

**CITY OF ST. AUGUSTINE**

Historic Architectural Review Board Regular Meeting  
September 18, 2025

The Historic Architectural Review Board met in formal session at 1:00 P.M., Thursday, September 18, 2025, in the Alcazar Room at City Hall, St. Augustine, Florida. Brad Beach, Chairperson, called the regular meeting to order, and the following were present:

**1. ROLL CALL:** Brad Beach, Chairperson  
Paul Weaver, III  
Catherine Duncan  
Gaere MacDonald  
Randall Rourke (Alternate)

Absent: Linda Potter, Vice-Chairperson (Excused)

City Staff: Julie Courtney, Historic Preservation Officer  
Candice Seymour, Historic Preservation Planner  
Jacob Fredriksson, Planning Manager, Planning and Zoning  
Isabelle Lopez, City Attorney  
Michele Fudo, Recording Secretary

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**2. General Public Comments for Items not on the Agenda**

none

**3. Approval of Minutes**

**MOTION**

Ms. Duncan **MOVED** to **APPROVE** the June 18, 2025 minutes as presented. The motion was **SECONDED** by Mr. Weaver.

**VOTE ON MOTION:**

**AYES:** Duncan, Weaver, MacDonald, Rourke, Beach

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

Mr. Weaver asked how Ex parte communication should be presented in the minutes.

Ms. Lopez advised that any ex parte communication should be detailed to show what type of communication, with whom, and the nature of the communication.

Mr. Weaver and Mr. MacDonald advised that they had had a phone call with James Whitehouse regarding 24 Macaris Street prior to the August 21, 2025 meeting advising that the application would change from a full demolition request to a partial demolition with changes to reflect the concerns of the Board.

**MOTION**

Ms. Duncan **MOVED** to **APPROVE** the August 21, 2025 minutes with the following modification that the recording secretary review any ex parte communications and add details as necessary. The motion was **SECONDED** by Mr. Weaver.

**VOTE ON MOTION:**

**AYES:** Duncan, Weaver, MacDonald, Rourke, Beach

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**4. Modification and approval of Agenda**

Item 6.b. HP2025-0057 requested continuance to the November 20, 2025 Regular Meeting.

Item 8.c. HP2025-0011 was continued to the October 16, 2025 Regular Meeting.

**MOTION**

**Mr. MacDonald MOVED to APPROVE the Agenda to include the following modifications: Item 6.b HP2025-0057 had requested continuance to the November 20, 2025 regular meeting and item 8.c. HP2025-0011 was continued to the October 16, 2025 regular meeting. The motion was SECONDED by Ms. Duncan.**

**VOTE ON MOTION:**

**AYES: MacDonald, Duncan, Weaver, Rourke, Beach  
NAYES: NONE  
MOTION CARRIED UNANIMOUSLY**

**5. Recommended Expedited Hearing Items (to be recommended one week in advance)**

**5. (a) HP2024-0045 – Matthews | DCCM – Applicant  
Turner Ace St. Augustine, Inc. – Owner  
11 Garnett Avenue**

**Requesting a one (1) year extension on the approval of a Certificate of Demolition to demolish a garage apartment building accessed from the rear alley, constructed c. 1940, that is not recorded in the Florida Master Site File or located in a district.**

Christina Evans was sworn in for the record and waived the right to provide a presentation.

Ms. Seymour read the staff report and said the extension request had been received in a timely manner and staff determined that there was no reason for the extension request to be denied; however, the applicant would have to meet the conditions as detailed in the original final order with the

new expiration date to be September 18, 2026.

Ex Parte Communication: (None)

15 certified notices were sent, 1 was returned in favor, 0 were returned opposed and 0 had comments.

