



CITY OF ST. AUGUSTINE CITY COMMISSION
City Commission Meeting
MONDAY, NOVEMBER 10, 2025 - 5:00 PM
ALCAZAR ROOM

1. CALL TO ORDER

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

2. ADMINISTRATIVE ITEMS

- ◆ Modification and Approval of REGULAR AGENDA

3. SPECIAL PRESENTATIONS, RECOGNITIONS AND PROCLAMATIONS

- 3.A. Proclamation 2025-34:** Proclaiming November 2025 as National Native American Heritage Month (*B. Blonder, Vice Mayor*)
- 3.B. Proclamation 2025-37:** Proclaiming November 2025 as Monarch Butterfly 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.A.1. Presentation by Susan Phillips, President/CEO, St. Johns County Visitor and Convention Bureau, on Nights of Lights (*D. Birchim, City Manager*)

7.A.2. Revocable License Agreement for 117 Inlet Drive (*D. Birchim, City Manager*)

7.B. Items of Great Public Importance

7.B.1. Discussion of St. Augustine Public Forum on Property Tax Reform (*N. Sikes-Kline, Mayor*)

7.C. Other Items Requiring Public Hearing

8. ORDINANCES AND RESOLUTIONS - PUBLIC HEARING REQUIRED

8.A. Ordinances - Second Reading

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.A.1. Ordinance 2025-32: Amends Chapter 28, Zoning Code of the City of St. Augustine to create Section 28-358 in the Supplementary Regulations to establish procedures for the review and approval of Certified Recovery Residences (*A. Skinner, Planning and Building Director*)

9.B. Resolutions

10. STAFF REPORTS AND PRESENTATIONS

10.A. Review and approval of the City's required Evaluation and Appraisal Report (EAR) letter for the Comprehensive Plan to Florida Commerce (*J. Frediksson, Planning Manager, Planning and Building*)

11. ITEMS BY CITY ATTORNEY

11.A. Settlement on the Stehli parcel Re: Eminent Domain matter of City of St. Augustine v. Stehli et al (*I. Lopez, City Attorney*)

12. ITEMS BY CITY CLERK

12.A. Request for two (2) appointments - Planning and Zoning Board (PZB) (*D. Galambos, City Clerk*)

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

13. ITEMS BY CITY MANAGER

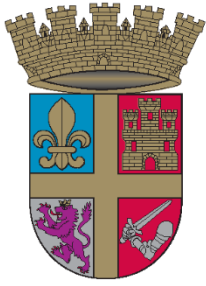
14. ITEMS BY MAYOR AND COMMISSIONERS

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:**
- Ordinance 2025-32: Amends Chapter 28, Zoning Code of the City of St. Augustine to create Section 28-358 in the Supplementary Regulations to establish procedures for the of Certified Recovery Residences
- CA.3. Reminder of Upcoming Meetings:**
- December 8, 2025, 5:00PM, Regular City Commission Meeting
 - January 12, 2026, 5:00PM, Regular City Commission Meeting
 - January 26, 2026, 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 2025-36: Proclaiming December 9, 2025, as Ripley's Celebration of 75 years (*N. Sikes-Kline, Mayor*)
 - Certificate of Recognition 2025-11: Presented to Flagler College Saints (*J. Springfield, Commissioner*)
- CA.7. NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED**
- Certificate of Recognition 2025-10: presented to St. Augustine High School Black Student Union (*C. Garris, Commissioner*)
- CA.8.** Request to carryforward funds budgeted in Fiscal Year 2025 to Fiscal Year 2026 (*M. Burns, Finance Director*)
- CA.9.** Nomination of Gordon J. "Gordie" Wilson for the 2026 De Avilès Award (*B. Blonder, Vice-Mayor*)
- CA.10.** Special Magistrate Lien Reduction Recommendation 204 Pelican Reef Drive (*B. Fox, Code Enforcement Manager*)
- CA.11.** Quarterly Report: 4th Quarter (*I. Lopez, City Attorney*)
- END CONSENT AGENDA



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

***WHEREAS**, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National Native American Heritage Month; and*

***WHEREAS**, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and*

***WHEREAS**, Native Americans play a critical role in the health and vitality of our nation and the contributions of Native Americans have enhanced the freedom, prosperity, and greatness of America today; and*

***WHEREAS**, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and*

***WHEREAS**, in honor of National Native American Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.*

*Now therefore, we, the St. Augustine City Commission hereby proclaims **November 2025 as National Native American Heritage Month** and urges all our citizens to observe this month with appropriate programs, ceremonies, and activities.*

***IN WITNESS WHEREOF**, I hereunto set my hand and do cause the Seal of the City of St. Augustine to be affixed this 10th day of November 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.*

2025-34

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



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

***WHEREAS**, the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans; and*

***WHEREAS**, both the western and eastern monarch populations have seen significant declines with less than one percent of the western monarch population remaining, while the eastern population has fallen by as much as ninety percent; and*

***WHEREAS**, the City of St. Augustine recognizes that human health ultimately depends on well-functioning ecosystems and that biodiverse regions can better support food production, healthy soil and air quality and can foster healthy connections between humans and wildlife; and*

***WHEREAS**, cities, towns and counties have a critical role to play to help save the monarch butterfly, and the City of St. Augustine is striving to become a leader; and*

***WHEREAS**, the City of St. Augustine has signed the National Wildlife Federation's Mayors' Monarch Pledge committing to take meaningful action to protect the monarch butterfly; and*

***WHEREAS**, every resident of the City of St. Augustine can make a difference for the monarch by planting native milkweed and nectar plants to provide habitat for the monarch and pollinators in locations where people live, work, learn, play and worship.*

***NOW, THEREFORE**, the City Commission of the City of St. Augustine does hereby proclaim the month of NOVEMBER 2025 as **Monarch Butterfly Month** and encourages all citizens, businesses, and institutions to support and celebrate monarch conservation.*

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Augustine to be affixed this 10th day of November in the year of our Lord two thousand and twenty-five and the four hundred and sixtieth year of the founding of St. Augustine, the Nation's Oldest City.*

Nancy Sikes-Kline, Mayor

City of St. Augustine Commission Meeting

Nights of Lights Update



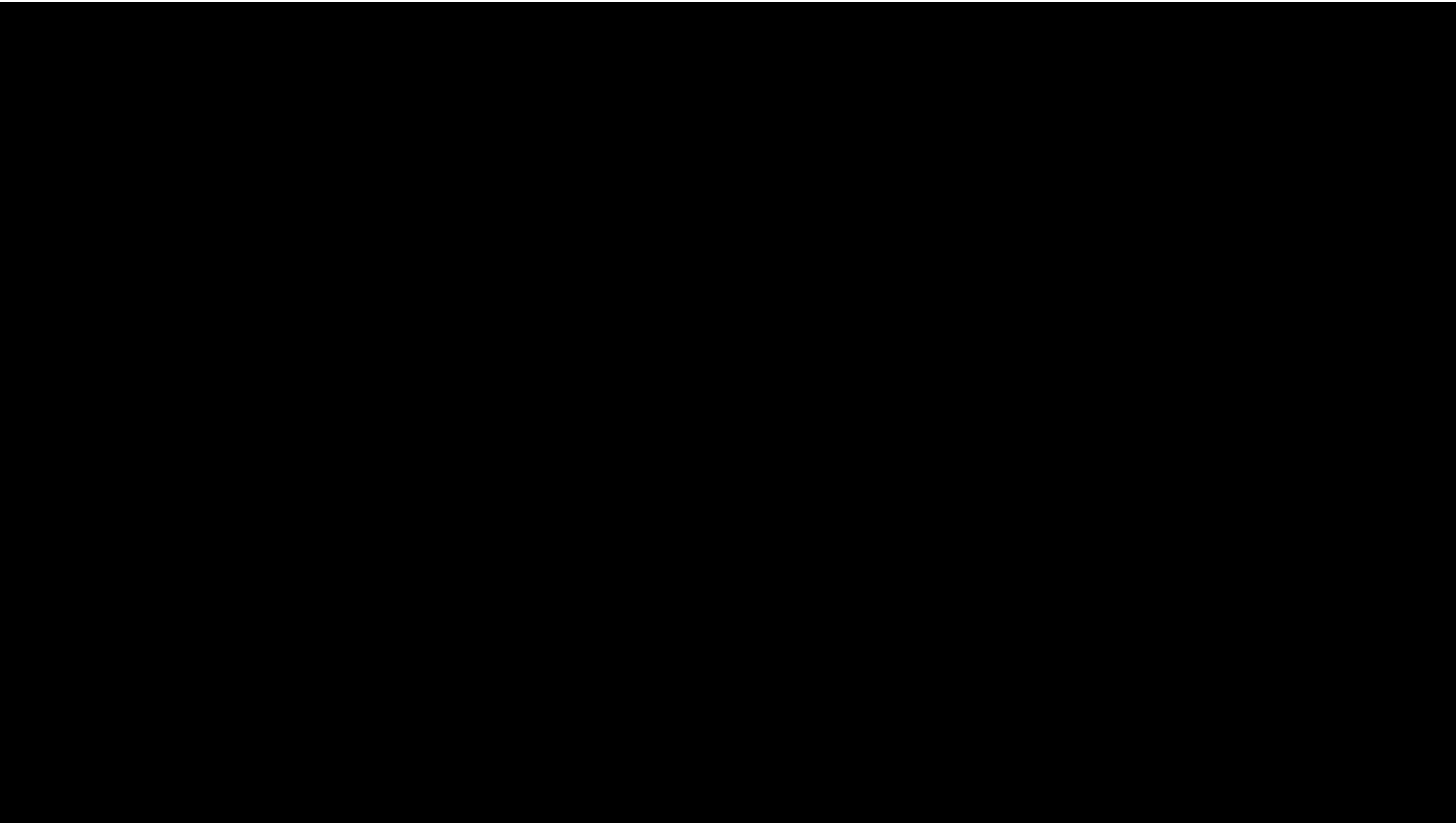
ST. AUGUSTINE
PONTE VEDRA
FLORIDA'S HISTORIC COAST®



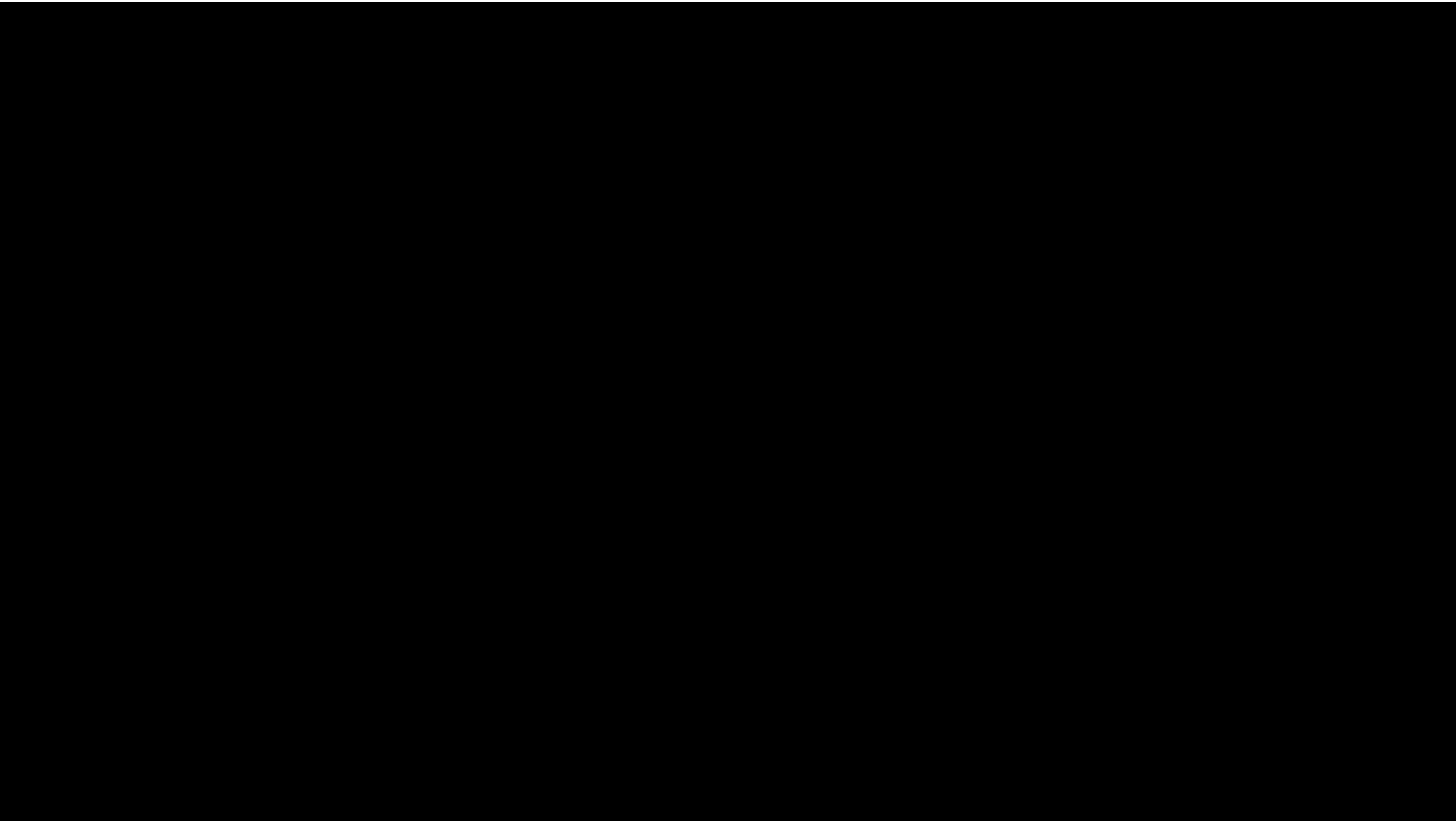
November 10, 2025

Video (CTV/OLV/YouTube) + Paid Social Video

Nights of Lights :15



Nights of Lights :30



Paid Social Static



Digital Banners



Embrace the magic
of the holidays.

