands owned by a local, regional, state or federal governmental agency or similar organization. | The Open Land (Conservation) future land use designation is the **requested designation** for the waterward portion of the approximately 11.39-acre property. |

| | |
|---|---|
| Note: As part of this Comprehensive Plan update an Asterix (*) with clarifying language related to Open Land (Conservation) is added to the Future Land Use map:<br><br>Language to be inserted on the Future Land Use map:<br><br>*All land uses citywide are based on a formal determination of areas waterward of the most restrictive jurisdictional line to determine the areas designated Open Land (Conservation). | |
| **Policy 6.7.3**<br><br>Recreation/Open Space<br><br>Lands public or private devoted to and operated for recreational uses, such as parks, sports fields, and historic sites, but not commercial business or commercial tourist attractions.<br><br>The density and intensity will adhere to the most restrictive adjacent land use designation. | The Recreation/Open Space future land use designation is the **requested designation** for the landward portion of the approximately 11.39-acre property. |
| **Policy 6.7.3.1**<br><br>The recreational land use category is intended to accommodate existing public parks and recreation areas as well as committed public parks. | The most notable difference between the recreational land use category and Open Land (Very Low Density) designation is that the former is designed to accommodate public lands and uses while the latter does allow for private development. |
| **Policy 6.8.1.1**<br><br>The City shall initiate a land use plan amendment after purchase and/or development by the government entity. (Adopted June 2011, Ord. No. 2011-02) | This city policy requires a land use plan amendment after the purchase of a property by a government entity. |
| Historic Preservation Element [LINK TO DOCUMENT] | |
| Conservation and Coastal Management Element [LINK TO DOCUMENT] | |
| Recreation and Open Space Element [LINK TO DOCUMENT] | |
| Transportation and Mobility Element [LINK TO DOCUMENT] | |
| Housing Element [LINK TO DOCUMENT] | |
| Infrastructure Element [LINK TO DOCUMENT] | |

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

Based on Sec. 28-30 of the City's Code, the land use plan and land use map established by the comprehensive plan may also be amended and the zoning atlas may from time to time be revised by the rezoning of land as provided in this section. [LINK TO CODE SECTION]

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

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

**Sec. 28-246. - Open lands district: OL.**

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

(1) *Permitted uses and structures:*

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

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

(3) *Permitted uses by exception:*

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

(4) *Minimum lot requirements:*

a. Single-family dwelling or mobile home on individual lot:
   1. Minimum lot width, one hundred (100) feet.
   2. Minimum lot area, one-half acre.
b. Other permitted or permissible uses or structures. None.

(5) *Maximum lot coverage by all buildings:*

a. Single-family dwelling and mobile homes on individual lot and accessory building thereto, ten (10) percent.
b. Other permitted or permissible uses and accessory buildings thereto, twenty (20) percent.

(6) *Minimum yard requirements.* All uses and structures:

a. Front, fifteen (15) feet.
b. Side, twenty (20) feet.
c. Rear, twenty (20) feet.

(7) *Maximum height of structures.* Thirty-five (35) feet.

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

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

## Staff Recommendation

Based on Sec. 28-30 staff finds that the Board may make **POSITIVE RECOMMENDATIONS** to the city commission to amend the future land use plan map to change the future land use of approximately 2.47 acres of land, approximately 1.4 upland acres from Residential Medium Density to Recreation and Open Space and approximately 1.07 waterward acres from Open Land (Very Low Density) to Open Land (Conservation).

In addition, staff finds that the Board may make **POSITIVE RECOMMENDATIONS** to the city commission to rezone the approximately 1.4-acre upland portion from Residential, General-One: RG-1 to a compatible Government Use: GU zoning designation and from Residential, General-One: RG-1 to a compatible Open Land: OL zoning designation for the approximately 1.07-acre waterward portion.

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

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

## Attachments

1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Conceptual Site Plan
5. Conceptual Building Plans

**Staff Report prepared by:**

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

# Attachment 1:
# Site Maps & Photos




# Zoning Map

N

0 0.17 0.35 Miles

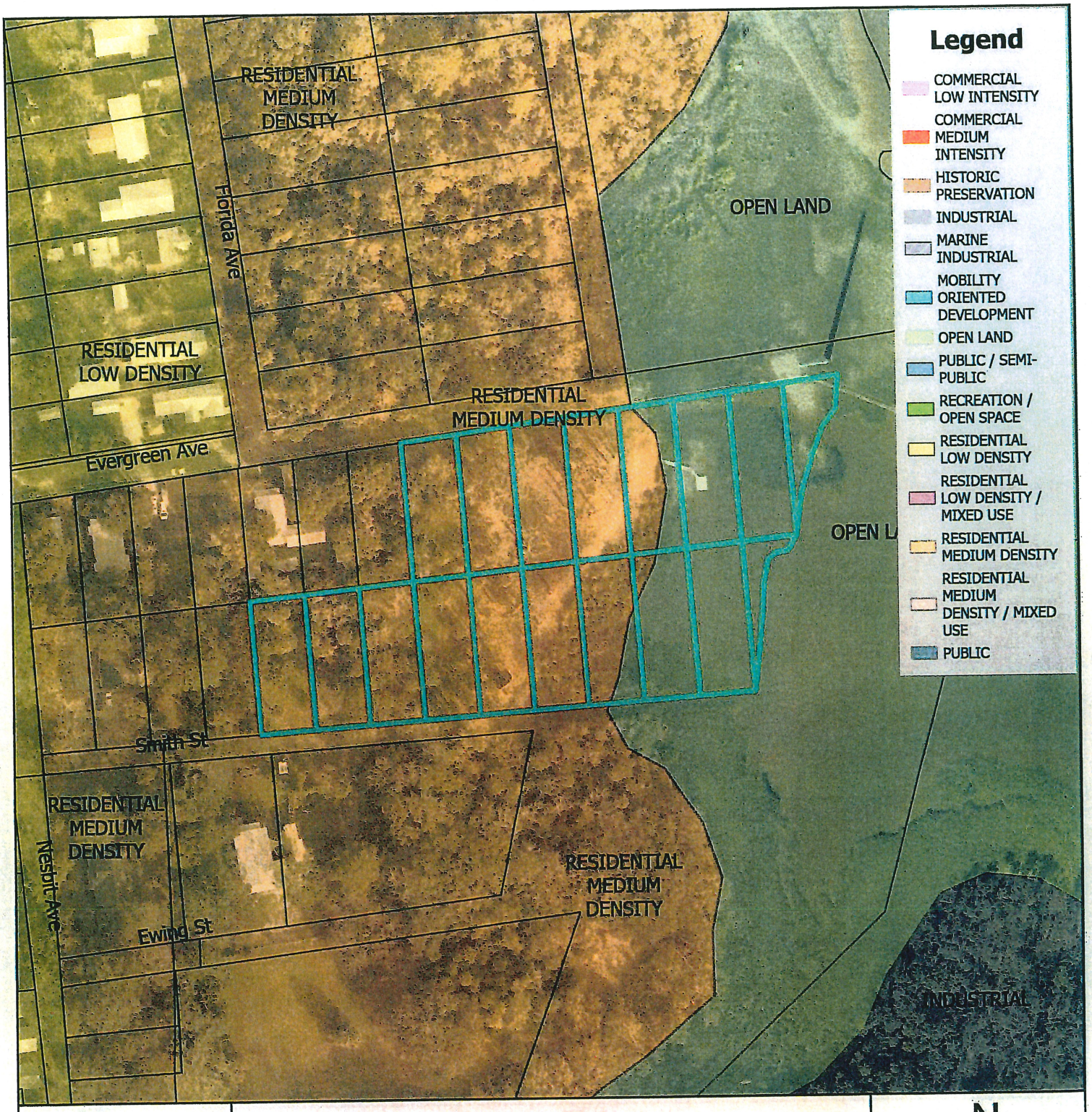
0 1,250 2,500 Feet

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

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

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet




# Future Land Use Map

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

DISCLAIMER
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2025

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

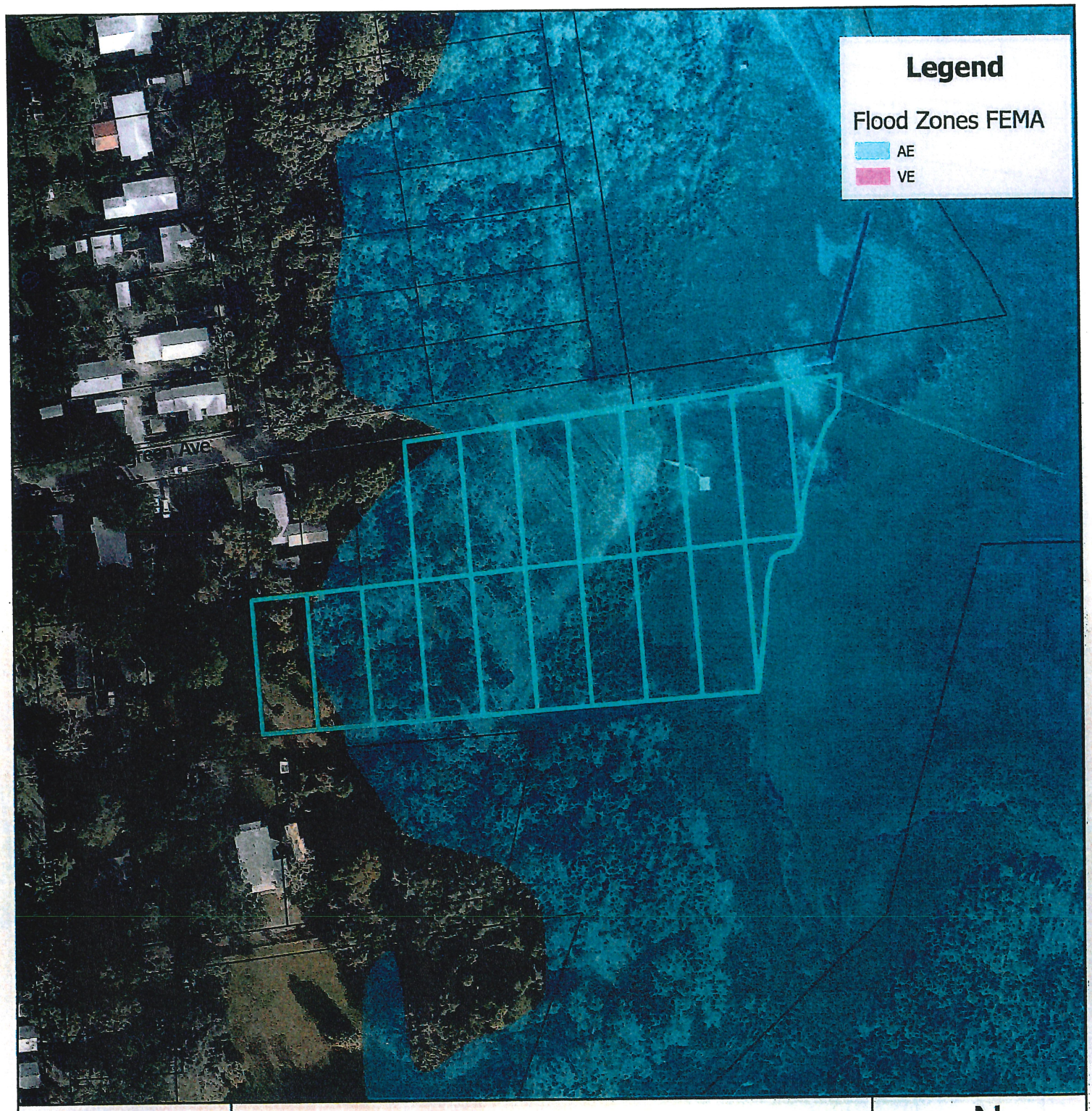
Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet


Single Family
Single Family
Single Family
Single Family
Single Family
Single Family
Single Family
Vacant Residential
Vacant Residential
Vacant Residential

# Smith Street & Evergreen Avenue




12/08/2024




# FEMA Flood Zone Map

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

DISCLAIMER
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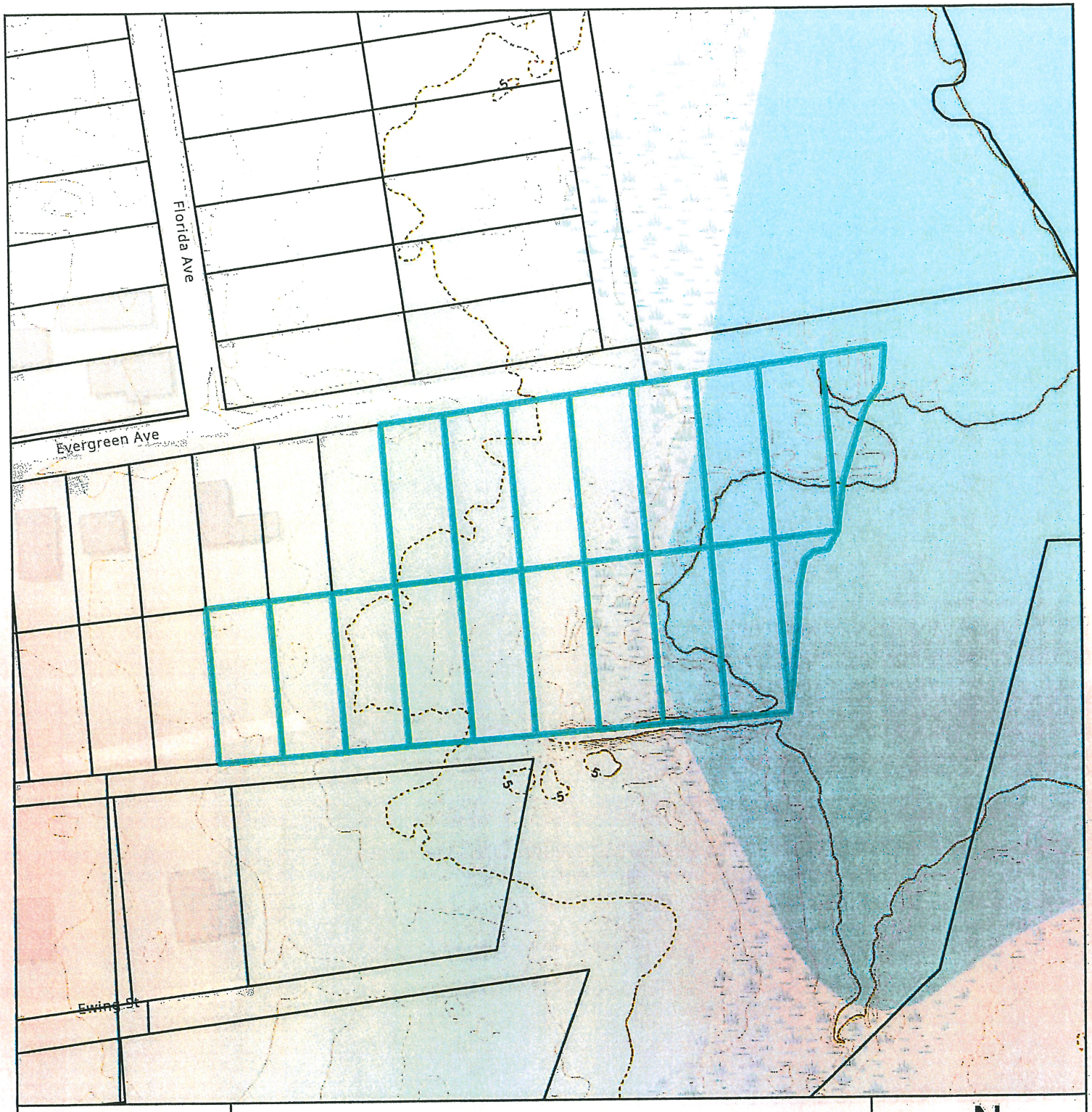
2025

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet




# Elevation Map

N

0 0.01 0.01 Miles

0 62.5 125 Feet

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

DISCLAIMER
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2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

# Attachment 2:
# Application

# CITY OF ST AUGUSTINE
# APPLICATION TO PLANNING AND ZONING BOARD

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

Receipt Number:_____ Meeting Date:_____

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

---

1. NAME OF APPLICANT: Amy Skinner Contact Number: 904-209-4320
   Business *(if applicable)*: City of St. Augustine
   Address: 75 King St City: St. Augustine State: FL Zip: 32084
   E-Mail Address: askinner@citystaug.com

2. NAME OF PROPERTY OWNER: City of St. Augustine Contact Number:_____
   Business *(if applicable)*:_____
   Address:_____ City:_____ State:_____ Zip:_____
   E-Mail Address:_____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
   Lot: Attached Block: Attached
   Subdivision: Bovee's Parcel Number: 1035200000, 1035300000, 1035400000, 1034700000, 1034800000, 103490000

4. PROJECT STREET ADDRESS: Smith St & Evergreen Ave (Sobenese)

5. SPECIFIC PROPOSED USE: Conservation / Recreation

6. ACTION REQUESTED:
   - ☐ Conservation Zone Development
   - ☐ Exception
   - ☐ Variance
   - ☐ Other:_____
   - ☐ Appeal of Staff Determination
   - ☒ Land Use Plan Amendment
   - ☒ Rezoning

7. DESCRIPTION OF ACTION REQUESTED: Total of approximately 1.44 upland acres changing land use from Residential Medium Density to Recreation and Open Space and changing zoning from Residential General-one (RG-1) to Government Use (GU). Total of approximately 1.07 waterward acres changing land use from Open Land (Very low density) to Open Land (Conservation) and changing the zoning from Residential General-one (RG-1) to Open Land (OL)

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

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

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

_____

_____

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

_____

_____

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

_____

_____

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

_____

_____

10. PREVIOUS APPPLICATIONS:

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

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

_____

11. AGREEMENT:

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

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

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

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

_____

Signature of Applicant Date

_____

Signature of Property Owner Date

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

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

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

_____
Print name of applicant

_____
Signature of applicant

07-15-2025
Date

CITY OF
ST AUGUSTINE
EST. 1565

# Owner's Authorization For Agent

_____ is/are hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within ☐ the attached application, or ☐ described within the previously filed Application number: _____, and as described in the attached deed or other such proof of ownership as may be required, in applying to the City of St. Augustine's Planning & Zoning Board, located at: _____

BY: _____
Signature of Owner

_____
Print Name of Owner

_____
Telephone Number

State of _____

County of _____

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

By _____

Identification verified:

Oath sworn: _____ Yes ____ No

Notary Signature: _____

My Commission expires: _____

# PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 as follows:

| Description of Work | Fee Amount |
|---|---|
| Rezoning: small scale | $300.00 + ads & notices |
| Rezoning: large scale | $1,000.00 + ads & notices |
| Land Use Plan Amendment: small scale | $400.00 + ads & notices |
| Land Use Plan Amendment: large scale | $1,400.00 + ads & notices |
| Planned Unit Development | $400.00 or $35.00/acre, whichever is greater, $1,400 max + ads & notices |
| Zoning Variance | $350.00 + ads & notices |
| Zoning Exception | $250.00 + ads & notices |
| Conservation Overlay Zone Development | $165.00 + ads & notices |
| Significant Tree Removal or Appeal of Tree Removal Permit Denial | $165.00 + ads & notices |
| Appeal of Staff Determination | $200.00 + ads & notices |
| Application to Amend Zoning Code | $600.00 + ads & notices |
| Subdivision Plat Review | $275.00 + ads, notices & additional associated costs |

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

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

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other-than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Project Address: Smith Street & Evergreen Avenue (Sobenese)

Applicant's Name: _____ Applicant's Signature: _____

Owner's Name: Amy McClure Skinner Owner's Signature: _____

# Attachment 3:

# St. Johns County Property Appraiser Report

# St. Johns County, FL

## Apply for Exemptions

Apply for Exemptions

## Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

## Sales Questionnaire Form

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

Sales Questionnaire

## 2024 TRIM Notice

2024 TRIM Notice (PDF)

## Summary

| | |
|---|---|
| Parcel ID | 1035400000 |
| Location Address | 10 SMITH ST<br>SAINT AUGUSTINE 32084-0000 |
| Neighborhood | Bovee's (473) |
| Tax Description* | 2-56 BOVEES SUBD LOTS 23 & 24 BLK B OR6081/276<br>*The Description above is not to be used on legal documents. |
| Property Use Code | Vacant Residential (0000) |
| Subdivision | Bovee, Plat Showing Subdivision Of Prope |
| Sec/Twp/Rng | 37-7-30 |
| District | City of St Augustine (District 452) |
| Millage Rate | 18.72 |
| Acreage | 0.290 |
| Homestead | N |

No Image Available

## Owner Information

| | |
|---|---|
| Owner Name | City Of St Augustine 100% |
| Mailing Address | PO BOX 210<br>SAINT AUGUSTINE, FL 32085-0000 |

## Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | Future Year Exemption | $0 |

## Map




## Valuation Information

| Assessed Year | 2025 |
|---|---|
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $84,500.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$84,500.00** |
| Total Deferred | $51,859.00 |
| **Assessed Value** | **$32,641.00** |
| Total Exemptions | $0.00 |
| **Taxable Value** | **$32,641.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $85,500 | $0 |
| 2023 | $0 | $0 | $47,500 | $0 |
| 2022 | $0 | $0 | $46,750 | $0 |
| 2021 | $0 | $0 | $28,250 | $0 |
| 2020 | $0 | $0 | $21,250 | $0 |
| 2019 | $0 | $0 | $21,250 | $0 |
| 2018 | $0 | $0 | $16,750 | $0 |
| 2017 | $0 | $0 | $16,000 | $0 |
| 2016 | $0 | $0 | $12,750 | $0 |
| 2015 | $0 | $0 | $11,500 | $0 |
| 2014 | $0 | $0 | $11,500 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 100 | 125 | 2 | UT | $84,500 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 1/8/2025 | 1/6/2025 | $320,000.00 | WARRANTY DEED | 6081 | 276 | U | V | SOBENESDESME ALEJANDRO,RACHEL ANN | CITY OF ST AUGUSTINE |
| 6/21/2016 | 6/1/2016 | $40,000.00 | WARRANTY DEED | 4210 | 532 | Q | V | GIBSON JAMES,DEBRA | SOBENESDESME JORGE ALEJANDRO,RACHEL ANN |
| | 4/1/1987 | $6,000.00 | | 740 | 1263 | Q | V | | GIBSON JAMES,DEBRA |
| | 6/1/1984 | $0.00 | | 648 | 1907 | U | V | | |

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

# St. Johns County, FL

### Apply for Exemptions

Apply for Exemptions

### Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

### Sales Questionnaire Form

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

Sales Questionnaire

### 2024 TRIM Notice

2024 TRIM Notice (PDF)

### Summary

| | |
|---|---|
| Parcel ID | 1034700000 |
| Location Address | EVERGREEN AVE<br>SAINT AUGUSTINE 32084-0000 |
| Neighborhood | Bovee's (473) |
| Tax Description* | 2-56 BOVEES SUBD LOT 8 BLK B OR6067/830<br>*The Description above is not to be used on legal documents. |
| Property Use Code | Vacant Residential (0000) |
| Subdivision | Bovee, Plat Showing Subdivision Of Prope |
| Sec/Twp/Rng | 37-7-30 |
| District | City of St Augustine (District 452) |
| Millage Rate | 18.72 |
| Acreage | 0.140 |
| Homestead | N |

No Image Available

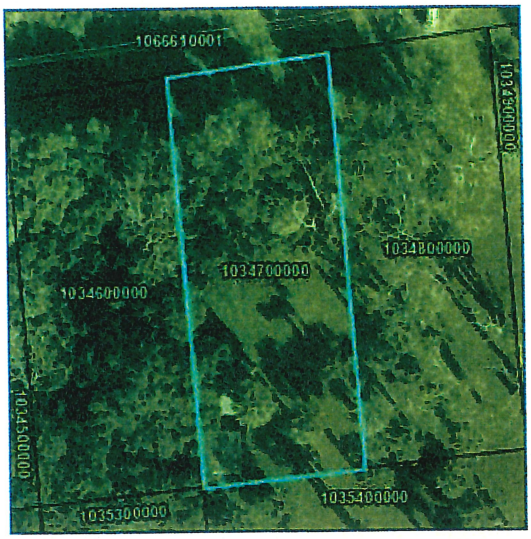
### Owner Information

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

### Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | | $56,250 |

## Map




## Valuation Information

| | 2025 |
|---|---|
| Assessed Year | |
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $56,250.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$56,250.00** |
| Total Deferred | $0.00 |
| **Assessed Value** | **$56,250.00** |
| Total Exemptions | $56,250.00 |
| **Taxable Value** | **$0.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $42,180 | $0 |
| 2023 | $0 | $0 | $23,275 | $0 |
| 2022 | $0 | $0 | $22,908 | $0 |
| 2021 | $0 | $0 | $13,842 | $0 |
| 2020 | $0 | $0 | $10,412 | $0 |
| 2019 | $0 | $0 | $10,412 | $0 |
| 2018 | $0 | $0 | $8,208 | $0 |
| 2017 | $0 | $0 | $7,840 | $0 |
| 2016 | $0 | $0 | $6,248 | $0 |
| 2015 | $0 | $0 | $5,635 | $0 |
| 2014 | $0 | $0 | $5,635 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 50 | 120 | 1 | UT | $56,250 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 12/11/2024 | 12/9/2024 | $600,000.00 | WARRANTY DEED | 6067 | 830 | U | V | SOBENESDESME JORGE ALEJANDRO,RACHEL ANN | CITY OF SAINT AUGUSTINE |
| 6/21/2016 | 6/1/2016 | $40,000.00 | WARRANTY DEED | 4210 | 532 | Q | V | GIBSON JAMES,DEBRA | SOBENESDESME JORGE ALEJANDRO,RACHEL ANN |
| | 11/1/1986 | $0.00 | | 723 | 827 | U | I | | GIBSON JAMES,DEBRA |

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

# St. Johns County, FL

### Apply for Exemptions

Apply for Exemptions

### Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

### Sales Questionnaire Form

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

Sales Questionnaire

### 2024 TRIM Notice

2024 TRIM Notice (PDF)

### Summary

| | |
|---|---|
| Parcel ID | 1034800000 |
| Location Address | EVERGREEN AVE<br>SAINT AUGUSTINE 32084-0000 |
| Neighborhood | Bovee's (473) |
| Tax Description* | 2-56 BOVEES SUBD LOT 9 BLK B OR6067/830<br>*The Description above is not to be used on legal documents. |
| Property Use Code | Vacant Residential (0000) |
| Subdivision | Bovee, Plat Showing Subdivision Of Prope |
| Sec/Twp/Rng | 37-7-30 |
| District | City of St Augustine (District 452) |
| Millage Rate | 18.72 |
| Acreage | 0.150 |
| Homestead | N |

No Image Available

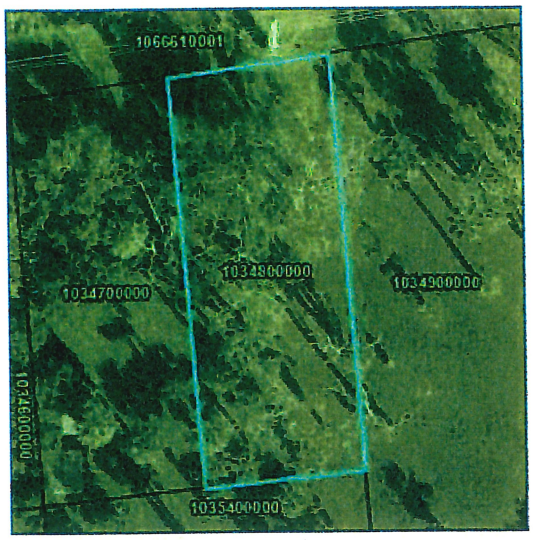
### Owner Information

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

### Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | | $52,500 |

## Map




## Valuation Information

| | 2025 |
|---|---|
| Assessed Year | |
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $52,500.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$52,500.00** |
| Total Deferred | $0.00 |
| **Assessed Value** | **$52,500.00** |
| Total Exemptions | $52,500.00 |
| **Taxable Value** | **$0.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $42,180 | $0 |
| 2023 | $0 | $0 | $23,275 | $0 |
| 2022 | $0 | $0 | $22,908 | $0 |
| 2021 | $0 | $0 | $13,842 | $0 |
| 2020 | $0 | $0 | $10,412 | $0 |
| 2019 | $0 | $0 | $10,412 | $0 |
| 2018 | $0 | $0 | $8,208 | $0 |
| 2017 | $0 | $0 | $7,840 | $0 |
| 2016 | $0 | $0 | $6,248 | $0 |
| 2015 | $0 | $0 | $5,635 | $0 |
| 2014 | $0 | $0 | $5,635 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 50 | 120 | 1 | UT | $52,500 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 12/11/2024 | 12/9/2024 | $600,000.00 | WARRANTY DEED | 6067 | 830 | U | V | SOBENES DESME JORGE ALEJANDRO,RACHEL ANN | CITY OF SAINT AUGUSTINE |
| 11/14/2024 | 11/12/2024 | $100.00 | WARRANTY DEED | 6052 | 682 | U | V | DESME DANIEL AARON SOBENES | SOBENES DESME JORGE ALEJANDRO,RACHEL ANN |
| 9/18/2023 | 9/11/2023 | $50,000.00 | WARRANTY DEED | 5826 | 1360 | Q | V | ZACHARY HUBERT M ETAL | DESME DANIEL AARON SOBENES |
| 9/25/2017 | 9/21/2017 | $10,500.00 | QUIT CLAIM DEED | 4438 | 494 | U | V | OVATION REO 4 LLC | ZACHARY HUBERT M ETAL |
| 9/8/2016 | 8/30/2016 | $100.00 | QUIT CLAIM DEED | 4252 | 1465 | U | V | TAX EASE FLORIDA REO LLC | OVATION REO 4 LLC |
| 10/9/2015 | 10/9/2015 | $3,500.00 | TAX DEED | 4097 | 28 | U | V | STRAWDER JAMES,VERONICA | TAX EASE FLORIDA REO LLC |
| 3/13/1975 | 3/10/1975 | $0.00 | WARRANTY DEED | 272 | 744 | U | V | JACKSON FLOWRIE | STRAWDER JAMES,VERONICA |

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

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 7/15/2025, 11:51:53 PM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

# St. Johns County, FL

### Apply for Exemptions

Apply for Exemptions

### Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

### Sales Questionnaire Form

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

Sales Questionnaire

### 2024 TRIM Notice

2024 TRIM Notice (PDF)

### Summary

| | |
|---|---|
| Parcel ID | 1034900000 |
| Location Address | EVERGREEN AVE<br>SAINT AUGUSTINE 32084-0000 |
| Neighborhood | Bovee's (473) |
| Tax Description* | 2-56 BOVEES SUB LOTS 10 THRU 15 & 25 THRU 29 BLK B<br>OR6067/830<br>*The Description above is not to be used on legal documents. |
| Property Use Code | Vacant Residential (0000) |
| Subdivision | Bovee, Plat Showing Subdivision Of Prope |
| Sec/Twp/Rng | 37-7-30 |
| District | City of St Augustine (District 452) |
| Millage Rate | 18.72 |
| Acreage | 1.470 |
| Homestead | N |

No Image Available

### Owner Information

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

### Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | | $97,725 |

## Map




## Valuation Information

| | 2025 |
|---|---|
| Assessed Year | |
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $97,725.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| Just Market | $97,725.00 |
| Total Deferred | $0.00 |
| Assessed Value | $97,725.00 |
| Total Exemptions | $97,725.00 |
| Taxable Value | $0.00 |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $105,105 | $0 |
| 2023 | $0 | $0 | $59,125 | $0 |
| 2022 | $0 | $0 | $58,195 | $0 |
| 2021 | $0 | $0 | $35,255 | $0 |
| 2020 | $0 | $0 | $26,575 | $0 |
| 2019 | $0 | $0 | $26,575 | $0 |
| 2018 | $0 | $0 | $20,995 | $0 |
| 2017 | $0 | $0 | $20,065 | $0 |
| 2016 | $0 | $0 | $16,035 | $0 |
| 2015 | $0 | $0 | $14,485 | $0 |
| 2014 | $0 | $0 | $14,485 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 100 | 265 | 2 | UT | $97,500 |
| Marshes & Tidal Lands | 0 | 0 | 0.9 | AC | $225 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 12/11/2024 | 12/9/2024 | $600,000.00 | WARRANTY DEED | 6067 | 830 | U | V | SOBENES DESME JORGE ALEJANDRO,RACHEL ANN | CITY OF SAINT AUGUSTINE |
| 11/14/2024 | 11/12/2024 | $100.00 | WARRANTY DEED | 6052 | 684 | U | V | SOBENES DESME JORGE ALEJANDRO | SOBENES DESME JORGE ALEJANDRO,RACHEL ANN |
| 9/1/2015 | 8/28/2015 | $50,000.00 | WARRANTY DEED | 4079 | 208 | U | V | NOWMOVES INC | SOBENES DESME JORGE ALEJANDRO |
| | 10/9/2003 | $26,800.00 | TAX DEED | 2064 | 1829 | U | V | MARTIN ELZORA S | NOWMOVES INC |