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

**MOTION**

**Ms. Duncan MOVED to APPROVE application HP2024-0045 for the one-year extension. The motion was SECONDED by Mr. Weaver.**

**VOTE ON MOTION:**

**AYES: Duncan, Weaver, MacDonald, Rourke, Beach  
NAYES: NONE  
MOTION CARRIED UNANIMOUSLY**

**5. (b) HP2025-0059 – Pat Dobosz – Applicant  
J. Prabhu II LLC – Owner  
226 Charlotte Street**

**To remove existing front porch steps and continue existing wood railing along the Charlotte Street facade.**

Ms. Seymour read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the Board can APPROVE a Certificate of Appropriateness at 226 Charlotte Street if the HARB finds that the proposed porch alterations meet the Secretary of the Interior's Standards for Rehabilitation numbers 9 and 10 as a reversible compatible contemporary design with the condition that all materials be clearly defined as wood to match existing.

Pat Dobosz was sworn in for the record.

Ex Parte Communication: (None)

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

**MOTION**

Ms. Duncan **MOVED** to **APPROVE** application HP2025-0059 at 226 Charlotte Street. The motion was **SECONDED** by Mr. Weaver.

**VOTE ON MOTION:**

**AYES:** Duncan, Weaver, MacDonald, Rourke, Beach

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**6. Certificate of Appropriateness**

**6. (a) HP2025-0063 – St. Augustine Dunes, LLC – Applicant & Owner  
154 Avenida Menendez**

To replace an existing wooden gate with a decorative metal gate.

Ms. Seymour read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can **APPROVE** a Certificate of Appropriateness at 154 Avenida Menendez if the HARB finds that the proposed new decorative metal gate, as proposed or with modifications as recommended by the HARB, meets the Secretary of the Interior's Standards for Rehabilitation #9 as a compatible contemporary design.

Les Thomas reviewed the application.

The Board presented their Ex Parte Communication.

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

The Board discussed:

- The look was not overdone
- The proposed gate fit well with the coquina concrete

- The materials were tied in with the exterior
- Scale and mass was right

**MOTION**

Ms. Duncan **MOVED** to **APPROVE** application HP2025-0063 at 154 Avenida Menendez. The motion was **SECONDED** by Mr. Weaver.

**VOTE ON MOTION:**

**AYES:** Duncan, Weaver, MacDonald, Rourke, Beach

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**6. (b) HP2025-0060 – Shirah and Company, LLC for T-Mobile – Applicant  
Flagler College, Inc. - Owner  
74 King Street**

To install cellular equipment in existing bell towers.

Ms. Seymour read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can **APPROVE** a Certificate of Appropriateness for the installation of cellular equipment at 74 King Street if the Board finds that the proposed new cellular equipment will not negatively impact the integrity of this architecturally significant building, or the character of the bell towers, and consistent with the Secretary of the Interior's Standards for Rehabilitation #'s 2, 5, and 9 with the following condition:

1. Other electrical and mechanical equipment visible in the tower be painted with the same black suede finish to minimize visual impacts.

Chad Caudill reviewed the application.

Ms. Courtney felt there should be consistency with these types of applications, which should not be decided on whether

calls were routed properly for emergencies. She had spoken with the Police Chief, Fire Chief, and the city's IT director, and was referred to the 911 center for the county, and that call center provided feedback that said there were no indications that cellular calls were not being routed properly.

Ex Parte Communication: Several board members walked the site

Public hearing was opened.

Leslee Keyes wanted assurance that there would be no damage to historic buildings. She said that the speakers were possibly a part of the carillon system.

BJ Kalaidi thanked Ms. Courtney for her update on the sheriff's letter. She thought that the cell towers should be installed somewhere else.

Joanne (inaudible) said moving the equipment to a new location would not be that simple. She was in support as it was important to have the ability to always communicate.

Mr. Caudill provided his rebuttal.

Public hearing was closed.