Nights of Lights
Nov. 15 - Jan. 11



ST. AUGUSTINE
PONTE VEDRA
& THE BEACHES



Embrace the magic
of the holidays.

Nights of Lights
Nov. 15 - Jan. 11



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PONTE VEDRA
& THE BEACHES



Embrace the magic
of the holidays.

Nights of Lights Nov. 15 - Jan. 11

Nights of Lights 2025



Nights of Lights

Know Before You Go



**Nights of Lights Know Before
You Go web page
QR Code**

- **Nights of Lights is a walk-through experience—not a drive-through.**
- **Park in one of the designated shuttle lots, ride the free shuttle, and explore downtown on foot for the best views. Using the shuttles helps you avoid parking hassles and traffic congestion.**
- **Please plan ahead for St. Augustine's Nights of Lights by allowing extra travel time and keeping safety a priority. With large crowds expected, patience is essential. Following safety guidelines ensures a festive and stress-free experience for everyone.**



App designed for Visitors & Locals

P

Parking



Upcoming Events



Things to Do



Live Music



Restaurants

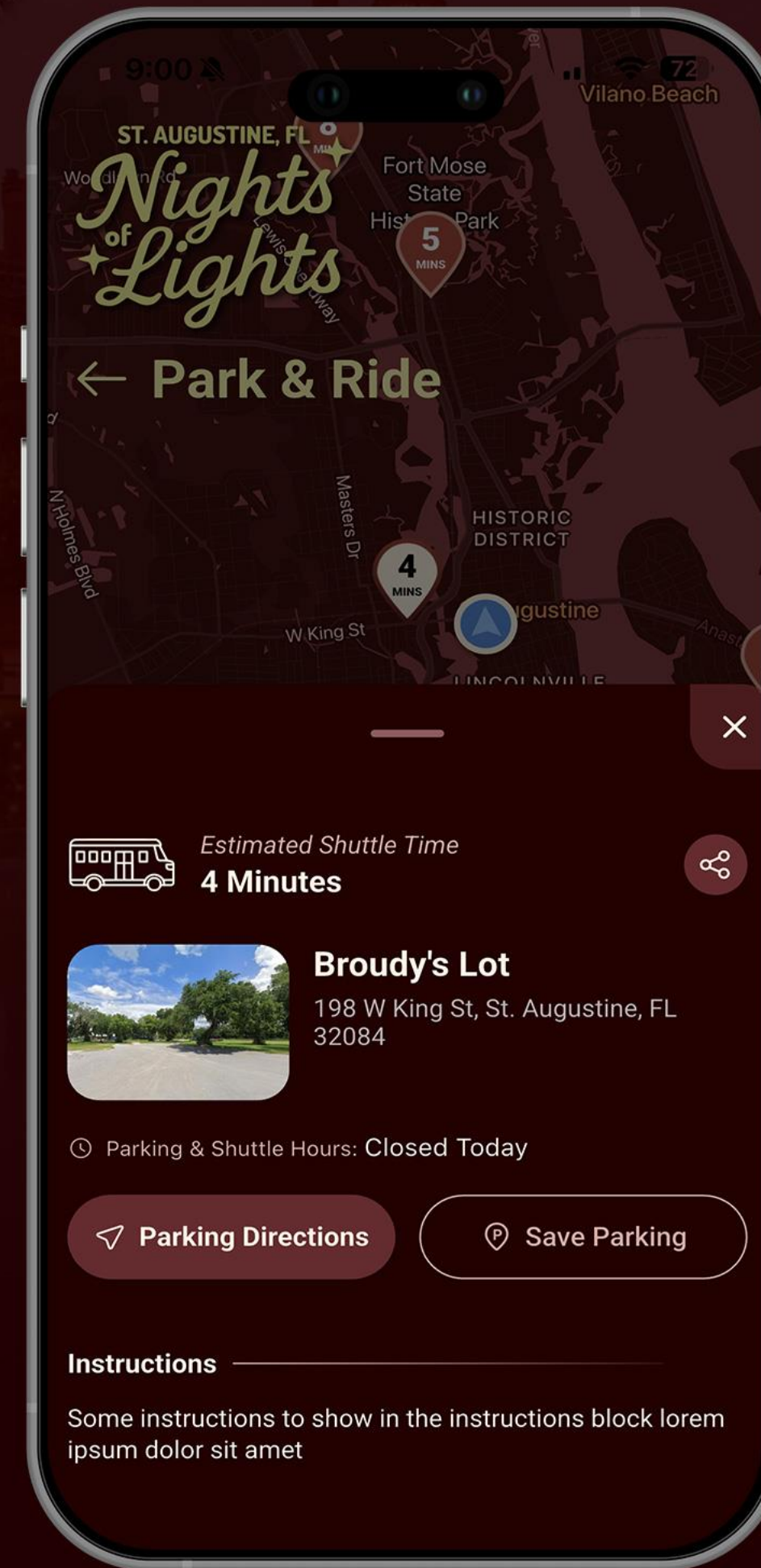
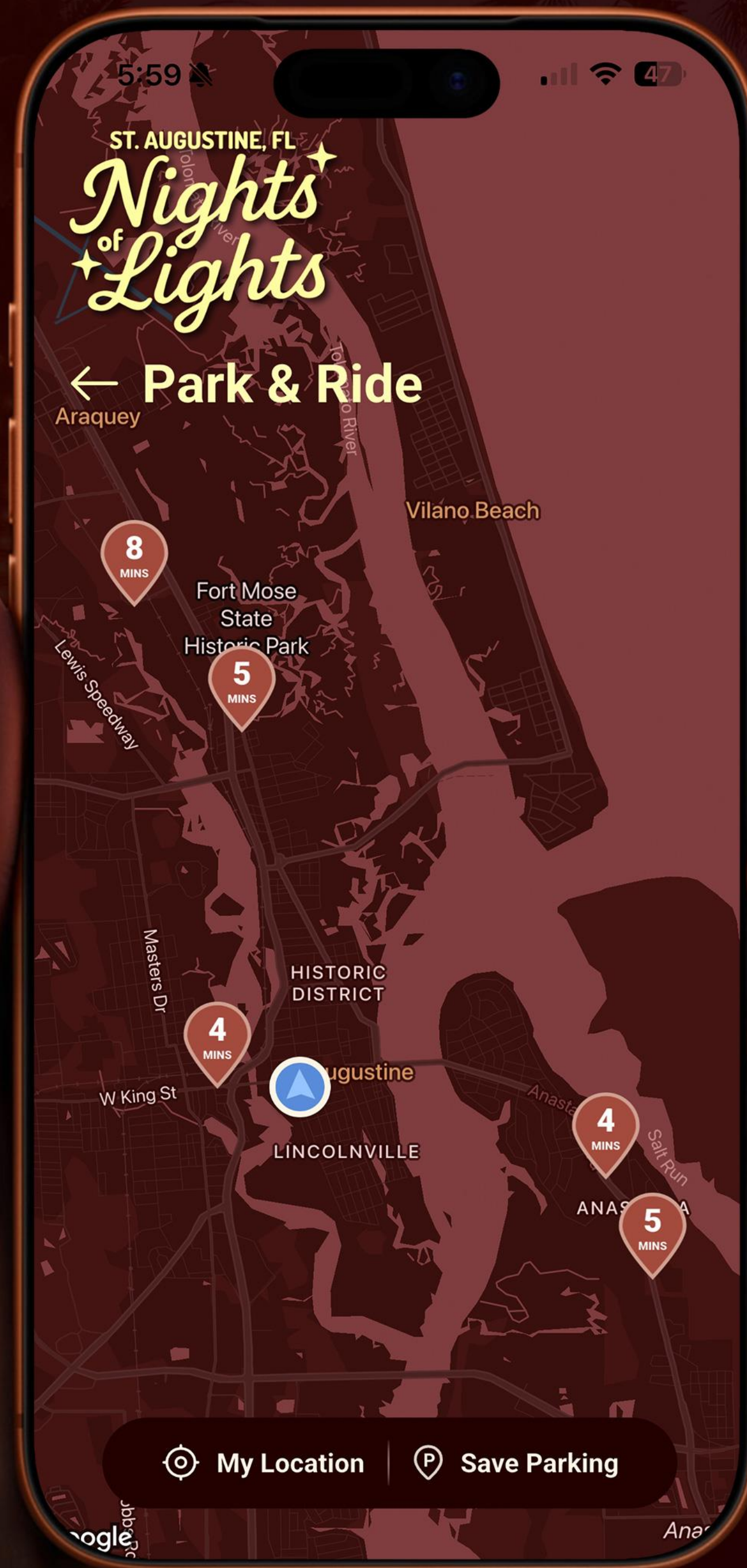


Shopping

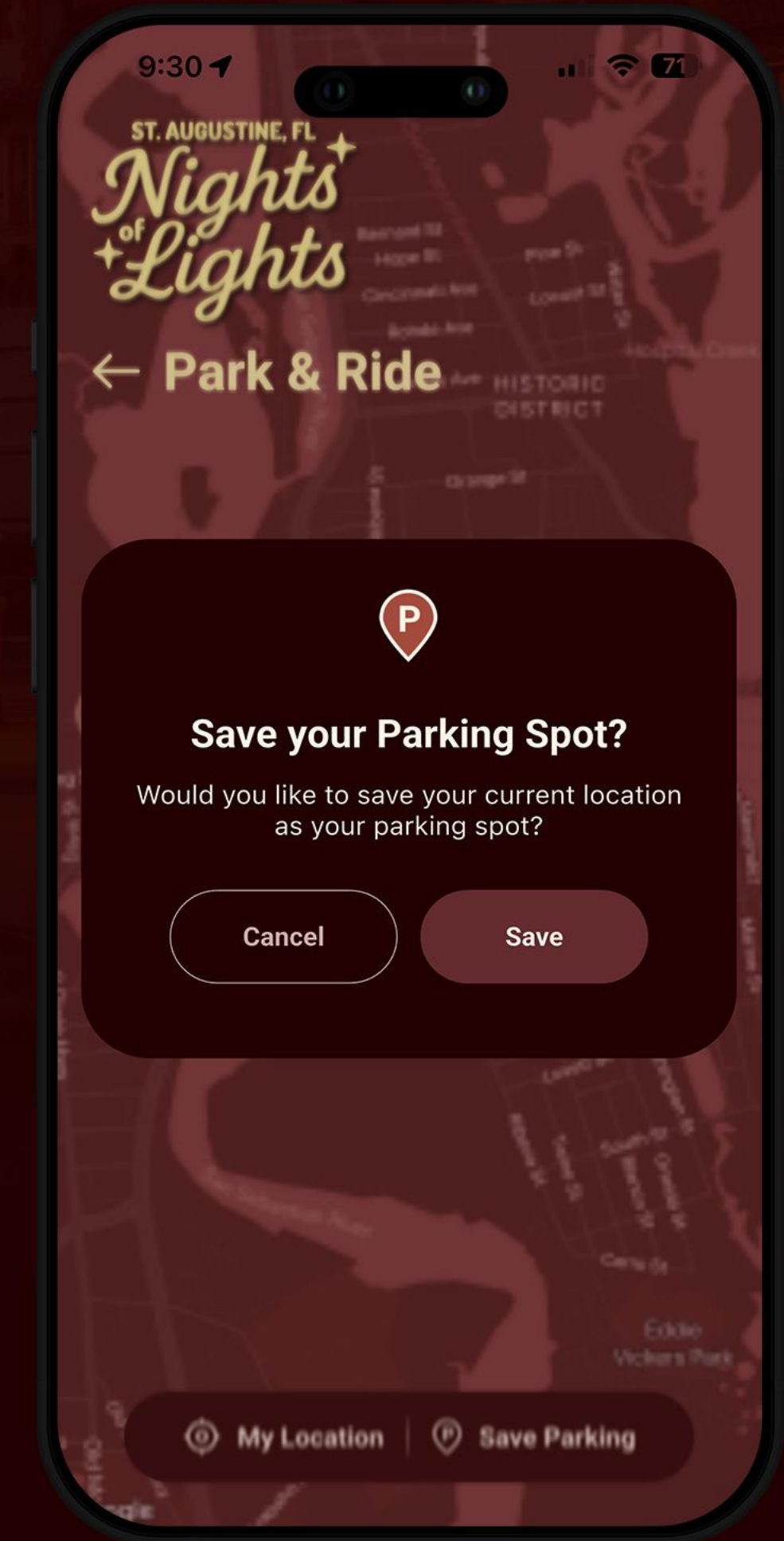
and more...