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

# St. Johns County, FL

### Apply for Exemptions

Apply for Exemptions

### Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

### Sales Questionnaire Form

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

Sales Questionnaire

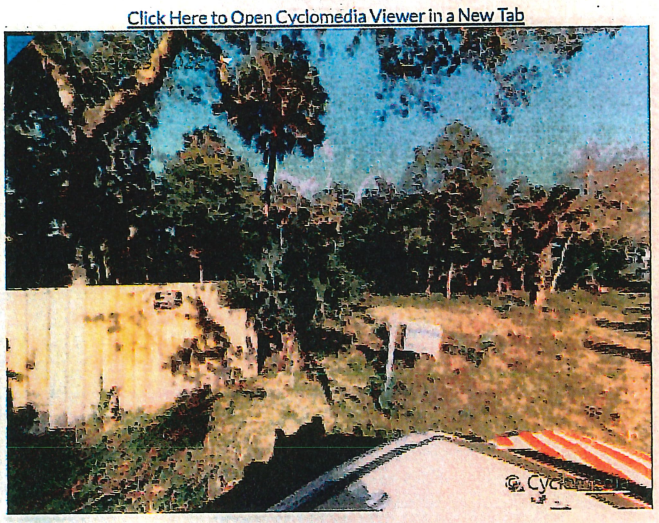
### 2024 TRIM Notice

2024 TRIM Notice (PDF)

### Summary

| | |
|---|---|
| **Parcel ID** | 1035200000 |
| **Location Address** | 18 SMITH ST<br>SAINT AUGUSTINE 32084-0000 |
| **Neighborhood** | Bovee's (473) |
| **Tax Description*** | 2-56 BOVEES SUBD LOTS 20 & 21 BLK B OR6081/276<br>*The Description above is not to be used on legal documents. |
| **Property Use Code** | Vacant Residential (0000) |
| **Subdivision** | Bovee, Plat Showing Subdivision Of Prope |
| **Sec/Twp/Rng** | 37-7-30 |
| **District** | City of St Augustine (District 452) |
| **Millage Rate** | 18.72 |
| **Acreage** | 0.280 |
| **Homestead** | N |

Click Here to Open Cyclomedia Viewer in a New Tab



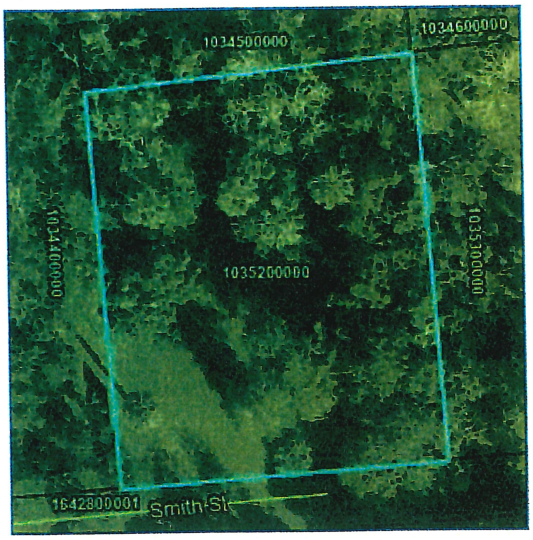
### Owner Information

| | |
|---|---|
| **Owner Name** | City Of St Augustine 100% |
| **Mailing Address** | PO BOX 210<br>SAINT AUGUSTINE, FL 32085-0000 |

### Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | Future Year Exemption | $0 |

## Map




## Valuation Information

| | 2025 |
|---|---|
| Assessed Year | |
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $84,500.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$84,500.00** |
| Total Deferred | $53,164.00 |
| **Assessed Value** | **$31,336.00** |
| Total Exemptions | $0.00 |
| **Taxable Value** | **$31,336.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $80,940 | $0 |
| 2023 | $0 | $0 | $45,600 | $0 |
| 2022 | $0 | $0 | $44,880 | $0 |
| 2021 | $0 | $0 | $27,120 | $0 |
| 2020 | $0 | $0 | $20,400 | $0 |
| 2019 | $0 | $0 | $20,400 | $0 |
| 2018 | $0 | $0 | $16,080 | $0 |
| 2017 | $0 | $0 | $15,360 | $0 |
| 2016 | $0 | $0 | $12,240 | $0 |
| 2015 | $0 | $0 | $11,040 | $0 |
| 2014 | $0 | $0 | $11,040 | $0 |

## Land Information

| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 100 | 110 | 2 | UT | $84,500 |

## Sale Information

| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 1/8/2025 | 1/6/2025 | $320,000.00 | WARRANTY DEED | 6081 | 276 | U | V | SOBENESDESME ALEJANDRO,RACHEL ANN | CITY OF ST AUGUSTINE |
| 2/11/2016 | 1/27/2016 | $10,000.00 | WARRANTY DEED | 4148 | 1818 | U | V | GIBSON JAMES | SOBENESDESME ALEJANDRO,RACHEL ANN |
| 11/19/1973 | 11/3/1973 | $0.00 | WARRANTY DEED | 243 | 177 | Q | V | HUNTER C H JR,BETTY R ET AL | GIBSON J H |

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

# St. Johns County, FL

## Apply for Exemptions

Apply for Exemptions

## Homestead Compliance

*This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click here.*

Homestead Compliance

## Sales Questionnaire Form

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

Sales Questionnaire

## 2024 TRIM Notice

2024 TRIM Notice (PDF)

## Summary

| | |
|---|---|
| Parcel ID | 1035300000 |
| Location Address | 14 SMITH ST<br>SAINT AUGUSTINE 32084-0000 |
| Neighborhood | Bovee's (473) |
| Tax Description* | 2-56 BOVEES SUBD LOT 22 BLK B OR6081/276<br>*The Description above is not to be used on legal documents. |
| Property Use Code | Vacant Residential (0000) |
| Subdivision | Bovee, Plat Showing Subdivision Of Prope |
| Sec/Twp/Rng | 37-7-30 |
| District | City of St Augustine (District 452) |
| Millage Rate | 18.72 |
| Acreage | 0.140 |
| Homestead | N |

No Image Available

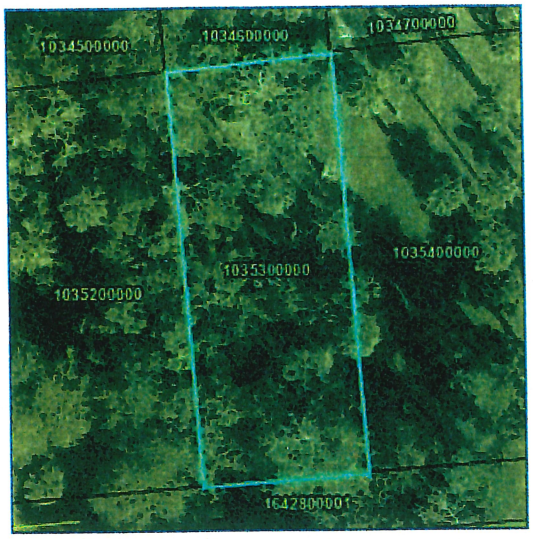
## Owner Information

| | |
|---|---|
| Owner Name | City Of St Augustine 100% |
| Mailing Address | PO BOX 210<br>SAINT AUGUSTINE, FL 32085-0000 |

## Exemption Information

| Exemption Type | Status | Amount |
|---|---|---|
| City | Future Year Exemption | $0 |

## Map




## Valuation Information

| | 2025 |
|---|---|
| Assessed Year | |
| Building Value | $0.00 |
| Extra Features Value | $0.00 |
| Total Land Value | $56,250.00 |
| Agricultural (Assessed) Value | $0.00 |
| Agricultural (Market) Value | $0.00 |
| **Just Market** | **$56,250.00** |
| Total Deferred | $39,930.00 |
| **Assessed Value** | **$16,320.00** |
| Total Exemptions | $0.00 |
| **Taxable Value** | **$16,320.00** |

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

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value |
|---|---|---|---|---|
| 2024 | $0 | $0 | $42,750 | $0 |
| 2023 | $0 | $0 | $23,750 | $0 |
| 2022 | $0 | $0 | $23,375 | $0 |
| 2021 | $0 | $0 | $14,125 | $0 |
| 2020 | $0 | $0 | $10,625 | $0 |
| 2019 | $0 | $0 | $10,625 | $0 |
| 2018 | $0 | $0 | $8,375 | $0 |
| 2017 | $0 | $0 | $8,000 | $0 |
| 2016 | $0 | $0 | $6,375 | $0 |
| 2015 | $0 | $0 | $5,750 | $0 |
| 2014 | $0 | $0 | $5,750 | $0 |

## Land Information

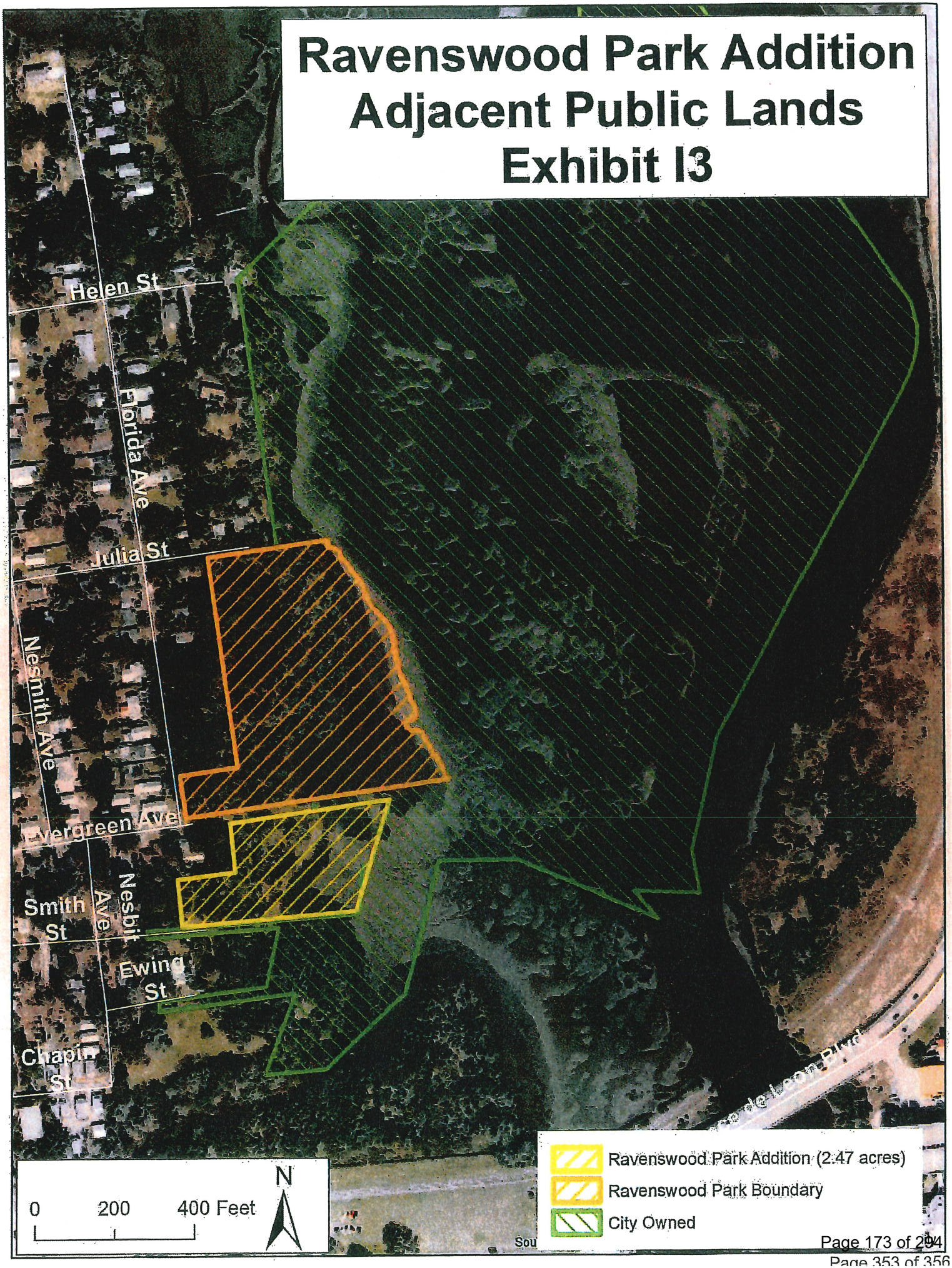
| Use Description | Front | Depth | Total Land Units | Unit Type | Land Value |
|---|---|---|---|---|---|
| Vacant Residential | 50 | 125 | 1 | UT | $56,250 |

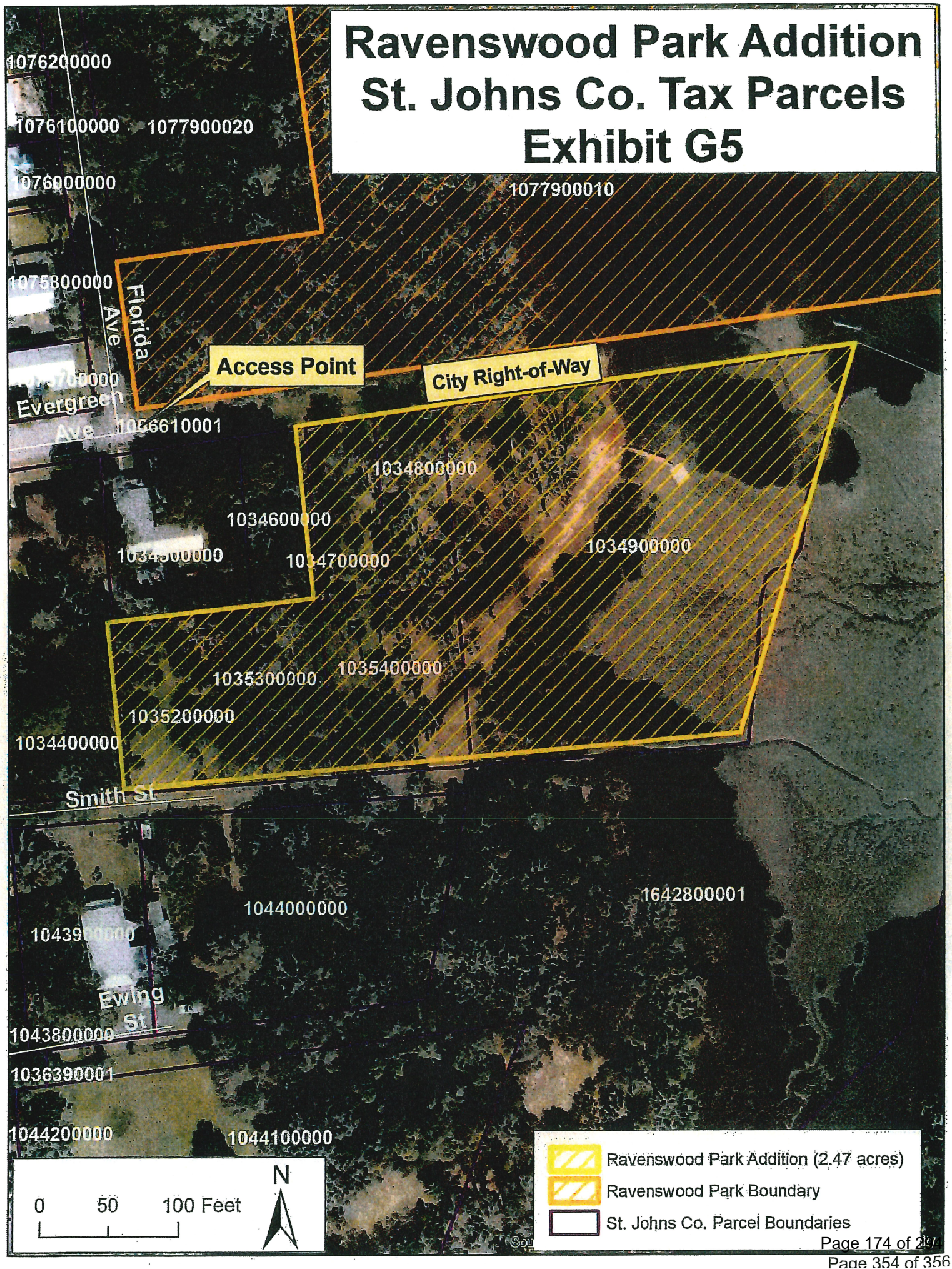
## Sale Information

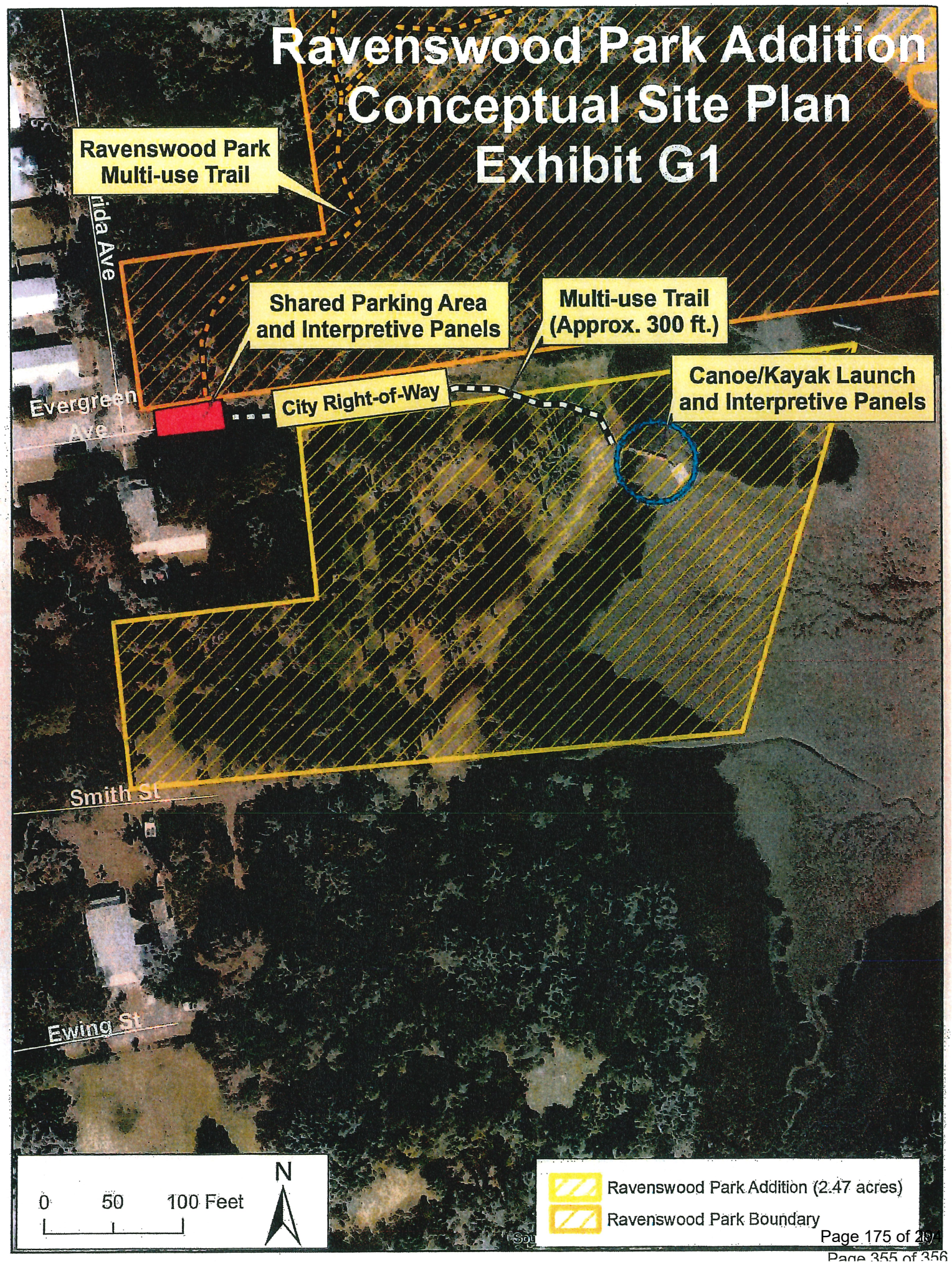
| Recording Date | Sale Date | Sale Price | Instrument Type | Book | Page | Qualification | Vacant/Improved | Grantor | Grantee |
|---|---|---|---|---|---|---|---|---|---|
| 1/8/2025 | 1/6/2025 | $320,000.00 | WARRANTY DEED | 6081 | 276 | U | V | SOBENESDESME ALEJANDRO,RACHEL ANN | CITY OF ST AUGUSTINE |
| 6/21/2016 | 6/1/2016 | $40,000.00 | WARRANTY DEED | 4210 | 532 | Q | V | GIBSON JAMES,DEBRA | SOBENESDESME JORGE ALEJANDRO,RACHEL ANN |
| | 4/1/1987 | $6,000.00 | | 740 | 1263 | Q | V | | GIBSON JAMES,DEBRA |
| | 10/1/1986 | $0.00 | | 740 | 1262 | U | V | | |

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

# Attachment 4:
# Supporting Documents


Ravenswood Park Addition
Adjacent Public Lands
Exhibit I3
Helen St
Florida Ave
Julia St
Nesmith Ave
Evergreen Ave
Nesbit Ave
Smith St
Ewing St
Chapin St
Ravenswood Park Addition (2.47 acres)
Ravenswood Park Boundary
City Owned
0
200
400 Feet
N


Ravenswood Park Addition
St. Johns Co. Tax Parcels
Exhibit G5
1076200000
1076100000
1077900020
1076000000
1077900010
1075800000
Florida Ave
Access Point
City Right-of-Way
Evergreen Ave
1066610001
1034800000
1034600000
1034900000
1034700000
1035300000
1035400000
1035200000
1034400000
Smith St
1044000000
1642800001
1043900000
Ewing St
1043800000
1036390001
1044200000
1044100000
0
50
100 Feet
N
Ravenswood Park Addition (2.47 acres)
Ravenswood Park Boundary
St. Johns Co. Parcel Boundaries


Ravenswood Park Addition
Conceptual Site Plan
Exhibit G1
Ravenswood Park
Multi-use Trail
Shared Parking Area
and Interpretive Panels
Multi-use Trail
(Approx. 300 ft.)
Canoe/Kayak Launch
and Interpretive Panels
City Right-of-Way
Evergreen
Ave
Smith St
Ewing St
0
50
100 Feet
N
Ravenswood Park Addition (2.47 acres)
Ravenswood Park Boundary

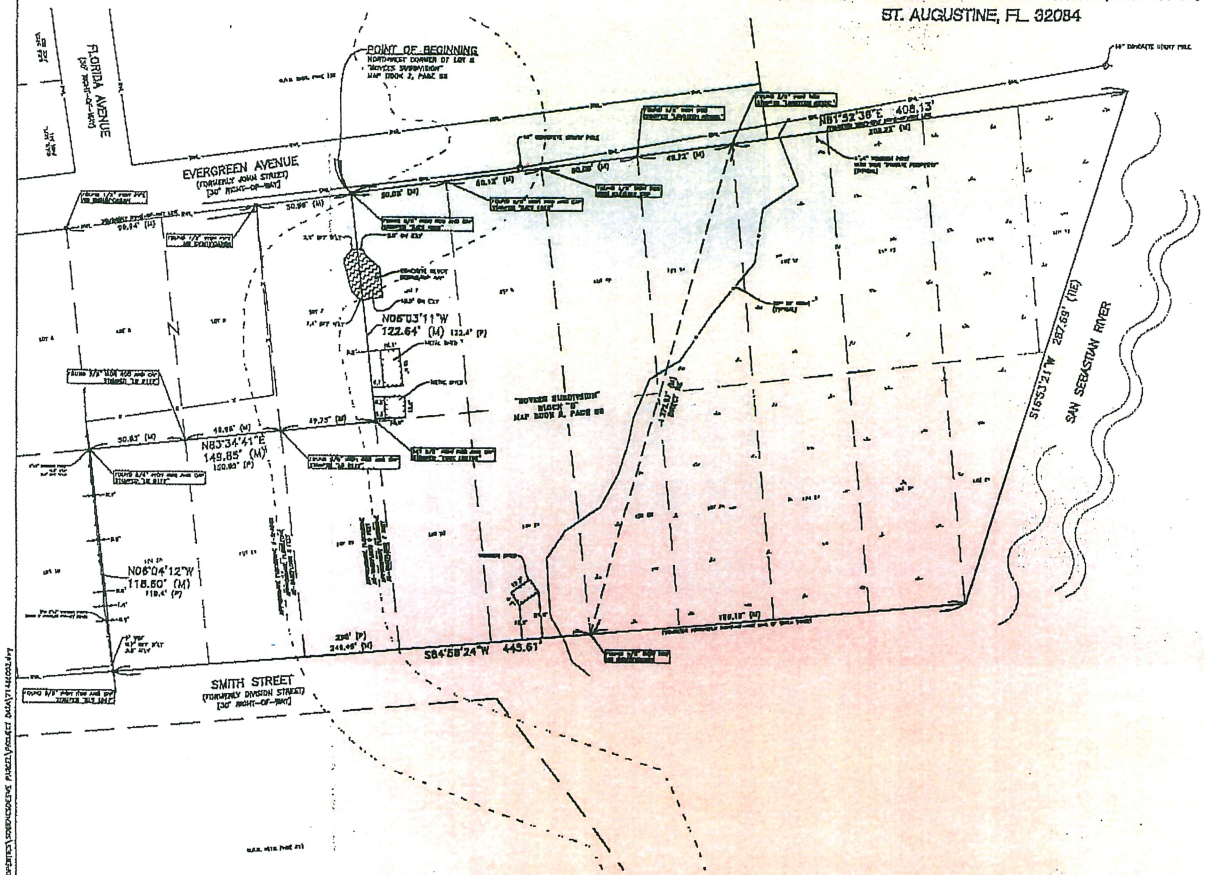
# BOUNDARY SURVEY

OF

"SOBENESDESME PARCELS"

(LOTS 8-15, AND 20-29 BOVEES SUBDIVISION, BLOCK "B")

ST. AUGUSTINE, FL 32084




1" = 30'
GRAPHIC SCALE
0 15' 30' 60'

LEGEND & ABBREVIATIONS:

| | |
|---|---|
| ⊙ | = IRON PIPE |
| ● | = IRON ROD |
| ◇ | = 48" CONCRETE UTILITY POLE |
| ▬ | = 4"x4" WOODEN POST WITH SIGN "PRIVATE PROPERTY" |
| ▯ | = WOODEN POST |
| -x- | = 4' CHAINLINK FENCE |
| -OHL- | = OVERHEAD UTILITY LINE |
| -RWL- | = RIGHT-OF-WAY LINE |
| -##- | = 6' WOODEN BOARD PRIVACY FENCE (WDF) |
| LB | = LICENSED BUSINESS NUMBER |
| (M) | = MEASURED |
| NE | = NORTHEAST |
| NLY | = NORTHERLY |
| O.R.B. | = OFFICIAL RECORDS BOOK |
| PG | = PAGE |
| RLS | = REGISTERED LAND SURVEYOR |
| SLY | = SOUTHERLY |
| SJCS | = ST. JOHNS SURVEY COMPANY |
| SSMC | = SOUTHEASTERN SURVEYING AND MAPPING CORPORATION |
| -TB- | = TOP OF BANK |
| WLY | = WESTERLY |

DESCRIPTION:
All of Lots 8-15, and Lots 20-29 of "BOVEES SUBDIVISION" as Recorded in Map Book 2, Page 68 of the Public Records of St. Johns County, Florida, said lands lying in Section 41, Township 7 South, Range 29 East, of said county, being more particularly described as follows:

For a POINT OF BEGINNING, BEGIN at the Northwest Corner of Lot 8, Block "B" of said BOVEES SUBDIVISION, monumented by a 3/8" iron rod and cap stamped "SJCS 4083"; thence North 51°32'38" East, along the Southerly Right-of-Way line of Evergreen Avenue (formerly John Street) (a 50' Right of Way as currently established), and it's projected Southerly Right-of-Way line to a point in the San Sebastian River, a distance of 408.13 feet; thence South 16°53'21" West, a distance of 287.69 feet; thence South 84°58'24" West, along the Northerly projected Right-of-Way line of Smith Street (formerly Division Street) (a 50' Right of Way as currently established) to a 3/8" iron rod and cap stamped "RLS 1867", a distance of 445.61 feet; thence North 06°04'12" West, 118.50 feet to a 3/8" iron rod and cap stamped "LB 8199", a distance of 118.50 feet; thence North 83°34'41" East, to a 5/8" iron rod and cap stamped "SSMC LB4198", a distance of 149.85 feet; thence North 06°03'11" West, a distance of 122.64 feet to the POINT OF BEGINNING.

Containing 107,490 square feet or 2.47 acres, more or less

SURVEYOR'S REMARKS:

1. Utility locations if shown hereon are based on field location of manholes by utility company representatives, surface features and construction plans furnished to the surveyor. Additional sub-surface utilities may exist that have not been field located.
2. Easements or rights of way that appear on recorded plats or that have been furnished to the surveyor by others have been incorporated into this drawing with appropriate notation. Other easements may be discovered by a search of the Public Records.
3. Minimum Horizontal Accuracy for this survey is in accordance with the STANDARDS OF PRACTICE set forth by the Board of Professional Surveyors and Mappers in Chapter 5J-17 requirements of Florida Administrative Code. The map and measurement methods used for this survey meet or exceed this requirement. The dimensions shown hereon are in United States survey feet and decimals thereof.
4. This survey does not determine ownership of the lands shown hereon.
5. Underground foundations, if any, have not been located.
6. Survey map and report or the copies thereof are not valid without the original signature and seal or the electronic signature and seal of a Florida Licensed Surveyor and Mapper.
7. The electronic signature shown hereon is in compliance with Florida Administrative Code 5J-17.062 and Florida Statute 472.025.
8. Features shown by symbol are indicated in the legend are not to scale.
9. Additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without written consent of the signing party or parties.
10. Bearings shown hereon are based upon the Southerly Right-of-Way line of Evergreen Avenue (formerly John Street) and it's projection into the San Sebastian River as being North 51°32'38" East Bearings and distances shown hereon are measured unless otherwise noted.
11. Horizontal positions for all features shown on the map are relative to North American Datum of 1983 (NAD83), 2011 adjustment, State Plane Coordinate System, Florida East Zone; distances shown are GRID distances.
12. This Survey was performed without benefit of an abstract, title search, nor opinion or title commitment. A title search may reveal additional information affecting the parcel as shown.
13. Unless shown, only those visible features found within the boundaries of this survey or in the immediate vicinity of the above described parcel boundary have been located.
14. Right of Way information shown hereon was determined by found monumentation, recorded plats, recorded right of way maps, and information obtained on the
15. St. Johns County Property Appraisers web site. No Right of Way documentation was provided by client.
16. The above described parcel contains 107,453 square feet or 2.47 acres, more or less.
17. Adjacent property information shown hereon was not furnished to this surveyor, and was compiled using latest available data. No attempt was made by this Surveyor to verify its accuracy.
18. Based on the Federal Emergency Management Agency, Flood Insurance Rate Map (FIRM), map number 12109C0214J, map dated December 07, 2018 the above described property is within Zones "A-Shaded, and Zones AE (Base Flood Elevations 6 feet and 7 feet).
19. Wetland areas, if existing were not addressed as a part of this survey.

NOTICE OF LIMITATIONS:
This survey is certified to those individuals shown on the face thereof. Any other use, benefit or reliance by any other party is strictly prohibited and restricted. Surveyor is responsible only to those certified and hereby disclaims any other liability and hereby restricts the rights of any other individual or firm to use this survey, without express written consent of the surveyor.