The Board discussed:

- This location was selected because of the height, and the problem that there were already multiple units on the treasury building
- After driving around the building, confirmed the antennas were not visible from the street
- Agreed that losing one phone call could be detrimental to public safety.
- Pleased to see the speakers being removed
- The two remaining speakers were not in use and would be removed if approval was given

- The mesh screen was used to keep the birds out of the tower
- Hiding the equipment in a high spot was a good idea
- Wanted staff to see the application as it was going through the permitting process
- The project had been very well thought out and was reversible
- Very limited physical impact on the building
- Thought a follow-up after installation was important
- If equipment became obsolete, it should be removed

#### MOTION

**Mr. MacDonald MOVED to APPROVE application HP2025-0060 for the installation of cellular equipment as described with the following conditions: the actual equipment matched the mock up already in place; and in the event that there was a termination of contract or obsolescence of use, the equipment would be removed with no harm being done to the structure. The motion was SECONDED by Ms. Duncan.**

#### VOTE ON MOTION:

**AYES: MacDonald, Duncan, Weaver, Rourke, Beach**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

**6. (c) HP2025-0057 – 44 Avenida Menendez, LLC / Riverview Partners One, LLC – Applicant  
44 Avenida Menendez, LLC – Owner  
44 Avenida Menendez**

**For after-the-fact approval of rooftop cabana structures, lighting fixtures, and other design elements that were not previously approved under Certificate of Appropriateness PL2021-0121.**

This item requested continuance to the November 20, 2025 regular meeting. See item four.

**7. Certificates of Demolition and Partial Demolition**

**7. (a) HP2025-0058 – Kenneth Lewis – Applicant**  
**39 Park Ave East LIC – Owner**  
**39 E. Park Avenue**

For partial demolition of a residential building constructed c. 1945, that is recorded in the Florida Master Site File and contributing to the Fullerwood Park Residential National Register Historic District for work related to elevation of the building, including removal of the existing block foundation and replacement with a new masonry first floor and garage space.

Ms. Seymour read the staff report and said based on a review of the AGHP and without the support of evidence to the contrary, staff finds that the board can take the following actions for a Certificate of Demolition for Partial Demolition at 39 E. Park Avenue:

- 1 APPROVE if the HARB finds that the proposed alterations to the building maintain the historic character and integrity of the NRHD contributing structure and are compatible with the historic structure's building envelope: OR
- 2 CONTINUE to allow the applicant time to consider an alternative design based on HARB feedback and/or recommendations.

Kenneth Lewis reviewed the application.

Ex Parte Communication: (None)

Public hearing was opened.

Charles Pappas said that this area was constantly underwater during high tides as well as normal rain. He was in favor of the change as he felt that the neighborhood would not survive otherwise.

Public hearing was closed.

The Board discussed:

- Mr. Beach confirmed the finished floor currently at six point seven feet.
- Lived in the area and supported the application
- Commended the applicant's approach to a solution for the flooding problem
- Indicated that the visual was better for the neighborhood when the entire house was raised rather than placed on stilts
- Using ten-foot finished floor elevation would be better to combat flooding
- The style of this house was coastal modern
- The cable rail was a good choice
- The stucco on the base with the lap siding above was a nice look

**MOTION**

**Ms. Duncan MOVED to APPROVE application HP2025-0058 at 39 E. Park Avenue with the condition that raising the house to ten feet was acceptable if the applicant chose to do so, and the recommendation for the cable style railing. The motion was SECONDED by Mr. Weaver.**

**VOTE ON MOTION:**

**AYES: Duncan, Weaver, MacDonald, Rourke, Beach**  
**NAYES: NONE**  
**MOTION CARRIED UNANIMOUSLY<sup>1</sup>**

**8. Continued from Previous HARB Meetings**

**8. (a) HP2025-0052 – Matthews | DCCM – Applicant**

**Sisters of St. Joseph, Inc. – Owner**  
**241 St. George Street**

Continued from July 15, 2025

**To construct a new institutional building on the northern portion of the property with associated alterations and repairs to**

<sup>1</sup> Break 2:15 – 2:24 pm

**existing masonry walls and new hardscape and landscape designs.**

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

1 APPROVE if the Board finds that the general concept as proposed or modified by the HARB meets the architectural requirements of the AGHP with the understanding from the applicant that a Certificate of Appropriateness application with full architectural and construction details must be approved by the HARB prior to issuance of a building permit; OR

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

Shane Larsen, Christina Evans and Frank Castille reviewed the application.