FREE Park & Ride Shuttles



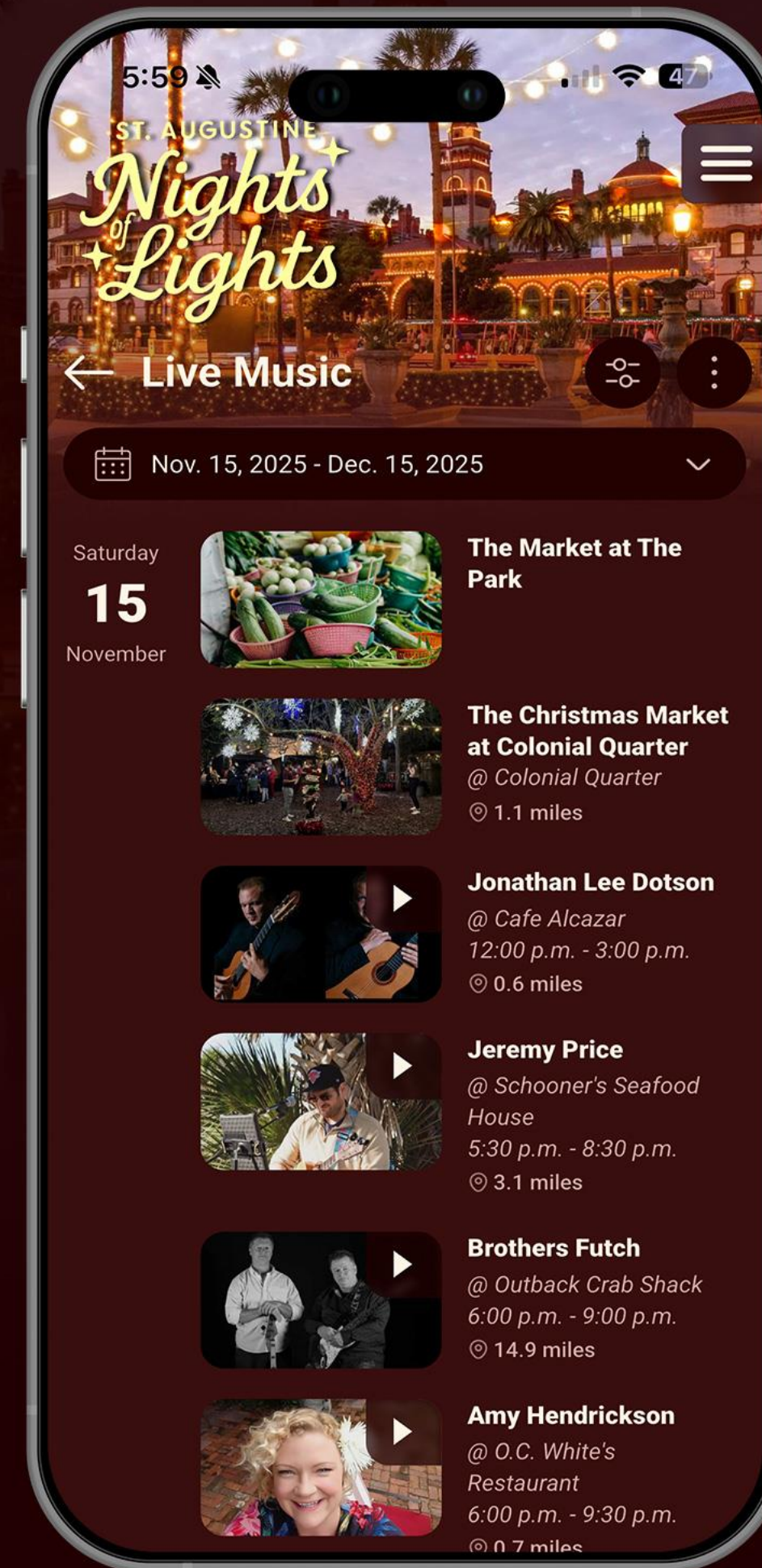
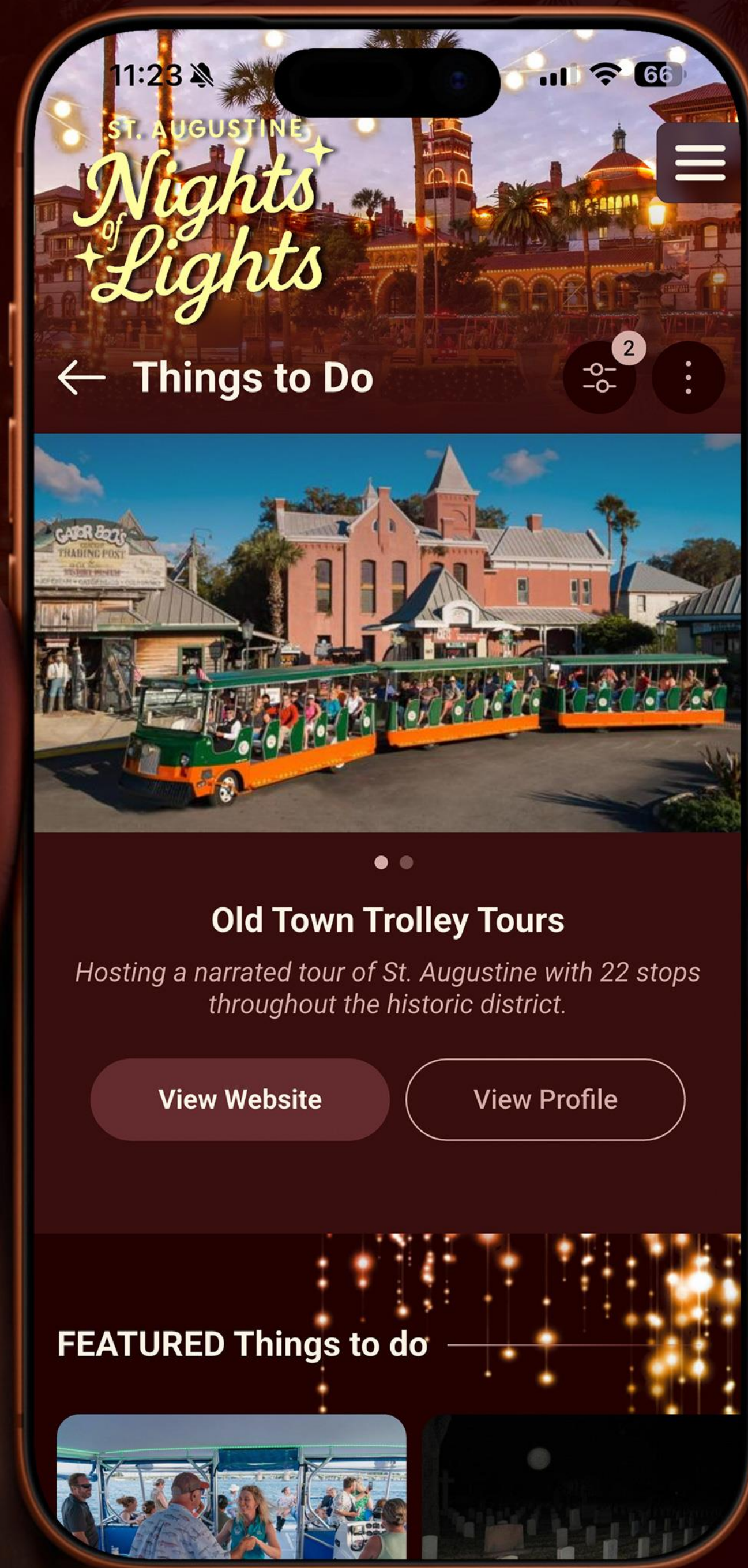
Get helpful
Estimated Shuttle Times