THOMAS F. FERGUSON
LICENSE NUMBER
5970
STATE OF FLORIDA
Professional Surveyor and Mapper

Thomas F Ferguson

Digitally signed by Thomas F Ferguson
DN: c=US, o=Unaffiliated, dnQualifier=A01410D000001904F3E16910D0789ED, cn=Thomas F Ferguson
Date: 2024.11.11 09:58:56 -05'00'

THOMAS F. FERGUSON, PSM
Registered Land Surveyor
Number 5970

SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
3 SUNNYSIDE, SUITE 411
AUSTIN, TEXAS 78704
(512) 707-1998
e-mail: jobs@ssmcorp.com
Certificate Number LB4198

SSMC
SUE • SURVEY • GIS

| REVISION | BY |
|---|---|
| | |
| | |
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| | |
| | |

Boundary Survey
0 Evergreen Avenue
St. Augustine, FL 32084

Project
Date: 10/18/2024
Drawn By: JDA
Scale: 1" = 30'

SHEET NUMBER 1 OF 1
NOT VALID WITHOUT SHEETS 1 THROUGH 1

CITY OF ST. AUGUSTINE

Contract No:

DRAWING NUMBER
71485002
SHEET NUMBER
1 OF 1

J:\Projects\2024\10-18-2024 JDA SURVEY\SURVEY-EVERGREEN PROPERTY\SURVEY\PROJECT DATA\71-485002.dwg

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 15, 2025

**RE: Ordinance 2025-28 – Amending the Zoning of Approximately 2.47 acres at 10, 14, and 18 Smith Street and Evergreen Avenue all East of Nesbit Avenue – Second Reading and Public Hearing**

The properties at 10, 14, and 18 Smith Street and Evergreen Avenue are approximately 2.47 acres and are located east of Nesbit Avenue between Evergreen Avenue to the north and Smith Street to the south. The property was recently purchased by the city as part of its Conservation Program. It is vacant property with approximately 1.4 acres of upland area and approximately 1.07 acres of property waterward and adjacent to the San Sebastian Riverine environment. The area to the west is generally low density residential.

This property is now owned by the City of St. Augustine and will be incorporated into the city's conservation lands program including the development of a management plan.

The city's Future Land Use Map (FLUM) designates Residential Medium Density and Open Land (Very Low Density) as the land use categories for these properties. The city has also requested to change the land use to the consistent categories for these rezoning requests. The application is to rezone the upland portion of the property to Government Use (GU) and the waterward portion to Open Land (OL), which are consistent with the proposed land use categories.

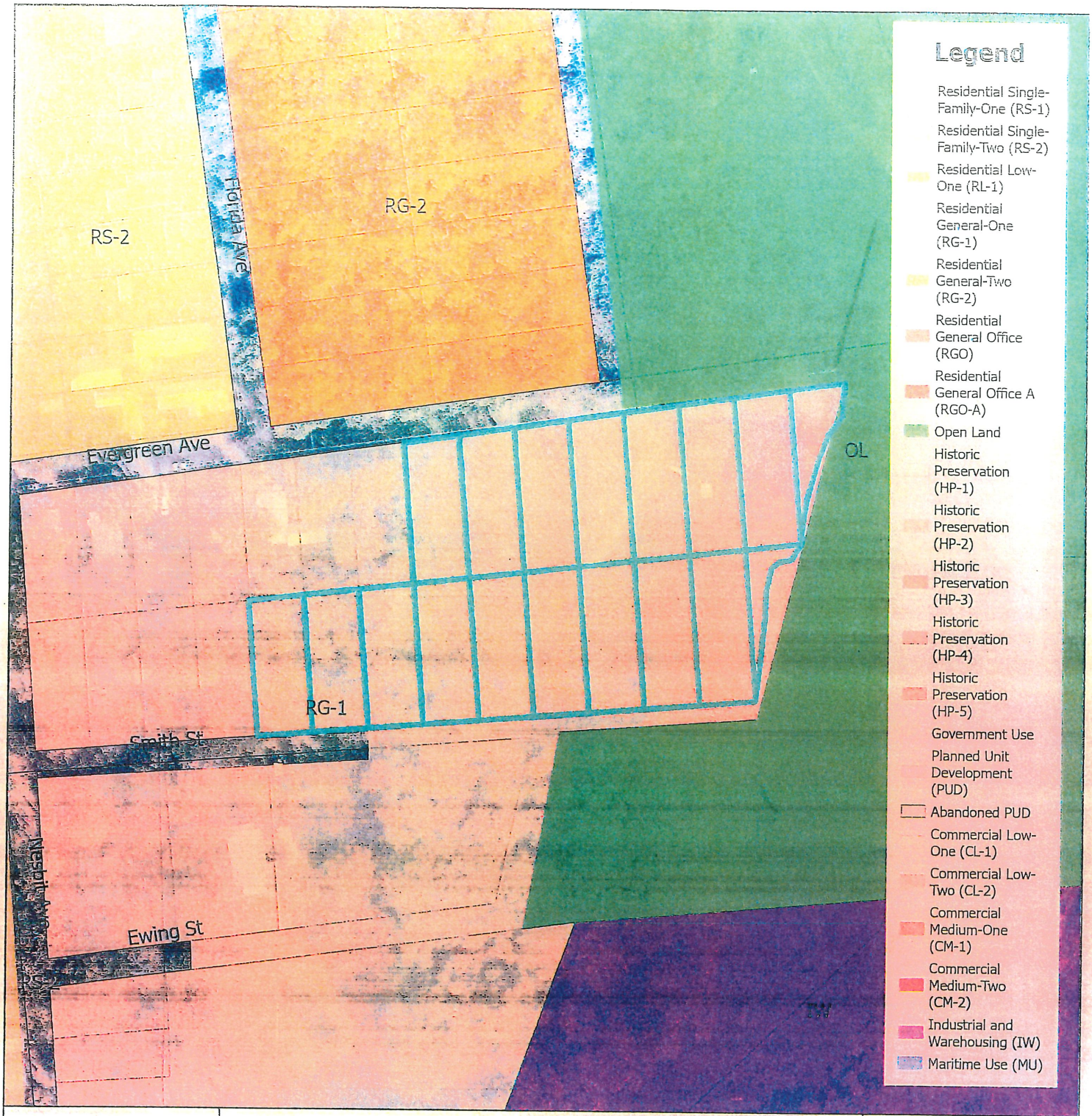
On August 5, 2025, the Planning and Zoning Board (PZB) made a positive recommendation to amend the zoning of these properties as noted above. Subsequently, the City Commission passed this ordinance on First reading at their August 25th meeting.

Attached you will find the Ordinance, and a map illustrating the existing zoning. The packet of information provided to the PZB is included with the land use plan amendment material.

Please place Ordinance 2025-28 on the City Commission October 27, 2025, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance.

If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director
Planning and Building Department




# Zoning Map

N

0 0.17 0.35 Miles

0 1,250 2,500 Feet

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

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

2025

Coordinate System: NAD 1983 StatePlane Florida East FIPS 0901 Feet

CITY OF ST AUGUSTINE. EST. 1565 NATION'S OLDEST CITY

# 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 2025-28

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 2.47 ACRES; LOCATED AT 10, 14, AND 18 SMITH STREET AND EVERGREEN AVENUE; EAST OF NESBIT AVENUE BETWEEN EVERGREEN AVENUE TO THE NORTH AND SMITH STREET TO THE SOUTH AS PORTIONS OF THE BOVEE PLAT SHOWING SUBDIVISION OF PROPE IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 1.4 UPLAND ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), AND REZONING APPROXIMATELY 1.07 WATERWARD ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**Applicable Exemptions:**

- [x] 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. 166.041, 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):

| |
|---|
| This ordinance changes the zoning categories for property purchased by the city as part of its conservation program. The land uses must be changed to comply with a grant requirements. The zoning categories are consistent with the required changes to the future land use designations. |

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.**

| |
|---|
| None |

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 ordinance changes the zoning designations on the property to Government Use (GU) and Open Land (OL) consistent with the city's conservation lands program. |

**ORDINANCE NO. 2025-28**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 2.47 ACRES; LOCATED AT 10, 14, AND 18 SMITH STREET AND EVERGREEN AVENUE; EAST OF NESBIT AVENUE BETWEEN EVERGREEN AVENUE TO THE NORTH AND SMITH STREET TO THE SOUTH AS PORTIONS OF THE BOVEE PLAT SHOWING SUBDIVISION OF PROPE IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 1.4 UPLAND ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), AND REZONING APPROXIMATELY 1.07 WATERWARD ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that property identified by the referenced legal descriptions as containing a total of approximately 2.47 acres of land, located at 10, 14, and 18 Smith Street and Evergreen Avenue; east of Nesbit Avenue between Evergreen Avenue to the north and Smith Street to the south as portions of the Bovee plat showing subdivision of Prope being more fully described herein, should be rezoned;

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

Section 1. The following described property, containing a total of approximately 2.47 acres of land, located at 10, 14, and 18 Smith Street and Evergreen Avenue; east of Nesbit Avenue between Evergreen Avenue to the north and Smith Street

to the south as portions of the Bovee plat showing subdivision of Prope within the City of St. Augustine, and identified by the referenced legal description, is hereby rezoned as described herein; rezoning approximately 1.4 upland acres from its current classification of Residential General-One (RG-1) to the city classification of Government Use (GU), and rezoning approximately 1.07 waterward acres from its current classification of Residential General-One (RG-1) to the city classification of Open Land (OL).

Section 2. Legal Description of Property. The following described property located at 10, 14, and 18 Smith Street and Evergreen Avenue within the City of St. Augustine, Florida:

**10 SMITH STREET - BOVEES SUBD LOTS 23 & 24 BLK B OR6081/276 PARCEL ID 103540-0000**

**14 SMITH STREET - BOVEES SUBD LOT 22 BLK B OR6081/276 PARCEL ID 103530-0000**

**18 SMITH STREET - BOVEES SUBD LOTS 20 & 21 BLK B OR6081/276 PARCEL ID 103520-0000**

**EVERGREEN AVENUE - BOVEES SUBD LOT 8 BLK B OR6067/830 PARCEL ID 103470-0000**

**EVERGREEN AVENUE - BOVEES SUBD LOT 9 BLK B OR6067/830 PARCEL ID 103480-0000**

**EVERGREEN AVENUE - BOVEES SUBD LOTS 10 THRU 15 & 25 THRU 29 BLK B OR6067/830 PARCEL ID 103490-0000**

**HERETO AND MADE A PART HEREOF.**

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

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

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

Section 6. Effective Date. This ordinance shall be effective thirty-one (31) days after adoption in conjunction with Ordinance No. 2025-27 or, if Ordinance No. 2025-27 is challenged within thirty (30) days after adoption, effective upon issuance of a final order by the State Bureau of Comprehensive Planning or the Administration Commission.

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

ATTEST: _____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

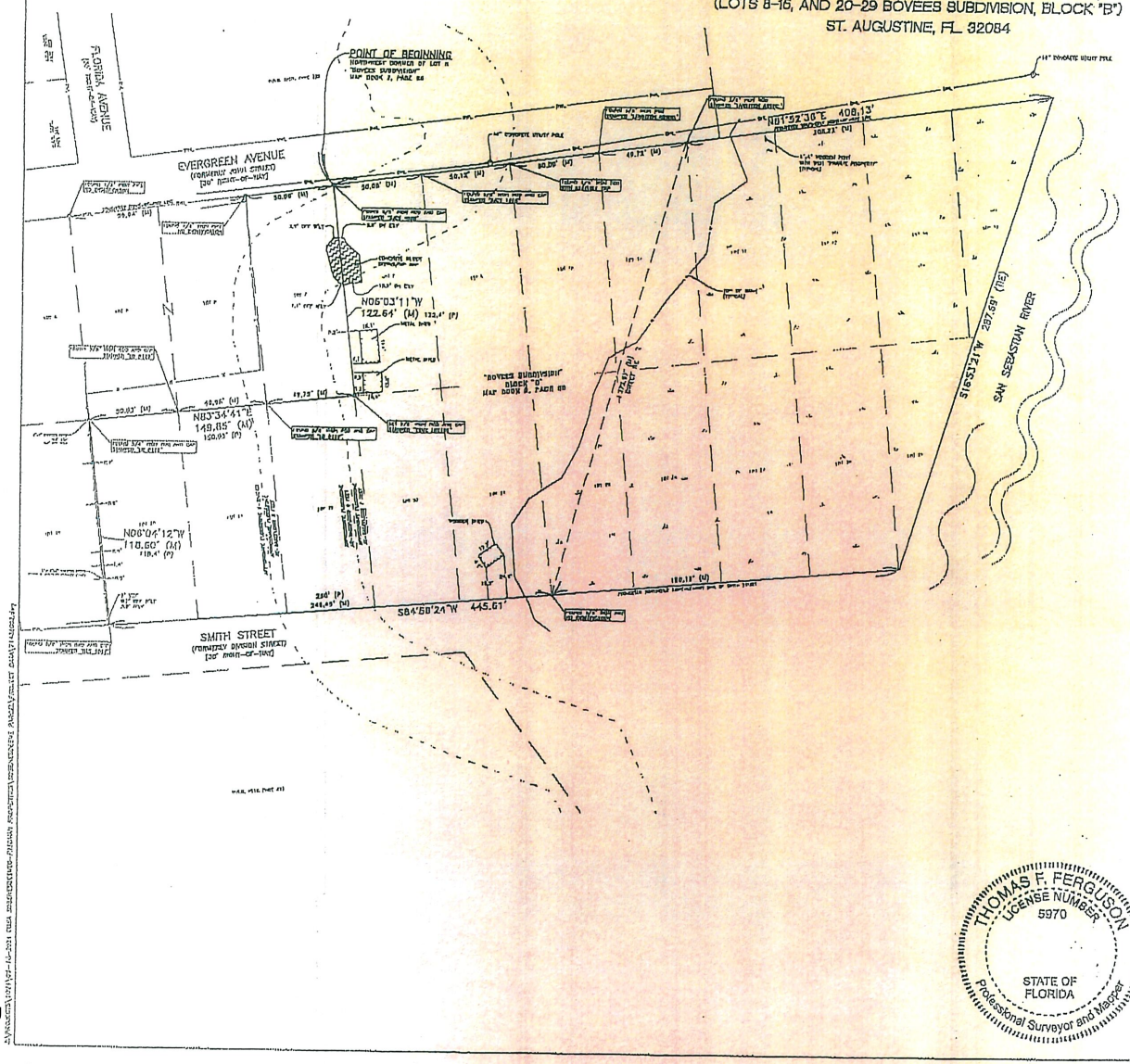
# BOUNDARY SURVEY

OF

"SOBENESDESME PARCELS"

(LOTS 8-15, AND 20-29 BOVEES SUBDIVISION, BLOCK "B")

ST. AUGUSTINE, FL 32084






1" = 30'
GRAPHIC SCALE
0 15 30 60

LEGEND & ABBREVIATIONS:

| | |
|---|---|
| ○ | = IRON PIPE |
| ● | = IRON ROD |
| -◇- | = 40' CONCRETE UTILITY POLE |
| ~ | = 4"x4" WOODEN POST WITH SIGN "PRIVATE PROPERTY" |
| □ | = WOODEN POST |
| -X- | = 4' CHAINLINK FENCE |
| -OHL- | = OVERHEAD UTILITY LINE |
| -ROW- | = RIGHT-OF-WAY LINE |
| -■- | = 6' WOODEN BOARD PRIVACY FENCE (TYP) |
| LB | = LICENSED BUSINESS NUMBER |
| (M) | = MEASURED |
| NE | = NORTHEAST |
| NLY | = NORTHERLY |
| O.R.B. | = OFFICIAL RECORDS BOOK |
| PG | = PAGE |
| RLS | = REGISTERED LAND SURVEYOR |
| SLY | = SOUTHERLY |
| SJWC | = ST. JOHNS WATER COMPANY |
| SSMC | = SOUTHEASTERN SURVEYING AND MAPPING CORPORATION |
| -TOB- | = TOP OF BANK |
| WLY | = WESTERLY |

DESCRIPTION:

All of Lots 8-15, and Lots 20-29 of said Block "B", BOVEES SUBDIVISION as Recorded in Slipbook 2, Page 68 of the Public Records of St. Johns County, Florida, said lands lying in Section 41, Township 7 South, Range 28 East, of said county, being more particularly described as follows:

For a POINT OF BEGINNING, BEGIN at the Northwest Corner of Lot 8, Block "B" of said BOVEES SUBDIVISION, monumented by a 5/8" iron rod and cap stamped "SJCE 4088"; thence North 01°52'30" East, along the Southerly Right-of-Way line of Evergreen Avenue (formerly John Street) (a 30' Right of Way as currently established), and it's projected Southerly Right-of-Way Line to a point in the San Sebastian River, a distance of 408.13 feet; thence South 16°51'41" West, a distance of 287.59 feet; thence South 84°58'24" West, along the Northerly projected Right-of-Way line of Smith Street (formerly Dimock Street) (a 30' Right of Way as currently established) to a 5/8" iron rod and cap stamped "RLS 1917", a distance of 445.61 feet; thence North 06°04'12" West, to a 5/8" iron rod and cap stamped "LB 8113", a distance of 118.60 feet; thence North 83°34'41" East, to a 5/8" iron rod and cap stamped "SSMC LB2108", a distance of 149.85 feet; thence North 06°03'11" West, a distance of 122.64 feet to the POINT OF BEGINNING.

Containing 107,455 square feet or 2.47 acres, more or less

SURVEYOR'S REPORT:

1. Utility locations: If shown hereon are based on field location of markings by utility company representatives, surface features and constructed above furnished to the surveyor. Additional sub-surface utilities may exist that have not been field located.
2. Easements or rights of way that appear on recorded plats or that have been furnished to the surveyor by others have been incorporated into this drawing with approximate relation. Other encumbrances may be discovered by a search of the Public Records.
3. Minimum Horizontal Accuracy for this survey is in accordance with the STANDARDS OF PRACTICE set forth by the Board of Professional Surveyors and Mappers in Chapter 5J-17 Administrative of Florida Administration Code. The map and measurement methods used for this survey meet or exceed the requirements. The dimensions shown hereon are in United States survey feet and Decimals thereof.
4. This survey does not determine ownership of the lands shown hereon.
5. Underground foundations, if any, have not been located.
6. Survey map and report or the copies thereof are not valid without the original signature and seal of the electronic signature and seal of a Florida Licensed Surveyor and Mapper.
7. The electronic signature shown hereon is in compliance with Florida Administrative Code 5J-17.062 and Florida Statute 472.025.
8. Features shown by symbol as indicated in the legend are not to scale.
9. Additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without written consent of the signing party or parties.
10. Bearings shown hereon are based upon the Southerly Right-of-Way line of Evergreen Avenue (formerly John Street) and it's projection into the San Sebastian River as being North 01°52'30" East Bearings and Distances shown hereon are measured unless otherwise noted.
11. Horizontal positions for all features shown on the map are relative to North American Datum of 1983 (NAD83), 2011 adjustment, State Plane Coordinate System, Florida East Zone; distances shown are GRID distances.
12. This Survey was performed without benefit of an abstract, title search, title opinion or title commitment. A title search may reveal additional information affecting the parcel as shown.
13. Unless shown, only those visible features found within the boundaries of this survey or in the immediate vicinity of the above describing parcel boundary have been located.
14. Right of Way information shown hereon was determined by found monumentation, recorded plats, assessed Right of Way maps, and interpolation appearent on the
15. St. Johns County Property Appraisers web site. No Right of Way documentation was provided by client.
16. The above described parcel contains 107,455 square feet or 2.47 acres, more or less.
17. Adjacent property information shown hereon was not furnished to the surveyor, and was compiled using latest available data. No attempt was made by this Surveyor to verify its accuracy.
18. Based on the Federal Emergency Management Agency, Flood Insurance Rate Map (FIRM), map number 12109C0143, map dated December 07, 2018 the above described property is within Zones "X-Shaded" and Zones AE (Base Flood Elevations & feet and 7 feet).
19. Wetland areas, if wetland were not addressed as a part of this survey.

NOTICE OF LIABILITY:

This survey is provided to those individuals shown on the face thereof. Any other use, benefit or reliance by any other party is strictly prohibited and restricted. Surveyor is responsible only to those certified and hereby disclaims any other liability and hereby restricts the rights of any other individual or firm to use this survey, without express written consent of the surveyor.

THOMAS F. FERGUSON
LICENSE NUMBER
5970
STATE OF FLORIDA
Professional Surveyor and Mapper

Thomas F Ferguson

Digitally signed by Thomas F Ferguson
DN: c=US, o=Unaffiliated, dnQualifier=A01410D0000019D4F3E169100078D9ED, cn=Thomas F Ferguson
Date: 2024.11.11 09:58:56 -05'00'

THOMAS F. FERGUSON, PSM
Registered Land Surveyor
Number 5970

SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
3 SUMMER STREET
STE 3
STUART, FLORIDA 34994
(772) 287-1570
CERTIFICATE NUMBER LB 2108

Boundary Survey
9 Evergreen Avenue
St. Augustine, FL 32084

CITY OF ST. AUGUSTINE

| | |
|---|---|
| Field Date | 10/10/2024 |
| Drawn By | JS |
| Scale | 1" = 30' |
| Project | |
| Checked By | ST |
| Revisions | |
| SCST MARKED 1/2" I | |
| NOT WITHIN SPECIAL STUDIES 1 DIVISION 1 | |

DRAWING NUMBER
71460002
SHEET NUMBER
1 OF 1

**CITY OF ST. AUGUSTINE**

**MEMORANDUM**

TO: David Birchim, City Manager

DATE: October 15, 2025

RE: **ORDINANCE 2025-30: PARKING**

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Ordinance 2025-30 provides minor editorial changes to the city's parking regulations to better reflect state statute and to include updated language and terminology.

Please place Ordinance 2025-30 on the regular agenda for second reading at the October 27, 2025 City Commission meeting.

Thank you.

Isabelle C. Lopez
City Attorney

Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Darlene Galambos, City Clerk *(with original)*

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**Agenda Title:**

Ordinance 2025-30: Provides minor editorial changes to the city's parking regulations.

CITY OF ST. AUGUSTINE
EST. 1565
NATION'S OLDEST CITY

# 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. 2025-30**

**AN ORDINANCE OF THE COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING CHAPTER 24, ARTICLE II OF THE CODE OF THE CITY OF ST. AUGUSTINE PROVIDING FOR DEFINITIONS; PROVIDING FOR GENDER NEUTRAL LANGUAGE; PROVIDING FOR PARKING PROHIBITIONS CONSISTENT WITH STATE STATUTE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING AN EFFECTIVE DATE.**

**Applicable Exemptions:**

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  a. 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;
  b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  c. Sections 190.005 and 190.046, relating to statutory Community Development Districts;
  d. Section 553.73, relating to the Florida Building Code; or
  e. 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 PROPOSED ORDINANCE INCLUDES DEFINITIONS TO CLARIFY MODERN TERMINOLOGY, CORRECTS STATUTORY REFERENCES, AND ADDS DETAIL FOR EXISTING PROCEDURES REGARDING PARKING ENFORCEMENT. ADOPTION OF THE ORDINANCE WILL SERVE THE PUBLIC HEALTH, SAFETY, MORALS, AND WELFARE OF THE PUBLIC AND SERVES A 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.**

   **THE CHANGES PROPOSED IN THIS AMENDMENT DO NOT MODIFY EXISTING FINE AMOUNTS, BUT IN AN ABUNDANCE OF CAUTION ALL PARKING FINES IN EFFECT AS OF OCTOBER 1ST, 2025 ARE RE-INCORPORATED BY REFERENCE. COMPLIANCE COSTS ARE ZERO AS THE FINES ARE ONLY ASSESSED IN NON-COMPLIANCE VIOLATIONS. THERE IS NO CHANGE IN REGULATORY COSTS TO THE CITY. SOME OF THE CHANGES ARE TO COMPLY WITH STATE STATUTE.**

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

   **THE CHANGES PROPOSED IN THIS AMENDMENT DO NOT SPECIFICALLY IMPACT BUSINESSES IN THE CITY OF ST. AUGUSTINE, THEY ARE GENERAL PARKING REGULATIONS APPLICABLE TO ALL DRIVERS.**

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

   **NONE.**

**ORDINANCE NO. 2025-30**

**AN ORDINANCE OF THE COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING CHAPTER 24, ARTICLE II OF THE CODE OF THE CITY OF ST. AUGUSTINE PROVIDING FOR DEFINITIONS; PROVIDING FOR GENDER NEUTRAL LANGUAGE; PROVIDING FOR PARKING PROHIBITIONS CONSISTENT WITH STATE STATUTE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS,** the City of St. Augustine has updated its pay stations and added application and web based options for paid parking over time and the City wants to update its definitions and code language to mirror those technologies; and

**WHEREAS,** similarly, payment options have modernized since the parking section of the code was originally adopted in the 1960s, and the City wants to more comprehensively account for all methods of payment possible; and

**WHEREAS,** minor editorial changes were needed to include updated language and terminology to the parking regulations and to better reflect state statute; and

**WHEREAS,** the City Commission for the City of St. Augustine finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted.

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

Section 1. Amending Chapter 24, Article II, Division 1, Section 24.31. Chapter 24, Article II, Division 1, Section 24-31 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-31. Definitions and Penalties.**

Definitions:

*City manager* means the city manager of the City of St. Augustine or his or her designee.

*Coins* means any form of payment that is accepted for fees at a parking meter.

*Finance director or director of financial services* means the finance director of the City of St. Augustine or his or her designee.

*Parking or park* means to place a vehicle in a designated parking zone, with the gear in park and the engine turned off as applicable, leaving the vehicle unoccupied, and not utilized for any commercial purpose. Any other use of a city-owned or controlled parking lot, or public right-of-way requires a special event permit or right-of-way permit.

*Parking meter* means any device, whether mechanical, digital, or utilizing an application or web-based program, used to pay for parking at any city-owned or operated parking space, stall, lot, zone, or other location where city provided public parking is allowed for a fee.

*Parking zone* means any public right-of-way or city-owned or operated location where parking is allowed for the use of the public. Parking zones may be explicitly marked or have signage allowing public parking, or they may be otherwise allowed as customary use of public right-of-way if not contrary to markings, signage, or law. All parking in parking zones must comply with Florida law and the regulations of this code.

*Police, police department or police officer* means any official person or methodology authorized to issue a civil infraction pursuant to this article, including but not limited to law enforcement officers, parking enforcement specialists, or automated citation issuance systems consistent with F.S. § 316.650 and 316.1945.

Penalties:

(a) It shall be a civil infraction for any person to violate any of the sections of this article.

(b) All parking ticket citations issued for violations of sections 24-40, 24-42, 24-75, 24-78, 24-79, 24-80 ~~or~~, 24-81, and all other violations unless otherwise provided for~~–~~ shall require the payment of a fine of twenty-five dollars ($25.00), as may be amended in the future pursuant to section (h) below, within one (1) to fifteen (15) days from the date of issuance of the parking ticket citation.

(c) All parking ticket citations issued for violations of sections 24-39, 24-41, 24-45, 24-46, ~~or~~ 24-47, or 24-70 shall require the payment of a fine of thirty-five dollars ($35.00), as may be amended in the future pursuant to section (h) below, within one (1) to fifteen (15) days from the date of issuance of the parking ticket citation.

(...)"

Section 2. Amending Chapter 24, Article II, Division 1, Section 24.37. Chapter 24, Article II, Division 1, Section 24-37 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-37. Immobilizing of vehicles.**

(a) *Authorization to immobilize.* The chief of police, or their~~his~~ authorized representative, is authorized to attach a device that is capable of immobilizing a motor vehicle so that it cannot be moved under its own power without damage to the vehicle when notified by the city finance, management and budget department that one (1) or more citations for unlawful or illegal parking involving city parking violations is on file with the finance, management and budget department.

(...)

(c) *Removal.* The immobilizing device shall be removed from the motor vehicle upon payment to the city finance, budget and management department of the total fines and charges assessed in the above section for which the motor vehicle is immobilized. The city comptroller, or their~~his~~ authorized representative, may approve the removal of the immobilizing device upon obtaining satisfactory arrangements for payment of the above-stated fines and charges. The city comptroller shall also authorize the removal of the immobilizing device upon the request for a trial by the owner of the motor vehicle and the posting of either a cash bond or surety bond, signed by a good and sufficient surety, in an amount sufficient to pay all outstanding fines and charges that may be assessed in the event, at the conclusion of such trial before a county court judge, it is determined that the owner of the motor vehicle is guilty of the offenses charged.

(...)"

Section 3. Amending Chapter 24, Article II, Division 1, Section 24.39. Chapter 24, Article II, Division 1, Section 24-39 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-39. Stopping, standing, or parking prohibitions and n~~N~~o-parking zones authorized.**

The city manager, with respect to city property, streets, avenues, alleys and ways under the jurisdiction of the city, may prescribe no-parking zones on any such property, streets, avenues, and alleys, whenever in their~~his~~ judgment such regulations or prohibitions are necessary to provide for public safety and convenience on such property, streets, avenues, alleys and ways by reason of traffic density, intensive use thereof by the traveling public or other reason or public safety or convenience. Such no-parking zones shall be as established by law or ordinance. No-parking zones~~and~~ may be marked~~,~~ in conformity with the

Manual on Uniform Traffic Control Devices for Streets and Highways, as from time to time promulgated and authorized by the state department of transportation. The prohibitions on stopping, standing, or parking found in F.S. § 316.1945 are hereby adopted and incorporated by reference and may be enforced by reference to state statute or to this section as a violation of this code within the jurisdiction of the city of St. Augustine. It shall be unlawful for any person to cause, allow, permit, or suffer any vehicle registered in the name of, or operated by, such person to stop, stand, or park in violation of the law, or to be parked in a no-parking zone."

Section 4. Amending Chapter 24, Article II, Division 1, Section 24.43. Chapter 24, Article II, Division 1, Section 24-43 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-43. Disabled permit parking; unauthorized parking in parking spaces for disabled prohibited.**

It shall be unlawful for any person to park, stop or stand a vehicle in any parking space designated in accordance with the provisions of F.S. § 316.1955 or F.S. § 316.1957~~6~~ for use only by the disabled unless the vehicle displays a parking permit issued pursuant to F.S. § 320.0848 and such vehicle is transporting a person eligible for such parking permit. Any person who is chauffeuring a disabled person shall be allowed, without need for an identification parking permit, momentary parking in such parking space for the purpose of loading or unloading a disabled person and no penalty shall be imposed upon the driver for such momentary parking. A person convicted of violating this section shall be punished as provided in section 24-31 of this Code. Consistent with F. S. § 316.1955 it is unlawful for any person to obstruct the path of travel to an accessible parking space, curb cut, or access aisle by standing or parking a vehicle within any such designated area. The violator is subject to the same penalties as are imposed for illegally parking in a space that is designated as an accessible parking space for persons who have disabilities."

Section 5. Amending Chapter 24, Article II, Division 1, Section 24.45. Chapter 24, Article II, Division 1, Section 24-45 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-45. Certain extended parking prohibited.**

It shall be unlawful for any person to park a vehicle for more than forty-eight (48) hours continuously in the same location upon any street where a ~~-~~parking ~~limit~~ time limit is not otherwise designated. For purposes of this section, it shall be presumed that a vehicle is parked continuously from the time the vehicle is first observed to the time of last observation, provided there is at least one (1) additional observation not less than eight (8) hours from the first and last observation."

Section 6. Amending Chapter 24, Article II, Division 2, Section 24.66. Chapter 24, Article II, Division 2, Section 24-66 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-66. Authority to establish or change.**

The city manager, subject to the approval of the city commission, shall, from time to time, as in his or her judgment public necessity, safety or convenience may require, establish zones, to be known as parking meter zones upon the property or streets of the city and establish time limits, times and rates for the parking of vehicles in such parking meter zones and may also change, relocate or abolish same."

Section 7. Amending Chapter 24, Article II, Division 2, Sections 24.68 through 24-71. Chapter 24, Article II, Division 2, Sections 24-68 through 24-71 of the Code of the City of St. Augustine are hereby amended, as follows:

"**Sec. 24-68. Placing meters on curb.**

Parking meters installed in the parking meter zones, established as provided in section 24-66, shall be placed in the vicinity of ~~upon the curb immediately adjacent to~~ the individual parking places described in section 24-70, or may be available utilizing a kiosk, a digital application, or a web-based platform.

**Sec. 24-69. What parking meter to display.**

Each parking meter ~~shall be placed or set in such manner as to show or display by a signal that the parking space adjacent to such meter is or is not legally in use, and~~ shall indicate ~~by a proper legend~~ the legal parking time and rates and charges as set forth in this division, ~~and~~ the accepted methods of payment,~~proper coin to be deposited therein, and when operated by the deposit of the proper coin shall indicate on and by its dial and pointer the~~ the duration of the period of legal parking, and ~~on~~ the expiration of such period.~~, shall indicate illegal or overtime parking~~.

**Sec. 24-70. Designation of space and required parking therein.**

The city manager is hereby instructed to have parking stalls, spaces, lines, or markings painted or placed upon the street, curb, or parking lot ~~upon the street adjacent to such parking meter~~ for the purpose of designating the parking space ~~for which such meter is~~ to be used and each vehicle parking ~~alongside of or next to any parking meter~~ shall park within the parking stall, spaces, lines, or markings so established. It shall be unlawful and a violation of this division to park any vehicle across any such parking stall, space, line, or marking, or to park any vehicle in such position that the same shall not be entirely within the area so designated by such parking stalls, spaces, lines, or markings.