Ex Parte Communication: (None)

Public hearing was opened.

Mike Davis, who served on the Planning and Zoning Board, spoke of the long history the Sisters of St. Joseph had in the community. He explained why the PZB had specified the ten-foot finished floor elevation as it would keep the buildings from flooding and being damaged and would allow them to continue in the community for many years to come.

Leslee Keyes was concerned that the repair to the wall surrounding the sisters property would be done in a way that would be historically authentic and accurate. She said that any rainwater needed to be retained on the property.

Allen Kotickni a former resident St. Augustine said that he was impressed with the way that the building had been maintained over the last many years. He felt

that the sisters were an example of how things should be done to maintain the historic nature of the downtown area.

Public hearing was closed.

The Board discussed:

Ms. Duncan said lowering the roof made the building look better and agreed that raising the floor for future flooding was important. She liked the way that details had been brought together to show the intent for the new design for the Certificate of Appropriateness. She thought that the monolithic look had been removed, and the design flowed. She wanted to see landscaping around the retention pond in the next rendering.

Mr. Weaver thought that the newest rendering was better and liked the color of the roof as it was found throughout St. Augustine. He confirmed with the applicant that the proposed height was forty-seven feet compared to the original building that had been fifty-four feet high, and the footprint of the new building was smaller. He thought that the driveway was necessary to the functionality of the property, and landscaping would make it less prominent.

Mr. MacDonald said that the lower roof had made the difference in the massing of the building. He agreed that the finished floor height should be at ten feet and liked the crest emblems on the building. He verified that the roof was all standing seams; however, the cupola on the chapel appeared to be tile and he thought that the twist could be achieved with tile. He suggested a fountain in the retention pond to keep the water moving.

Mr. Rourke said a lot had been done to modulate scale. He thought that the retention pond infringed on the existing garden and thought that underground exfiltration would be a better system for water retention. He said that the porta cochere was large;

however, it was designed to allow for access for emergency vehicles.

Ms. Courtney advised that the Public Works department would be working closely with this project. She also said that they were encouraging the applicant to speak with the archeology staff. She told the board that there were talks with experts regarding the repair of the outer wall.

Mr. Beach encouraged the applicant to review all the elevations of the building and look at the arches as they related to the height of the arch compared to the width as they appeared too square. He also mentioned the wrap around porches with no cover, and lastly, he wanted to see site context renderings to include the walls around the property.

#### **MOTION**

**Mr. Weaver MOVED to APPROVE application HP2025-0052 at 241 St. George Street. The motion was SECONDED by Mr. MacDonald.**

#### **VOTE ON MOTION:**

**AYES: Weaver, MacDonald, Duncan, Rourke, Beach**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY<sup>2</sup>**

#### **8. (b) HP2025-0053 – Rogers Towers, PA – Applicant** **Kasam Hospitality, Inc. – Owner** **24 Cathedral Place and Charlotte Street** **(PID 197200000)**

Continued from August 21, 2025

**To construct commercial buildings on the west side of Charlotte Street and south side of Treasury Street to flank a new parking garage on the existing parking lot, related to an adaptive use project of the existing buildings.**

Ms. Courtney read the staff report and said based on a review of the AGHP, reviews and discussions by the HARB during the previous Opinion of Appropriateness and Certificate of Appropriateness hearings, and without the support of evidence to the contrary, staff finds that the HARB can take the following actions related to the existing historic building, the new buildings, site plan, landscape, hardscape, and streetscape plans, and other related features and design elements proposed in s Certificate of Appropriateness at 24 Cathedral Place and Charlotte Street:

To CONTINUE to allow the applicant to provide more specifications of the proposed elements; to incorporate any revisions to the proposed new buildings fronting Charlotte and Treasury Streets and to the landscape, hardscape, and streetscape plans that are recommended by the HARB; and to include the planned review of the architectural plans showing the proposed rehabilitation/restoration for the existing historic buildings.