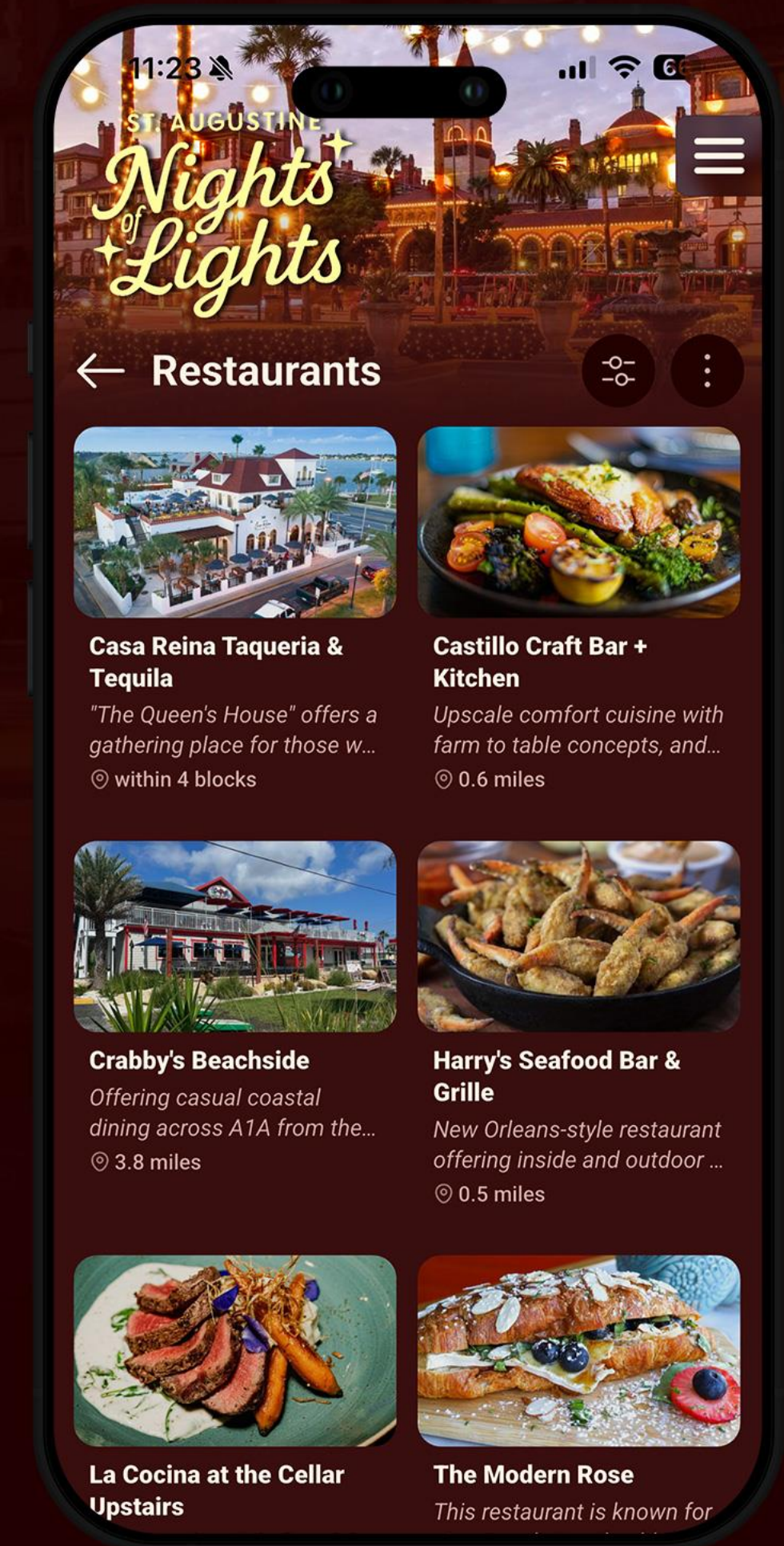
Tap once to
Save your Parking Spot



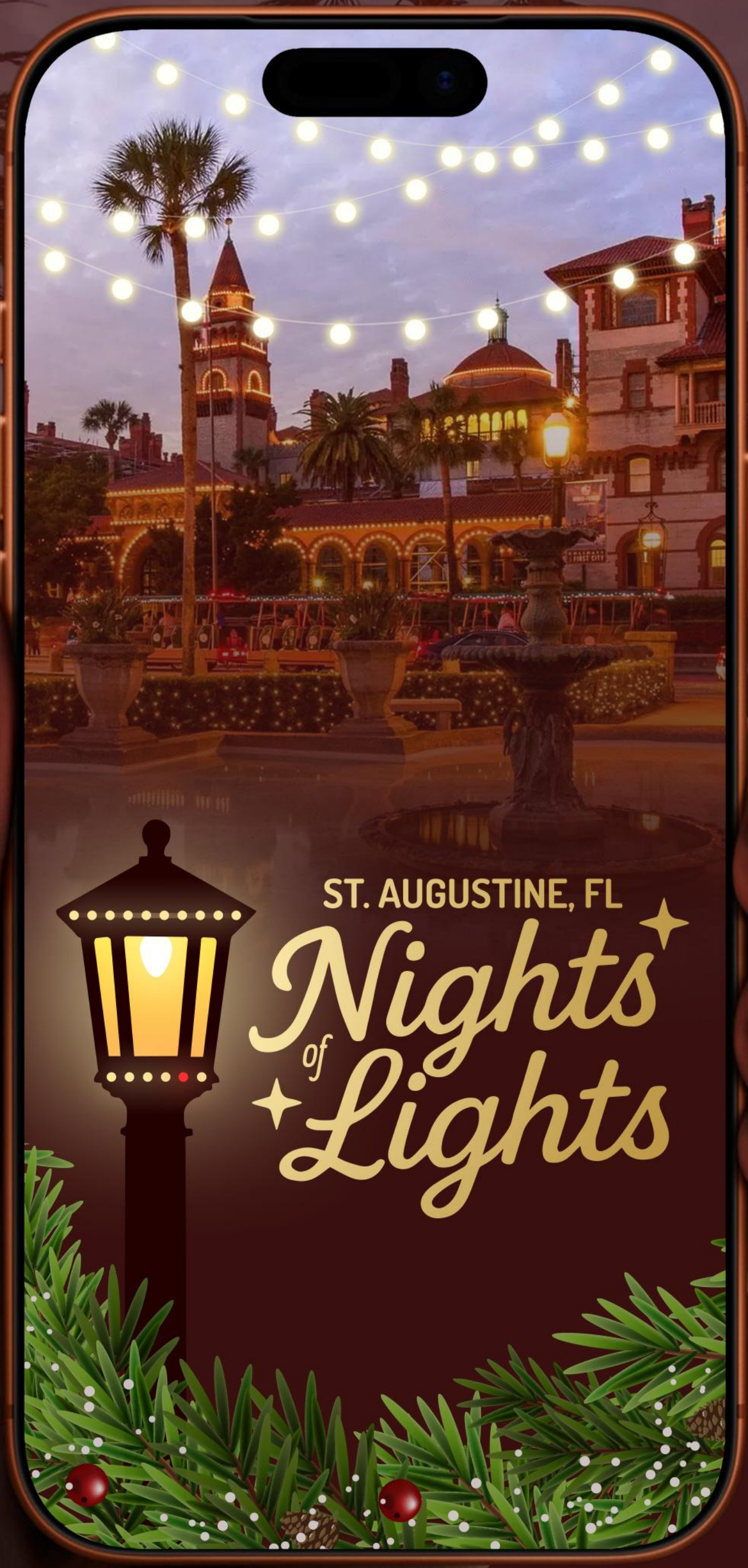
Things to Do & Restaurants



Explore St. Augustine's
Exciting Events



Dine in top-rated
Restaurants



App available October, 15th



Download on the
App Store



GET IT ON
Google Play

Nights of Lights



ST. AUGUSTINE
PONTE VEDRA
FLORIDA'S HISTORIC COAST®

Thank You!



CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor, Vice-Mayor and Commissioners

DATE: November 10, 2025

RE: **Revocable License Agreement for City Right of Way – 117 Inlet Drive**

Attached is a Revocable License for Use of City Right of Way for the public property adjacent to 117 Inlet Drive for your consideration and decision.

On September 22, 2025 the City Commission denied a Revocable License for City Right of Way to allow a fence, palm trees, pavers, irrigation and landscape lighting in the public right of way adjacent to 117 Inlet Drive. (see attached)

The property owner has submitted a new application to include a more detailed description of the fence and language that acknowledges this license agreement does not enlarge the adjacent private property for development purposes. The new aspects of this license agreement are highlighted in the document for your review.

These improvements to the public right of way are required to be maintained by the grantee (current property owner of 117 Inlet Drive) and the city can remove the improvements if necessary to maintain the right of way and revoke the license with 30 day written notice.

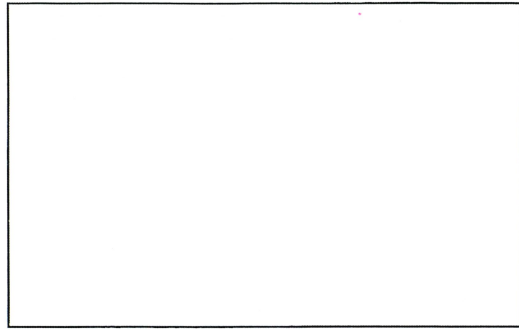
If you have any questions, please let me know.



David Birchim
City Manager

attachments

This instrument was prepared under the direction and supervision of Isabelle C. Lopez, City Attorney, P.O. Box 210, St. Augustine, Florida 32085



REVOCABLE LICENSE FOR USE OF CITY RIGHT OF WAY

COMES NOW the **CITY OF ST. AUGUSTINE, FLORIDA**, a Florida municipal corporation ("Grantor"), whose address is P.O. Box 210, St. Augustine, Florida 32085-0210, and grants to **RICHARD AND TRACEY HARDY** ("Grantee"), whose address is **117 Inlet Drive**, a non-exclusive, revocable License for the permissive use of a portion of Grantor's public right-of-way, as depicted and described in **Exhibit "A"** attached hereto and incorporated herein by reference, to allow the continued **maintenance of a non-opaque fence, already located therein**, as well as landscaping and landscaping appurtenances including but not limited to plants, trees, irrigation, pavers and lighting, all limited to the area depicted and described.

This License is subject to the following terms and conditions:

1. The Grantor may revoke this License with thirty (30) days written notice to Grantee, unless immediate access is needed for necessary public health, safety, and welfare reasons, in which case Grantor shall immediately remove any obstructions.
2. All notices required by this License shall be effected by delivery of said notice in writing to the recipient party by U.S. Mail, certified, return receipt requested. All notices shall be sent to the address of the recipient Grantor or Grantee and as described herein.
3. Grantor grants this License to Grantee on a continuing basis for use of the Grantor's right-of-way but only to the extent required by Grantee for the continued **maintenance of a non-opaque, approximately four foot fence, already located therein**, as well as the landscaping and landscaping appurtenances including but not limited to plants, trees, irrigation, pavers and lighting, all limited to the area depicted and described in Exhibit "A". Grantee shall not use the property for parking, storage or placement of any structure other than the fence identified in Exhibit "A".
4. Further, the parties specifically acknowledge that this License **DOES NOT** enlarge Grantee's legally platted lot in any way for any future development, if it becomes applicable. Accordingly, Grantee shall not occupy or use said right-of-way, nor shall Grantee permit occupation or use of said right-of-way, for any purpose other than those purposes expressly permitted by this License.
5. During the term of this License, Grantor shall bear no responsibility for the maintenance of any improvements made by Grantee within the right-of-way, and Grantee shall, at Grantee's sole expense, keep all such improvements in good order and repair.

6. Grantee shall not directly or indirectly assign, sublease, hypothecate, sell, mortgage, encumber or otherwise transfer this License or any interest therein without the written permission of Grantor.

7. To the extent permitted by law, Grantee shall indemnify, defend and hold the Grantor harmless for any and all claims and reasonable costs associated with this License. This provision relating to indemnification shall be subject to the limitations in liability set forth in Section 768.28, Florida Statutes. Nothing in this section shall operate as a waiver of such sovereign immunity on the part of the Grantor. The requirement for Grantee to provide insurance coverage protecting the City of St. Augustine shall not release Grantee's duty to fully indemnify Grantor. Grantee's failure to obtain the required insurance coverage shall not be deemed a waiver of indemnification.

8. Grantee, at all times during the term hereof, shall carry public liability insurance against personal injury and property damage with a company authorized to conduct business in the State of Florida and satisfactory to the Grantor, protecting the City of St. Augustine against any and all claims for damages to persons or property as a result of or arising out of the use and maintenance by Grantee of the Grantor's right-of-way. Said insurance shall name the City of St. Augustine as an additionally insured with limits of coverage not less than: \$300,000, bodily injury or death, each person; \$300,000, bodily injury or death, each accident; \$300,000, property damage, each individual claim; and \$300,000, property damage, each accident. Should the limits of sovereign immunity be increased by an act of the Legislature, this insurance shall be increased commensurate to the increase in sovereign immunity limits. Grantee shall supply written proof of insurance to Grantor within fifteen (15) days of the date of execution of this License and shall continue to supply such proof to Grantor annually on the anniversary date of execution of this License. Grantor's representative with regard to providing written proof required herein shall be the City Manager for the City of St. Augustine, P.O. Box 210, St. Augustine, FL, 32085-0210, unless and until Grantor notifies Grantee otherwise in writing.

9. Upon the notice of termination or cancellation of this License by Grantor or Grantee, this License shall become null and void, at which time Grantee shall remove all improvements located within the right-of-way within thirty (30) days of receipt of such notice of termination or cancellation. If such improvements are not removed within thirty (30) days of initial notice, Grantor may remove such structures, and Grantee shall pay Grantor's costs of such removal within thirty (30) days of receipt of notice. If Grantee fails to pay such costs within thirty (30) days of subsequent notice, Grantee shall be liable for all costs of collection, including court costs and attorney's fees incurred by Grantor to collect such costs.

10. Grantor, at Grantee's expense, shall record this License in the Public Records of St. Johns County, Florida.

11. For any litigation arising out of the interpretation or enforcement of the terms and conditions of this License, venue shall lie exclusively in a court of competent jurisdiction located in St. Johns County, Florida. Grantee shall be liable to Grantor for all costs associated with the City of St. Augustine's enforcement of the terms and conditions of this license, including but not limited to, court costs and attorney's fees.

12. Grantee, by acceptance of this License, acknowledges that the Grantee, and the Grantee's heirs, assigns and successors shall be unequivocally bound by the terms and covenants contained in this License.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this _____ day of _____, 2025.

GRANTOR:

CITY OF ST. AUGUSTINE, FLORIDA,
a municipal corporation

ATTEST:

Darlene Galambos, City Clerk
(SEAL)

By: _____
Nancy Sikes-Kline, Mayor-Commissioner

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, by means of ☐ physical presence or ☐ online notarization, **NANCY SIKES-KLINE**, who is personally known to me, who is the person described in and who executed the foregoing instrument and who acknowledged before me that she executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this _____ day of _____, 2025.

Notary Public, State of Florida

* * * **SIGNATURES CONTINUE ON THE FOLLOWING PAGE** * * *

GRANTEE:

WITNESS:

Print: _____

Address: _____

WITNESS:

Print: _____

Address: _____

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, by means of ☐ physical presence or ☐ online notarization, _____, who is personally known to me or who has produced _____, as identification, who is the person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this _____ day of _____, 2021.

Notary Public, State of Florida

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

CITY ATTORNEY

EXHIBIT A

RIGHT-OF-WAY

Pic looking North from my driveway



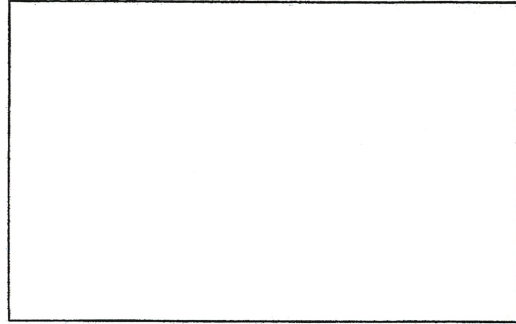
Fence about 13.5 feet from curb







This instrument was prepared under the direction and supervision of Isabelle C. Lopez, City Attorney, P.O. Box 210, St. Augustine, Florida 32085



REVOCABLE LICENSE FOR USE OF CITY RIGHT OF WAY

COMES NOW the **CITY OF ST. AUGUSTINE, FLORIDA**, a Florida municipal corporation ("Grantor"), whose address is P.O. Box 210, St. Augustine, Florida 32085-0210, and grants to **RICHARD AND TRACEY HARDY** ("Grantee"), whose address is 117 Inlet Drive, a non-exclusive, revocable License for the permissive use of a portion of Grantor's public right-of-way, as depicted and described in **Exhibit "A"** attached hereto and incorporated herein by reference, to allow the continued maintenance of a non-opaque fence, already located therein, as well as landscaping and landscaping appurtenances including but not limited to plants, trees, irrigation, pavers and lighting, all limited to the area depicted and described.