**Sec. 24-71. Manner of parking in spaces.**

When a parking space in any parking ~~meter~~ zone is parallel with the adjacent curb or sidewalk, any vehicle parked in such parking space shall be parked so that the foremost part of such vehicle shall be alongside the curb or edge of pavement in the appropriate parking zone~~of and nearest to the parking meter~~; when a parking space in any parking ~~meter~~ zone is diagonal to the curb or sidewalk, any vehicle parking in such space shall be parked with the foremost part of such vehicle directed at and nearest to the curb or edge of payment in the appropriate parking zone. When parking in a city-owned or operated public parking lot, the vehicle must occupy no more than one parking space or stall, unless parked at a designated oversized vehicle parking zone.~~such meter~~."

Section 8. Amending Chapter 24, Article II, Division 2, Sections 24.77 and 24-78. Chapter 24, Article II, Division 2, Sections 24-77 and 24-78 of the Code of the City of St. Augustine are hereby amended, as follows:

"**Sec. 24-77. Time, manner and effect of deposit.**

When any vehicle shall be parked in any parking ~~meter~~ zone alongside of or next to which a parking meter, a kiosk, a digital application, or a web-based platform is located or available to park for a fee, in accordance with the provisions of this division, the operator of such vehicle shall, upon entering such parking space, immediately pay for the parking of such vehicle at the rate and charges fixed and established therefor, by depositing or causing to be deposited the proper coins of the United States in such parking meter; thereupon such parking space may be lawfully occupied by such vehicle during the period of parking time paid for at such rates and charges.

**Sec. 24-78. Overtime parking—What constitutes.**

If any vehicle shall remain parked in any parking space in a parking ~~meter~~ zone beyond the parking time limit paid for at the rates and charges provided therefor, the parking meter shall display a message, sign, or signal showing illegal parking; and, in that event, such vehicle shall be considered as parked overtime and the person committing such infraction shall be punished as provided in section 24-31."

Section 9. Amending Chapter 24, Article II, Division 2, Section 24.80. Chapter 24, Article II, Division 2, Section 24-80 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-80. Same—Occupancy after signal indicates time expired.**

It shall be unlawful and a violation of the provisions of this division for any person to permit a vehicle registered in their~~his~~ name as registered owner, or operated

by such person to remain, or be placed, in any parking space in ~~adjacent to~~ any parking zone ~~meter~~ while such parking meter is displaying a message, sign, or signal indicating that the vehicle occupying such parking space has already been parked beyond the period of time prescribed for such parking space."

Section 10. Amending Chapter 24, Article II, Division 2, Section 24.84. Chapter 24, Article II, Division 2, Section 24-84 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-84. Police to attach violation notices to vehicles.**

Each such police officer shall also attach to such vehicle a notice to the owner or operator thereof that such vehicle has been parked in violation of a provision of this division, and instructing such owner or operator to report at the police station of the city in regard to such violation. Any other legally available method of issuance of a citation may also be employed."

Section 11. Amending Chapter 24, Article II, Division 2, Section 24.86. Chapter 24, Article II, Division 2, Section 24-86 of the Code of the City of St. Augustine is hereby amended, as follows:

"**Sec. 24-86. Finance director to have charge of collections.**

The city director of financial services shall have sole charge of the collecting of all moneys deposited in parking meters, and they ~~he~~, or persons employed in their~~his~~ department~~office designated by him~~, shall make collections of such moneys. The city manager may designate other locations and methods of collection."

Section 12. Severability. 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 13. Inclusion in Code. It is the intention of the City Commission that the provisions of this ordinance shall become and be made part of the Code of the City of St. Augustine, and that the sections of this ordinance may be renumbered or relettered and the word ordinance may be changed to section, article or other such appropriate word or phrase in order to accomplish such intentions.

Section 14. Effective Date. This ordinance shall become effective ten (10) days after passage, pursuant to s. 166.041(5), Florida Statutes.

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

ATTEST:

_____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk
(SEAL)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 16, 2025

**RE: Ordinance 2025-31 – Creating Section 8-117 – Repair timeline for milestone inspections – Second Reading and Public Hearing**

This ordinance passed on the first reading at the October 13, 2025 City Commission meeting. This is for a second reading and public hearing,

This ordinance is a requirement from Senate Bill 4D from 2022, which was a result of the Surfside condominium collapse. Senate Bill 4D requires mandatory milestone inspections for all condominiums, three (3) stories or higher, that are 30 years old or older. The statute requires local governments to determine the timelines in which repairs are required to start if the structure fails the phase one inspection.

The timeline will require the repairs to be scheduled or the repairs to commence within 180 days after the city receives the phase two report. The ordinance allows for an 185-day extension. The necessary repairs must commence within 365 days.

Please place this item on the October 27, 2025, City Commission Agenda as a Second Reading and Public Hearing. If you have any questions or require additional information, please contact me.

R. "Buddy" Schauland, Jr., CBO, CFM
Building Official
Planning and Building Department

**ORDINANCE NO. 2025-31**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, CREATING SECTION 8-117 OF THE CODE OF THE CITY OF ST. AUGUSTINE TO CONFORM WITH STATE STATUTE REGARDING A TIMEFRAME FOR REPAIRS OF SUBSTANTIAL STRUCTURAL DETERIORATION TO A CONDOMINIUM OR COOPERATIVE ASSOCIATION; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; 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**, § 553.899, Florida statutes, provides for milestone inspections for buildings that are three habitable stories or more in height, as determined by the Florida Building Code, and are subject, in whole or in part, to the condominium or cooperative form of ownership; and

**WHEREAS**, a milestone inspection is a two phase structural inspection of a building by a licensed architect or engineer, that includes an inspection of load-bearing elements and the primary structural members and primary structural systems; and

**WHEREAS**, milestone inspections are required to be performed by December 31st of the year in which the subject building reaches thirty (30) years of age, based on the date the certificate of occupancy for the building was issued, and every ten (10) years thereafter; and

**WHEREAS**, § 553.899(11), Florida statutes, provides that a municipal governing body shall adopt an ordinance requiring a condominium or cooperative association to schedule or commence repairs for substantial structural deterioration within a specified timeframe after receipt of a phase two inspection report; and

**WHEREAS**, the City Commission finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted consistent with the requirements of § 166.021(4), Florida Statutes.

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

Section 1. Creating Chapter 8, Article II, Section 8-117. Chapter 8, Article II, Section 8-117 is hereby created, as follows:

"**Sec. 8-117. – Repair timeline for milestone inspections.**

(a) A condominium or cooperative association, and any other owner that is subject to § 533.899, Florida Statutes, must schedule or commence repairs for substantial structural deterioration within one hundred eighty (180) days after the city receives its phase two milestone inspection report. Such repairs must commence within three hundred sixty five (365) days after receiving such report.

(b) If repairs cannot commence within the initial one hundred eighty (180) days, an additional 185-day extension, not exceeding 365 days, may be granted if the extension is specified by either the milestone inspection inspector or the architect or engineer of record for the repairs. Active building permits must be maintained during the extension period.

(c) If an owner of a subject building fails to submit proof to the city that repairs have been scheduled or have commenced within the required timeframe, the city will review and determine if the building is unsafe for human occupancy. "

Section 2. Inclusion in Code. The City Commission intends that the provisions of this ordinance shall become and shall be made part of the Code of the City of St. Augustine, that the sections of this ordinance may be renumbered or re-lettered 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 become effective ten (10) days after passage, pursuant to § 166.041(5), Florida Statutes.

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**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)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and Commissioners

DATE: October 16, 2025

RE: Notification of Term Expirations – St. Augustine Firefighters' Pension Trust Fund, Board of Trustees

Notification is being made to the Commission regarding upcoming term expirations on the St. Augustine Firefighters' Pension Trust Fund, Board of Trustees. The terms are currently held by Micah A. Clukey, Jr. and Paul Leonard and will expire January 1, 2026. Both members are eligible for reappointment. Additionally, Firefighter elected member Sean Crofutt is eligible for re-election.

Advertisements requesting applications will be placed in the St. Augustine Record in accordance with board advertising policies and posted on the City website.

Attached is the current Board roster, along with a profile of the qualifications, duties and responsibilities as by ordinance.

Darlene Galambos
City Clerk

Xc: Clerk's Office

# BOARD OF TRUSTEES
# ST. AUGUSTINE FIREFIGHTERS' PENSION TRUST FUND

Meets quarterly, February, May, August and November – 1:00 P.M.
Communications Conference Room, Elevator Lobby "B," 2nd Floor, City Hall

| Board Member | Contact information | Election Date | 2-Year Terms Expire |
|---|---|---|---|
| **Dustin Hamilton**<br>**VICE-CHAIR/Secretary** | 101 Malaga Street<br>808-3369<br>dhamilton@citystaug.com | 12/2024<br>12/2022 | **01/01/2027** |
| **Sean Crofutt**<br>**CHAIR** | 101 Malaga Street<br>829-1098<br>cro103@yahoo.com | 12/2023<br>12/2021<br>11/2019<br>02/2018 | **01/01/2026** |

| Appointed Board Members | Contact Information | Appointment | 2-Year Term Expiration |
|---|---|---|---|
| **Micah A. Clukey, Jr.** | 30 Seminole Drive, 32094<br>669-7618<br>mclukey@clukeyandtebault.com | 12/11/2023<br>02/28/2022 | **01/01/26** |
| **Paul Leonard** | 5 Indian Mound, 32084<br>602-326-9190<br>pleonard430@gmail.com | 12/11/2023 | **01/01/26** |
| **Harold (Hal) Chappell**<br>BOARD APPOINTED | 193 Elmwood Dr.<br>Saint Johns, 32259<br>443-223-0172<br>Hal@invest4NOW.US<br>Halchap58@proton.me | 06/09/2025 | **01/01/27** |

Pedro Herrera
Sugarman & Susskind, P.A.
100 Miracle Mile ste 300
Coral Gables, FL 33134
305-613-5302
pherrera@sugarmansusskind.com

Jorge Friguls & James Reino
Mariner Institutional
340 West Central Ave, Ste 300
Winter Haven, FL 33880
836-293-8289

Doug Lozen
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Fort Myers, FL 33912
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Doug.Lozen@foster-foster.com

Kimberly Kutlenios
Fifth Third Bank
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Kimberly.kutlenios@53.com

**Daniel Anderson**
Mauldin and Jenkins, CPA
941-747-4483
1401 Manatee Avenue West
Suite 1200
Bradenton, Fl 34205
**danderson@mjcpa.com**

06/11/25

# BOARD OF TRUSTEES
# ST. AUGUSTINE FIREFIGHTER'S PENSION TRUST FUND

| | |
|---|---|
| Authorization: | Article V, Chapter 20, Code of Ordinances |
| Number of Members: | Five (5) |
| Terms of Office: | Elected and appointed members Two (2) year terms. |
| Appointment: | **Two (2) legal residents of the city appointed by City Commission**: two (2) member representatives elected by the firefighters; and **one (1) selected by previous four** (4). |
| Qualifications: | None stated in ordinance |
| Duties: | The general administration, management, and responsibility for the proper operation of the retirement system, and for construing and making effective the provisions thereof. |
| Attendance: | Ordinance 2018-11 amended Sec. 2-191 to remove the language regarding meeting attendance and instead states "Members of Boards may be removed by majority vote of the Commission, upon notice of the intent to remove the Board member mailed to the address on record at the office of the city clerk by certified U.S. mail, return receipt requested, and a hearing before the City Commission providing the member an opportunity to be heard". |
| Meetings: | Quarterly in February, May, August, November |

CITY OF ST. AUGUSTINE

M E M O R A N D U M

**TO:** Mayor and City Commissioners

**DATE:** October 15, 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) Vacancies- Term Expired 9/30/25]

- **St. Augustine Firefighters' Pension Trust Fund, Board of Trustees**
  [Two (2) Appointed, One (1) Elected – Terms Expiring 1/1/26]

- **Civil Service Board**
  [One (1) Elected – Term Expiring 1/1/26]

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

Sincerely,

Darlene Galambos

Darlene Galambos
City Clerk

xc: Clerk's Office

# CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, August 25, 2025

The City Commission met in formal session Monday, August 25, 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
Stephen Slaughter, Director, Public Works & Utilities
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Jessica Beach, Chief Resilience Officer/Utilities and Public Works Deputy Director
Richard "Buddy" Schauland, City Building Official
Anthony Cuthbert, Assistant Police Chief
Elyse Wiemann, Recording Secretary

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**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**

David Birchim, City Manager, announced there were two modifications to the agenda, which were the addition of the Community Rating Score (CRS) under item 7.B. Items of Great Public Importance and Resolution 2025-30 under item 9.B., which authorized a joint workshop for Nights of Lights with the St. Johns County Board of County Commissioners.

**MOTION**

**Commissioner Jon DePreter MOVED to approve the Regular Agenda as amended. The motion was SECONDED by Mayor Sikes-Kline and APPROVED BY UNANIMOUS VOICE VOTE.**

**3. Special Presentations, Recognitions and Proclamations**

**3.A. Certificate of Recognition: Celebrates the retirement of Gordie J. Wilson and recognizes his many years of service and dedication to the National Park Service. (N. Sikes-Kline, Mayor)**

DRAFT

**4. General Public Comments (3 minutes per individual)**

The Commission heard from the following members of the public:

- Heather Wilson
- Nelson France
- Lauren Giber
- Jon Hodgin
- Catherine Zoda
- Susan Hill
- Robin Thomas
- Nancy Murphy
- Jennifer Cushion
- Philip Anthony Smith
- 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: NONE.

CA.3. Reminder of Upcoming Meetings:
•August 28, 2025 9:00AM–Community Redevelopment Agency (CRA) Budget Workshop Meeting
•August 28, 2025 (immediately following the CRA Budget meeting)–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: NONE.

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 2025-27: Proclaims September 16, 2025, as the 460th Anniversary of the First Muster of Florida's Militia. (N. Sikes-Kline, Mayor)
•Proclamation 2025-28: Proclaims September 2025 as Spinal Cord Injury Awareness Month. (N. Sikes-Kline, Mayor)

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)

CA.9. Authorization for the City Manager to execute the Subdivision Settlement Participation Form regarding the Opioid Litigation settlement between the State of Florida and Purdue Sackler. (I. Lopez, City Attorney)

End Consent Agenda

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

(None)

**5.B. Approval of Consent Agenda**

**MOTION**

**Commissioner Jim Springfield MOVED to approve the Consent Agenda. The motion was SECONDED by Commissioner Blonder and APPROVED BY UNANIMOUS VOICE VOTE.**[1]

**6. Appeals**

(None)

[1] Commissioner Jon DePreter not present for vote.

DRAFT

**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.B.1. Community Rating System Presentation (Richard Schauland, City Building Official)**

Richard Schauland, City Building Official, said that a few months prior he spoke to the Commission about the Community Rating System (CRS). He said at that meeting, he advised the City would undergo their three-year verification visit. He announced the results came back last week and the score had improved by almost 200 points and Federal Emergency Management Agency (FEMA) accepted the studies that were completed under the Watershed Master Plan. He said the City was now a Class 4 Community, which meant by Floodplain Management standards, it was an honor to be a Class 4 or higher as there were only 1,800 communities in the nation that participated, and the City of St. Augustine would be one of twenty-five that was class 4 or higher. He added the community would receive a 30% discount on new or renewed flood insurance policy as of April 1, 2026, which was an additional 5%. He said over the past ten years the City staff had improved the CRS from class seven to class four, providing a 15% discount. He thanked Ramond Deschler, Floodplain Coordinator, who was responsible for most of the work. He said they planned to continue moving forward and work towards obtaining a class three rating.

Mayor Sikes-Kline said this was very good news for the community. She said this was a great benefit for residents that had flood insurance. She encouraged everyone to have a flood insurance policy even if they were not required. She asked if everyone in the City was required to have flood insurance.

Mr. Schauland replied there were several places in flood zone 'x', which mortgage companies did not require homeowners to have flood insurance; however, it was encouraged as those areas could potentially flood.

Mayor Sikes-Kline thanked Mr. Schauland for his work and dedication as it was a big priority for the City.

Commissioner Springfield confirmed that this CRS was good for the next three years and did not have to be renewed yearly.

Mr. Schauland replied that was correct; however, they did have to send documents that proved the City was maintaining what was required of them.

Commissioner Springfield encouraged homeowners to confirm what type of insurance they had because if your home was paid off, insurance was not required.

Commissioner Blonder thanked Mr. Schauland for working diligently. She noted that Raymond Deschler was a Flagler alumnus, and one of her previous students. She was proud of the work he was doing in the City.

Commissioner DePreter echoed the gratitude of his fellow Commissioners. He said this was one of the main issues he ran upon during his campaign. He said he wanted to continue to strive for a class three CRS as it was very important for the community. He said he was proud that St. Augustine was a leader in this effort.

Commissioner Garris thanked everyone involved. She said she appreciated the report.

Mr. Birchim said this was based on a tremendous amount of work from staff and he felt they were the most professional staff in Northeast Florida when it came to

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Resiliency and Floodplain Management. He said all the credit went to them and he congratulated them.

**7.C. Other Items Requiring Public Hearing**

(None)

**8. Ordinances and Resolutions – Public Hearing Required.**

**8.A. Ordinances – Second Reading**

**8.A.1. Ordinance 2025-17: Designates Bannan Avenue southbound from Court Edna to Court Louise as one-way traffic only. (J. Beach, Chief Resilience Officer/Utilities and Public Works Deputy Director)**

Jessica Beach, Chief Resilience Officer/Utilities and Public Works Deputy Director reviewed Ordinance 2025-17.

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

Commissioner Springfield thanked Ms. Beach for consideration of the neighborhood and felt the solution proposed was great.

Commissioner Blonder said she was excited about this happening, as this would help with sustainability.

Commissioner Garris thanked Ms. Beach for listening to the neighborhood's needs and concerns. She thanked her for doing an excellent job.

**MOTION**

**Mayor Sikes-Kline MOVED to pass Ordinance 2025-17 on second reading. The motion was SECONDED by Commissioner Springfield.**

Ms. Lopez read the title as follows:

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

**8.A.2. 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, Assistance City Manager, reviewed Ordinance 2025-22. He advised additional signage would be added and the historic area yellow curb paint would be refreshed prior to implantation.

Mayor Sikes-Kline asked for clarification. She said this was specifically for illegal parking only which meant in front of fire hydrants, sidewalks, grass, yellow curbs, loading zones or rideshare zones in the downtown area.

Mr. Franklin replied in the affirmative. He said it was specifically in downtown area and between Old Mission Avenue, South Street the Matanzas River and the San Sebastian River and the neighborhoods incorporated were North City and Abbott

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Tract. He said parking in a residential parking permitted space or on yellow curb would result in the fine.

Mayor Sikes-Kline thanked Mr. Franklin for the clarification as there had been a lot of confusion within the community. She said if parked at an expired meter, the fine would remain at $25, not the elevated fine for illegal parking.

Mr. Franklin confirmed that was accurate. He said they only wanted people to come and be compliant when parking.

Public hearing was opened, and Commissioners heard comments from the following members of the public:

- Lauren Giber
- Philip Anthony Smith

Commissioner DePreter was in support of the ordinance. He said the yellow curbs were established for sight lines when and were for public safety, which was an advantage. He said he was happy that the permitted spaced for the residential parking program were included as it was a concern. He said having the appeals process in the County was good in case there were grievances. He pointed out the program was being implemented in Lincolnville as the zone included South Street.

Commissioner Garris thanked Mr. Franklin for acknowledging that the yellow curbs would be addressed as it was very important, and for adding signage. She said a fine for blocking a resident's driveway should be implemented City wide. She felt handicapped parking fines should be enforced as that was a disservice to those who needed those spaces. She said if the ordinance passed, the question was if there was a way to make sure it was enforced, and this made the City seem unfriendly as a community. She understood the fines needed to be increased but she thought the fines could be lowered as this was tripling the cost of the ticket. She said St. Augustine was a beautiful City and she felt this would create more traffic as many would not park to avoid receiving a ticket of any sort. She said she agreed to the $100 fine for parking in front of a driveway but felt it should be lowered for the other issues.

Commissioner Springfield thanked Melissa Wissel and Jaime Perkins for reminding everyone that the Parknow Cards would expire as of September 1, 2025; however, it could be traded in for cash at the City. He noted the Parknow application was fantastic, and it could be added to mobile phones for discounted parking. He said this discount for parking was allowed for all St. Johns County residents, and he asked that this discount be passed onto employees that worked in the City if even they lived outside the county. He said the $35 was not substantial and he felt the fine needed to remain $100 at minimum. He said he was in support of the ordinance.

Commissioner Blonder said she was in support of the ordinance and if there were some adjustments needed in the future, those could be made.

Mayor Sikes-Kline asked how this would be communicated to the community and was there a plan for enforcement.

Mr. Franklin replied this was aimed at Nights of Lights, but first, warnings would be given and then fines would be issued starting in November.

**MOTION**

**Commissioner Blonder MOVED to pass Ordinance 2025-22 on second reading. The motion was SECONDED by Commissioner DePreter.**

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Ms. Lopez read the title as follows:

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: Blonder DePreter, Springfield, Sikes-Kline**
**NAYES: Garris**
**MOTION APPROVED 4/1**

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

(None)

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

(None)

**9. Ordinances and Resolutions - No Public Hearing Required**

**9.A. Ordinances – First Reading**

**9.A.1. Ordinance 2025-23: Amends the Future Land Use Designation of approximately 11.39 Acres at Florida Avenue and Theodore Street East of Nesmith Avenue. (A. Skinner, Planning and Building Director)**

Amy Skinner, Planning and Building Director, reviewed Ordinance 2025-23.

**MOTION**

**Mayor Sikes-Kline MOVED to pass Ordinance 2025-23 on first reading and moved to second reading. The motion was SECONDED by Commissioner Springfield.**

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-23

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 11.39 ACRES; LOCATED AT FLORIDA AVENUE AND 3 THEODORE STREET; EAST OF NESMITH AVENUE BETWEEN THEODORE STREET TO THE NORTH AND JOSIAH STREET TO THE SOUTH AS PORTIONS OF WHITNEYS SUBDIVISION - PART OF RAVENSWOOD IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 2.97 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 8.42 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF

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INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**VOTE ON MOTION:**
**AYES: Sikes-Kline, Springfield, DePreter, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY[2]**

**9.A.2. Ordinance 2025-24: Amends the Zoning of approximately 11.39 acres at Florida Avenue and 3 Theodore Street East of Nesmith Avenue. (A. Skinner, Planning and Building Director)**

Item heard during Item 9.A.1

Amy Skinner, Planning and Building Director, reviewed Ordinance 2025-24.

Ex Parte Communication :

(None)

**MOTION**

**Commissioner DePreter MOVED to pass Ordinance 2025-24 on first reading and moved to second reading. The motion was SECONDED by Commissioner Blonder.**

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-24

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 11.39 ACRES; LOCATED AT FLORIDA AVENUE AND 3 THEODORE STREET; EAST OF NESMITH AVENUE BETWEEN THEODORE STREET TO THE NORTH AND JOSIAH STREET TO THE SOUTH AS PORTIONS OF WHITNEYS SUBDIVISION - PART OF RAVENSWOOD IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 2.97 UPLAND ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU) AND REZONING APPROXIMATELY 8.42 WATERWARD ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**VOTE ON MOTION:**
**AYES: DePreter, Blonder, Springfield, Sikes-Kline**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY[3]**

**9.A.3. Ordinance 2025-25: Amends the Future Land Use Designation of approximately 6.57 acres at Florida Avenue and Julia Street East of Florida Avenue. (A. Skinner, Planning and Building Director)**

Amy Skinner, Planning and Building Director, reviewed Ordinance 2025-25.

**MOTION**

**Mayor Sikes-Kline MOVED to pass Ordinance 2025-25 on first reading and moved to second reading. The motion was SECONDED by Commissioner DePreter.**

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-25

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 6.57 ACRES;

[2] Commissioner Garris was not present for vote.

[3] Commissioner Garris was not present for vote.



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LOCATED AT FLORIDA AVENUE AND JULIA STREET; EAST OF FLORIDA AVENUE BETWEEN JULIA STREET TO THE NORTH AND EVERGREEN AVENUE TO THE SOUTH AS PORTIONS OF RAVENSWOOD SUBDIVISION IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 4.26 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 2.31 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); 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**

**9.A.4. Ordinance 2025-26: Amends the Zoning of approximately 6.57 acres at Florida Avenue and Julia Street East of Florida Avenue. (A. Skinner, Planning and Building Director)**

Item heard during item 9.A.3.

Amy Skinner, Planning and Building Director, reviewed Ordinance 2025-26.

Ex Parte Communication :

(NONE)

**MOTION**

**Mayor Sikes-Kline MOVED to pass Ordinance 2025-26 on first reading and moved to second reading. The motion was SECONDED by Commissioner DePreter.**

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-26

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 6.57 ACRES; LOCATED AT FLORIDA AVENUE AND JULIA STREET; EAST OF FLORIDA AVENUE BETWEEN JULIA STREET TO THE NORTH AND EVERGREEN AVENUE TO THE SOUTH AS PORTIONS OF THE RAVENSWOOD SUBDIVISION IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 2.53 ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-TWO (RG-2) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), REZONING APPROXIMATELY 1.28 ACRES FROM ITS CURRENT CLASSIFICATION OF OPEN LAND (OL) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), REZONING APPROXIMATELY 0.33 ACRES OF FORMER CITY RIGHT-OF-WAY FROM UNDESIGNATED TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), AND REZONING APPROXIMATELY 0.12 ACRES OF FORMER CITY RIGHT-OF-WAY FROM UNDESIGNATED TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**VOTE ON MOTION:**
**AYES: Sikes-Kline, DePreter, Garris, Springfield, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

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**9.A.5. Ordinance 2025-27: Amends the Future Land Use Designation of approximately 2.47 acres at 10, 14, and 18 Smith Street and Evergreen Avenue East of Nesbit Avenue. (A. Skinner, Planning and Building Director)**

Amy Skinner, Planning and Building Director, reviewed Ordinance 2025-27.

**MOTION**

**Mayor Sikes-Kline MOVED to pass Ordinance 2025-27 on first reading and moved to second reading. The motion was SECONDED by Commissioner DePreter.**

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-27

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 2.47 ACRES; LOCATED AT 10, 14, AND 18 SMITH STREET AND EVERGREEN AVENUE; EAST OF NESBIT AVENUE BETWEEN EVERGREEN AVENUE TO THE NORTH AND SMITH STREET TO THE SOUTH AS PORTIONS OF THE BOVEE PLAT SHOWING SUBDIVISION OF PROPE IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 1.4 UPLAND ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL MEDIUM DENSITY TO RECREATION AND OPEN SPACE AND CHANGING APPROXIMATELY 1.07 WATERWARD ACRES OF PROPERTY FROM ITS CURRENT DESIGNATION OF OPEN LAND (VERY LOW DENSITY) TO OPEN LAND (CONSERVATION); 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, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY[4]**

**9.A.6. Ordinance 2025-28: Amends the Zoning of approximately 2.47 acres at 10, 14, and 18 Smith Street and Evergreen Avenue East of Nesbit Avenue. (A. Skinner, Planning and Building Director)**

Item heard during item 9.A.5.

Amy Skinner, Planning and Building Director, reviewed Ordinance 2025- 28.

Ex Parte Communication:

(None)

**MOTION**

**Mayor Sikes-Kline MOVED to pass Ordinance 2025-28 on first reading and moved to second reading. The motion was SECONDED by Commissioner Blonder.**

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2025-28

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 2.47 ACRES; LOCATED AT 10, 14, AND 18 SMITH STREET AND EVERGREEN AVENUE; EAST OF NESBIT AVENUE BETWEEN EVERGREEN AVENUE TO THE NORTH AND SMITH STREET TO THE SOUTH AS PORTIONS OF THE BOVEE PLAT SHOWING SUBDIVISION OF PROPE IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY

[4] Commissioner Springfield was not present for vote.



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DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 1.4 UPLAND ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF GOVERNMENT USE (GU), AND REZONING APPROXIMATELY 1.07 WATERWARD ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

**VOTE ON MOTION:**
**AYES: Sikes-Kline, Blonder, DePreter, Garris, Springfield**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**9.B. Resolutions**

**9.B.1. Resolution 2025-30: Establishing a Joint Meeting between the City Commission of St. Augustine and the County Commission of St. Johns County for a Nights of Light Planning Workshop.**

Mayor Sikes-Kline asked for an overview of the Resolution, based on the earlier conversation at the beginning of the meeting.

David Birchim, City Manager, reviewed Resolution 2025-30. He explained that this Resolution would allow the City Commissioners and the County Commissioners to attend a joint meeting that would be held on August 27, 2025, to discuss Nights of Lights. He said if the County chose not to advertise this meeting as a joint meeting, then the City Commission as a whole would not be able to attend and could appoint a single Commissioner to serve as a liaison.

Mayor Sikes-Kline said this should be a joint meeting and by Florida Statute, the Resolution had to be approved to allow the Commission to attend.

Isabelle Lopez, City Attorney, advised that this had to be approved for them to attend; however, that was assuming the County would advertise the meeting as a joint meeting. She said once the Resolution was adopted, a discussion could take place to determine what would happen if the meeting was not a joint meeting.

Mayor Sikes-Kline explained she understood that the Commission had been invited to a workshop. She said the City Manager, David Birchim, and herself had been trying to meet with each County Commissioner to update them on the Nights of Lights program.

Ms. Lopez said the liaison would be able to attend and speak on factual matters but would not be able to bind the Commission.

Commissioner Springfield advised that a Board of County Commissioners Workshop would take place at 3:00p.m. on Wednesday, August 27, 2025; however, it had not been advertised as a joint workshop between the County and the City.

Mr. Birchim replied that it had not been advertised as a joint workshop as of yet.

Commissioner Blonder added that the workshop had not been advertised beyond the County's website.

Commissioner Springfield asked what the requirements were for advertising a meeting.

Ms. Lopez explained there was not a statutory minimum notice, but they had to provide 'reasonable notice'. She said if the resolution were passed, it could encourage the County to advertise the workshop as a joint meeting in the hope that the City could participate.

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Commissioner DePreter said the determination that needed to be made was if the Commission wanted to attend, as they were unable to force the issue. He said the discussion should include if it were more beneficial to attend. He thanked Mayor Sikes-Kline for her hard work as she had put in a lot of time and effort. He asked if everyone was interested in attending.

Commissioner Springfield said it felt odd for the County to hold a workshop on Nights of Lights and not allow the City to be represented.

Commissioner Garris felt there were several variables as the City was requesting more money from the County than they had in past as there was normally a standard amount from them, and out of respect, County Commissioner Ann Taylor and County Commissioner Clay Murphy attended a City meeting explaining they wanted to be of assistance to the City. She said she was contacted by County Commissioner Sarah Arnold who felt everyone needed to meet to discuss Nights of Lights. She stated this year needed to be successful as last year was difficult. She felt the City and County should work together, as we were all the same community. She said after meeting with City Manager, Daivd Birchim, County Commissioner Sarah Arnold, County Administrator Joy Andrews, Susan Philips, and Karen Zander, she felt they were able to come up with a plan to help the City obtain the funds they were requesting. She said the workshop was vital to having a successful Nights of Lights.

Commissioner Blonder clarified that Mayor Sikes-Kline met with County Commissioners not the City Commissioners. She said staff spent a tremendous amount of time addressing the concerns that the County had, which was confusing as the plan had been vetted by community members, the business association, and residents. She said she advocated for the residents with shortening Nights of Lights. She said the concerns from last year's Nights of Lights had been addressed since January 2025, and she felt this was a last-minute request for a workshop and did not understand the purpose. She said the timeline for public notification was even shorter than what had been provided to them, which caused great concern. She pointed out the St. Augustine Record had published information about the workshop and in the article, there was a proposal to have three teams comprised of fourteen people each that would address the issues that had already been addressed by the City. She encouraged residents to attend the workshop to provide feedback and input.

Mayor Sikes-Kline felt strongly that the entire Commission should attend and participate in a joint meeting. She appreciated that Commissioner Blonder had been a champion for the residents and appreciated her support.

**MOTION**

**Commissioner Springfield MOVED to pass Resolution 2025-30. The motion was SECONDED by Mayor Sikes-Kline.**

Mayor Sikes-Kline requested the resolution be read in totality.

Isabelle Lopez, City Attorney read Resolution.

RESOLUTION NO. 2025-30

A RESOLUTION OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, ESTABLISHING A JOINT MEETING BETWEEN THE CITY COMMISSION OF ST. AUGUSTINE AND THE COUNTY COMMISSION OF ST. JOHNS COUNTY TO DISCUSS PLANNING FOR THE 2025 NIGHTS OF LIGHTS AT THE COUNTY ADMINISTRATION BUILDING.

WHEREAS, Florida Statutes §166.0213(2) stipulates that the governing body of a municipality may hold joint meetings to

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receive, discuss, and act upon matters of mutual interest with the governing body of the county within which the municipality is located or the governing body of another municipality at such time and place as shall be prescribed by ordinance or resolution; and

WHEREAS, the City Commission, at its meeting on August 25, 2025, elected to participate in a joint meeting with the County Commission of St. Johns County to discuss planning for the 2025 Nights of Lights; and

WHEREAS, the City Commission has concurred that the meeting is to take place at the County Administration Building at a date and time agreed to by all parties.