Mike Koppenhafer, Freemont Latimer, and Ellen Avery-Smith reviewed the application.

Ex Parte Communication: (None)

Public hearing was opened.

Leslee Keyes compared the roof garden on the Casa Monica for reference to the new proposal saying that the only place where that garden was visible was from the parking garage. She encouraged the applicant to push the pool and pergola back so it would be hidden.

Aaron Windham asked if the residents would have access to the same materials as this project. He specified the windows that had been presented, and could the same be done with ease for the residents.

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<sup>2</sup> Break 3:19 – 3:25 pm

BJ Kalaidi was concerned with the height of the entire project and how it would affect the Historic Town Plan.

Ms. Avery-Smith reminded the board that the PZB had given their recommendation for the PUD. She reminded that this board had already approved an Opinion of Appropriateness. She stated the goal was to get the approval for the Certificate of Appropriateness so the PUD could get final approval from the City Commission.

Mr. Rourke confirmed that this application was for the new project to include the tower.

Mr. Weaver verified that the project had been broken into three separate components for approval in the end for the Certificate of Appropriateness.

Public hearing was closed.

The Board discussed:

Mr. MacDonald reminded all that in order to reduce the scale and mass of the building, the pool and the pergola had already been removed and not approved.

Ms. Duncan said that the HARB had a responsibility to maintain the historic value in this area.

Ms. Lopez reviewed the code for the specifics of Opinion of Appropriateness and Certificate of Appropriateness requirements for approval of an application.

Mr. Koppenhafer explained to the board that this application would be presented in three separate parts because of the enormity of the application.

- The copper downspouts on the building were real
- This was one of the most important views in town
- The roof pergola was not acceptable as it did not exist anywhere else in town

- She suggested that the pool be moved away from the edge of the hotel
- The balconies on the corner of Treasury and Charlotte look very good
- The windows should be wood
- The landscaping did not really need any hardscape as no one was going to be going in
- After seeing the metal gate example, preferred the wood gate
- Agreed that the pergola was problematic and it had been removed at the beginning of the discussions
- The height of the windows on the first floor were too high compared to a traditional colonial building
- Agreed that the windows should be wood to be historic
- There were window companies that had high quality windows that were wood
- The tile roof material needed to have more flair than the example that had been shown
- Auger pilings may allow for proper archeological work
- Separate the function from the visibility regarding the pergola and the pool
- The concept should be viewed as from the Bridge of Lions
- There should be a sightline study done to decide if placement should be changed
- The color of the garage was depicted as white; however, there was some flexibility available

#### MOTION

**Mr. Weaver MOVED to CONTINUE application HP2025-0053 24 Cathedral Place and Charlotte Street to the October 16, 2025 meeting. The motion was SECONDED by Mr. MacDonald.**

#### VOTE ON MOTION:

**AYES: Duncan, MacDonald, Weaver, Rourke, Beach**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

**8. (c) HP2025-0011 – CBVR Telecom Group and Cellco Partnership Successor in Interest to Verizon Wireless – Applicant City Owned Property – Owner Various areas within/adjacent to existing City rights-of-way within Historic Preservation Zoning Districts 1 through 5**  
Continued from March 5, 2025

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

This item was continued to the October 16, 2025 regular meeting. See item four

**9. Planning and Building Staff communications**

**9. (a) Planning and Building Staff Approved Permits Report**

(Provided for informational purposes)

**10. Other Business**

**10. (a) Staff presentation of findings related to the Evaluation and Appraisal Report of the 2040 Comprehensive Plan**

Mr. Fredriksson provided the board with an update for the EAR as related to the 2040 Comprehensive Plan.

**11. Next Scheduled Meeting Date(s)**

**11. (a) October 16, 2025- Regular Meeting**

**12. Adjournment**

There being no further business, the meeting was adjourned at 5:50 P.M.<sup>3</sup>

  
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Brad Beach, Chairperson

<sup>3</sup> Transcribed by Michele Fudo