This License is subject to the following terms and conditions:

1. The Grantor may revoke this License with thirty (30) days written notice to Grantee, unless immediate access is needed for necessary public health, safety, and welfare reasons, in which case Grantor shall immediately remove any obstructions.
2. All notices required by this License shall be effected by delivery of said notice in writing to the recipient party by U.S. Mail, certified, return receipt requested. All notices shall be sent to the address of the recipient Grantor or Grantee and as described herein.
3. Grantor grants this License to Grantee on a continuing basis for use of the Grantor's right-of-way but only to the extent required by Grantee for the continued maintenance of a non-opaque, approximately four foot fence, already located therein, as well as the landscaping and landscaping appurtenances including but not limited to plants, trees, irrigation, pavers and lighting, all limited to the area depicted and described in Exhibit "A". Grantee shall not use the property for parking, storage or placement of any structure other than the fence identified in Exhibit "A".
4. Further, the parties specifically acknowledge that this License DOES NOT enlarge Grantee's legally platted lot in any way for any future development, if it becomes applicable. Accordingly, Grantee shall not occupy or use said right-of-way, nor shall Grantee permit occupation or use of said right-of-way, for any purpose other than those purposes expressly permitted by this License.
5. During the term of this License, Grantor shall bear no responsibility for the maintenance of any improvements made by Grantee within the right-of-way, and Grantee shall, at Grantee's sole expense, keep all such improvements in good order and repair.


Revocable License
Rev. 101625 (CA)
Page 1 of 5

6. Grantee shall not directly or indirectly assign, sublease, hypothecate, sell, mortgage, encumber or otherwise transfer this License or any interest therein without the written permission of Grantor.

7. To the extent permitted by law, Grantee shall indemnify, defend and hold the Grantor harmless for any and all claims and reasonable costs associated with this License. This provision relating to indemnification shall be subject to the limitations in liability set forth in Section 768.28, Florida Statutes. Nothing in this section shall operate as a waiver of such sovereign immunity on the part of the Grantor. The requirement for Grantee to provide insurance coverage protecting the City of St. Augustine shall not release Grantee's duty to fully indemnify Grantor. Grantee's failure to obtain the required insurance coverage shall not be deemed a waiver of indemnification.

8. Grantee, at all times during the term hereof, shall carry public liability insurance against personal injury and property damage with a company authorized to conduct business in the State of Florida and satisfactory to the Grantor, protecting the City of St. Augustine against any and all claims for damages to persons or property as a result of or arising out of the use and maintenance by Grantee of the Grantor's right-of-way. Said insurance shall name the City of St. Augustine as an additionally insured with limits of coverage not less than: \$300,000, bodily injury or death, each person; \$300,000, bodily injury or death, each accident; \$300,000, property damage, each individual claim; and \$300,000, property damage, each accident. Should the limits of sovereign immunity be increased by an act of the Legislature, this insurance shall be increased commensurate to the increase in sovereign immunity limits. Grantee shall supply written proof of insurance to Grantor within fifteen (15) days of the date of execution of this License and shall continue to supply such proof to Grantor annually on the anniversary date of execution of this License. Grantor's representative with regard to providing written proof required herein shall be the City Manager for the City of St. Augustine, P.O. Box 210, St. Augustine, FL, 32085-0210, unless and until Grantor notifies Grantee otherwise in writing.

9. Upon the notice of termination or cancellation of this License by Grantor or Grantee, this License shall become null and void, at which time Grantee shall remove all improvements located within the right-of-way within thirty (30) days of receipt of such notice of termination or cancellation. If such improvements are not removed within thirty (30) days of initial notice, Grantor may remove such structures, and Grantee shall pay Grantor's costs of such removal within thirty (30) days of receipt of notice. If Grantee fails to pay such costs within thirty (30) days of subsequent notice, Grantee shall be liable for all costs of collection, including court costs and attorney's fees incurred by Grantor to collect such costs.

10. Grantor, at Grantee's expense, shall record this License in the Public Records of St. Johns County, Florida.

11. For any litigation arising out of the interpretation or enforcement of the terms and conditions of this License, venue shall lie exclusively in a court of competent jurisdiction located in St. Johns County, Florida. Grantee shall be liable to Grantor for all costs associated with the City of St. Augustine's enforcement of the terms and conditions of this license, including but not limited to, court costs and attorney's fees.

12. Grantee, by acceptance of this License, acknowledges that the Grantee, and the Grantee's heirs, assigns and successors shall be unequivocally bound by the terms and covenants contained in this License.


Revokable License
Rev. 101625 (CA)
Page 2 of 5

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this _____ day of _____, 2025.

ATTEST:

Darlene Galambos, City Clerk
(SEAL)

GRANTOR:

CITY OF ST. AUGUSTINE, FLORIDA,
a municipal corporation

By: _____
Nancy Sikes-Kline, Mayor-Commissioner

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, by means of ☐ physical presence or ☐ online notarization, **NANCY SIKES-KLINE**, who is personally known to me, who is the person described in and who executed the foregoing instrument and who acknowledged before me that she executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this _____ day of _____, 2025.

Notary Public, State of Florida

* * * SIGNATURES CONTINUE ON THE FOLLOWING PAGE * * *

GRANTEE:

WITNESS:

Melissa Birch

Print: Melissa Birch

Address: 1975 AIA South

St Augustine, FL 32080

WITNESS:

Jessi Camden

Print: Jessi Camden

Address: 1975 AIA South

St Augustine, FL 32080

By: R. Hardy

Print: RICHARD L. HARDY

By: Tracey Hardy

Print: TRACEY HARDY

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, by means of ☒ physical presence or ☐ online notarization, _____, who is personally known to me or who has produced Florida DL, as identification, who is the person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this 21 day of October, 2021 ^{2025 he}

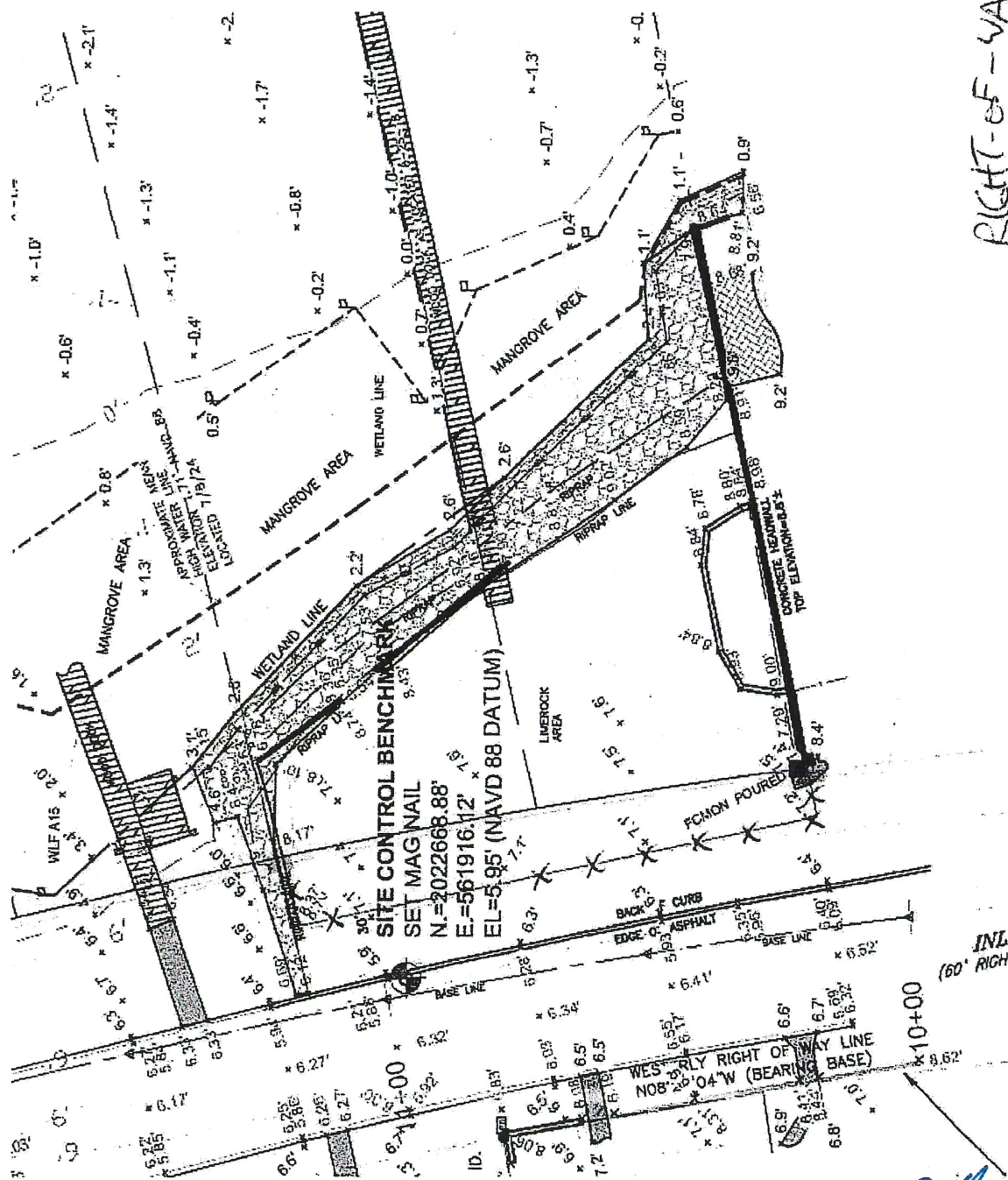
Heather Cave
Notary Public, State of Florida

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

CITY ATTORNEY

117 INSET DR.

EXHIBIT A



RIGHT-OF-WAY ———
FENCE XXXXX

RUP
MTH
PAGE 181 of 187

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 31, 2025

RE: Informational Memorandum Regarding 117 Inlet Drive

This memorandum is intended to present additional information regarding the development in the right-of-way at 117 Inlet Drive.

In summary there is private development built in the city right-of-way along the current limits of 117 Inlet Drive. There is a fence, irrigation, electrical work and lights and landscaping including trees and ground cover. There is also an existing dock on the property. This wedge of property was previously included with the property at 120 Inlet Drive across the street.

The ownership of the private property on this eastern portion has changed hands. From ownership records on the Property Appraisers website, it appears that the Hardys bought 120 Inlet Drive in 2019 and then sold the western portion with an existing residence in 2024.

Also, then incorporating the eastern portion which is where the activity is in the right-of-way, into 117 Inlet Drive. This is clear from the 2025 information on the Property Appraiser website.

This portion of the property is developable but is currently incorporated into the side yard of the residence at 117 Inlet Drive. The Hardys also added rip rap to the property and modified the existing dock in 2024.

- In May 2024 this work was stopped by Code Enforcement to assess any permitting requirements.
- In August 2024 staff met with Mr. Hardy, his representative and representatives from FDEP on site.
- In September 2024 the PZB reviewed and approved a dock modification, boatlift and after-the-fact rip rap in COZ 1 & 2.

It is my understanding that the existing site related to the dock modification and rip rap is consistent with the September 3, 2024, PZB approval. It is also my understanding that the nature of this development is allowed per FDEP.

In June 2024 a fence permit was issued for the property with the understanding that the fence was proposed on the private property line. The fence was built. The permit expired and a final inspection was never conducted.

If you have any questions or you would like to discuss this further, please let me know.



Amy McClure Skinner, AICP
Director
Planning and Building Department

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 30, 2025

RE: **Ordinance 2025-32 - Amending Chapter 28 the Zoning Code of the City of St. Augustine to Create Section 28-358 in Supplementary Regulations to establish procedures for the review and approval of Certified Recovery Residences – Introduction and First Reading**

Please see the attached Ordinance related to the creation of a new section in the Supplementary Regulations of Chapter 28 the Zoning Code.

This Ordinance establishes this new section related to certified recovery residences as required by Florida Statutes. The statute requires the city to adopt these provisions into the land development code by January 1, 2026.

The proposed new code language establishes a purpose, zoning districts where this use is allowed (multifamily districts), a process to file a reasonable accommodation request for the certified recovery residence, a review process, an appeals process, general provisions and revocation procedures per statutes.

Also, find attached a Legislative Resource bulletin and the actual statute language from the Florida Statutes.

The Planning and Zoning Board (PZB) reviewed this ordinance for a recommendation to the City Commission regarding the proposed Ordinance language at their November 4, 2025, regular meeting.

Please place this item on the November 10, 2025, City Commission Agenda as an Introduction and First Reading. If you have any questions or require additional information, please contact me. This ordinance is exempt from the potentially required Business Impact Statement.