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

Section 1. A joint meeting between the City Commission of St. Augustine, Florida and the County Commission of St. Johns County to discuss planning for the 2025 Nights of Lights shall be scheduled for: August 27, 2025, at 3:00pm, or at some other mutually agreed upon and noticed date and time, consistent with §125.001(2) and §166.0213(2).

Section 2. The joint meeting between the City Commission of St. Augustine, Florida and the County Commission of St. Johns County shall take place at the County Administration Building located at: 500 San Sebastian View, St. Augustine, Florida 32084, or some other mutually agreed upon and noticed location.

ADOPTED in Regular Session of the City Commission of St. Augustine, Florida this 25th day of August 2025.

Commission Blonder asked since this was a workshop, were decisions allowed to made.

Ms. Lopez replied that no decisions were allowed to be made during the workshop.

Commissioner Springfield asked if a joint meeting was not advertised or chosen by the County, and the City Commission chose a liaison, could they attend as an audience member.

**VOTE ON MOTION:**
**AYES: Springfield, Sikes-Kline, DePreter, Garris, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

Ms. Lopez explained that there were other options if this was not a joint meeting as the resolution assumed. She said under Florida Law, the Commission was not allowed to meet outside the boundaries of the City of St. Augustine and the only way that could be done would be through a joint meeting, which was the reason for the resolution. She suggested selecting a liaison from the Commission to participate and have key City staff available to answer questions.

Commissioner DePreter said that Mr. Birchim had been discussing options with the County. He asked if there were any indications of what the workshop would be about, because the requests made were clearly stated.

Mr. Birchim replied that he was unsure as he had prepared a presentation for the workshop, which had been sent to County staff. He said the County Commissioners would have the most updated version for them, which included everything related to parking, restrooms, security, transportation and a traffic plan. He said he felt the County may want to have a better understanding of the plan. He said the plan had been presented to the Tourist Development Council (TDC), the community, and at five stakeholder meetings; however, it was not presented to the County Commissioners.

Commissioner DePreter questioned if the workshop was to negotiate some of the items the City was requesting assistance with or whether it was to gain political

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support for the plan that had been offered by the Mayor and Mr. Birchim, City Manager.

Mr. Birchim said he felt it originated from the recommendation made by the TDC that was forwarded to the County Commissioners during their budget period. He stated the TDC recommended $850,000 be appropriated for NOL, and the County wanted clarity, and a deeper understanding of how those funds would be used, which were expanded shuttle services, restrooms, and security.

Commissioner DePreter pointed out these were items that had been discussed.

Mayor Sikes-Kline stated that the TDC made the recommendation to the County unanimously. She said a letter was provided to her and Mr. Birchim, noting that $777,929 that could be appropriated, and the rest of the letter explained what categories it could come from. She had met and provided the presentation to Christian Whitehurst and Ann Taylor and had plans to speak with Clay Murphy, and Sarah Arnold, and Joy Andrews, County Administrator. She stated that the City Commission worked well together and should continue to serve the people who elected them. She thought it was vital to participate but understood she was unable to represent the City due to Sunshine Laws and being on the Board with Krista Joseph. She said if they wanted to select a liaison, she would be in support of that as well.

Commissioner Springfield felt Mayor Sikes-Kline should participate as she had the largest background with the other organizations. He asked if there would be an advertisement that the TDC would be involved, allowing the Mayor and County Commissioner Joseph to be there at the same time.

Ms. Lopez replied she thought both could attend as this was a workshop by the County and not a joint workshop with the TDC. She said she would contact the County again and advise them that Mayor Sikes-Kline was the first choice as liaison if this was not a joint workshop.

Commissioner DePreter questioned if he was able to attend, as he was the liaison of the Visitors and Convention Bureau (VCB) for the City and County Commissioner Ann Taylor was the liaison for the County.

Ms. Lopez explained the main topic was NOL and if the VCB did not make decisions regarding NOL, then it should not be an issue.

Mr. Birchim stated the VCB could have a part in NOL decisions.

Commissioner DePreter felt this workshop would be beneficial and since this was the only chance for them to strategize, it should be discussed. He asked if the County reach out to any of the other City Commissioners.

Mayor Sikes-Kline, Commissioner Springfield, and Commissioner Blonder replied they were not contacted; however, Commissioner Garris was contacted.

Commissioner Springfield questioned if they were invited to participate by the County and if not, they could be in the audience.

Ms. Lopez advised in the past she and the County Attorney would work out the details, and it would be noticed and advertised as a joint meeting. She said as of today, this was not a joint meeting according to the County; however, the City Commissioners were encouraged to attend and participate. She advised the only legal way for the City Commission to participate was with the joint meeting concept, hence the reason for the resolution.

Mayor Sikes-Kline suggested that the whole Commission attend.

Commissioner DePreter agreed; however, suggested that if it was not a joint meeting,

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he felt either Commissioner Springfield or Vice-Mayor Blonder could be the liaison since they spoke to Commissioner Garris already.

Commissioner Blonder agreed, but advised she was unavailable until 3:15p.m.

Commissioner Garris disagreed and stated she should be the liaison for the Commission, as she was up to date on the NOL issues. She said the County wanted to have different points of view on the issues and she had spoken to Sarah Arnold, and Joy Andrews, along with several others multiple times, with Mr. Birchim. She said the details about the workshop were provided and the concern was the documents provided were not detailed enough for the amount of money requested.

Commissioner Blonder agreed that the entire commission should attend. She said she wanted the best for this NOL season and the City had great ideas and there had been a lot of work done.

**MOTION**

**Commissioner Blonder MOVED that the entire Commission be in attendance and not have a liaison selected that may or may not be allowed to speak. Mayor Sikes-Kline SECONEDED the motion.**

**VOTE ON MOTION:**
**AYES: Blonder, Sikes-Kline, DePreter, Garris, Springfield**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**10. Staff Reports and Presentations**

**10.A. Street Tree Advisory Committee Yard of the Year Award. (S. Slaughter, Utilities and Public Works Director)**

Stephen Slaughter, Utilities and Public Works Director, reviewed the Street Tree Advisory Committee Yard of the Year Award website, application, and scoring sheet. He said with approval they would move forward with the first award of the year.

Commissioner DePreter questioned exactly how it would work. He asked if there would be a list of native plants.

Mr. Slaughter replied that a specific list of native plants would not be provided.

Commissioner Blonder commented that there was a website that was easily accessible online that had information about native, Florida friendly, and pollinator plants.

Commissioner DePreter asked if the Street Tree Advisory Committee would be selecting the award. He asked if this would be annual.

Mr. Slaughter replied that this would be advertised through the Utility and Public Works Department and then work with the Street Tree Advisory Committee and provide a recommendation for the winner. He confirmed this would take place annually.

Commissioner Springfield thanked Mr. Slaughter for starting this again as it had been done in the past. He said this was to help encourage native landscaping and he felt that it was done exceptionally well with the score sheet created. He said in discissions with Gina Burrell, there were talks about having multiple categories, and he thought that could happen in the future with a bit of a twist to indicate which one you were applying for. He said the more the better and this would encourage others to do better and keep up with the commitment. He thanked Ms. Burrell as she had been on the Street Tree Committee for numerous years and this was a passion for her.

Mr. Slaughter commented that Ms. Burrell had been instrumental with this project.

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Commissioner Blonder said everything she had requested was incorporated. She thanked Commissioner Springfield for the support of the project and for being a past winner. She thanked staff and Ms. Burrell for advocating and remaining persistent.

Mr. Slaughter said he hoped to present the award in springtime.

**MOTION**

**Commissioner Blonder MOVED to ACCEPT staff's recommendation on the Street Tree Advisory Committee Award process and move forward expediently. The motion was SECONDED by Commissioner Springfield.**

**VOTE ON MOTION:**
**AYES: Blonder, Springfield, DePreter, Garris, Sikes-Kline**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**11. ITEMS BY CITY ATTORNEY**

(None)

**12. ITEMS BY CITY CLERK**

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

Darlene Galambos, City Clerk, advised that applications for the Planning and Zoning Board were being accepted as the current terms would expire at the end of September.

**13. ITEMS BY CITY MANAGER**

David Birchim, City Manager, had a request from the St. Johns County Sherrif's Department, to use the City of St. Augustine Police and City Fire Department logos on the Sherrif's Command Vehicle. He said with permission, they wanted to display them on the vehicle.
There was consensus to allow the St. Johns County Sherrif's Department, to use the City of St. Augustine Police and City Fire Department logos on the Sherrif's Command Vehicle.

**14. Items by Mayor and Commissioners**

Mayor Sikes-Kline clarified that no tax dollars were spent by the City for her to travel to Israel. She said she appreciated the speaker during public comments that spoke about the traffic blocking King Street. She said the City was in control of King Street and believed that the City could add a solution to not block the street at intersections as it was a big problem.

Mr. Birchim replied that there was a solution for that and once King Street was redesigned, a dedicated turn lane would be added. He said in the meantime he would speak to the mobility department about adding the 'Don't Block the Box' to the intersection.

Mayor Sikes-Kline said the speaker who spoke regarding Fish Island had written an email and she discussed it with the Cultural Council was she as aggrieved about the history that was omitted. She said the Cultural Council advised that history could be added to the website and the next time the Black History Trail was reproduced, the information would be added. She said that information was relayed to Ms. Hill; however, she wanted more to be done. She said she would be speaking to JB Miller, Fish Island Land Development ,about what could be done. She felt it was a worthy project and appreciated the time invested.

Commissioner DePreter said he liked that something would be added to the intersections to help with traffic. He asked when that part of King Street would be complete.

Mr. Birchim replied that the King Street project would begin around 2028-2029.

Commissioner Garris asked if a loading zone could be added as a designated location along Cathedral Place.

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Mr. Birchim replied that he thought it may already be allowed as there was a loading zone for customers to pick up purchases. He said he would verify that no changes were needed.

Commissioner Garris asked if there was an update on the Day Center opening.

Mr. Birchim said it was very close to opening for Dining with Dignity, but they were waiting on Florida Power and Light and the grand opening should take place in September.

Commissioner Garris said the Elks Lodge opening was fantastic compared to what it had looked like after the past storm. She was pleased to see all the people who came to the ribbon cutting ceremony and thanked staff for their hard work.

Commissioner Springfield acknowledged the County Commission as they were concerned about their residents and growth but felt they were moving in the right direction. He asked for employee parking to be investigated. He welcomed the students back to Flagler College as school was back in session and St. Johns County.

Commissioner Blonder emphasized that the staff had worked diligently on many complicated issues and was able to respond very quickly. She said the staff was always very professional and she could not be more pleased. She said a few years prior there had been a discussion about e-bikes as they were now more prevalent. She asked for that to be followed up on as it was an important topic. She reminded everyone to keep flooding in the forefronts of their minds as we were in the hurricane season.

Mayor Sikes-Kline said the County and other Cities were developing Ordinances for e-bikes, as it was a big topic. She asked if that was the request.

Commissioner Blonder said previously it had been investigated but had stopped. She asked if that could be done.

Mayor Sikes-Kline and Commissioner DePreter said they were in support of an ordinance as it was part of the multimodal message.

**15. Adjournment**

There being no further business, the meeting was adjourned at 7:45 P.M.[5]

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Nancy Sikes-Kline, MAYOR

_____

Darlene Galambos, CITY CLERK

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[5] Transcribed by Elyse Wiemann

# CITY OF ST. AUGUSTIN

City Commission Special Meeting
Thursday, August 28,2025

The City Commission met in special session on Thursday, August 28, 2025, immediately following the Community Redevelopment Agency Meeting (CRA), 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
Stephen Slaughter, Director, Public Works & Utilities
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Melissa Burns, Director, Finance
Jessica Beach,
Donna Hayes, Director, Human Resources
Jaime D. Perkins, Director, Community Service
Jennifer Michaux, Police Chief
Carlos Aviles, Fire Chief
Elyse Wiemann, Senior Recording Secretary

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Mayor Sikes-Kline advised the meeting started at 9:49 a.m.

Mayor Sikes-Kline requested to add item 3.B for public comment after the presentation.

**MOTION**

**Mayor Sikes-Kline MOVED to add item 3.B. public comment after the presentation. The motion was SECONDED by Commissioner Blonder and APPROVED BY UNANIMOUS VOICE VOTE.**

**2. General Public Comments**

The Commissioners heard from the following members of the public:

- Gina Burrell

**3. FY 2026 BUDGET REVIEW & DISCUSSION**

**3.A. FY 2026 Proposed Budget. (M. Burns, Finance Director)**

Melissa Burns, Finance Director, reviewed the Proposed budget for Fiscal Year (FY) 2026. She highlighted the following items:

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- Total Proposed Revenue Budget FY2026
- Total Expenditure Budget for FY 2026
- Personnel Summary 2026
- Proposed General Fund FY 2026
- Proposed Utility Fund FY 2026
- Proposed Stormwater Fund FY 2026
- Solid Waste Fund FY 2026
- Municipal Marina FY 2026
- Visitors Information Center Fund FY 2026
- Proposed Historic Area Community Redevelopment Area (HACRA) FY 2026
- Proposed Lincolnville Community Redevelopment Area (LCRA) FY 2026
- Proposed West City Community Redevelopment Area (WCCRA) FY 2026

Meredith Breidenstein, Assistant City Manager, advised that the current City budget was ninety-nine million dollars without transfers.

Commissioner Blonder asked what could be included in miscellaneous revenues.

Ms. Burns replied that it could be revenue without a specific location, interest from investments, reimbursements, or a one-time revenue source.

Ms. Breidenstein added that the Rents and Royalites went to that category as there was no other place for them. She said the interest was the largest for the General fund.

Commissioner Springfield reminded everyone that annually the ad valorum taxes were approximately 50% business and 50% residents.

Ms. Breidenstein commented that the residents' percentage was slightly higher and could be provided if requested.

Commissioner Blonder asked if Public Safety was paid by property taxes.

Ms. Breidenstein replied in the affirmative. She said it was except for the Fire Assessment fee and that it would be reevaluated professionally. She said the Police Department and Code Enforcement were paid by property taxes.

Commissioner Blonder praised the City Fire Department for having a high-class rating.

Commissioner Garris asked if the expenditures for the Fire and Police Department included raises.

Ms. Breidenstein said the increases were for all City employees, which was 2.5% general wage increase plus $.50 an hour, and a merit increase up to 2%, resulting in an increase of up to 6%.

Commissioner Garris said she wanted the City to be comparable with the County to help the City keep valuable employees.

Ms. Breidenstein advised the County had proposed pay increases at 7%, and the City was at 6%; however, there were other things the City contributed to employees that increased the benefits. She said they felt the City was comparable with St. Johns County Sherrif's Department as well as the Fire Department.

Commissioner Springfield commented that as a Florida Retirement System retiree and a former City Firefighter's Pension Fund Board member, he felt the City had a better retirement plan than the County.

Commissioner Garris said the County allowed their police officers to take vehicles home. She asked if the City charged officers for taking their vehicles home, as she had been informed the County did not.

Ms. Breidenstein replied that there was a charge if the officers lived outside City limits, for repairs, maintenance, and fuel biweekly. Commissioner Blonder expressed concern that Public Safety could be affected if property taxes were eliminated.

Ms. Breidenstein reviewed the proposed FY 2026 General Fund expenditures as there were several columns notating the budget. She said the revised budget column included any grants, enumerate, or any funds rolled over from the previous year but was not yet completed, and that was the reason for the difference in original and revised budget.

Ms. Burns advised there was an increase in the Commission budget for Compassionate Village, a new contribution to Port in the Storm, Home Again St. Johns, and others. She noted the decrease to the City Managers budget, which was moved to the City Commissions Budget as a contribution.

Mayor Sikes-Kline pointed out that the City had a contract with the St. Johns County Sherrif's Office for the past three years for dispatch service and the cost was $985,000, which was a substantial amount.

Ms. Breidenstein replied that was correct. She said yearly, the Sherrif's department provided the previous year's actual expenditure for the communication and dispatch department; they provide the call volume percentage for the City compared to calls received in total and that percentage against their actual expenditure was how the cost was determined.

Mayor Sikes-Kline said she was not questioning the service as it was very valuable. She said after reviewing some other percentages, mobility had increased but that was due to the South Dixie Sidewalk project being incorporated into this fiscal year. She said many residents would be very pleased.

Commissioner DePreter asked for clarification on the Police Department budget.
Ms. Breidenstein replied the budget was strictly for the City Police Department, not including salaries, for the contract with the Sherrif's Department for dispatch service and their operation budget.

Commissioner Blonder said regarding the transit lane on San Marco Avenue, how much did each parking meter in the City make in terms of revenue. She said there was free parking on San Marco Avenue, as she felt that could be metered parking and was a missed opportunity.

Reuben Franklin, Assistant City Manager, replied that every metered parking space was different depending on location and turnover. He said this stretch of San Marco Avenue was designed for two-hour parking and it was not paid to park. He said enforcing a time limit in this area was difficult.

Commissioner Springfield commented that all City residents paid County tax including the Sherrif. He said the City residents were already paying for dispatch services. He asked if that had been considered.

Ms. Breidenstein replied that it had been discussed.

Isabelle Lopez, City Attorney, agreed that it was discussed, but it had not been discussed any further.

Commissioner Springfield said the City and County had a great relationship but did not agree that the City residents should have to pay twice.

Commissioner Garris questioned why dispatch was eliminated.

Ms. Breidenstein replied that the reason it was eliminated was it became very difficult to fill the position, and the County helped supplement the City to make sure the City was fully staffed. She said many upgrades were needed to the dispatch center; however, the main reason was staffing.

Ms. Lopez commented there was a change in legislation due to a tragic event that took place in Florida, which resulted in a unified dispatch.

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Commissioner Springfield recommended touring the dispatch facility. He said this type of job was extremely difficult and the Sherrif's department was working with St. Augustine High School on an Academy offering high paying salaries to high school graduates if able to complete the program. He said about one in ten that began training successfully complete it.

Mayor Sikes-Kline agreed that it would take a unique individual to be in that type of career, as it was a challenging job.

Ms. Breidenstein said the feedback received was that it worked well for the officers and it was beneficial for staff responding. She said if that changed, they could review other options.

Commissioner Blonder said in relation to the Nights of Lights (NOL) and the Board of County Commissioners workshop that took place yesterday, a detailed lined item from the City was requested for them to approve the funds as recommended by the Tourist Development Council (TDC). She asked if that request was being responded to, and if it was, could it be provided to the Commission, as well as the taxpayers, for them to know exactly where the funds were being spent and what the City contributed yearly, who shouldered much of the financial burden.

Mr. Birchim replied in the affirmative that they were planning to provide as many details as possible including all the contracts for lighting, shuttles, restrooms, including overtime details, and other items will be provided in time for the regular County meeting on Tuesday.
Commissioner Blonder confirmed that the expenses that came directly from the City's budget would be included.

Ms. Breidenstein said the budget included the previous year's commitment for NOL and the additional $125,000 for the Sherrif's office resources. She said it included what the City had paid for shuttling in the past but it did not incorporate the additional service request made to the TDC, which included the additional shuttling service, restrooms, barricades; however, there was a line item to purchase the barricades instead of renting them as the purchase of those would be used for more events other than NOL.

Commissioner Blonder questioned what would be missing from the City's budget if those funds were not provided to the City from the County.

Mr. Birchim said a report would be provided to the Commission if the funds from the County were not provided. He said they would identify the amount of funds available and the logical use for the funds.

Commissioner Springfield felt it was well noted that these funds were not from the County but funding from taxes charged to tourist that stayed in St. Augustine, and the City received $200,000 yearly for NOL but contributed millions of dollars into the TDC funds. He said the request was reasonable. He said the St. Augustine Amphitheatre saw around 225,000 guest a year and received nearly three million dollars from the TDC, compared to the City who had close to 20,000 people daily.

Commissioner Blonder reiterated that the revenue from the municipal parking garage was allocated and no profit was made.

Ms. Breidenstein agreed and said that the income from the parking garage was used for salaries, operations, repair and maintenance, a sinking fund for repair and maintenance, and transfers for historic preservation and mobility. She said mobility was where the money came from for shuttles. She said the garage was now able to make enough revenue to where it was able to pay for those items mentioned and able to pay for the items identified by the Commission that visitors came to the City to see. She said that was more detailed in the Visitors Information Center (VIC) budget.

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Mayor Sikes-Kline said there had been questions from residents regarding excess funds from the VIC and the parking garage. She said she explained, as a policy, the City businesses, taxpayers, and residents all carried a cost for tourism. She said there was no way to have a direct benefit from tourists other than the money from the garage and those revenues were being used for what was important to the residents or what had been the "core values", which was historic preservation, archeology, and mobility.

Commissioner Blonder felt those resources were not only important to residents, but also important to the tourists and part of their reason for visiting.

Commissioner DePreter thanked Ms. Breidenstein and Ms. Burns for their hard work. He said resiliency was one of his major priorities. He noted under the "Resiliency Objective" where ditch and culvert maintenance and improvement were identified, he suggested adding and identifying where many natural ditches and culverts were located.

At the request of Mayor Sikes-Kline, Ms. Breidenstein said the Middleton House would be added under the arts, education and community objective. She said that project was ongoing and under design. She said the proceeds from the sale of the property on Dolphin Drive were being used as much as possible. She stated they hoped to align the timing for construction with the new Fire Department in order to borrow all funds needed at one time.

Commissioner Blonder questioned the I&I elimination program

Stephen Slaughter, Utilities & Public Works Director, explained that this was the Infiltration and Inflow (I&I) Elimination Program. He said this was a term used in Gravity Sanitary Sewer Collection He said the Wastewater Treatment Plant, lift stations, gravity mains, and force mains were designed to carry a specific amount of flow and if that were increased through wet weather events, infiltration, or direct connections with down spouts connected to the gravity sewer caused sanitary sewer overflow. He said a certain amount of funds were being set aside yearly to help eliminate this and there have been improvements in this area.

Commissioner Springfield questioned the ridership on the STAR Circulator as he noticed it was small. He said he did not want the public to think the City would keep funding it after the end of the five years. He said he wanted to know what was being done to improve the service and what could be done if the City were to take over after five years for it to be more effective.

Mayor Sikes-Kline said she wanted to add on to what Commissioner DePreter had said regarding the ditches and culverts. She said the beautification should be included as it was not just about clearing. She added she was pleased with the amount of funds allocated for paving. She said she did not feel that the paving plan had ever been funded to this amount, and it impacted the residents' daily lives, just like solid waste workers were working with the residents two or three times a week minimum. She said they were the face of the City the same as our streets. She noted the Commission added a historic preservation fund as a policy and it was identified as a sinking fund. She asked for the policy to be developed and advised she was committed to working on it in the coming year, as she wanted it developed for future generations.

Commissioner Springfield asked if funds were added for the United States 250th year Anniversary Celebration.

Melissa Wissel, Communications Director, informed the Commission that some funding had been embedded in the budget for the celebration, and they were collaborating during the History Festival, which was held in May and the Summer

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Concert series in the Plaza would be more Americana type celebratory music. She said they were also working with other organizations in the community.

Commissioner DePreter said he wanted to maximize drainage with an emphasis dedicated to staying as natural as possible. He said there was not a lot of lighting at Plantation Island Drive and Mizell Road, which caused confusion; however, he understood Florida Power and Light were moving ahead with that project. He wanted to review the landscaping at the coquina life station in South Davis Shores, as he felt it needed to be addressed. He supported the Red Cox Park playground improvement.

Ms. Breidenstein confirmed that the Red Cox Park improvement was on the list for safety and renewal. She added that the lift station was in the grounds budget.

Commissioner Blonder asked for the crosswalk signs to be updated as many had been rubbed off and could be confusing for visitors. She said the Florida Legue of Cities had an option to add the property tax education tool kit that could be included on the website, which could be a very helpful tool for residents.

Mr. Birchim commented that it was being added.

Mayor Sikes-Kline stated when she attended the conference, they were offering data personalized for the City that could be added to the tool kit and that it would be built for the City, although that would take time.

Commissioner Springfield said three years ago when he was running for office, the common concern was the homeless, and now it was much less with the collaboration of the Police Department by modifying some positions and supporting some of the organization as outlined in the budget, and it had made a difference. He said Compassionate St. Augustine, had been a contributor to the Commission meetings and he felt that it was beautiful. He said the new organization that they were trying to help fund was related to the elderly. He asked for development of a City Government 101 to be added to the website to help citizens who had questions as the City was different from the County. He said the training program was very successful and it taught people a lot about the government, but he felt a brochure could be a great addition.

Commissioner Garris said the homeless population was very important. She said she wanted the Dignity Bus to be considered as it could be used if the homeless population increased. She said the bus would have twenty beds, and since there as a decrease in the number of beds at St. Francis house, she suggested moving forward with this bus in the spring if there seemed to be a rise in numbers. She said this may help put the City in a better position for the homeless population.

Ms. Breidenstein clarified if she wanted to have this added to FY 2027 budget.

Commissioner Garris replied in the affirmative.

Ms. Breidenstein informed the Commission that the Public Works Capital Improvement Plan (CIP) was included but was for information only unless there were questions.

Commissioner DePreter said it was very informative and a great reference.

Ms. Breidenstein added the CIP was part of the budget and it would be approved at the time of the budget hearings.

Commissioner Blonder advised that these documents were available online if any members of the public wanted to access them.

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**3.A Public Comment**

The Commissioners heard from the following members of the public:

- BJ Kalaidi
- Gina Burrell

Public comment was closed.

**4.ITEMS BY MAYOR AND COMMISSIONERS**

Commissioner Blonder replied to a comment made by Gina Burrell, and said a study was completed by the University of Florida in the Lighthouse Park area and Flagler College had several professors working with students to assess the water quality in parts of the City, particularly looking for septic tank leakage into the waterways.

At the request of Commissioner Blonder, Ms. Beach said City had grant funding for an Adaptation Plan, which was the second part to the Vulnerability Assessment that was completed last year. She said with this plan, they went through a rigorous exercise reviewing the critical assets and infrastructure and those were prioritized by flooding risk. She said a Preliminary Adaptation Plan in the Vulnerability Assessment were more of the CIP type projects that could be funded by the State for implantation. She said now the Adaptation Plan was the more robust version of the Preliminary Plan that they would be looking at to meet the requirements of the state. She said funding was available in the next year.

Commissioner Blonder asked how that was incorporated with the Army Corp of Engineers Back Bay Study.

Ms. Beach replied that there were many studies taking place and the Back Bay study was running parallel to many of the projects. She said the Adaptation Plan had projects that the City was able to implement and then the Army Corp of Engineers was City wide and more comprehensive. She said a lot of the data from the Vulnerability Study was being used by the Army Corp of Engineers.

Mayor Sikes-Kline asked if the area around Fort Mose had been looked at. She said residents have conveyed they were experiencing red water and issues with drainage.

Ms. Beach said it was in the Vulnerability Assessment but City wide, it was at a lower risk of flooding than other parts of the City; however, it did not mean it was not at risk from flooding from rainwater. She said that area was included in the CIP.

Mayor Sikes-Kline thanked the staff for their hard work and appreciated the comments from the Commissioners. She said when she was campaigning for Mayor, resiliency was in the forefront, and she thanked Vice-Mayor Blonder for being an advocate and leading the way as it was a very important issue and it affected the daily lives of everyone. She thanked each Commissioner for supporting their cause and moving them forward.

Mayor Sikes-Kline thanked BJ Kalaidi for attending the County Nights of Lights Workshop. She said she had not heard any opposition from the community about spending money for NOL. She appreciated the efforts of staff, and they were continuing to work as hard as they could to move this forward.

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**5. Adjournment**

There being no further business, the meeting was adjourned at 11:27 A.M.[1]

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Nancy Sikes-Kline, MAYOR

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Darlene Galambos, CITY CLERK

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[1] Transcribed by Elyse Wiemann

# CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, September 8, 2025

The City Commission meet in formal session Monday, September 8, 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
Corey Saykrd,
Melissa Wissel, Director, Communications
Jennifer Michaux, Police Chief
Jessica Joyce, Visitor Services Supervisor
Elyse Wiemann, Recording Secretary

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**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**

Darlene Galambos, City Clerk, asked for a proclamation to be added to celebrate 100th Anniversary of Davis Shores.

Mayor Sikes-Kline said it could be added to the consent agenda as item CA 10.

**MOTION**

**Mayor Sikes-Kline MOVED to APPROVE the Regular Agenda with the modifications. The motion was SECONDED by Commissioner Jon DePreter and APPROVED BY UNANIMOUS VOICE VOTE.**

**3. Special Presentations, Recognitions and Proclamations**

**3.A. Proclamation 2025-26:** Proclaims September 2025 as National Recovery Month. (N. Sikes-Kline, Mayor)

**3.B. Proclamation 2025-27:** Proclaims September 16, 2025, the 460th anniversary of the First Muster of Florida's Militia. (N. Sikes-Kline, Mayor)

**3.C. Proclamation 2025-28:** Proclaims September 2025 as Spinal Cord Injury Awareness Month. (N. Sikes-Kline, Mayor)

**3.D. Proclamation 2025-30**: Proclaims September 17th through September 23rd

as Constitution Week. (N. Sikes-Kline, Mayor)

**4. General Public Comments (3 minutes per individual)**

The Commission heard from the following members of the public:

- Jesse Sabo
- Heather Wilson
- Nancy Murphy
- Katherine Zoda
- Patricia Ramos
- Lenna Russell
- Tom Reynolds
- Jennifer Cushion
- Aaron Jockers

**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: NONE.

CA.3. Reminder of Upcoming Meetings:
•September 8, 2025, 5:00PM–Regular City Commission Meeting
•September 11, 2025, 5:00PM–Community Redevelopment Special Budget Meeting
•September 11, 2025, 5:05PM–City Commission Special Budget Meeting
•September 22, 2025, 5:00PM–Regular City Commission Meeting
•September 25, 2025, 5:05PM–City Commission Special Budget Meeting

CA.4. APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS: NONE.

CA.5. RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S): NONE.

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

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

CA.8. Ratification of the Collective Bargaining Agreement between the City of St. Augustine and the Professional Firefighters of St. Augustine. (D. Hayes, Human Resources Director)

CA.9. Authorization for the City Manager to execute the Combined Subdivision Participation Form regarding the Opioid Litigation settlement between the State of Florida and the Secondary Manufacturers (I. Lopez, City Attorney)

CA. 10. Proclamation to Celebrate the 100th Anniversary of Davis Shores

End Consent Agenda

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

(None)

**5.B. Approval of Consent Agenda**

**MOTION**

**Commissioner Jim Springfield 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**

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**7.A. General Public Presentations**

(None)

**7.B. Items of Great Public Importance**

(None)

**7.C. Other Items Requiring Public Hearing**

(None)

**8. Ordinances and Resolutions – Public Hearing Required.**

**8.A. Ordinances – Second Reading**

(None)

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

(None)

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

(None)

**9. Ordinances and Resolutions - No Public Hearing Required**

**9.A. Ordinances – First Reading**

(None)

**9.B. Resolutions**

**9.B.1. Resolution 2025-31: Approval of updated FDOT Reimbursement Agreement for the Removal, Preservation, and Replacement of the Historic Medici Lions. (J. Webber, Grants Administration Coordinator)**

Jacob Webber, Grants Administration Coordinator, reviewed Resolution 2025-31.

Commissioner Blonder asked what would happen if the cost were to increase again.

Mr. Webber replied that extensive research had been done prior to this agreement and if there were changes it should be able to be handled internally; however, this was a requirement from the Florida Department of Transportation (FDOT).

Mayor Sikes-Kline pointed out that the Lions were symbols in our City and were irreplaceable. She said they were copies of the Medici Lions in Rome and the conservators were Joe Segal and Enzo Torcoletti. She said they had worked on the lions in the past and she supported them working on them now, as they knew how to care for them.

**MOTION**

**Mayor Sikes-Kline MOVED to pass Resolution 2025-31. The motion was SECONDED by Commissioner Springfield.**

**VOTE ON MOTION:**
**AYES: Sikes-Kline, Springfield, DePreter, Garris, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**9.B.2. Resolution 2025-29: Naming of the Environmental Impact Award (M. Wissel, Communications Director)**

Melissa Wissel, Communications Director, reviewed Resolution 2025-29.

Commissioner Blonder said the Red Cedar was a symbol of the City and recognizable. She said these trees were beautiful and wore their scars on their trunks proudly. She said these trees provided a habitat for the rare species of Hairstreak butterflies, specific to our area, who were entirely dependent on the Red Cedar. She said this would honor people who worked hard, faced challenges, and persisted through those challenges to protect the environment.

Commissioner Cythina Garris was in support of the award name.