Amy McClure Skinner, AICP
Director, Planning and Building Department

ORDINANCE NO. 2025-32

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING AND UPDATING THE CODE OF ORDINANCES CHAPTER 28 ZONING; ARTICLE IV SUPPLEMENTARY REGULATIONS, DIVISION I GENERALLY; CREATING SECTION 28-358 CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Municipal Home Rule Powers Act, Chapter 166, Florida Statutes, secures for municipalities the broad exercise of home rule powers granted by Article VIII, Section 2 of the Florida Constitution, including the exercise of any power for municipal purposes not expressly prohibited by law; and

WHEREAS, Sections 163.3167 and 163.3177(1), Florida Statutes, requires the City of St. Augustine to maintain a Comprehensive Plan to guide the future development and growth of the city by providing the principles, guidelines, standards, and strategies for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the area that reflects community commitments to implement the plan and its elements; and

WHEREAS, Section 397.487, Florida Statutes, as amended by Fla. S.R. 954 (Reg. Sess. 2025), mandates that the City Commission of the City of St. Augustine adopt an ordinance to establish procedures for the review and approval of certified recovery residences, as defined in s. 397.311(5), F.S., including a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence; and

WHEREAS, the City in its Housing Element sets out goals, objectives and policies to establish principles, guidelines, standards and strategies to provide housing for all current and anticipated future residents of the city, this is also reflected in the Future Land Use Plan of the Future Land Use Element; and

WHEREAS, adoption of this Ordinance is required for compliance with state law to implement Section 397.487, Florida Statutes, and for that reason the City is not required to prepare or cause to be prepared a business impact statement pursuant to Section 166.041(4), Florida Statutes; and

WHEREAS, the City of St. Augustine is required by Section 163.3202, Florida Statutes, to adopt or amend and enforce land development regulations that are consistent with and implement the Comprehensive Plan, and that are combined and compiled into a single land development code for the city (the City of St. Augustine's Zoning Code is Chapter 28 of the Code of Ordinances including land development regulations for the provision of Supplementary Regulations); and

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

WHEREAS, after review, the Planning and Zoning Board recommended approval of these amendments and updates and determined that these changes are no more burdensome or restrictive. The Planning and Zoning Board acting as the land planning agency for the city of St. Augustine determined at its November 4, 2025, regular meeting that these changes are required by state statute; and

WHEREAS, the City in amending the Land Development Code (LDC) provides the benefit of providing a purpose, a reasonable accommodation request process to establish a certified recovery residence, a review process; alternative accommodation, appeals, fees, general provisions and a revocation process per statute.

WHEREAS, the City Commission for the City of Saint 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 FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

SECTION 1. Amending Chapter 28, Article IV Supplementary Regulations, Creating Section 28-358. Chapter 28, Article IV Supplementary Regulations, Creating Section 28-358 of the Code of the City of St. Augustine is hereby added as follows: [Note: ~~striketrough~~ language deleted, underline language added]

“Sec. 28-358. – Certified Recovery Residences.

- (a) Purpose. The purpose of this section is to address the establishment of certified recovery residences, as defined in s. 397.311(5), F.S., and provide procedures for the review and approval of requests for a reasonable accommodation in the application of the City's ordinances, rules, policies, and procedures consistent with the federal Fair Housing Amendments Act (42 U.S.C. 3601, et seq.) ("FHA") and Title II of the Americans with Disabilities Act (42 U.S.C. Section 12131, et seq.) ("ADA").
- (b) Establishment of a certified recovery residence. A certified recovery residence may be established only in the multi-family residential zoning district(s) and must comply with Chapter 28 of this Code for that zoning district and all other applicable land development regulations, except that reasonable accommodation(s) may be requested pursuant to this section.
- (c) Filing a reasonable accommodation request to establish a certified recovery residence:
 - (1) A request for a reasonable accommodation under this section from the land development regulations, rules, policies, and procedures of the City that may hinder the establishment of a certified recovery residence shall be made in writing to the Planning and Building Department Director or designee and shall at a minimum provide the following information:
 - a. The name and contact information of the applicant making the request. If the applicant is not the certified recovery residence administrator who will be actively managing the recovery residence, the administrator's name, contact information, and a copy of the administrator's certification must also be provided. If the applicant is not the owner of the property where the reasonable accommodation is being requested, then the contact information for the owner must be included.
 - b. The location where reasonable accommodation is requested, including the address and parcel identification number.
 - c. A description of the accommodation needed, identifying the ordinances, rules, or policies for which the applicant needs

- reasonable accommodation, and why it is necessary.
- d. Certification stating the following: “I certify, under penalty of perjury, that the information provided in this request is true and correct. I understand that, if I knowingly provide false information with this request, my request shall become null and void.”
 - e. Any additional information or documentation the applicant feels is necessary to support the request for reasonable accommodation.
 - f. The signature of the applicant and date.
- (2) The application must not include information or records specific and personal to any individual’s medical diagnoses, prognoses, history, or treatment.
 - (3) The City shall date stamp the application upon receipt and shall notify the applicant in writing within 30 days if additional information is required. The applicant must provide the requested information within 30 days.
- (d) Review process. Within 60 days of receiving the completed application, the Planning and Building Department Director or designee shall review the request for reasonable accommodation and make a recommendation consistent with this Section, and the FHA and/or ADA after considering the following:
- (1) Whether the requested accommodation is reasonable and necessary.
 - (2) Whether the requested accommodation would impose an undue financial or administrative burden on the City.
 - (3) Whether the requested accommodation would require a fundamental deviation in the nature of the land use and zoning regulations of the City.

In conducting the review, the Planning and Building Department Director or designee may make a site visit to the property where the reasonable accommodation is being requested and may utilize consultants in making the determination.

- (e) Alternative accommodation. If the Planning and Building Department Director or designee finds that the requested accommodation will impose an undue financial or administrative burden on the City or will require a fundamental deviation in the nature of the City's land use or zoning regulations, the Planning and Building Department Director or designee may consider whether a reasonable alternative accommodation exists which would effectively meet the applicant’s need(s).
- (f) Determination. Once review by the Planning and Building Department Director or designee of the request is complete, the Planning and Building Department Director or designee shall make a recommendation to the Planning and Zoning Board (PZB) to:
 - (1) Grant the accommodation request; or
 - (2) Grant a portion of the request and deny a portion of the request, and/or impose conditions upon the grant of the request, or approve a reasonable alternative accommodation; or
 - (3) Deny the request in accordance with state and federal law.

The Planning and Zoning Board shall consider the recommendation at a public meeting held within 60 days of the Planning and Building Department Director or designee receiving the completed application to make a determination. If a meeting of the Planning and Zoning Board cannot be established within that time frame, then the Planning and Building Department Director or designee recommendation becomes the determination. The determination shall be in writing. If the determination is for denial, the reasons for the denial are required to be stated. The final determination shall give notice of the right and method to appeal. If the final written determination is not issued within 60 days after receipt of the completed application, the request is deemed approved unless the parties agree in writing to a reasonable extension of time

- (g) Appeals. Whenever the applicant disagrees with the determination of the Planning and Building Department Director or designee or the Planning and Zoning Board, or any of the conditions imposed as part of the terms under which the reasonable accommodation is approved, they may elect to appeal the application to the City Commission. The appeal shall be reviewed by the City Commission at the next regular meeting for which the agenda has not yet been published on the City's website.
- (h) Fees. There shall be no fee imposed by the City in connection with a request for reasonable accommodation or any appeal. The City shall have no obligation to pay a requesting party's or an appealing party's attorney fees or costs in connection with the request, or an appeal.
- (i) General provisions. The following general provisions are applicable:

 - (1) An applicant may apply for a reasonable accommodation on his/her own behalf or may be represented at all stages of the reasonable accommodation process by an attorney, legally appointed guardian, or other person designated by the individual in writing.
 - (2) In the event that a reasonable accommodation is granted, the applicant shall comply with any and all applicable conditions, as well as all unaffected permitting processes required by the Code of Ordinances and/or the land development regulations of the City.
 - (3) A reasonable accommodation is specific to the applicant and does not run with the land.
 - (4) A reasonable accommodation does not alter an individual's obligation to comply with other applicable federal, state, county, or City requirements, rules, regulations, or laws.
- (j) Revocation. The approval granted under this Section for a reasonable accommodation may be revoked or modified if the recovery residence fails to maintain certification or licensure required under state law and it is not reinstated within 180 days, or a violation of any provision of the determination granting the reasonable accommodation is found. The City shall provide 30-days' written notice of the proposed revocation or modification.

...”

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. 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 4. This ordinance shall be effective ten (10) days after passage, pursuant to s. 166.041(5), Florida Statutes.

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)

Legislative Resource



SB 954: Certified Recovery Residences

1. SB 954 – Certified Recovery Residences

The purpose of this memo is to provide an overview of the recently passed law, SB 954: Certified Recovery Residences. This bill has an effective date of July 1, 2025, and the bill's requirements must be met by January 1, 2026. The purpose of this law is to require local governments to adopt an ordinance that will formalize and streamline the process for applicants seeking reasonable accommodations from land use regulations relating to certified recovery residences.

2. Key Provisions

Key provisions of the new law include:

- By January 1, 2026, the governing body of each local government must adopt an ordinance establishing the procedures for review and approval of certified recovery residences within its jurisdiction.
- The ordinance must include a process for requesting reasonable accommodation from any local land use regulation.
- The ordinance must be consistent with the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq.
- The ordinance must establish a written application process for requesting accommodation.
- The ordinance will require each local government to date-stamp each application request upon receipt. If additional information is required, the local government must notify the applicant in writing within the first 30 days after receipt and allow the applicant 30 days to respond.
- The ordinance will require the local government to issue a final written determination on the application within 60 days after receipt. If a final written determination is not issued within 60 days after receipt of a completed application, the request is deemed approved, unless the parties agree in writing, to a reasonable extension of time.
- The ordinance will require that the application include basic name and contact information.
- The ordinance may not require public hearings beyond the minimum required by law to grant the requested accommodation.
- Refer to the bill text for detailed ordinance requirements.

Legislative Resource



3. Timeline/Required Actions

Deadline	Action Required
January 1, 2026	The governing body of each county or municipality must adopt an ordinance establishing procedures for the review and approval of certified recovery residences within its jurisdiction.

4. Resources/Contacts

- Full bill text: <https://flsenate.gov/Session/Bill/2025/954/BillText/er/PDF>
- Contact: Sam Wagoner, Legislative Advocate, swagoner@flcities.com

(15)(a) By January 1, 2026, the governing body of each county or municipality shall adopt an ordinance establishing procedures for the review and approval of certified recovery residences within its jurisdiction. The ordinance must include a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence.

(b) At a minimum, the ordinance must:

1. Be consistent with the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq.
 2. Establish a written application process for requesting a reasonable accommodation for the establishment of a certified recovery residence, which application must be submitted to the appropriate local government office.
 3. Require the local government to date stamp each application upon receipt. If additional information is required, the local government must notify the applicant in writing within the first 30 days after receipt of the application and allow the applicant at least 30 days to respond.
 4. Require the local government to issue a final written determination on the application within 60 days after receipt of a completed application. The determination must:
 - a. Approve the request in whole or in part, with or without conditions; or
 - b. Deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.
 5. Provide that if a final written determination is not issued within 60 days after receipt of a completed application, the request is deemed approved unless the parties agree in writing to a reasonable extension of time.
 6. Require that the application include, at a minimum:
 - a. The name and contact information of the applicant or the applicant's authorized representative;
 - b. The property address and parcel identification number; and
 - c. A description of the accommodation requested and the specific regulation or policy from which relief is sought.
 - (c) The ordinance may establish additional requirements for the review or approval of reasonable accommodation requests for establishing a certified recovery residence, provided such requirements are consistent with federal law and do not conflict with this subsection.
 - (d) The ordinance may not require public hearings beyond the minimum required by law to grant the requested accommodation.
 - (e) The ordinance may include provisions for the revocation of a granted accommodation of a certified recovery residence for cause, including, but not limited to, a violation of the conditions of approval or the lapse, revocation, or failure to maintain certification or licensure required under this section, if not reinstated within 180 days.
 - (f) The ordinance and establishment of a reasonable accommodation process does not relieve the local government from its obligations under the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq. The regulation for which the applicant is seeking a reasonable accommodation must not facially discriminate against or otherwise disparately impact the applicant.
- (16) The application of this section does not supersede any current or future declaration or declaration of condominium adopted pursuant to chapter 718; any cooperative document adopted pursuant to chapter 719; or any declaration or declaration of covenant adopted pursuant to chapter 720.

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: October 31, 2025

RE: Review and approve the submittal of the City's required Evaluation and Appraisal Report (EAR) letter for the Comprehensive Plan - Staff Presentation

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

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

Since the introduction of this topic at the July 16, 2025, Planning and Zoning Board (PZB) special meeting staff has determined that there have been no changes in state law that require the City of St. Augustine to amend its Comprehensive Plan 2040. Staff finds that all elements of the city's Comprehensive Plan 2040 comply with Chapter 163 – Intergovernmental Programs of the Florida Statutes and that it reflects the minimum planning period of ten (10) years. This is supported by the fact that the state has not previously found the Comprehensive Plan to be noncompliant with Chapter 163 – Intergovernmental Programs of the Florida Statutes.

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

Below is a project schedule outlined and completed. All Citizen Board review meetings allowed public comments.

EAR Memo
10-31-2025
Page 1

Date	Type of Meeting	Topic
July 16, 2025	Planning and Zoning Board	General discussion of the required Evaluation and Appraisal Report (EAR)
September 2, 2025	Planning and Zoning Board	Presentation of staff findings
September 18, 2025	Historic Architectural Review Board	Presentation of staff findings
November 4, 2025	Planning and Zoning Board	Recommendation of EAR to the City Commission
November 10, 2025	City Commission	Review and Approval of city EAR letter to State

The Planning and Zoning Board held its final review of this item to discuss and make a recommendation to the City Commission at its November 4, 2025, regular meeting.

Attached is the Evaluation and Appraisal Report (EAR) Transmittal Letter and required separate Affidavit required for the mayor's signature. The EAR Transmittal Letter is required to be submitted to the State Land Planning Agency by December 1st, 2025.

Over the course of the next year (2026) the city will comprehensively evaluate and as necessary update the comprehensive plan to reflect changes in local conditions. Any required amendments will be submitted together as per the State Coordinated Review Process.

If you have any questions or you would like to discuss this further, please let me know. Please place this item on November 10, 2025, City Commission meeting Agenda as a Staff Presentation.

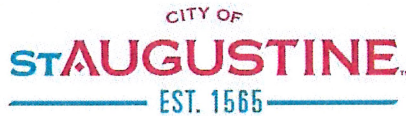
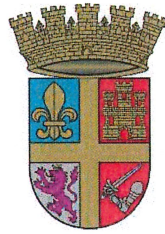


Jacob Fredriksson
Planning Manager
Planning and Building Department

Attachments:

Attachment 1:

**City of St. Augustine Evaluation and
Appraisal Report (EAR) Transmittal
Letter**



November XX, 2025

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

Attention: Donna Harris, Senior Plan Processor

**RE: City of St. Augustine Transmittal Letter and Separate Affidavit –
Required Evaluation and Appraisal Report (EAR)**

Dear Ms. Harris:

This letter constitutes the City of St. Augustine notification to the state land planning agency that the City has conducted an evaluation of its adopted Comprehensive Plan as required every seven (7) years. This requirement is as per Section 163.3191 of Florida Statutes requiring that local governments determine whether the need exists to amend the comprehensive plan to reflect changes since the last Comprehensive Plan update.

The City of St. Augustine is required to submit this letter by December 1, 2025, as per Administrative Rule Chapter 73C-49.

The City of St. Augustine completed a major update to its Comprehensive Plan in 2020 based on the city's 2018 EAR and has amended its Plan based on subsequent statutory requirements since that update.

Therefore, the City has determined that no plan amendments are necessary to reflect a minimum planning period of at least ten (10) years. No plan amendments are necessary to reflect changes in state requirements since the last Comprehensive Plan update. And over the next year (2026) the city shall comprehensively evaluate and as necessary update the comprehensive plan to reflect changes in local conditions. Any required amendments will be submitted together as per the State Coordinated Review Process.

At this point the only outstanding action required of the city is to complete the annual update to the City's Capital Improvements Element of the Comprehensive Plan.

Attached you will find the necessary separate Affidavit signed by the mayor as required by the statute.

If you have any questions or require additional information, please contact me. My contact information is listed below.

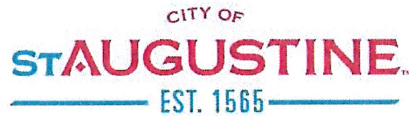
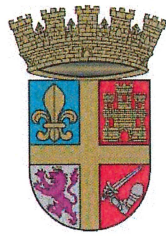
The contact information, for the local government contact, is:

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

Sincerely,

Amy McClure Skinner, AICP
Director
Planning and Building Department

Attachment 2:
Affidavit Related to the Submittal of
the City of St. Augustine's Required
Evaluation and Appraisal Report
(EAR)



AFFIDAVIT RELATED TO THE SUBMITTAL OF THE CITY OF ST. AUGUSTINE
REQUIRED EVALUATION AND APPRAISAL REPORT (EAR)

STATE OF FLORIDA

I, Nancy Sikes-Kline, being duly sworn, do hereby depose and state as follows:

Identity and Capacity: I am the dually elected Mayor of the City of St. Augustine (hereinafter "the Affiant").

Purpose of Affidavit: I am executing this Affidavit to attest that all elements of the City of St. Augustine's Comprehensive Plan comply with this subsection, F.S. 163.3177(5) excepting that the city is required to complete the annual update to the Capital Improvements Element of the Comprehensive Plan.

I am also certifying that the adopted Comprehensive Plan contains the minimum planning period of ten (10) years. The source of the population projections is the Bureau of Economic and Business Research (BEBR) University of Florida Statistical Abstract, dated 2015.

I hereby affirm and certify that, to the best of my knowledge, information, and belief, the city's Comprehensive Plan is in compliance.

Truthfulness and Reliance: I swear or affirm that all statements made herein are true, complete, and accurate. I understand that this affidavit is being relied upon by the State of Florida Land Planning Agency as inducement to meet the statutory requirement related to the submittal of the city's Evaluation and Appraisal Report (EAR) letter.

Penalty of Perjury: I understand that any misrepresentation in this affidavit may be grounds for legal action, including penalties for false statements or perjury.

IN WITNESS WHEREOF, I have executed this Affidavit on this _____ of November 2025.

Nancy Sikes-Kline, Mayor, City of St. Augustine

NOTARIZATION SECTION

Subscribed and sworn to (or affirmed) before me this _____ day of November 2025, by Nancy Sikes-Kline, who is personally known to me or who produced _____ as identification.

Notary Public Signature

My Commission Expires: _____

**AGREEMENT FOR SETTLEMENT OF
EMINENT DOMAIN CLAIM
AND VOLUNTARY CONVEYANCE OF EASEMENTS**

This Agreement (this “Agreement”) is made and entered into by and between the CITY OF SAINT AUGUSTINE (“City”) and three individuals having ownership interests in that certain parcel of real property known as 8 Hedrick Street, St, Augustine, FL 32084, and alternatively by St. Johns County Tax Appraiser Parcel Identification Number 201190-0000 (the “Parcel”), who are GARY STEHLI, DARRYL BAUMSTEIN, and SONYA BAUMSTEIN (“Owners”);

WHEREAS, prior to the execution of this Agreement, the City’s legislative body enacted and adopted Resolution 2025-07 (the “Resolution”), which declared a public need for a taking in eminent domain of certain defined, measured, easement interests against the Parcel, and other neighboring and adjoining privately-owned parcels, with the procedure contemplated in Chapters 73 and 74, Florida Statutes (the “Easement Taking”), for the purpose of constructing a seawall with utilities tie-ins and related public works features, which project is referred to as the Lake Maria Sanchez Flood Mitigation and Drainage Improvement Project (the “Project”);

WHEREAS, prior to the execution of this Agreement, and following the adoption of the Resolution, the City commenced an eminent domain legal proceeding in the Circuit Court in and for Saint Johns County, Florida, Seventh Judicial Circuit, styled City of Saint Augustine v. Lynn Kluger, Gary Stehli, Darryl Baumstein, and Sonya Baumstein,. Case No. CA-25-0827, following the statutory process for obtaining judicial recognition of the Taking and the presentment to a jury of the valuation to be awarded, according to statute, to the Owners, and the calculation of the attorney’s fees payable by statute by the City as the condemnor, for the Owners’ counsel’s fee (the “Eminent Domain Proceeding”);

WHEREAS the City and the Owners, while represented and advised by counsel, desire to resolve all matters between them in the Eminent Domain Proceeding;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties now agree as follows:

1. Closing of the Voluntary Exchange of Conveyances of Easements and Payment

The parties shall proceed, as arranged by the mutual efforts of their counsel, in cooperation with City officers, to mutually and simultaneously close on and complete the following exchange:

A. Payment by the City to the Owners

The City shall pay to the Owners’ counsel’s client trust account, to be defined in a letter from counsel to the City’s counsel, the following sum representing payment-in-full to the Owners for the voluntary conveyance of the easements defined below:

\$450,000 (four hundred fifty thousand dollars)

B. Owner's Acceptance of Payment Jointly and Severally

All three (3) Owners agree that they are causing their common counsel, the Brigham Property Rights Law Firm, to accept the singular sum set forth in Part 1(a) above, as the sole and singular payment to all of them, jointly and severally, compensating them for their voluntary conveyance of the easements defined below, and further agree that each Owner holds harmless the City as to any potential or actual disagreements between them, past, present or future, disclosed or undisclosed, as to their respective shares of or interests in such total sum.

C. Payment by the City of the Owner's Attorney's Fee

The City shall pay to the Owners' counsel, the Brigham Property Rights Law Firm, in full and complete satisfaction of all attorney's fees and statutory attorney's fees, and all costs, due, the sum of:

\$99,601 (ninety-nine thousand six hundred and one dollars).

D. Voluntary Conveyance of Easements by All Owners Against the Parcel

In Order to satisfy the conditions precedent and concurrent to the payment obligations recited above, the Owners agree and understand that all three (3) Owners shall execute with appropriate witness, notary, and other real property law formalities required for recordation of a deed, security interest, or other instrument effecting real property in the State of Florida, on and using forms supplied by the City, their voluntary grant and conveyance of the three (3) easements against the Parcel specifically defined here:

- (1) That certain **Permanent and Perpetual Easement** containing 5,006 square feet, more or less, and described in metes and bounds at Exhibit B to Resolution 2025-07, as such description is republished and **shown at attached Schedule 1** to his Agreement;
- (2) That certain fifteen (15) years or less in duration **Temporary Easement** containing 3,010 square feet, more or less, and described in metes and bounds at Exhibit B to Resolution 2025-07, as such description is republished and shown at **attached Schedule 2** to this Agreement;
- (3) That certain perpetual in duration **Access Easement** containing 101,706 square feet, more or less, and described in metes and bounds at Exhibit B to Resolution 2025-07, as such description is republished and shown at attached **Schedule 3** to this Agreement.

E. Acknowledgement that City Will Build in Substantial Accordance With Project Plans

Both parties recognize, and the City affirms and re-affirms, in connection with the voluntary conveyance of the permanent easement defined at Part 1(D)(1), above, that the City shall build

the Project structures and features within the bounds of the permanent easement substantially as they are presented in the City's publicly displayed pre-permit phase construction plans, copies of which the parties acknowledge have been circulated between them prior to the making of this Agreement.

2. Reasonable Assistance With Curative or Corrective Instruments After Closing

All parties agree that in the event that the City's recordation of the easements conveyed by Owners under this Agreement requires, in the opinion of any official or agency of local government, a correction, a revision, or a curative document that requires execution or re-execution by the Owners as the grantors and conveying parties, that the Owners shall cooperate with requests for the same, and that the City shall provide reasonable advance notice and reasonable facilitation supporting the presentment and request for execution or any such corrective or curative written instruments.

3. Dismissal of the Owners from the Eminent Domain Proceeding

Within three (3) business days following the voluntary conveyance by execution of instruments of the easements across the Parcel defined above, the City shall cause its legal counsel to, assisted by Owners' legal counsel, enter a joint stipulation of dismissal of the Owners from the Eminent Domain Proceeding.

4. Satisfaction and Release by Owners in Favor of City

Following the receipt by the Owners' counsel into the counsel's firm's client trust account of the payment set forth at Part 1(A), above, each Owner, and all of the Owners, agree that all of their rights to compensation as owners of the Parcel, whether arising from or relating to the Resolution, the Taking, the Eminent Domain Proceeding, or any statute or principle of law relating thereto, including but not limited to Chapters 73 and 74, Florida Statutes, or the easements they voluntarily convey in this Agreement, are satisfied, exhausted, and released, without limitation, saving and excepting only the obligations of the City set forth in this Agreement.

5. Governing law; Venue; Prevailing Party Awarded Attorney's Fees

This Agreement shall be governed by the laws of the State of Florida, without regard to conflict of laws principles. Exclusive venue for any civil action at law or in equity arising under or pertaining to this Agreement shall be in the state courts serving St. Augustine, St. Johns County, Florida. In any civil action at law or in equity concerning or pertaining to this Agreement, the prevailing party shall be entitled to recover their reasonable attorney's fees and costs, including but not limited to appellate attorney's fees.

6. Entire Agreement

This Agreement constitutes the entire agreement between the parties hereto with regard to the contents herein. There are no oral, collateral, or supplemental agreements concerning the subject

matter of this Agreement. This Agreement may not be altered, amended, modified, or otherwise changed in any respect or particular as to any other party except by a writing duly executed by each party hereto. This Agreement once executed may be recorded in the Official Records of St. Johns County, Florida.