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Commissioner DePreter agreed that Red Cedar trees were important to the City because when replacing one, it was a requirement to plant two elsewhere in its place.

Commissioner Springfield thought it was a beautiful concept to name it after the Red Cedar because of its strength.

Mayor Sikes-Kline agreed with her fellow Commissioners and said it was a wonderful name. She thanked Commissioner Blonder and stated she looked forward to the award presentation.

**Commissioner Blonder MOVED to pass Resolution 2025-29. The motion was SECONDED by Mayor Sikes-Kline**

**VOTE ON MOTION:**
**AYES: Blonder, Sikes-Kline, DePreter, Garris, Springfield**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**10. Staff Reports and Presentations**

**10.A. Proposed changes to the St. Augustine Rider (STAR) route for Nights of Lights. (R. Franklin, Assistant City Manager)**

Reuben Franklin, Assistance City Manager, provided a brief presentation on the proposed changes to the St. Augustine Rider (STAR) route for Nights of Lights (NOL). He said during NOL, they wanted to use it in the beach area from November 16, 2025, until January 11, 2025. He said it would circulate every thirty minutes with a total of sixteen stops. He said this would be funded through the Florida Department of Transportation Grant

Commissioner Garris questioned if any buses would depart from the parking garage to the downtown area.

Mr. Franklin replied there would be satellite parking at the north end of town coming from the County building through San Marco Avenue and people would be taken to the Visitors Center Parking Garage; however, there would not be any transportation from the parking garage to the downtown area. He said the buses running for the STAR circulator would be used on Anastasia Island. He said in previous years, the STAR did not run due to the long wait times in traffic downtown.

Commissioner Springfield pointed out the stops on the island were mostly at hotels. He thought most hotels had their own shuttles and asked if they spoke to the hotels to try and coordinate with their shuttles.

Mr. Franklin replied that most of those hotels used the Beach Shuttle, which was operated by Historic Tours of America (HTA) DBA Old town Trolley (OTT), who also had the contract for the STAR circulator. He said this was the primary route used by OTT during the daytime and they thought this would be a good way to shuttle people into the evening time. He said they would reach out to the hotels and residents to make sure everyone was aware of the services.

Commissioner Springfield said this service seemed to be mainly for tourists. He asked if residents would be able to utilize the service and park at the hotels.
Mr. Franklin said some of the stops were not located at hotels but were along Beach Boulevard, and the hope was to advertise St. Augustine Beach City Hall parking for residents and bicycle parking was available at this site. He said this would be a learning experience; however, felt this could be the best use of the circulator.

Commissioner Springfield agreed. He said the only other concern he had was the capacity of the buses as there were many stops and thought the bus could be full within a stop or two. He suggested using school buses instead as they were more cost effective and could hold a larger capacity, which could be another option since the School District did rent them out.

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Commissioner DePreter said he was happy that this was coming to fruition, and it was being used in a larger metro area instead of just in the downtown area. He felt having the different municipalities working together was very beneficial to the community and was positive. He said as a resident he was happy that the Red Cox Intersection had been removed as it was a dangerous area. He said there was a stop at the St. Augustine Amphitheatre, which had ample parking for those residents who wanted to use the shuttle. He said he thought this was very positive.

Commissioner Blonder supported the idea of using school buses as suggested by Commissioner Springfield and thought it should be looked into due to the volume of ridership, and it could help reduce traffic coming from the Island into the City.

Mayor Sikes-Kline said the map identified the route stopping at the Candlelight Restaurant; however, the other map showed it going to Gerado Street.

Mr. Franklin replied that the map was made prior to receiving all the feedback. He said what had been suggested was to move the stop back to Gerado Street, which was what they had done.

Mayor Sikes-Kline said she appreciated him listening to the feedback because she had heard the same. She felt Gerado Street made more sense and she was not supportive of the intersection in front of the restaurant as it was a busy area. She was in support of the plan, and she appreciated the flexibility, and was happy that the FDOT had approved the change.

Mr. Franklin advised that this program would be paid for by a grant from FDOT and if approved by the Commission, he would present this to the City of St. Augustine Beach City Council in October to provide a better understanding of the shuttle.

Mayor Sikes-Kline advised that public comments were not required for staff report.

Commissioner Blonder explained that public comments on staff reports were to take place during public comment at the beginning of the meeting. She said this was not typical and only allowed normally for agenda items that required a public hearing.

The City Commission gave consensus to allow public comment on the item.

The Commission heard from the following member of the public:

- Edward Westfield

Commissioner Blonder said she understood the point made by Mr. Westfield and was sympathetic. She asked Mr. Franklin to review the changes in increased traffic on Arricola Avenue and return to the Commission on whether there were options for other proposed routes.

Mr. Franklin said they were making every effort to stay on Anastasia Boulevard. He said, with the amount of congestion, they would utilize the merge lane as they moved close to the Lions Bridge. He said he would speak to the shuttle operator about making a U-turn in that area; however, he felt this was the most effective approach in trying to stay on target with the thirty-minute increments in between stops. He understood entering a residential area was not ideal, but they would do their best to stay on Anastaisa Boulevard.

Commissioner Blonder pointed out these vehicles had a huge turning radius, and it was not easy for them to make U-turns.

Mr. Franklin agreed it may be difficult, but they would try to minimize traffic as much as possible

Commissioner DePreter suggested if Anastasia Boulevard was not congested,

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that it could be used as the primary route and have an alternative route for when it was congested.

Commissioner Garris said she did not believe a U-turn would be able to be done near the bridge.

Commissioner Springfield felt that Flagler Avenue was a better alternative. He agreed that there would not be reasonable time or space near the bridge to make a U-turn and agreed that having an alternative route for when the congestion was bad.

Mr. Franklin said if traffic were congested, they would use Arricola Avenue to Gerado Street to get back to Anastasia Boulevard as quickly as possible.

Mayor Sikes-Kline asked for this to be brough back with an updated report.

**MOTION**

**Commissioner DePreter MOVED that if the U-Turn on Anastasia Boulevard was deemed safe, no report to the Commission was needed; however, if other alternatives were needed an updated report was requested. The motion was SECONDED by Commissioner Springfield and APPROVED BY UNANIMOUS VOICE VOTE.**

**10.B. Amendment to the Feasibility Cost Share Agreement for the Back Bay Feasibility Study with Army Corp of Engineers. (J. Beach, Chief Resilience Officer/Utilities and Public Works Deputy Director)**

Jessica Beach Chief Resilience Officer/Utilities and Public Works Deputy Director reviewed Amendment to the Feasibility Cost Share Agreement for the Back Bay Feasibility Study with Army Corp of Engineers.

Jason Harrah, Project Manager, provided an update about the funding for the completion of the study of the Back Bay. He reviewed the study authority, study area, and the objectives, which should be achieved within the next fifty years. He noted the schedule and total cost of the project, which was $7.3 million. He identified different options the Army Corp of Engineers were considering moving forward with, which were floodwalls, horizonal earthen levee, natural and nature-based features. He said they were continuing with public outreach by having a website, holding monthly webinars, press releases, public meetings, and all documents were able to be found on their website.

Commissioner Springfield thanked him for the website and for providing the vast amount of information.

Commissioner DePreter thanked him for the presentation. He said he was familiar with many of the techniques identified but thought that having more of the timing and what to expect and when, would be helpful.

Commissioner Blonder said she was in support of the project and liked how the horizonal earthen levee and the natural and nature-based solutions worked well with the grey infrastructure. She said she was in favor of moving forward with this.

Mayor Sikes-Kline thanked them for working diligently to obtain a grant for the project as it would save the City close to two-million dollars. She asked what American Rescue Plan Act (ARPA) funds were being held.

Ms. Beach said the $1.5 million dollars had been paid to the Army Corp of Engineers, which was ARPA funds; however, beyond that, the City was budgeting yearly a set amount so when the funds were due, it would be available.

**MOTION**

**Commissioner Blonder Moved to APPROVE the Amendment to the**

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**Feasibility Cost Share Agreement for the Back Bay Feasibility Study with Army Corp of Engineers. The motion was SECONDED by Commission DePreter.**

**VOTE ON MOTION:**
**AYES: Blonder, DePreter, Garris, Springfield, Sikes-Kline**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**10.C. Visitor Information Center, Certified Autism Center Recertification. (J. Joyce, Visitor Services Supervisor)**

Jessica Joyce, Visitor Services Supervisor, reviewed the Visitor Information Center (VIC), successfully completed the recertification to be a Certified Autism Center. She said at least 80% of their guest-facing staff were successful in the training. She said this would be very beneficial to the VIC for the following reasons:

- Increase visitor and guest attendance
- Increase public trust and satisfaction
- Improve employee confidence and morale
- Increase in media attention and social media engagement

Ms. Joyce said this would help make St. Augustine be a more inclusive place for everyone and they were happy to play a small role in helping to welcome people to the City.

Commissioner Garris thanked them for being certified as she had a grandson that was autistic, and it was nice to visit other places and be treated the same as everyone else. She said the VIC had a lot of visitors and it was great to know that the staff was certified.

Commissioner DePreter thanked Ms. Joyce and asked if the Castillo de San Marcos National Monument had been certified too.

Ms. Joyce replied they were certified at the same time.

Commissioner DePreter said he felt that was a move in the right direction as both were places many liked to visit.

Commissioner Blonder commended Ms. Joyce and emphasized how important the certification.

Commissioner Springfield asked if the tour train operators were included in the training.

Ms. Joyce replied that the salespeople who worked in the VIC for Old Town Trolley were certified.

Commissioner Springfield asked if Ms. Joyce had received any comments from her staff about being better able to handle interactions.

Ms. Joyce replied that many staff expressed that they personally had loved ones that were autistic and found this to be even more special and this added to their own lives.

Commissioner Springfield said the VIC was always very busy and was serving the purpose it was intended for.

Mayor Sikes-Kline said she had family members that had autism and thought it was amazing with what could be done in the right environment. She thanked Ms. Joyce for saying this was to help them feel 'welcomed and understood' as well as recommending places that would be well suited.

**11. ITEMS BY CITY ATTORNEY**

(None)

**12. ITEMS BY CITY CLERK**

**12.A. Request for one (1) appointment–Planning and Zoning Board (PZB). (D. Galambos, City Clerk)**

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Darlene Galambos, City Clerk, requested one appointment to the Planning and Zoning Board. She said one application was received from current board member, Dr. Ashleigh Barnes, who was eligible for reappointment.

Commissioner DePreter stated he had worked with Dr. Barnes before and felt she was very capable. He said it was a steep learning curve and if someone was volunteering for an additional three years it was a benefit.

Commissioner Springfield said this was a really important and very tough assignment and she was volunteering for the position. He stated that the Board performed effectively as evidenced by the limited number of appeals, which indicated the process was working as intended.

Commissioner Garris felt that keeping experienced board members was best.

**MOTION**

**Mayor Sikes-Kline MOVED to REAPPOINT Ashleigh Barnes to the Planning and Zoning Board. The motion was SECONED by Commissioner Springfield and APPROVED BY UNANIMOUS VOICE VOTE.**

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

For Information Purposes Only

**13. ITEMS BY CITY MANAGER**

David Birchim, City Manager, advised there would be severe weather that would continue throughout the week with offshore winds and King Tides. He said those living in low lying areas should expect localized flooding throughout the week and reminded everyone to plan accordingly.

Mayor Sikes-Kline asked that reminders be put out about driving slow through water and being courteous to pedestrians on sidewalks when there was extra water in the streets.

Commissioner Garris asked if City Hall would be closed if the tides were too high.

Mr. Birchim replied that he did not expect to close City Hall.

**14. Items by Mayor and Commissioners**

Commissioner Garris thanked the St. Johns County Board of County Commissioners (BOCC) for approving the requested $850,000 for Nights of Lights (NOL). She felt this season would be better based on the City's new plan and with the increased amount of funds. She thanked Mr. Franklin for the presentation and having a plan for the Island to help limit the number of vehicles entering the City. She was encouraged that all five Commissioners attended the BOCC meeting and were united

Commissioner DePreter said he felt a transit lane on San Macro Avenue for shuttles was important but a complicated situation. He said during the last budget meeting, he thought the Watershed Management Plan had been completed with the Community Rating System (CRS) had increased; however, after listening to the Planning and Zoning Board meeting, Amy Skinner, Planning and Building Direction indicated otherwise. He requested further explanation.

Mr. Birchim advised that there was not a Watershed Master Plan; however, there were a lot of the components for the plan done through other resiliency initiatives.

Commissioner DePreter said his concern was if funding was needed to complete the plan and if so, asked for it to be considered as he did not want it to be delayed. He noted that he visited the law enforcement center known as the Real Time Intelligent Center (RTIC) with Chief Micheaux and Mr. Birchim and was very impressed with

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the capabilities in the area as it was very reassuring.

Commissioner Springfield questioned if there was a need for notification regarding the STAR circulator route change.

Ms. Lopez replied that there were specific requirements for Jacksonville Transit Authority or Florida Department of Transportation; however, if that was necessary, they would take care of it.

Commissioner Springfield said he was encouraged by the citizens who participated as it was very important to hear their concerns. He reminded the Commissioners about the Christmas Parade and how he wanted them to participate. He said this would not be paid for by the City and it would be an outside organization event. He felt it was very important that people recognize who they were; although, if there was no consensus, he would drop the issue.

Mayor Sikes-Kline was in support of the idea.

Commissioner Blonder was fine with it but said that was when she traveled since she was off work.

Commissioner DePreter asked what the commitment would be.

Commissioner Springfield said there would not be a huge commitment other than showing up the day of the parade at 8:00 a.m.

Commissioner Garris said she was not opposed to the idea

Commissioner Blonder was concerned about E-bikes but was reminded that there was an Ordinance that prohibited them from sidewalks. She said in the past several weeks, there had been numerous times where E-bikes were on the sidewalks and going in the wrong direction. She said she did not have a solution for enforcement but felt something needed to be done to address the issue. She said this was a safety issue and felt with the increase in E-bikes, more awareness needed to be brought to this. She said she was not involved in this but was pleased to find out that Flagler College was now recognized by the Arbor Day Foundation as a Tree Campus. She said as mentioned by Commissioner DePreter, the San Marco Avenue transit lane was important and asked for support from the Commission to direct staff to develop a plan for a transit lane. She said she would be willing to work with anyone who needed help with the plan.

**MOTION**

**Commissioner Blonder MOVED to direct staff to develop a plan for the San Marco Transit Lane. The motion was SECONDED by Mayor Sikes-Kline and APPROVED BY UNANIMOUS VOICE VOTE.**

Mayor Sikes-Kline thanked Commissioner Blonder for her leadership.

Commissioner Blonder said when the City participated in the NOL discussion with the County, she felt they were being chastised for shortening the event; however, NOL was starting a week earlier in November. She said it had been stated they took away from the three-day Martin Luther King (MLK) Jr. holiday by ending NOL earlier. She said this was a three-day weekend, which was supposed to celebrate MLK Jr., his life, his achievements, the challenges he went though, and overall, felt it was a call to service. She said this was to celebrate him as part of our community. She mentioned that she and Commissioner Garris attended the Black Heritage Trail, and she felt the celebration should be held locally and highlight that during the MLK Jr. weekend and throughout the year and similar to Charleston, South Carolina. She expressed her desire to keep that weekend free from NOL even though it could be controversial.

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Mayor Sikes-Kline agreed and said there were plenty of activities the City could build upon during MLK Jr. weekend. She thanked the BOCC for the support for the $850,000 in bed tax. She said the City was very affected by the bed tax, which was not related at all to the property tax. She said the Tourist Development Council (TDC) supported this and had heard the presentation from City Manager, David Birchim. She said the use of the money would be used to improve workforce parking, increased effective shutting, increased mobility for both pedestrians and automobiles in the City, and improve the visitor experience by making it safer, comfortable, better for the businesses, but most of all, making the City more livable for the residents. She said her motivation for shortening NOL was to help the residents as they had to completely change their lives during that time. She thanked the staff, as the past week had been very intense but was glad it had been successful.

**15. Adjournment**

There being no further business, the meeting was adjourned at 7:18 P.M.[1]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

[1] Transcribed by Elyse Wiemann

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# CITY OF ST. AUGUSTINE

City Commission Shade Meeting
Thursday, September 11, 2025

The City Commission met in formal session Thursday, September 11, 2025, at 4:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Sikes-Kline, and the following were present:

**1. Roll Call:**

Nancy Sikes-Kline Mayor/City Commissioner
Barbara Blonder, Vice Mayor/City Commissioner
Jim Springfield, City Commissioner
Cynthia Garris, City Commissioner
Jon DePreter, City Commissioner

Absent: Jim Springfield, City Commissioner

David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Jennifer Michaux, Police Chief
Elyse Wiemann, Senior Recording Secretary

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**2. Public Comment.**

(None)

**3. City Attorney requests the advice of the City Commission regarding settlement negotiations and litigation expenses in the pending eminent domain matter for:**

- Case No.: CA25-0827 – City of Saint Augustine v. Lynn Kluger, Gary Stehli, Darryl Baumstein, and Sonya Baumstein

- Participants shall be limited to: City Commission - Mayor Nancy Sikes-Kline, Vice-Mayor Barbara Blonder, Commissioner Cynthia Garris, Commissioner Jim Springfield, and Commissioner Jon DePreter; City Manager David Birchim, City Attorney Isabelle Lopez, Outside Counsel Michael Cavendish, and a Certified Court Reporter

**4. Recess to the Alcazar Conference Room for Shade Meeting. It is estimated to take approximately thirty (30) minutes.**

The Board recessed at 4:03 p.m.

**5. Re-open Regular Meeting.**

The Board reconvened at 4:35 p.m.

Ms. Lopez advised directions were provided and any further matters would be brought forth at another meeting if needed.

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**6. Any matters to be decided in the public meeting, followed by adjournment**

There being no further business, the meeting was adjourned at 4:36 P.M.[1]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

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[1] Transcribed by Elyse Wiemann

# CITY OF ST. AUGUSTINE

City Commission Special Budget Meeting
Monday, September 11,2025

The City Commission met in special session on Thursday, September 11, 2025, 5:05 P.M. or immediately after the Community Redevelopment Agency meeting, 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
Jon DePreter, City Commissioner

Absent: Jim Springfield, 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
Amy Skinner, Director, Planning and Building
JB Miller, Land Management, Fish Island
Stephen Slaughter, Director, Public Works & Utilities
Melissa Burns, Director, Finance
Jennifer Michaux, Police Chief
Elyse Wiemann, Senior Recording Secretary

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**2. GENERAL PUBLIC COMMENTS**

- Devona Bell
- Bob Hammon
- Densie Hammon
- Jeffrey Pepper
- Susan Gregory

**3. PUBLIC HEARING**

**3.A. Resolution 2025-32: Consideration of Resolution 2025-32, establishing the tentative millage rate for the Fiscal Year 2025-2026 Budget. (M. Burns, Finance Director)**

Melissa Burns, Finance Director, reviewed Resolution 2025-32.

Public hearing was open, and the Commission heard from the following members of the public:

- Jeffrey Pepper
- Devona Bell
- Denise Hammon
- Susan Gregory

Public hearing was closed.

Commissioner Cynthia Garris asked if there were any projections if the mileage rate were lowered to 7% instead of 7.5%.

Ms. Burns replied that each tenth of a mill would cause a decrease of $352,000 for a total of one and half million dollars.

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Commissioner Garris said there seemed to be a cry for help in the community and she did not want to ignore it.

Commissioner Jon DePreter acknowledged he spoke to Mr. Pepper prior to the meeting; however, the suggestions he provided were not fully understood. He said there were public comments that mentioned new hires; however, he understood that no new employees were being added to the fiscal year (FY) 2026.

Mr. Birchim confirmed that there were no new positions in the budget.

Commissioner DePreter advised that the City had the same mileage rate of 7.5 mills for the past ten or twelve years and the increase in taxes was caused by an increase in property value, which was caused by inflation and was the reflective value of the current conditions. He stated the City had infrastructure needs and there was a lot of work that needed to be done for resiliency and flooding that would help with the quality of life. He pointed out the City had increased the Community Rating Score (CRS), which provided a discount increase for flood insurance. He said due to the work of City staff and the ability to obtain grants, the City was able to help the community.

Commissioner Barbara Blonder felt all were sympathetic to inflationary costs that were directly or indirectly related to tariffs, as it was the simple cost for conducting business. She said that as educators, she and her husband had not received a significant raise since the pandemic, or any increase at all, and their salaries had not kept pace with the high cost of inflation. She understood the challenges in paying bills; however, felt the additional 5% increase on the CRS for flood insurance could not happen without the staff in place. She said the City had spent around twenty million dollars over several years for resiliency to help the community not flood and much of that money came from matching grant funds. She said questioned what would have to be done for there to be a reduction of .5% mills, as she felt there would be a decline in City services.

Mayor Nancy Sikes-Kline advised that the budget process for the next year began not long after the budget was passed. She said the budget was based on the tentative millage rate, which was taking place today. She said the budget process started in the spring and throughout the year there were public meetings to discuss the budget. She said there were many opportunities for public input and suggestions. She said to reduce or cut the millage rate this was late in the process would be difficult as the budget was set around the tentative millage rate. She explained the City took pride in its services, and while many projects were costly, the citizens consistently asked for the very best. She said the values the community requested were added and expressed in the budget. She was in support of the millage rate at 7.5%mills.

Commissioner Garris commented that last year they had discussed a reduction and that reduction would not be a significant savings for each resident.

Mr. Birchim confirmed the millage rate of 7.5% had been the same for the past sixteen years.

Commissioner Garris pointed out some of the projects that were mentioned in the FY 2026 budget were life safety such as the sidewalk on South Dixie Highway. She said this was a need for the community as many walked to work and it would help secure this area.

Mayor Sikes-Kline said the population of the City of St. Augustine was between 16,000 and 17,000. She said the increase, if divided evenly, would be around one hundred dollars per resident. She understood there had been an increase according to the Truth in Millage (TRIM)

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notice, which was related to the school board tax increase.

Commissioner Blonder added that the five percent additional reduction on the insurance premium could be close to one hundred dollars, and impact fees were collected by the County, and none of that was given to the City. She noted tourists paid a bed tax when visiting hotels and restaurants, but that tax went to the County, and the City only received a specific amount for specific items.

**MOTION**

**Mayor Sikes-Kline MOVED to APPROVE Resolution 2025-32. The motion was SECONDED by Commissioner DePreter.**

Isabelle Lopez, City Attorney, read Resolution 2025-32.

RESOLUTION 2025-32

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

WHEREAS, the City Commission of the City of St. Augustine, Florida has conducted a public hearing on its tentative millage rate of 7.5000 mills and has determined its rolled back rate is 7.3513 mills as required by Florida Statute 200.065;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Augustine, Florida that:

The Fiscal Year 2025-2026 tentative millage rate of the City of St. Augustine, Florida is 7.5000 mills which represents an increase in the rolled-back rate of 7.3513 mills of 2.02 percent.

ADOPTED at a special meeting of the City Commission of the City of St. Augustine, Florida commenced at 5:05 p.m. this 11th day of September 2025.

**VOTE ON MOTION:**
**AYES: Sikes-Kline, DePreter, Garris, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**4. PUBLIC HEARING-FIRST READING**

**4.A. Ordinance 2025-29: Consideration of Ordinance 2025-29, establishing the proposed budget for Fiscal Year 2025-2026 and five-year Capital Improvement Plan. (M. Burns, Finance Director)**

Melissa Burns, Finance Director, reviewed Ordinance 2025-29. She said the budget was the same as presented during the budget workshop with the minor changes outlined:

- Page 2; Percentage Increase of the Paving budget was corrected
- Page 34 and 35; Strategic Action Items for FY2026 as requested Culverts and Ditches Maintenances and Improvements, Middleton House Construction, and Historic Preservation Sinking Fund

Commissioner DePreter explained that the Capital Improvement Plan (CIP) identified how City funds were spent. He said the CIP provided a very extensive overview of the different projects.

Commissioner Blonder commented that the CIP was reviewed multiple times a year and had public input. She said as the Nation's Oldest City, it took a lot to keep the City up and running.

Mayor Sikes-Kline confirmed that the budget and CIP were available online.

Commissioner Blonder confirmed the budget presented was the same as provided at the workshop with no changes other than the ones outlined.

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The Commission heard from the following members of the public:

- Devona Bell
- Susan Gregory
- Jeffrey Pepper

Commissioner Blonder invited anyone who wished to speak about the budget to contact her, and she was more than willing to listen for next year's budget; however, she felt the budget this year was very lean and necessary and should be funded.

Mayor Sikes-Kline said the budget hearings were live streamed and available on demand online. She understood it may be difficult to attend during daytime hours and suggested for next year having budget discussions in the evening to encourage participation. She said the budget for FY 2026 was very sound, efficient, and expressed all the items the community had told them they wanted prioritized.

**MOTION**

**Mayor Sikes-Kline MOVED to APPROVE Ordinance 2025-29. The motion was SECONDED by Commissioner DePreter.**

Isabelle Lopez, City Attorney, read Ordinance 2025-29.

ORDINANCE NO. 2025-29

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, RATIFYING, APPROVING AND ADOPTING THE ANNUAL BUDGET OR BUDGET ESTIMATES OF REVENUES AND EXPENDITURES FOR THE CITY OF ST. AUGUSTINE, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. The annual budget estimates of revenues and expenditures of the City of St. Augustine, Florida for the Fiscal Year 2025-2026, as prepared, amended and submitted to the City Commission of the City of St. Augustine, Florida by the City Manager, as considered and acted upon by said City Commission, under and by authority of the Charter of said City and the Laws of Florida, are hereby ratified, approved and adopted by the City Commission of said City, and the amounts of money set forth therein are hereby appropriated.

Section 2. The said budget of revenues and expenditures adopted for the ensuing Fiscal Year 2025-2026 shall be spread in full upon the minutes of the City Commission.

Section 3. The appropriations within an activity or sub-activity for Fiscal Year 2024-2025 and Fiscal Year 2025-2026 may be transferred within by the City Manager for the purpose of equalization, when necessary.

Section 4. All funds for the current Fiscal Year 2024-2025 and budgeted Fiscal Year 2025-2026 may over-expend adopted budgets to the extent that actual revenues exceed the adopted budget.

Section 5. All unencumbered appropriations, except for special projects or commitments, be and are canceled as of September 30, 2025, and the City Director of Finance is directed to transfer all appropriation credit balances to unappropriated surplus and place to the credit of all appropriation accounts which show a debit balance for the Fiscal Year 2024-2025 an amount from unappropriated surplus to balance same and to close all such accounts for the Fiscal Year 2024-2025.

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Section 6. If any provisions of this Ordinance, or the application thereof to any person or circumstances, are held invalid, such invalidity shall not affect other provisions or applications of the Ordinances which can be given effect without this invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.
Section 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall become effective upon passage.

PASSED by the City Commission of the City of St. Augustine, Florida, in special session, at 5:05 p.m., this 25th day of September 2025.

**VOTE ON MOTION:**
**AYES: Sikes-Kline, DePreter, Garris, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**5. Adjournment**

There being no further business, the meeting was adjourned at 6:12 P.M.[1]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

[1] Transcribed by Elyse Wiemann

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# CITY OF ST. AUGUSTINE

City Commission Shade Meeting
Monday, September 22, 2025

The City Commission met in formal session on Monday, September 22, 2025, at 3:30 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
Jon DePreter, City Commissioner

Absent: Jim Springfield, City Commissioner (excused)

David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Anthony Cuthbert, Assistant Police Chief
Elyse Wiemann, Recording Secretary

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**2. Public Comment**

(None)

**3. City Attorney Requests the Advice of the City Commission Regarding Settlement Negotiations and Litigation Expenses in the Pending Eminent Domain Matter For:**

- Case No.: CA25-0827 – City of Saint Augustine v. Lynn Kluger, Gary Stehli, Darryl Baumstein, and Sonya Baumstein

- Participants shall be limited to: City Commission - Mayor Nancy Sikes-Kline, Vice- Mayor Barbara Blonder, Commissioner Cynthia Garris, Commissioner Jim Springfield, and Commissioner Jon DePreter; City Manager David Birchim, City Attorney Isabelle Lopez, Outside Counsel Michael Cavendish, and a Certified Court Reporter

**4. Recess to the Alcazar Conference Room for Shade Meeting. Estimated to Take Approximately Thirty (30) Minutes**

The Board recessed at 3:32 p.m.

**5. Re-open Special Meeting.**

The Board reconvened at 4:17p.m.

**6. Any matters to be decided in the public meeting, followed by adjournment.**

Isabelle Lopez, City Attorney, advised that Michael Cavendish, Outside Council for the City of St. Augustine, would discuss the points of a proposed settlement.

Mr. Cavendish advised that commitment and willingness had been reached by one of the two sets of property owners in the Eminent Domain lawsuit based on Resolution 2025-07 in support of the Lake Maria Sanchez Seawall project. He said regarding the Stehil parcel following previous advice and direction had entered into a good faith negotiation with the property owners for their voluntary conveyance of for all easements that the City of St. Augustine was seeking across

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the parcel in the lawsuit. He said the proposed easement payment was $450,000 exclusive of statutory attorney fees. He said the statutory attorney's fees, which would be calculated in addition to that, according to Chapter 73 of the Florida Statues, estimating the total cost to be at or less $550,000 to obtain the easements for this parcel. He said it was the recommendation of counsel to settle.

Ms. Lopez explained approval of the settlement and allow the City Manager, David Birchim, to execute the final settlement documents.

**MOTION**

**Commissioner DePreter MOVED to follow Michael Cavendish's advice for the settlement agreement and allow the City Manager to execute the agreement for the settlement of the easements. The motion was SECONDED by Mayor Sikes-Kline.**

Mr. Cavendish clarified this was for three easements, in total some permanent and some that lasted fifteen years, which were named temporary but those were substantial easements.

Commissioner Blonder added this was for the Stehil property. She said this would move the City one step closer in the Lake Maria Sanchez Resiliency Project.

**VOTE ON MOTION:**
**AYES: DePreter, Sikes-Kline, Garris, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

There being no further business, the meeting was adjourned at 4:21P.M.[1]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

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[1] Transcribed by Elyse Wiemann

# CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, September 22, 2025

The City Commission met in formal session Monday, September 22, 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
Jon DePreter, City Commissioner

Absent: Jim Springfield, 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
Stephen Slaughter, Director, Public Works & Utilities
Amy Skinner, Director, Planning and Building
Melissa Burns, Director, Finance
Anthony Cuthbert, Assistant 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**

Heard after item 3

**MOTION**

**Mayor Sikes-Kline MOVED to approve the Regular Agenda. The motion was SECONDED by Commissioner Jon DePreter.**

**VOTE ON MOTION:**
**AYES: Sikes-Kline, DePreter, Garris, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**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)**

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**4. General Public Comments (3 minutes per individual)**

The Commission heard from the following members of the public:

- Katherine Zoda
- Heather Wilson
- Scott York
- Chris Fulmer
- Lauren Giber
- Tla Carol Ferchalk
- Jason Raplh
- Lena Russell
- Richard Hardy
- William Cushion
- Jennifer Cushion
- Tammy Azcona
- Patricia Ramos
- BJ Kalaidi

**5. Consent Agenda**

Mayor Sikes-Kline requested Item CA.10, Revocable Licenses Agreement for 117 Inlet Drive, be removed for a report and discussion.

David Birchim, City Manager, read the Consent Agenda.

CA.1 Preview of upcoming Commission meetings.

CA.2. THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON DATE:

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)

End Consent Agenda

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

**5.B. Approval of Consent Agenda**

**MOTION**

**Mayor Sikes-Kline MOVED to APPROVE the Consent Agenda as amended. The motion was SECONDED by Commissioner Blonder and APPROVED BY UNANIMOUS VOICE VOTE.**

**CA.10 Revocable Licenses Agreement for 117 Inlet Drive (S. Slaughter, Utilities & Public Works, Director)**

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Mayor Sikes-Kline said she wanted to understand the long-term consequences of approving this item.

Stephen Slaughter, Utilities & Public Works Director, advised a permit to be reviewed and approved by the Planning and Building Department and his department was informed that part of the fence had been constructed in the right-of-way. He said they tried to resolve the issue as best as possible and determined a Revocable Licenses Agreement would be the best solution due to the nature of the improvements, which was landscaping and a see-through fence. He said it was important to note that the improvements were not constructed near or on top of any utility infrastructure and there were no plans to add utilities to the area. He added the Revocable Licenses Agreement recognized the improvements were solely for pleasure and benefit of the property owner at 117 Inlet Drive, the City would not be responsible for the maintenance, and it can be revoked at any time.

Commissioner Garris asked if Mr. Slaughter had been working with the owner regarding the right-of-way agreement for the fence.

Mr. Slaughter replied that he began working with Mr. Hartley when it was brought to his attention; however, prior to that Jessica Beach, Chief Resiliency Officer and Utility and Public Works Deputy Director had been working with him.

Commissioner Garris asked if adjustments were made to come into compliance.

Mr. Slaughter replied that, regarding the fence and landscaping that had been constructed, staff made the recommendation to move forward with the Revocable Licenses, which would allow the fence and landscaping to remain.

Commissioner DePreter said he visited the site a couple of times. He asked if Exhibit A was the property owners' survey.

Mr. Slaughter said he did not know when that survey was provided; however, explained that the right-of-way was highlighted in green on the map and the fence, as it was currently, highlighted in pink. He said between the two lines was where the landscaping was located.

Commissioner DePreter asked if the right-of-way on the western side of Inlet Drive was eight feet.

Mr. Slaughter replied in the affirmative and said that it was more of an approximation as it varied when moving north.

Commissioner DePreter said on the east side it was thirteen and half feet from the edge of the curb to the right-of-way. He asked who added the lines indicating the fence and right-of-way on the survey.

Mr. Slaughter said it was a larger amount, and he pointed out that the southern end was shorter. He stated he thought the survey would have been part of the engineering plans for the Inlet Drive Shoreline project.

Commissioner DePreter stated after reviewing it a bit further, he thought this fence lined up with the others on Inlet Drive. He said he did not feel the fence was a problem, the City could revoke this at any time, the City would not be responsible for maintenance, and the license agreement would not run with the land, so if sold, the buyer would have to apply for approval. He asked if the property owner would have to carry insurance.

Mr. Slaughter said he thought it would stay with the land.

Ms. Lopez advised that the license agreement would not run with the land and confirmed that the owner would have to have insurance.

Commissioner DePreter said the only concern he had was that the property

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owner would not be allowed to use the fence line as a reference for a setback.

Mr. Birchim replied that setbacks were measured from the property line.

Commissioner Blonder confirmed that the fence and landscaping was approved by the Planning and Zoning Board.

Mr. Slaughter replied that was incorrect and that it had been approved by the Planning and Building Department. He said the owner went through the correct permitting, received approval for the permit, and constructed it in the right-of-way.

Commissioner Blonder stated the fence was approved for this location and she confirmed that the space where the fence was located was taxpayer owned property. She said she wanted to maintain consistency and not set precedence and rejected the license agreement on that basis.

Mayor Sikes-Kline said this piece of property had been extremely contentious over the years, and this was an after-the-fact licenses agreement. She understood the property owner did not want to move the fence; however, felt it was very easy as it was not a masonry fence, and this would set a precedence. She said this was different than the property to the south as it was vacant. She was not in favor of supporting the license agreement as the fence was in the right-of-way on public property.

**MOTION**

**Mayor Sikes-Kline MOVED to DENY the Licenses Agreement at 117 Inlet Drive. The motion was SECONDED By Commissioner Blonder.**

Commissioner DePreter said his concern was if the people to the south were at fourteen feet that would set a precedence.

Commissioner Blonder disagreed and noted it would not if those to the south were building something that was approved specifically by the drawing and the Planning Department. She said this was for an after-the-fact approval on public property.

Mayor Sikes-Kline said the property to the south had a structure on it that had been approved, whereas this was vacant property.

**VOTE ON MOTION:**
**AYES: Sikes-Kline, Blonder, Garris**
**NAYES: DePreter**
**MOTION APPROVED 3/1**

Ms. Lopez clarified that the License Agreement was not approved.

Commissioner Blonder requested for items like this before the Commission that could be contentious, to have them on the regular agenda and not the consent agenda.

**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.**

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**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).**

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

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

Commissioner Blonder said in this plan there were specific references to phasing out septic tanks related to objective 1.4, which would protect environmental concerns and objectives 3.4.2 and 3.4.4 would require water conservation fixtures for new developments. She said the retrofits for existing buildings, other municipalities supplied a low flow kit and other supplies and asked if a program similar to that could be implemented here for homeowners. She said the best benefit from this would be raising awareness and seeing the benefits on their water bills.

Ms. Skinner replied that staff was not working on a program like this, but she was willing work with Utilities and Public Works Department.

Mr. Birchim commented that this could be brought up to the City's sustainability staff and report back with an outcome.

Commissioner Blonder said that would be great as this was one of her priorities. She questioned the status of the saltwater intrusion monitoring wells and asked for an update. She said there was a reference to mapping and capping artesian wells and asked if a map could be developed if one was not readily available. She pointed out the City was on a steady growth rate and would continue to have pressure, which would cause challenges.

**MOTION**

**Commissioner Blonder MOVED to pass Ordinance 2025-10 on second reading. The motion was SECONDED by Mayor Sikes-Kline.**

Ms. Lopez read the title as follows:

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: Blonder, Sikes-Kline, DePreter, Garris**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

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

(None)

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

(None)

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**9. Ordinances and Resolutions - No Public Hearing Required**

**9.A. Ordinances – First Reading**

(None)

**9.B. Resolutions**

**9.B.1. Resolution 2025-40: Adjusting Permit Fees for Development Projects (M. Burns, Finance Director)**

Melissa Burns, Finance Director reviewed the Resolution.

Commissioner Garris asked what the increase was for the fees.

Ms. Burns replied that the increase varied by fee, but it ranged between thirty to forty-five percent. She said there was a chart provided for review.

At the request of Mr. Birchim, Ms. Burns told the Commission that Stephen Slaughter Utility and Public Works Director, developed the methodology used to determine the fee increases.

Mr. Slaughter explained the last time the fees had been increased was in 2015. He said the fee increase was developed by the Consumer Price Index (CPI) from 2015 through 2026 and that was how the percentage was developed.

Commissioner Blonder felt the increases were small and questioned if the increases would cover the administrative fees.

Mr. Slaughter replied that the dollar amount was small; however, it would cover the amount of time it took for staff to review and process applications.

**MOTION**

**Commissioner DePreter MOVED to pass Resolution 2025-40. The motion was SECONDED by Commissioner Garris.**

**VOTE ON MOTION:**
**AYES: DePreter, Garris, Springfield, Blonder**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY[1]**

**9.B.2. Resolution 2025-41: Short Term (Vacation) Rental Program Fees Adjustment (M. Burns, Finance Director)**

Melissa Burns, Finance Director, reviewed the Resolution.

Commissioner Garris noted this increase did not seem to be large, but she did not want people to feel overwhelmed by it. She said she was in support of it as it seemed to be minimum.

Commissioner DePreter was in support of the increase. He pointed out it was around nine dollars, which was affordable.

Commissioner Blonder questioned if the increase would cover administrative costs for staff.

Ms. Burns replied in the affirmative.

**MOTION**

**Mayor Sikes-Kline MOVED to pass Resolution 2025-41. The motion was SECONDED by Commissioner Blonder.**

**VOTE ON MOTION:**
**AYES: Sikes-Kline, Blonder, DePreter, Springfield, Garris**
**NAYES: NONE**
**MOTION APPROVED UNANIMOUSLY**

**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)**

Rueben Franklin, Assistance City Manager, reviewed the updated changes

[1] Mayor Sikes-Kline was not present for vote.

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about the St. Augustine Rider (STAR) for Nights of Lights (NOL). He advised after speaking with the operator, the outcome was as follows:

- Arricola Avenue would have to be used to keep route times consistent
- Impossible for U-Turn on Anastasia Boulevard
- Unable to use the alley due to lights and narrowness
- Would add No Parking around Arricola Avenue and Zorayda Avenue to reduce congestion
- During times that were not crowded Anastasia Boulevard would be used

Mr. Franklin advised that there was no need for a public or formal advertisement regarding the route change. He said advertisement would be done to inform every one of the services available. He said if there was a consensus, he would provide this presentation to the City of St. Augustine Beach for better understanding.

Mayor Sikes-Kline thanked Mr. Franklin for listening to the suggestions and working with the Commission. She said this was a good idea and thought it was the best way to use the equipment and bring people into the City. She said this was beneficial to the City of St. Augustine Beach and us.

Commissioner DePreter commented that this was a good faith effort to alleviate the residents' concerns.

Commissioner Garris agreed that the U-Turn did not seem feasible on Anastasia Boulevard. She said this was a great effort in working with the residents when they expressed concerns.

There was Board consensus to move forward with the proposed changes to the STAR for NOL.

**10.B. Nights of Lights Financial Detail (M. Breidenstein, Assistant City Manager)**

Meredith Breidenstein, Assistant City Manager, reviewed the financial details for the 2025 Nights of Lights (NOL) season. She said the total expenses were $1.65 million dollars, which included lighting and décor, expanded shuttle service from twelve days to thirty-five days, additional restrooms and custodial staff for the busiest two weeks of the season, and an increase in public safety. She said $850,000 was approved by the Board of County Commissioners (BOCC); therefore, some adjustments had to be made to the NOL plan. She felt staff could work within the reduced plan; however, there was a $58,392 deficit.

Commissioner Garris thanked the Board of County Commissioners (BOCC) for approving the $850,000. She thanked Mr. Birchim for looking for areas for where reductions could be made while still addressing the issues. She said the core of the people were near the Lightner museum, the Plaza, the Lions Bridge, and the marina, where there was access to bathrooms. She said the mobility plan was better, the bathroom issues were being addressed, all the problems that were brought forward were noted, and plans had been set in place to make those better. She felt the resources for the leftover deficit could be found within the City budget to address the shortfall. She thanked Ms. Breidenstein for the presentation.

Commissioner DePreter thanked everyone and felt the adjustments made were reasonable and emphasized this was a work in progress. He said the deficit was $58,392, but his goal was to have the event this year, evaluate how much it costs daily, and move forward with a budget for next year. He said he was looking forward to the event but mostly what worked and what did not.

Commissioner Blonder thanked everyone for their hard work and time. She said the overall City taxpayer's contribution to the NOL this year was an estimated $508,392

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and last year the budget was under $400,000.

Ms. Breidenstein advised that last year the contribution was under $300,000.

Commissioner Blonder said that there was a large increase this from last year, which was coming from the City. She said in addition to what had been budgeted, $58,392 was needed since there was a deficit. She asked how the general fund was funded.

Ms. Breidenstein replied that over half of the general fund was funded by ad valorum tax revenue.

Commissioner Blonder continued noting that there had many people from the public voicing concern about their ad valorum taxes and how it had been increased. She said the City had to be as fiscally responsible as possible and with increasing the funds to sponsor the NOL by $200,000, everyone should think about answering to the taxpayers. She said in addition, the City taxpayers paid 37.4% of the total for NOL, which was over a third of the cost. She agreed with Commissioner DePreter that the calculating the daily cost for NOL for this year would be most informative and help prepare for the following NOL seasons.

Mr. Birchim said the outcome of this season would include the total expenses, which would be divided into fifty-eight days, which was the total of days NOL would take place this year.

Mayor Sikes-Kline was very concerned and said many people did not understand that the City government did not profit from NOL. She said the money generated from NOL was for the economy and did not translate to government income. She said the cost of tourism was high and the residents bore the burden of tourism through the general fund as the City did not have a way to collect tourism revenue. She said the City did approach the County requesting bed tax, which was for tourism and marketing. She said she understood and heard the concerns of the community, and the businesses community had been very effective advocating; whereas, the residents wanted to live peaceful lives and enjoy the City. She felt that funds for NOL would be looked for in ways that were not burdensome for the residents. She thanked staff for the report.

**10.C. King Street and San Sebastián Water Main Replacement Update (S. Slaughter, Utilities & Public Works, Director)**

Stephen Slaughter, Utilities & Public Works Director, provided an update on the King Street and San Sebastian Water Main Replacement. He advised that the bridge would be resurfaced and once that was finished, the project would be complete.

Commissioner Garris said she was happy that the road was being resurfaced because when traveling west there was a dip in the road, and she had been concerned.

**11. ITEMS BY CITY ATTORNEY**

Isabelle Lopez, City Attorney, said on behalf of Jaime D. Perkins, Community Services Director, there was a request to authorize the City Manager to execute a pilot program agreement for October 9, 2025, Redevelopment25! event for a bike valet with Old Beach Bike Riders Association. She said there was no charge to the City and the Association took donations and gave them to local charities. She said bike valets had been used previously and Ms. Perkins wanted to have them at this event.

Mayor Sikes-Kline felt this was a great idea.

Commissioner DePreter asked if this was pedicabs.

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Ms. Lopez replied that it was only a bike valet. She said the concept was to bring the bike to this area and they would be put in a secure location and then once they finished, the bike would be returned to the owner.

Commissioner DePreter agreed this was a great idea.

There was consensus to allow the City Manager to authorize the pilot agreement for the bike valet with Old Beach Bike Riders Association.

**12. ITEMS BY CITY CLERK**

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

Darelene Galambos, City Clerk, advised there were two open positions on the Planning and Zoning Board, and applications were being accepted.

**13. ITEMS BY CITY MANAGER**

David Birchim, City Manager, said that the Sing Out Loud event took place over the weekend and according to the St. Augustine Police Department, it took place without any major disturbances. He said around 10,000 people attended on Saturday and 12,000 on Sunday. He noted it was a successful event.

**14. Items by Mayor and Commissioners**

Commissioner Garris said she attended the Sing Out Loud event and there was a good Police presence for security and Firefighters were available to help provide aid if needed. She felt this was a good event to have, especially during this time of year as it helped increase business for the service industry. She said she was glad it was successful. She asked if the Horse and Carraige issue would be added to the agenda soon, they were hearing two sides of concerns and needed more information. She said a stronger presence of police was needed in the area by the former Scarlett O'Hara's as pointed out by Scott York during public comment. She said the City could do better because what had been witnessed was disturbing.

Commissioner DePreter echoed the concern about the former Scarlett O'Hara's location and felt the comments given were frightening. He asked if the City had control over King Street.

Mr. Birchim replied that portion of King Street that was east of US1 was a City street.

Commissioner DePreter said it had been discussed adding a display to the intersection, making sure people did not block the intersection. He asked if there was an update.

Mr. Birchim replied there was no update as of yet; however, it had been discussed at staff level to paint the intersection at Malaga and King Street and at Riberia and King Street with "Don't Block the Box" or similar messaging to try and keep drivers from blocking the area. He said if there was a consensus, this could move forward.

There was consensus to move forward with the intersection messaging.

Commissioner Blonder agreed that the Sing Out Loud event was successful and it was very enjoyable even with the rain showers. She said aside from the showcase even, she went to three local events and those were great as well. She said the locals supporting the local shows were just as important as the showcase event. She mentioned that Compassionate St. Augustine contacted her regarding a community gift garden for the homeless coalition in West Augustine and had a couple needs. She said one was to tap into water for the garden, a streetlamp on Nesbit Avenue needed to be fixed to help with safety, and to have a soil test done. She said those requests seemed reasonable for a great project. She asked for consensus in support of those items.

DRAFT

Mayor Sikes-Kline noted other community gardens, an agreement in place.

Mr. Birchim commented the City could install the irrigation meter, and they would have to have the money to pay for water.

Commissioner DePreter asked for clarification.

Commissioner Blonder replied that Compassionate St. Augustine was helping to build a community garden at the homeless coalition.

Commissioner DePreter said that was a great idea.

Commissioner Blonder continued and agreed that the activities taking place at the former Scarlett O'Hara's location were unacceptable. She said this area had been a problem for quite some time and it needed to be addressed. She said Chris Fulmer, during public comment mentioned 46 Spanish Street, which she felt had a hazardous balcony. She asked for staff to take note of that as well as two others on Cordova Street, which looked like they could collapse at any time.

Mr. Birchim advised that he spoke to the property owner of 46 Spanish Street, two or three months prior about the condition of the property and they asked if the City wanted to buy the property. He did not feel that was realistic solution; however, one solution could be Code Enforcement action, which would be demolition through neglect. He noted that it could be a long and drawn-out process.

Mayor Sikes-Kline commented that in the past if there was a structure that was deemed dangerous, the City had repaired the property and placed a lien. She said the immediate safety for the public was the concern.

Commissioner Blonder said she had been told there was late night trespassing and parting that was taking place on premises, and someone was going to get hurt.

Mayor Sikes-Kline asked if an update could be provided regarding the demolition through neglect.

Ms. Lopez advised that a couple of years prior, the City Code was amended to include a property maintenance program, and the International Property Maintenance Code, which gave a new tool

Commissioner Garris agreed with Mayor Sikes-Kline that the maintenance code should be used instead of demolition. She said 'Do Not Block the Box' was confusing and asked if it could say ' Do Not Block the Intersection' so it was clearly stated and not confusing and everyone would understand not blocking the way for others.

Mayor Sikes-Kline said she thought 'Do Not Block the Box' was more of an educational campaign and that way everyone would understand the slogan; however, she understood.

Mr. Birchim said they would try to figure out the best way to inform everyone.

Mayor Sikes-Kline said that Mr. Birchim, Melissa Wissel, Communications Direction and she recently attended a symposium hosted by the Daughters of the American Resolution, Queen Sophia of Spain and the Spanish Institute. She said it was very educational, and all the speakers were concerning the role Spain had in the American Resolution. She said she was able to meet and speak with Queen Sopia again, who was wonderful. She said the Spanish Ambassador, Ángeles Moreno Bau, accepted their invitation to visit St. Augustine in May during Historic Preservation Month, and asked for Commission consensus to host her and build various educational events around her visit.

DRAFT

There was consensus to host the Spanish Ambassador and plan educational events while she was in town.

**15. Adjournment**

There being no further business, the meeting was adjourned at 7:12 P.M.[2]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

DRAFT

[2] Transcribed by Elyse Wiemann

City of St. Augustine
City Commission

# Certificate of Recognition

Presented In Honor to

## Pastor Byron E. Hodges
## First Lady Flo Hodges

In Celebration of

20 years of service to the Greater St. Mary's Missionary Baptist Church and the St. Augustine community and for your contributions that strengthen fellowship and inspire faith. May your dedication have a lasting positive impact that will endure for years to come.

Cynthia Garris, Commissioner

CITY OF ST. AUGUSTINE, FLORIDA

M E M O R A N D U M

TO: David Birchim
City Manager

DATE: October 9, 2025

RE: JAG Grant

The St. Augustine Police Department has applied for the Edward Memorial Justice Grant (JAG). This is an annual grant that the department applies for to start new programs or purchase new equipment. This grant cycle, we are requesting funding to purchase an all-in-one breaching training door and an evidence-drying cabinet to address critical needs in training and evidence management. The breaching training door will allow officers to conduct realistic, on-site entry training without relying on outside facilities. The drying cabinet will provide a secure, controlled environment for processing wet evidence, ensuring safety, preservation, and chain of custody.

If you concur, please place this matter on the next available consent agenda for the City Commission's consideration and approval.

Thank you for considering this matter.

Jennifer Michaux
Chief of Police

cc: D. Galambos, City Clerk

**State of Florida**
**Florida Department of Law Enforcement**
**Bureau of Criminal Justice Grants (CJG)**
**2331 Phillips Road**
**Tallahassee, FL 32308**

## AWARD AGREEMENT

**Recipient:** City of St. Augustine

**Recipient SAM UEI:** EYJGVQ5LEQ23

**Award Number:** JG110

**Award Period:** 10/01/2025 – 09/30/2026

**Award Title:** C-JG110: SAPD: Law Enforcement Equipment

**Federal Funds:** $20,224.00

**Matching Funds:** $0.00

**Total Funds:** $20,224.00

**CFDA:** 16.738

**Federal Award Number:** 15PBJA-24-GG-04224-MUMU

**Federal Program:** Edward Byrne Memorial Justice Assistance Grant (JAG)

**Federal Awarding Agency:** U.S. Department of Justice (USDOJ)

**Pass-through Entity:** Florida Department of Law Enforcement (FDLE)

**Research & Development:** No

**Indirect Cost**: No

---

An award agreement is entered into by and between the Florida Department of Law Enforcement (herein referred to as “FDLE” or “Department”) and the City of St. Augustine (herein referred to as “Recipient”);

WHEREAS, the Department has the authority pursuant to Florida law and does hereby agree to provide federal financial assistance to the Recipient in accordance with the terms and conditions set forth in the award agreement, and

WHEREAS, the Department has available funds resulting from the federal award listed above, and

WHEREAS, the Recipient and the Department have each affirmed they have read and understood the agreement in its entirety and the Recipient has provided an executed agreement to the Department.

### SCHEDULE OF APPENDICES

Appendix A – Scope of Work
Appendix B – Deliverables
Appendix C – Approved Budget
Appendix D – Award Contacts
Appendix E – Special Conditions
Appendix F – Standard Conditions

### PERFORMANCE REPORTING

The Recipient shall provide **Quarterly Performance Reports** to the Department attesting to the progress towards deliverables. Performance Reports are due no later than 15 days after the end of each reporting period.

For example: If the monthly reporting period is July 1-31, the Performance Report is due August 15th; if the quarterly reporting period is January 1 – March 31, the Performance Report is due by April 15th.

The Recipient shall respond to the metrics in the electronic grant management system. Information provided by the Recipient will be used by the Department to compile reports on project progress and metrics to the U.S. Department of Justice.

Supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of supporting documentation include but are not limited to timesheets, activity reports, meeting notices, delivery documents, public announcements, rosters, presentations, database statistics, etc.

Failure to submit performance reports by the deadline will result in a withholding of funds until performance reports are received.

## FINANCIAL REPORTING

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature. The Department will administer and disburse funds under this agreement in accordance with ss. 215.97, 215.971, 215.981 and 215.985, F.S.

This is a cost reimbursement agreement. The Department will reimburse the Recipient for allowable expenditures included in the approved budget **(Appendix C)** incurred during each reporting period. The Recipient shall provide **Quarterly Payment Requests** to the Department attesting to expenditures made during the reporting period. These reports are due no later than 30 days after the end of each reporting period. For example: If the monthly reporting period is July 1-31, the Payment Request is due August 30th; if the quarterly reporting period is January 1 – March 31, the Payment Request is due by April 30th.

Using the electronic grant management system to record expenses, Payment Requests must clearly identify the dates of services, a description of the specific contract deliverables provided during the reporting period, the quantity provided, and the payment amount. All Payment Requests are reviewed and may be audited to the satisfaction of the Department. The Department's determination of acceptable expenditures shall be conclusive.

The final Payment Request shall be submitted to the Department no more than 60 days after the end date of the award. Any payment due under the terms of this agreement may be withheld until performance of services, all reports due are received, and necessary adjustments have been approved by the Department.

The Recipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s). Payment shall be contingent upon the Department’s grant manager receiving and accepting the invoice and the associated supporting documentation. Supporting documentation includes, but is not limited to: quotes, procurement documents, purchase orders, original receipts, invoices, canceled checks or EFT records, bank statements, etc. The state’s Chief Financial Officer (CFO) reserves the right to require further documentation on an as needed basis.

Failure to comply with these provisions shall result in forfeiture of reimbursement.

## Award Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in **Appendix E and Appendix F** of this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

**Modifications to this page, including strikeovers, whiteout, etc. are not permitted.**

**Award ID:** JG110
**Award Title:** C-JG110: SAPD: Law Enforcement Equipment
**Award Period:** 10/01/2025 – 09/30/2026

**Florida Department of Law Enforcement**
**Bureau of Criminal Justice Grants**

Signature: _____ Date: _____

Typed Name and Title: Cody Menacof, Bureau Chief

**Recipient**
**City of St. Augustine**

**The award is not valid until signed and dated by all required parties including either the Chief Official or Designee below. Any Designee signatures must be accompanied by documentation granting the authority to execute this agreement.**

By signing below, I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343, and Title 31, Sections 3729-3730 and 3801-3812.

**Recipient Chief Official**

Signature: _____ Date: _____

Typed Name and Title: Nancy Sikes Kline, Mayor

**Recipient Chief Official Designee**

Signature: _____ Date: _____

Printed Name and Title: _____

**Additional Recipient Signatures (optional)**

**If your local process requires additional signatures (i.e., legal, clerk, etc.) use the spaces below.**

Signature: _____ Date: _____

Printed Name and Title: _____

Signature: _____ Date: _____

Printed Name and Title: _____

## Appendix A - Scope of Work

| | |
|---|---|
| Award Number: | JG110 |
| Recipient: | City of St. Augustine |
| Award Title: | C-JG110: SAPD: Law Enforcement Equipment |
| Award Period: | 10/01/2025 - 09/30/2026 |

**Problem Identification**

The St. Augustine Police Department has identified two critical areas where service improvements are needed. First, officers frequently encounter situations requiring rapid entry into structures to locate individuals, serve search warrants or respond to barricaded suspects. However, training opportunities are limited due to infrequent access to abandoned buildings or reliance on neighboring fire departments breaching training doors, which require significant coordination and restrict training availability. Secondly, the department faces challenges in properly handling wet or damp evidence. Current practices, such as air drying in standard evidence lockers or transporting items to the county sheriff's office for use of their drying cabinet, risk compromising the chain of custody, hinder timely processing, and pose potential safety concerns for staff. These limitations reduce the department's overall effectiveness in both operational readiness and evidence management.

**Scope of Work**

The St. Augustine Police Department will use JAG funds to address critical needs in training and evidence management through the purchase of an all-in-one breaching training door and evidence drying cabinet. The breaching training door will allow officers to conduct realistic, on-site entry training without relying on outside facilities, while the drying cabinet will provide a secure, controlled environment for processing wet evidence, ensuring safety, preservation and chain of custody.

## Appendix B - Deliverables

| | |
|---|---|
| Award Number: | JG110 |
| Recipient: | City of St. Augustine |
| Award Title: | C-JG110: SAPD: Law Enforcement Equipment |
| Award Period: | 10/01/2025 - 09/30/2026 |

Total payments for all deliverables will not exceed the maximum grant award amount.

| **Deliverable 1** | Recipient will use federal grant funds to procure a breaching training door and an evidence drying cabinet. |
|---|---|
| Minimum Performance Criteria: | Performance will be the procurement and receipt of goods/services purchased. |
| Financial Consequences: | This is a cost reimbursement deliverable. Only those items purchased and received will be eligible for payment. |
| Deliverable Price: | Total payments for this deliverable will be approximately $20,224.00 |

## Appendix C - Approved Budget

| | | | |
|---|---|---|---|
| Award Number: | JG110 | | |
| Recipient: | City of St. Augustine | | |
| Award Title: | C-JG110: SAPD: Law Enforcement Equipment | | |
| Award Period: | 10/01/2025-09/30/2026 | | |
| Award Amount: | $20,224.00 | $0.00 | $20,224.00 |
| | Grant Funded | Match | Total |

## Standard Budget Terms

All items, quantities, and/or prices below are estimates based on the information available at the time of application.

The item(s) listed below may include additional individually priced, operationally necessary accessories, components, and/or peripherals and may be categorized as a "kit", "bundle", "system" etc.

Award funds may be used to pay for any applicable shipping, freight, and/or installation costs.

Award funds will NOT be used to pay for extended warranties, service agreements, contracts, etc., covering any periods that extend beyond the award end date. Funds may be prorated for services within the award period.

Any costs that exceed the award allocation will be the responsibility of the Recipient.

**D. Equipment**

| Item Name | Description | Grant Funded | Match | Total |
|---|---|---|---|---|
| All in one Breaching training Door | 1 Breaching Training Door @ $14,790 Shipping costs $625 = $15,415 | $15,415.00 | $0.00 | $15,415.00 |
| Forensic Evidence Drying Cabinet | 1 Evidence Drying Cabinet @ $4,809 | $4,809.00 | $0.00 | $4,809.00 |
| | | | **D. Equipment Subtotal:** | **$20,224.00** |

## Appendix D: Award Contacts

| | |
|---|---|
| Award Number: | JG110 |
| Recipient: | City of St. Augustine |
| Award Title: | C-JG110: SAPD: Law Enforcement Equipment |
| Award Period: | 10/01/2025 - 09/30/2026 |

### Recipient Grant Manager (GM)

**Name:** Stephen Fricke
**Title:** Project Manager
**Address:** 151 King St.
St. Augustine, FL 32085-1950
**Phone:** 904-669-4643
**Email:** fristeve@yahoo.com

### Recipient Chief Official (CO)

**Name:** Nancy Sikes-Kline
**Title:** Mayor
**Address:** 151 King St.
St. Augustine, FL 32085-0210
**Phone:** 904-837-6789
**Email:** nsikeskline@cityofstaug.com

### Recipient Chief Financial Officer (CFO)

**Name:** Melissa Burns
**Title:** Financial Services Director
**Address:** 50 Bridge St.
St. Augustine, FL 32085-0210
**Phone:** 904-429-3948
**Email:** mburns@citystaug.com

**Name:**
**Title:**
**Phone:**
**Email:**

## Appendix E: Special Conditions

| | |
|---|---|
| Award Number: | JG110 |
| Recipient: | City of St. Augustine |
| Award Title: | C-JG110: SAPD: Law Enforcement Equipment |
| Award Period: | 10/01/2025 - 09/30/2026 |

In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

| | |
|---|---|
| S0105 | At the time of application, the Recipient indicated items under their OCO threshold would be inventoried. Recipients who purchase equipment with federal funds are required to maintain a Capital Asset/Equipment Inventory as per §2 CFR 200.313(d)(1). |
| S0057 | At the time of application, it was noted the Recipient's EEO Certification (EEOC) will expire on January 6, 2026. In order to prevent delays in payment, the Recipient must provide an updated EEOC to the Office of Criminal Justice Grants prior to the expiration date. |
| S0088 | A risk assessment completed at the time of application review determined this project is LOW-RISK & as a result, backup documentation related to all grant-funded expenditures must be maintained and made available to OCJG upon request. Documentation may include, but is not limited to: procurement records (including quotes, competitive solicitations/bids, etc.), purchase orders, packing slips, delivery/receivable documents, invoices, proof of payment, timesheets, paystubs, activity logs, client activity logs, participant sign in sheets, billing documentation, travel vouchers etc. |
| W0089 | WITHHOLDING OF FUNDS: Prior to the drawdown of funds, the Recipient must provide a management response in regard to findings noted on the Single Audit for the year ending September 30, 2024 to the Office of Criminal Justice Grants. |

## Appendix F – FY2024 Award Standard Conditions

The Florida Department of Law Enforcement (FDLE) serves as the State Administering Agency (SAA) for various federal award programs awarded through the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP). FDLE has been assigned as the certified Fiscal Agent for the Project Safe Neighborhoods awards by the U.S. Attorney. FDLE awards funds to eligible applicants, and requires compliance with the agreement and Standard Conditions upon signed acceptance of the award.

The Department will only reimburse recipients for authorized activities specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform award activities as specified, will result in required corrective action including but not limited to financial consequences, project costs being disallowed, withholding of federal funds and/or termination of the project.

## GENERAL REQUIREMENTS

All recipients must comply with the financial and administrative requirements set forth in the following:

Current edition of the U.S. Department of Justice (DOJ) Grants Financial Guide
https://www.ojp.gov/doj-financial-guide-2022

Office of Management and Budget (OMB) Uniform Grant Guidance (2 C.F.R. Part 200)
Subpart A, Definitions
Subparts B-D, Administrative Requirements
Subpart E, Cost Principles
Subpart F, Audit Requirements and all applicable Appendices

Code of Federal Regulations: https://www.ecfr.gov/
2 C.F.R. § 175.105(b), Award Term for Trafficking in Persons
28 C.F.R. § 38, Equal Treatment for Faith-Based Organizations
28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace
28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

U.S. Code:
Title 34, U.S. Code, Crime Control and Law Enforcement
Title 41, U.S. Code § 4712, Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information
Title 34, U.S. Code, § 10101 et seq., “Omnibus Crime Control and Safe Streets Act of 1968”

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
https://files.floridados.gov/media/706717/gs1-sl-june-2023.pdf and
https://files.floridados.gov/media/706718/gs2-june-2023.pdf

State of Florida Statutes:
Section 112.061, Fla. Stat., Per diem/travel expenses of public officers, employees, authorized persons
Chapter 119, Fla. Stat., Public Records
Section 215.34(2), Fla. Stat., State funds; non-collectible items; procedure
Section 215.97, Fla. Stat. Florida Single Audit Act
Section 215.971, Fla. Stat., Agreements funded with federal or state assistance
Section 215.985, Fla. Stat., Transparency in government spending
Section 216.181(6), Fla. Stat., Approved budgets for operations and fixed capital outlay

## DEFINITIONS

**Award agreement** means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or

pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

**Disallowed costs** means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

**Equipment** means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also the definitions of *capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment,* and *supplies* in 2 C.F.R. § 200.1.

**Fiscal Agent** refers to the agency responsible for the administration of the Project Safe Neighborhoods (PSN) award programs. FDLE has been assigned as the certified Fiscal Agent for PSN awards.

**Improper payment** means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements. Improper payment also includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient documentation prevents a reviewer from discerning whether a payment was proper.

**Micro-purchase** means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation in 48 CFR Subpart 2.1 (Definitions). It is $10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

**Modified Total Direct Cost (MTDC**) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each award (regardless of the period of performance of the awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each award in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

**Non-Federal entity** is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Non-federal pass-through entity** is a non-Federal entity that provides an award to a recipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

**Performance goal** means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

**Period of performance** means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§ 200.211 Information contained in a Federal award paragraph (b)(5) and 200.332 Requirements for pass-through entities, paragraph (a)(1)(iv)).

**Protected Personally Identifiable Information (PII)** means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

**Questioned cost** means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

**Simplified acquisition threshold** means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is $250,000, but this threshold is periodically adjusted for inflation. (Also see definition of Micro-purchase, 2 C.F.R. § 200.67).

**Subaward** is an award provided by a pass-through entity to a recipient for the recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Recipient** means a non-Federal entity that receives an award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program.

**Supplies** means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. See also §§ 200.20 Computing devices and 200.33 Equipment.

**For PSN: Task Forces** are established by each USAO to collaborate with a PSN team of federal, state, local, and tribal (where applicable) law enforcement and other community members to implement a strategic plan for investigating, prosecuting, and preventing violent crime.

## SECTION I: TERMS AND CONDITIONS

**1.0 Payment Contingent on Appropriation and Available Funds** - The State of Florida's obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse recipients for incurred costs is subject to available federal funds.

**2.0 Commencement of Project** - If a project is not operational within *(*60*)* days of the original start date of the award period or the date of award activation (whichever is later), the recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not operational within (90) days of the original start date of the award period or the date of award activation (whichever is later), the recipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate award funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

**3.0** **Supplanting** - The recipient agrees that funds received under this award will not be used to supplant state or local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for award activities.

**4.0** **Non-Procurement, Debarment and Suspension** - The recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines to Agencies On Governmentwide Debarment And Suspension (Non-procurement)". These procedures require the recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the award is $100,000 or more, the sub recipient and implementing agency certify that they and their principals:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of the "Lobbying, Debarment and Drug Free Workplace" certification; and

4) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

**5.0** **Federal Restrictions on Lobbying** - In general, as a matter of federal law, federal funds may not be used by any recipient or subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. § 1913.

Another federal law generally prohibits federal funds from being used by any recipient or subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal award or cooperative agreement, subaward, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

**6.0** **State Restrictions on Lobbying -** In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.

**7.0** **Additional Restrictions on Lobbying -** The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

**8.0** **"Pay–to–Stay" -** Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

**9.0 The Coastal Barrier Resources Act -** The recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. No. 97-348) dated October 18, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

**10.0 Background Check -** Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of Section 435, Florida Statutes shall apply. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies. Such background investigations shall be conducted at the expense of the employing agency or employee.

**11.0 Confidentiality of Data -** The recipient (or subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. § 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate in accordance with the requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23. Privacy Certification forms must be signed by the recipient chief official or an individual with formal, written signature authority for the chief official.

**12.0 Conferences and Inspection of Work -** Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

**13.0 Insurance for Real Property and Equipment -** The recipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.

**14.0 Flood Disaster Protection Act -** The subrecipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

**15.0 General Appropriations Restrictions -** The recipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes as set forth in the Consolidated Appropriations Act.

**16.0 Immigration and Nationality Act -** No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324(a), Section 274(A) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274(A) of the INA. Such violation by the recipient of the employment provisions contained in Section 274(A) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

**17.0 For NCHIP & NARIP: Enhancement of Security -** If funds are used for enhancing security, the recipient must:

1) Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.

2) Conduct such an assessment with respect to each such enhancement; and submit to the Department the aforementioned assessment in its Final Program Report.

**18.0 Personally Identifiable Information Breaches -** The recipient (or subrecipient at any tier) must have written procedures in place to respond in the event of actual or imminent "breach" (OMB M-17-12) if it: 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" within the scope of an OJP award-funded program or activity, or 2) uses or operates a "federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to FDLE for subsequent reporting to the OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

**19.0 Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards -** Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment, and are incorporated by reference here.

**20.0 Exceptions regarding Prohibited and Controlled Equipment under OJP awards -** Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds - prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

## SECTION II: CIVIL RIGHTS REQUIREMENTS

**1.0 Participant Notification of Non-discrimination** - FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.

**2.0 Title VI of the Civil Rights Act of 1964** - The recipient, or subrecipient at any tier, must comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpts. C & D, which prohibits discrimination in federally assisted programs based on race, color, and national origin in the delivery of services.

**3.0 Equal Employment Opportunity Program (EEOP)** – The recipient and/or implementing agency must comply with all applicable requirements in 28 C.F.R. § 42, Subpart E, including preparing a Verification Form within 120 days from the initial award date and annually thereafter, and preparing an EEO Plan if required.

Recipients are required to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (https://ojp.gov/about/ocr/eeop.htm).

**4.0 Title IX of the Education Amendments of 1972** - If the recipient operates an education program or activity, the recipient must comply with all applicable requirements of 20 U.S.C. § 1681, and the DOJ implementing regulation at 28 C.F.R. § 54, which prohibits discrimination in federally assisted education programs based on sex both in employment and in the delivery of services.

**5.0 Partnerships with Faith-Based and other Neighborhood Organizations** - The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Partnerships with Faith-Based and other Neighborhood Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

**6.0 Title II of the Americans with Disabilities Act of 1990** - Recipients who are public entities must comply with the requirements of the Americans with Disabilities Act (ADA), 42 U.S.C. § 12132, and the DOJ implementing regulation at 28 C.F.R. pt. 35, which prohibits discrimination on the basis of

disability both in employment and in the delivery of services, including provision to provide reasonable accommodations.

**7.0** **Section 504 of the Rehabilitation Act of 1973** - Recipients must comply with all provisions of 28 U.S.C. § 794, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. G, which prohibits discrimination in federally assisted programs on the basis of disability in both employment and the delivery of services**.**

**8.0** **Age Discrimination Act of 1975** - Recipients must comply with all requirements of 42 U.S.C. § 6102, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. I, which prohibits discrimination based on age in the delivery of services in federally assisted programs.

**9.0** **Omnibus Crime Control and Safe Streets Act of 1968 –** Recipients must comply with all provisions of 34 U.S.C. § 10228(c), and the DOJ implementing regulations at 28 C.F.R. pt. 42, subpts. D & E, which prohibits discrimination in programs funded under the statute on the basis of race, color, national origin, sex, and religion, both in employment and in the delivery of services.

**10.0** **Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises recipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.

**11.0** **Finding of Discrimination** - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

**12.0** **Filing a Complaint** - If an employee, applicant, or client of a recipient has a discrimination complaint against the recipient, they may file a complaint with the recipient, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or at https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint.

For additional information on procedures for filing discrimination complaints, please visit https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Contact-Us.

**13.0** **Retaliation** - In accordance with federal civil rights laws, the recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

**14.0** **Non-discrimination Contract Requirements** - Recipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the recipient.

**15.0** **Pass-through Requirements** - Recipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that their employees, applicants, or clients may file a discrimination complaint with the recipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.

**16.0 Civil Rights Training Requirements** - In accordance with Office of Justice Programs (OJP) requirements, the grant manager of the recipient entity responsible for managing awards from FDLE, will be required to complete a two part Civil Rights Training and maintain copies of the training certificates within their award files to be provided upon request at monitoring.

## SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILTY

**1.0 Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide and 2 C.F.R. § 200 as applicable, in their entirety.

Recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management systems must be able to record and report on the receipt, obligation, and expenditure of award funds. Systems must also be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest-bearing account, but any earned interest must be accounted for as program income and used for program purposes before the federal award period end date. Any unexpended interest remaining at the end of the federal award period must be refunded to FDLE for transmittal to DOJ.

**2.0 Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

## SECTION IV: AWARD MANAGEMENT AND REPORTING REQUIREMENTS

**1.0 Obligation of Funds** - Award funds shall not be obligated prior to the start date, or subsequent to the end date, of the award. Only project costs incurred on or after the effective date, and on or prior to the termination date of the recipient's project are eligible for reimbursement.

**2.0 Use of Funds** - Federal funds may only be used for the purposes in the recipient's approved award agreement.

**3.0 Advance Funding** - Advance funding may be provided to a recipient upon a written request to the Department.

**4.0 Performance Reporting** - The recipient shall submit Monthly or Quarterly Project performance achievements and performance questionnaires to the Department, within fifteen (15) days after the end of the reporting period. Performance reporting must clearly articulate the activities that occurred within the reporting period, including descriptions of major accomplishments, milestones achieved, and/or barriers or delays encountered. Additional information may be required if necessary to comply with federal reporting requirements. Performance achievements and performance questionnaires that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Award Management and Reporting Requirements.

**5.0 Financial Consequences for Failure to Perform** - In accordance with Section 215.971, Florida Statutes, payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the recipient fails to meet the minimum level of service or performance identified in this agreement, the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or services from an alternate source. Any payment made in reliance on recipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as a refund.

**6.0 Award Amendments** - Recipients must submit an award amendment through the electronic grant management system for major substantive changes such as changes in project activities or scope of the

project, target populations, service providers, implementation schedules, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Amendments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Retroactive (after-the-fact) approval of project adjustments or items not currently in the approved award will only be considered under extenuating circumstances. Recipients who incur costs prior to approval of requested adjustments do so at the risk of the items being ineligible for reimbursement under the award.

All requests for changes, including requests for project period extensions, must be submitted in the electronic grant management system no later than thirty (30) days prior to award expiration date.

**7.0 Financial Expenditures and Reporting** - The recipient shall close the expense reporting period either on a Monthly or Quarterly basis. For any reporting period the recipient is seeking reimbursement, a payment request must also be submitted in the grant management system. Closing of the reporting period and Payment Requests are due thirty (30) days after the end of the reporting period with the exception of the final reporting period.

All project expenditures for reimbursement of recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by FDLE.

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

An expenditure report is not required when no reimbursement is being requested however, recipients should close the associated reporting period in the electronic grant management system.

Before the "final" Payment Request will be processed, the recipient must submit to the Department all outstanding Performance Achievements and must have satisfied all withholding, special, and monitoring conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

**8.0 Project Income (PGI)** - All income generated as a direct result of a project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

The recipient shall submit a PGI Earnings and Expenditures form in the electronic grant management system as soon as PGI is earned or expended. Prior to expending funds, the recipient shall submit a PGI Spending Request form for FDLE approval. All PGI expenditures must directly relate to the project being funded and must be allowable under the federal award.
Additionally, any unexpended PGI remaining at the end of the federal award period must be submitted to FDLE for transmittal to the Bureau of Justice Assistance.

**9.0 Recipient Integrity and Performance Matters** - Requirement to report information on certain civil, criminal, and administrative proceedings to FDLE, SAM and FAPIIS.

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

**10.0 Verification and updating of Recipient Grant Manager contact information** - The recipient must verify its Recipient Grant Manager (GM) contact information, including telephone number and e-mail address, is current and correct. If any information is incorrect or has changed, an authorized user of the recipient must make changes to the GM information in AmpliFund and provide the GM's contact information to the FDLE grant manager within thirty days of the change.

**11.0 Death in Custody Reporting (JAG Program Only)** – Recipients of funds under Florida's Justice Assistance Grant (JAG) program are required to report all deaths in custody to the Criminal Justice Grants. A death in custody occurs when a person dies who is detained, under arrest, in the process of being arrested, is en route to incarceration, or is incarcerated at a municipal or county jail, state prison, state-run prison boot camp, contracted prison, or other local or state correctional facility. For more information on the reporting requirements, visit: https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Forms/Forms/DCRA.

## SECTION V: MONITORING AND AUDITS

**1.0 Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the recipient and contractors for the purpose of audit and examination according to the Financial Guide. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the recipient or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, unless specifically exempted and/or made confidential by operation of Chapter 119, Florida Statutes, and made or received by the recipient or its contractor in conjunction with this agreement.

The recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

**2.0 Assessments and Evaluations** - The recipient agrees to participate in a data collection process measuring program outputs and outcomes as outlined by the Office of Justice Programs. The recipient agrees to cooperate with any assessments, national evaluation efforts, and/or information or data collection requests related to activities under this award.

**3.0 Monitoring** - The recipient agrees to comply with FDLE's award monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all award monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with award monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).

**4.0 Property Management** - The recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide and 2 C.F.R. § 200.313. This obligation continues as long as the recipient retains the property, notwithstanding expiration of this agreement.

**5.0 Award Closeout** - Award Closeout will be initiated by the Department after the final payment request has been processed. The final payment request must be submitted within sixty (60) days of the end date of

the award. All performance achievements and performance questionnaires must be completed before the award can be closed.

**6.0** **High Risk Recipients** - If a recipient is designated "high risk" by a federal award-making agency, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to FDLE. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: (1) The federal awarding agency that currently designates the recipient high risk, (2). The date the recipient was designated high risk, (3) the high-risk point of contact at that federal awarding agency (name, phone number, and email address), and (4) The reasons for the high-risk status, as set out by the federal awarding agency.

**7.0** **Imposition of Additional Requirements** - The recipient agrees to comply with any additional requirements that may be imposed by FDLE during the period of performance for this award if the recipient is designated as "high-risk" for purposes of the DOJ high-risk list.

**8.0** **Retention of Records** - The recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: https://files.floridados.gov/media/706717/gs1-sl-june-2023.pdf.

**9.0** **Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The recipient's right to appeal the Department's decision is contained in Chapter 120, Florida Statutes, and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, Florida Statutes.

**10.0** **Failure to Address Audit Issues** - The recipient understands and agrees that FDLE may withhold award funds, or may impose award conditions or other related requirements, if (as determined by FDLE) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.

**11.0** **Single Annual Audit** - Recipients that expend $1,000,000 or more in a year in total federal award funding shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the recipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, “Audit Requirements” Section 215.97, Florida Statutes, “Florida Single Audit Act” and Rules of the Auditor General, Chapter 10.550, and Chapter 10.650, “Local Governmental Entity Audits” and “Florida Single Audit Act Audits Nonprofit and For-Profit Organizations.”

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor’s report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Recipients that expend less than $1,000,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

## SECTION VI: AWARD PROCUREMENT AND COST PRINCIPLES

**1.0** **Procurement Procedures** - Recipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that FDLE considers to be a procurement "contract", and not a second-tier award.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at https://www.ojp.gov/doj-guide-to-procurement-procedures.

**2.0** **Cost Analysis** - A cost analysis must be performed by the recipient if the cost or price is at or above the $35,000 acquisition threshold and the contract was awarded non-competitively in accordance with Section 216.3475, Florida Statutes. The recipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also: Reference Guide for State Expenditures.

**3.0** **Allowable Costs** - Allowance for costs incurred under the award shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide and 2 C.F.R. Part 200, Subpart E, "Cost Principles".

**4.0** **Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.

**5.0** **Unmanned Aircraft Systems (UAS)** - The recipient agrees that no funds under this award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

**6.0** **Facial Recognition Technology (FRT)** - In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.

**7.0** **Body Armor** - Certification of body armor "mandatory wear" policies, and compliance with NIJ standards If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that each law enforcement agency receiving body armor purchased with funds from this award has a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the

nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty. **For PSN,** if recipient uses funds under this award to purchase body armor, the recipient is strongly encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: https://nij.ojp.gov/topics/equipment-and-technology/body-armor.

**8.0** **Indirect Cost Rate** - A recipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise FDLE in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.

**9.0** **Sole Source** - If the project requires a non-competitive purchase from a sole source, the recipient must complete the Sole Source Justification for Services and Equipment Form and submit to FDLE upon application for pre-approval. If the recipient is a state agency and the cost meets or exceeds $250,000, the recipient must also receive approval from the Florida Department of Management Services (DMS) *(See §* 287.057(5), Fla. Stat.). Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.

**10.0** **Personnel Services** - Recipients may use award funds for eligible personnel services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal program's authorizing legislation. Recipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the recipient's written compensation and pay plan.

**Documentation** - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where award recipients work on multiple award programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

Federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. An award recipient may compensate an employee at a higher rate, provided the amount in excess of the compensation limitation is not paid with federal funds.

**11.0** **Contractual Services** - The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

**Requirements for Contractors of Recipients** - The recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 34 U.S.C. § 10101 et seq.; the provisions of the current edition of the DOJ Grants Financial Guide (https://www.ojp.gov/doj-financial-guide-2022); and all other applicable federal and state laws, orders, circulars, or regulations. The recipient must pass-through all requirements and conditions

applicable to the federal award to any subcontract. The term “contractor” is used rather than the term “vendor” and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

**Approval of Consultant Contracts** - Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds $650 (excluding travel and subsistence costs) per eight-hour day, or $81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to recipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates and applicable state statutes. The Department's approval of the recipient agreement does not constitute approval of individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the $650 threshold does not apply.

**12.0** **FFATA Reporting Requirements** - Recipients that enter into awards of $30,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at https://ojp.gov/funding/Explore/FFATA.htm.

**13.0** **Travel and Training** - The cost of all travel shall be reimbursed according to the recipient’s written travel policy. If the recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines Section 112.061, Florida Statutes. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.

**14.0** **Expenses Related to Conferences, Meetings, Trainings, and Other Events** - Award funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Award applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating award funds for these purposes.

**15.0** **Training and Training Materials** - Any training or training materials that has been developed or delivered with award funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.

**16.0** **Publications, Media, Websites, and Patents Ownership of Data and Creative Material** - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the DOJ Grants Financial Guide, 28 C.F.R. §§ 66, and 2 C.F.R. 200.315.

**Written, Visual, or Audio Publications** - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Recipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Recipients must submit for review and approval one (1) copy of any written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, must contain the following statements identifying the federal award:

*"This project was supported by **[Federal Award Number]** awarded by the **[Bureau of Justice Assistance/Bureau of Justice Statistics]**. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."*

**Websites** - Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

*"This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."*

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

**Patents** - Recipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (37 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Recipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

**17.0** **For NCHIP & NICS: Purchase of Automated Fingerprint Identification System (AFIS)** - AFIS equipment purchased under this award must conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information" (ANSI/NIST-ITL 1-2007 PART 1) and any other applicable standards set forth by the Federal Bureau of Investigation (FBI).

**18.0** **Information Technology Projects**

**Criminal Intelligence Systems** - The recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the recipient may be fined as per 34 U.S.C. § 10231. The recipient may not satisfy such a fine with federal funds.

The recipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the recipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

**State IT Point of Contact** - The recipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this award during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, the recipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to https://it.ojp.gov/technology-contacts.

The State IT Point of Contact will ensure the recipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

**Interstate Connectivity** - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

**19.0** **Interoperable Communications Guidance** - Recipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at https://www.cisa.gov/sites/default/files/2023-04/fy23_safecom_guidance.pdf.

Recipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Recipients must provide a listing of all communications equipment purchased with award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

**20.0** **Global Standards Package** - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the recipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular award. Recipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at https://it.ojp.gov/gsp. Recipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

**21.0** **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment** - In accordance with the requirements as set out in 2 C.F.R. *§* 200.216, recipients are prohibited from obligating or expending award funds to:

1) Procure or obtain;
2) Extend or renew a contract to procure or obtain;
3) Enter into a contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, produced by Huawei Technologies Company or ZTE Corporation (or a subsidiary or affiliate of such entities).

**22.0** **Unreasonable Restrictions on Competition** - This condition applies with respect to any procurement of property or services funded (in whole or in part) by this award, by the recipient (or subrecipient at any tier), and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1) Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 and 200.319(a) – Recipient (or subrecipient at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.
2) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
3) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), award recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
4) Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

**23.0** **Non-Disclosure Agreements** - No recipient or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

**24.0** **Whistleblower Protections** – An employee of a recipient (at any tier) must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

**25.0** **Confidential Funds and Confidential Funds Certificate** - A signed certification that the Project Director or Implementing Agency Chief Official has read, understands, and agrees to abide by all conditions for confidential funds outlined in Section 3.12 of the DOJ Grants Financial Guide is required for all projects that involve confidential funds. The signed certification must be submitted at the time of award application. Confidential Funds certifications must be signed by the recipient Chief Official or an individual with formal, written signature authority for the Chief Official.

Prior to the reimbursement of expenditures for confidential funds, the recipient must compile and maintain a CI Funds Tracking Sheet to record all disbursements under the award. The completed form must be submitted with the payment request for FDLE review.

**26.0** **For JAG: Task Force Training Requirement** - The recipient agrees that within 120 days of award, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training can be accessed https://www.centf.org/CTFLI/.

All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When FDLE awards funds to support a task force, the recipient must compile and maintain a task force personnel roster along with course completion certificates.

**27.0** **For NCHIP & NARIP: Protective Order Systems** - Any system developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protective Order file maintained by the FBI.

## SECTION VII: ADDITIONAL REQUIREMENTS

**1.0** **Environmental Protection Agency's (EPA) list of Violating Facilities** - The recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

**2.0** **National Environmental Policy Act (NEPA)** - The recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of award funds by the recipient. This applies to the following new activities whether or not they are being specifically funded with these award funds. That is, it applies as long as the activity is being conducted by the recipient or any third party and the activity needs to be undertaken in order to use these award funds. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the award, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact FDLE.

1) New construction;
2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at https://www.bja.gov/Funding/nepa.html, for programs relating to methamphetamine laboratory operations.

**3.0** **National Historic Preservation Act** - The recipient will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 300.101 et seq.), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. 312501-312508) and the National Environmental Policy Act of 1969 (43 C.F.R. 46).

**4.0** **Human Research Subjects** - The recipient agrees to comply with the requirements of 28 C.F.R. § 46 and all Office of Justice Programs policies and procedures regarding the protection of human research

subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

**5.0 Disclosures**

**Conflict of Interest** – Recipients (at any tier) must establish safeguards to prohibit employees, officers, agents, and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Recipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).

No employee, officer, agency, or board member may solicit nor accept gratuities, favors, or anything of monetary value from providers/contractors.

**Violations of Criminal Law** - The recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the award.

**6.0 Uniform Relocation Assistance and Real Property Acquisitions Act** - The recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

**7.0 Limitations on Government Employees Financed by Federal Assistance** - The recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7321-26, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

**8.0 Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable** - Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

**9.0 Text Messaging While Driving** - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and Section 316.305, Florida Statutes., the recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**10.0 DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database** - If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated with award funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

**11.0 Forensic Genealogy Testing** - Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching and must collect and report the metrics identified in Section IX of the document to the Bureau of Justice Assistance. For more information, visit https://www.justice.gov/olp/page/file/1204386/download.

**12.0 Environmental Requirements and Energy** - For awards in excess of $100,000, the recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C § 85), section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1 seq.). The recipient must comply with

mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.

**13.0 Other Federal Funds** - The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing the grant manager for this award, and, if so requested by FDLE seek a budget modification or change of project scope amendment to eliminate any inappropriate duplication of funding.

**14.0 Trafficking in Persons** - The recipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, recipients or individuals defined as "employees" of the recipient. The details of the recipient and recipient obligations related to prohibited conduct related to trafficking in persons are incorporated by reference and posted at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm.

**15.0 Requirement of the Award; Remedies for Non-Compliance or for Materially False Statements** - Any materially false, fictitious, or fraudulent statement to the Department related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001, 1621, and/or 34 U.S.C. § 10272), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this award.

**16.0 Employment Eligibility Verification for Hiring Under This Award** - The recipient must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

1) All persons who are or will be involved in activities under this award must be made aware of the requirement for verification of employment eligibility, and associated provisions of 8 U.S.C. 1324a(a)(1) and (2) that make it unlawful in the United States to hire (or recruit for employment) certain aliens.
2) The recipient must provide training (to the extent necessary) to those persons required by this condition to be notified of the requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
3) As part of the recordkeeping requirements of this award, the recipient must maintain records of all employment eligibility verifications pertinent to compliance with this condition and in accordance with I-9 record retention requirements, as well as pertinent records of notifications and trainings.
4) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
5) Persons who are or will be involved in activities under this award includes any and all recipient officials or other staff who are or will be involved in the hiring process with respect to an award funded position under this award.
6) For the purposes of satisfying this condition, the recipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.
7) Nothing in this condition shall be understood to authorize or require any recipient, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
8) Nothing in this condition, including paragraph vi., shall be understood to relieve any recipient, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

**17.0 Determination of Suitability to Interact with Minors** - This condition applies if it is indicated in the application for award (at any tier) that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The recipient (or subrecipient at any tier), must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at https://ojp.gov/funding/Explore/Interact-Minors.htm.

**18.0 Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters** - No recipient under this award, or entity that receives a procurement contract with funds under this award, may require an employee to sign an internal confidentiality agreement that prohibits the reporting of waste, fraud, or abuse to an investigative or law enforcement representative authorized to receive such information.

The foregoing is not intended, to contravene requirements applicable to classified information. In accepting this award, the recipient:

1) Has not required internal confidentiality agreements or statements from employees or contractors that currently prohibit reporting waste, fraud, or abuse;
2) Certifies that, if it learns that it is or has been requiring its employees or contractors to execute agreements that prohibit reporting of waste, fraud, or abuse, it will immediately stop any further obligations of award funds, will provide prompt written notification to FDLE, and will resume such obligations only if expressly authorized to do so by FDLE.
3) Will comply with requirements of 5 U.S.C. §§ 1501-08 and 7321-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

**19.0 Safe Policing and Law Enforcement** - Recipients that are state, local, college or university law enforcement agencies must be in compliance with the safe policing certification requirement outlined in Executive Order 13929. For detailed information on this certification requirement, see https://cops.usdoj.gov/SafePolicingEO.

**20.0 For JAG: Extreme Risk Protection Programs -** Recipients using funds for Extreme Risk Protection programs must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.

**21.0 For RSAT: State Alcohol and Drug Abuse Agency** - The recipient will coordinate the design and implementation of treatment programs with the State alcohol and drug abuse agency or any appropriate

local alcohol and drug abuse agency, especially when there is an opportunity to coordinate with initiatives funded through the Justice Assistance Grant (JAG) program.

**22.0** **For RSAT: Drug Testing** - The recipient will implement or continue to require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.

**23.0** **For RSAT: Opioid Abuse and Reduction** - The recipient understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse and reduction.

**24.0** **For RSAT: Data Collection** - The recipient agrees that award funds may be used to pay for data collection, analysis, and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of award funds.

**25.0** **For RSAT:** Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid use disorders.

**26.0** **For PSN: Coordination with U.S. Attorney and PSN Task Forces** - The recipient agrees to coordinate the project with the U.S. Attorney and Project Safe Neighborhoods Task Force(s) for the respective U.S. Attorney Districts covered by the award. The recipient also is encouraged to coordinate with other community justice initiatives and other ongoing, local gun prosecution and law enforcement strategies.

**27.0** **For PSN: Media-related Outreach** - The recipient agrees to submit to FDLE for review and approval by DOJ, any proposal or plan for PSN media-related outreach projects.

**28.0** **For NCHIP & NARIP: Comprehensive Evaluation -** In order to ensure that the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are realizing the objectives in the most productive manner, the recipient agrees to participate in a comprehensive evaluation effort. It is anticipated that the evaluation will take place during the course of the program and will likely involve each participating agency. It is expected that the evaluation will have a minimal impact on an agency's program personnel and resources.

**29.0** **For NCHIP & NARIP: Coordination and Compatibility with Systems** - In accordance with federal award conditions, recipient agrees all activities supported under this award must:

1) Be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks.
2) Ensure criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds are compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
3) Intend to establish or continue a program that enters into the National Crime Information Center (NCIC) records of: (a) Protection orders for the protection of persons from stalking or domestic violence; (b) Warrants for the arrest of persons violating protection orders intended to protect victims from stalking or domestic violence; and (c) Arrests or convictions of persons violating protection orders intended to protect victims from stalking or domestic violence.

**30.0** **For NCHIP & NARIP: Firearm and Background Checks** - Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. § 922 and 34 U.S.C. Ch. 409 -- in connection with any use, by the recipient (or any subrecipient at any tier), of this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the

establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant “eligible records”.

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

**31.0** For Paul Coverdell: Generally Accepted Laboratory Practices – The recipient shall ensure that any forensic laboratory, forensic laboratory system, medical examiner’s office, or coroner’s office that will receive any portion of the award uses generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.

**32.0** For Paul Coverdell: Accreditation – The recipient may not obligate, expend, or draw down any funds under this award until the recipient submits documentation sufficient to demonstrate that it is accredited.

**33.0** If the recipient is not accredited, the recipient must prepare and apply for accreditation by not more than two years from the award date of this award. If accredited, the recipient must continue to demonstrate such accreditation as a condition of receiving or using these subawarded funds; or, if not accredited, the recipient must use the subawarded funds to prepare and apply for accreditation.

**34.0** The Coverdell statute (see 34 U.S.C. section 10562(2)) and the Paul Coverdell Science Improvement Grants Program solicitation state certain requirements and guidance associated with proper accreditation and regarding what BJA will consider to be acceptable documentation of accreditation. The awarded funds may not be used under this award by a forensic laboratory or forensic laboratory system with accreditation (or by such laboratory to obtain accreditation) that BJA determines not to be consistent with the Coverdell law and the solicitation or to be otherwise deficient.

The recipient agrees to notify FDLE promptly upon any change in its accreditation status.

**35.0** For Paul Coverdell: Gross Income/Revenues – The recipient understands and agrees that gross income (revenues) from fees charged for forensic science or medical examiner services constitutes program income (in whole or in part), and that program income must be determined, used, and documented in accordance with the provisions of 2 C.F.R. 200.307, including as applied in the DOJ Grants Financial Guide, as it may be revised from time to time. The recipient further understands and agrees that both program income earned during the award period and expenditures of such program income must be reported on the quarterly and final Federal Financial Reports (SF425) and are subject to audit.

The recipient understands and agrees that program income earned during the award period may be expended only for permissible uses of funds specifically identified in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program. The recipient further understands and agrees that program income earned during the award period may not be used to supplant State or local government sources for the permissible uses of funds listed in the solicitation.

The recipient understands and agrees that program income that is earned during the final one hundred twenty (120) days of the award period may, if appropriate, be obligated (as well as expended) for permissible uses during the one hundred twenty-day (120-day) period following the end of the award period. The recipient further understands and agrees that any program income earned during the award period that is not obligated and expended with one hundred twenty (120) days of the end of the award period must be returned to OJP.

The recipient understands and agrees that, throughout the award period, it must promptly notify BJA if it either starts or stops charging fees for forensic science or medical examiner services, or if it revises its

method of allocating fees received for such services to program income. Notice must be provided in writing to the BJA grant manager for the award within ten (10) business days of implementation of the change.

**36.0** For Paul Coverdell: External Investigations – The recipient shall comply with 34 U.S.C. section 10562(4), relating to processes in place to conduct independent external investigations into allegations of serious negligence or misconduct by employees or contractors.

The recipient of this subaward acknowledges that, as stated in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program, BJA assumes that recipients (and subrecipients) of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entity (or entities) identified in the grant application. The recipient shall submit the following information as part of its final report:

1) The number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the 12-month period of the award;
2) Information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral);
3) The outcome of such referrals (if known as of the date of the report); and
4) If any such allegations were not referred, the reasons(s) for the non-referral.

Should the project period for this award be extended, the recipient shall submit the above information as to the first twelve months of the award as part of the first semi-annual progress report that comes due after the conclusion of the first twelve months of the project period, and shall submit the required information as to subsequent twelve-month periods every twelve months thereafter (as part of a semi-annual progress report) until the close of the award period, at which point the recipient shall submit the required information as to any period not covered by prior reports as part of its final report. The recipient understands and agrees that funds may be withheld (including funds under future awards), or other related requirements may be imposed, if the required information is not submitted on a timely basis.

Habitat for Humanity®
of St. Augustine/St. Johns County

We build strength, stability, self-reliance *and* shelter.

October 7, 2025

Ms. Melissa Wissel
Communications Director
75 King Street
St. Augustine, FL 32084

Dear Ms. Wissel,

Habitat for Humanity of St. Johns County would like to include the City of St. Augustine's logo/crest in the promotion of our partnership.

The City of St. Augustine has partnered with us on both the Volusia Woods neighborhood and the upcoming Cypress Village neighborhood with vital infrastructure support.

Please let me know if you need any other information from Habitat St. Johns.

Thank you for your consideration!

Tom Torretta
Fundraising Director

ttorretta@habitatstjohns.org
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www.facebook.com/habitatstaugustine @HabitatStJohns

**CITY OF ST. AUGUSTINE**

**MEMORANDUM**

TO: David Birchim, City Manager

DATE: October 27, 2025

RE: City Commission approval to use City crest

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The City of St. Augustine is partnering with Habitat for Humanity of St. Johns County for several neighborhood and infrastructure projects including Volusion Woods and Cypress Village.

Habitat St. Johns is requesting permission to use the City seal in promoting this important partnership and these critical projects.

Please place this on the Consent Agenda for October 27, 2025, regular City Commission meeting for review and approval.

Respectfully,

Melissa E. Wissel

Melissa Wissel, Communications Director