IN WITNESS WHEREOF, the parties execute this Agreement as of the _____ day of _____, 2025:

CITY OF SAINT AUGUSTINE

By: _____
DAVID BIRCHIM, CITY MANAGER

Witness 1 Name: _____
Witness 1 Signature: _____
Witness 1 Date: _____

Witness 2 Name: _____
Witness 2 Signature: _____
Witness 2 Date: _____

OWNERS

GARY STEHLI

By: _____
as _____

Witness 1 Name: _____
Witness 1 Signature: _____
Witness 1 Date: _____

Witness 2 Name: _____
Witness 2 Signature: _____
Witness 2 Date: _____

DARRYL BAUMSTEIN

By: _____

Witness 1 Name: _____
Witness 1 Signature: _____
Witness 1 Date: _____

Witness 2 Name: _____
Witness 2 Signature: _____
Witness 2 Date: _____

SONYA BAUMSTEIN

By: _____

Witness 1 Name: _____
Witness 1 Signature: _____
Witness 1 Date: _____

Witness 2 Name: _____
Witness 2 Signature: _____
Witness 2 Date: _____

[END OF SIGNATURES AREA]

Schedule 1

ST. JOHNS COUNTY, FLORIDA TAX PARCEL ID 2011900000
GARY L. STEHLI

PERMANENT EASEMENT DESCRIPTION:

COMMENCING AT THE SOUTHEAST CORNER OF THE PROPERTY DESCRIBED IN OFFICIAL RECORD BOOK 6067 PAGE 1464 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, SAID POINT ALSO BEING ON THE NORTHERLY RIGHT-OF-WAY OF HENDRICKS AVENUE; THENCE LEAVING THE SOUTHEAST CORNER OF SAID PROPERTY AND RUNNING ALONG THE SOUTHERLY LINE OF SAID PROPERTY AND PART OF THE NORTHERLY RIGHT-OF-WAY OF SAID HENDRICKS AVENUE S 72°57'56" W 122.46 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE CONTINUING ALONG THE SOUTHERLY LINE OF SAID PROPERTY AND A PART OF SAID RIGHT-OF-WAY S 72°57'56" W 20.61 FEET; THENCE LEAVING THE SOUTHERLY LINE AND RUNNING THROUGH SAID PROPERTY THE FOLLOWING SIX (6) COURSES AND DISTANCES, 1) N 03°03'37" W 137.12 FEET, 2) S 68°15'18" W 41.86 FEET, 3) N 21°27'21" W 178.17 FEET, 4) N 70°39'02" W 65.65 FEET, 5) S 82°16'07" W 54.09 FEET, 6) N 40°38'00" W 4.63 FEET TO A POINT ON THE NORTHERLY LINE OF SAID PROPERTY; THENCE RUNNING ALONG A PART OF THE NORTHERLY LINE OF SAID PROPERTY, 7) N 81°13'24" E 89.75 FEET; THENCE LEAVING THE NORTHERLY LINE AND RUNNING THROUGH SAID PROPERTY S 70°39'02" E 26.68 FEET TO A POINT ON THE EASTERLY LINE OF SAID PROPERTY; THENCE RUNNING ALONG A PART OF THE EASTERLY OUTLINE OF SAID PROPERTY THE FOLLOWING THREE (3) COURSES AND DISTANCES, 1) S 21°27'21" E 197.11 FEET, 2) N 68°16'12" E 60.30 FEET, 3) S 03°03'37" E 143.13 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION.

CONTAINING 5,006 SQUARE FEET OF LAND MORE OR LESS.

Schedule 2

ST. JOHNS COUNTY, FLORIDA TAX PARCEL ID 2011900000
GARY L. STEHLI

TEMPORARY EASEMENT #1 DESCRIPTION:

COMMENCING AT THE NORTHWEST CORNER OF THE PROPERTY DESCRIBED IN OFFICIAL RECORD BOOK 6067 PAGE 1464 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA; THENCE LEAVING THE NORTHWEST CORNER OF SAID PROPERTY AND RUNNING ALONG A PART OF THE NORTHERLY LINE OF SAID PROPERTY N 81°13'24" E 176.28 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE CONTINUING ALONG THE NORTHERLY LINE OF SAID PROPERTY N 81°13'24" E 20.70 FEET TO THE NORTHEAST CORNER OF SAID PROPERTY; THENCE LEAVING THE NORTHEAST CORNER OF SAID PROPERTY AND RUNNING ALONG A PART OF THE EASTERLY LINE OF SAID PROPERTY S 70°39'02" E 26.68 FEET; THENCE LEAVING THE EASTERLY LINE OF SAID PROPERTY AND RUNNING THROUGH SAID PROPERTY N 21°27'21" W 12.89 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION.

CONTAINING 130 SQUARE FEET OF LAND MORE OR LESS.

TEMPORARY EASEMENT #2 DESCRIPTION:

COMMENCING AT THE SOUTHEAST CORNER OF THE PROPERTY DESCRIBED IN OFFICIAL RECORD BOOK 6067 PAGE 1464 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, SAID POINT ALSO BEING ON THE NORTHERLY RIGHT-OF-WAY OF HENDRICKS AVENUE; THENCE LEAVING THE SOUTHEAST CORNER OF SAID PROPERTY AND RUNNING ALONG THE SOUTHERLY LINE OF SAID PROPERTY AND PART OF THE NORTHERLY RIGHT-OF-WAY OF SAID HENDRICKS AVENUE S 72°57'56" W 101.85 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE CONTINUING ALONG A PART OF THE SOUTHERLY LINE OF SAID PROPERTY AND A PART OF THE NORTHERLY LINE OF SAID RIGHT-OF-WAY S 72°57'56" W 20.61 FEET; THENCE LEAVING SAID PROPERTY LINE AND RIGHT-OF-WAY LINE AND RUNNING THROUGH SAID PROPERTY, N 03°03'37" W 143.13 FEET TO A POINT ON THE NORTHEASTERLY LINE OF SAID PROPERTY; THENCE RUNNING ALONG A PART OF THE NORTHEASTERLY LINE OF SAID PROPERTY N 68°16'12" E 21.11 FEET; THENCE LEAVING THE NORTHEASTERLY LINE AND RUNNING THROUGH SAID PROPERTY S 03°03'37" E 144.91 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION.

CONTAINING 2,880 SQUARE FEET OF LAND MORE OR LESS.

Schedule 3

ST. JOHNS COUNTY, FLORIDA TAX PARCEL ID 2011900000
GARY L. STEHLI

ACCESS EASEMENT DESCRIPTION:

COMMENCING AT THE SOUTHEAST CORNER OF THE PROPERTY DESCRIBED IN OFFICIAL RECORD BOOK 6067 PAGE 1464 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, SAID POINT ALSO BEING ON THE NORTHERLY RIGHT-OF-WAY OF HENDRICKS AVENUE; THENCE LEAVING THE SOUTHEAST CORNER OF SAID PROPERTY AND RUNNING ALONG THE SOUTHERLY LINE OF SAID PROPERTY AND PART OF THE NORTHERLY RIGHT-OF-WAY OF SAID HENDRICKS AVENUE S 72°57'56" W 143.07 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE RUNNING ALONG THE PERIMETER OF SAID PROPERTY THE FOLLOWING SEVEN (7) COURSES AND DISTANCES, 1) S 72°57'56" W 328.50 FEET, 2) N 03°24'57" EAST 95.87 FEET, 3) N 03°39'40" W 56.21 FEET, 4) N 13°16'13" W 123.44 FEET, 5) N 19°07'17" W 51.17 FEET, 6) N 40°56'03" W 71.85 FEET TO THE NORTHWEST CORNER OF SAID PROPERTY; THENCE RUNNING ALONG A PART OF THE NORTHERLY LINE OF SAID PROPERTY, 7) N 81°13'24" E 176.28 FEET; THENCE LEAVING SAID NORTHERLY LINE AND RUNNING THROUGH SAID PROPERTY THE FOLLOWING SIX (6) COURSES AND DISTANCES, 1) S 40°38'00" E 4.63 FEET, 2) N 82°16'07" E 54.09 FEET, 3) S 70°39'02" E 65.65 FEET, 4) S 21°27'21" E 178.17 FEET, 5) N 68°15'18" E 41.86 FEET, 6) S 03°03'37" E 137.12 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION.

CONTAINING 101,706 SQUARE FEET OF LAND MORE OR LESS.

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and City Commissioners

DATE: October 29, 2025

RE: Request for **Two (2) appointments** - PLANNING AND ZONING BOARD (PZB)

Notification was previously given regarding two (2) vacancies on the Planning and Zoning Board.

Advertisements requesting applications were placed in the St. Augustine Record and posted on the City's website. Applications were received from the following:

1. Jan Kelly
2. Michael A. Davis
3. Matt Brown

Attached are the applications received, in addition to the current PZB roster, Board profile and responsibilities.



Darlene Galambos
City Clerk

Attachments: Applications

xc: PZB – Clerk's File

CITY OF ST. AUGUSTINE

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Darlene Galambos
City Clerk

Attachments: Applications

xc: PZB – Clerk's File

QUALIFICATIONS FOR PLANNING AND ZONING BOARD (PZB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 2.

Qualifications: All members of the Planning and Zoning Board shall reside in the city and shall hold no government office nor receive any salary or compensation for their services to the board herein created. No member shall be appointed for more than two (2) consecutive full terms.

Please check those qualifications that apply to you:

- | | |
|---|---|
| ☐ Architect, Florida registered | ☐ Preservation Organization Officer |
| ☐ Planner, member APA or AICP | ☐ Environmental or Land Use Organization Officer |
| ☐ Real Estate Broker, w/ County occupational license | ☒ Attorney, Florida Bar |
| ☐ Educator, college level | ☐ Landscape Architect, Florida registered |
| ☐ Engineer, Florida registered | ☐ Contractor, City contractor's license |
| ☐ Merchant/Businessperson, City occupational license | |
-

QUALIFICATIONS FOR HISTORIC ARCHITECTURAL REVIEW BOARD (HARB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 3.

Qualifications: All members of the Historic Architectural Review Board shall hold no government office nor receive any salary or compensation for their services to the board herein created. While preference shall be given to current city residents, the city commission may appoint a non-resident upon a finding that such non-resident is uniquely qualified. No member shall be appointed for more than two (2) consecutive full terms. Alternates shall be appointed for a three (3) year term. Alternates shall have previously served as regular members and shall comply with all local and state requirements of office. Alternates will only be called upon to participate and vote at meetings in the event of an anticipated lack of quorum or bare minimum quorum of the regular members.

Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines who do not have a professional degree in any of the fields set forth in this section may be appointed by the city commission when persons with such degrees are not available for appointment, or when such appointment is determined to be in the best interest of the city.

Please check those qualifications that apply to you:

- | | |
|--|---|
| ☐ History or related fields | ☐ Art History |
| ☐ Archaeology | ☐ Former HARB Member |
| ☐ Architectural History | ☐ Other |
| ☐ Historic Architecture | |
-

QUALIFICATIONS FOR CORRIDOR REVIEW COMMITTEE (CRC):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 5.

Qualifications: All members of the Corridor Review Committee shall hold no government office nor receive any salary or compensation for their services to the board herein created. The initial appointment of members shall be as follows: two (2) members of the board as established herein shall be appointed for a term of three (3) years; two (2) members for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter all members shall be appointed for a three (3) year term. Two (2) seats on the board shall be designated for a licensed, or retired, architect or landscape architect with preference given to those who are city residents or whose business is located within the city; and three (3) seats for property owners or tenants of properties located within the respective entry corridors: Anastasia Boulevard, San Marco Avenue, and King Street. The members of the CRC shall meet as needed, as an ad hoc committee meeting noticed by the City Clerk and shall meet at least annually to elect one (1) of its members as chairperson and one (1) as vice-chair.

Please check those qualifications that apply to you:

- | | |
|---|---|
| ☐ Architect, Florida licensed or retired | ☐ Owner of property located within Entry Corridor |
| ☐ Landscape Architect, Florida licensed or retired | ☐ Tenant of property located within Entry Corridor |

Jan Kelly

jan.elections@icloud.com | 9373074493 | St. Augustine, FL 32084

September 26, 2025

City of St. Augustine

RE: Planning and Zoning Board Member

Dear Hiring Manager,

I am writing to express my interest in the Planning and Zoning Board Member position with the City of St. Augustine. Having moved to this historic city four years ago, I have developed a deep appreciation for its unique character and community values. My previous experience as a Board Member and Chair of the Code Enforcement Committee has equipped me with valuable insights into local governance and community engagement.

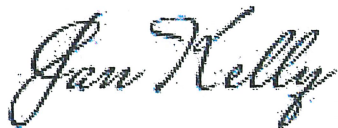
With over ten years of professional experience, I bring strong leadership, teamwork, and decision-making skills that are essential for effective board service. My commitment to serving our community is reflected in my active involvement in local initiatives aimed at enhancing quality of life for residents. I believe that local politics significantly impact citizens' daily lives, making it imperative to approach planning and zoning issues with diligence and care.

Collaboration is at the heart of successful governance; therefore, my ability to work harmoniously with diverse groups will enable me to contribute positively to the Planning and Zoning Board. I am dedicated to fostering open dialogue among stakeholders while ensuring that all voices are heard during discussions on development projects.

I would be honored to serve St. Augustine once again as a member of this vital board. Thank you for considering my application; I look forward to the opportunity to discuss how my background aligns with your vision for our city's future.

Sincerely,

Jan Kelly

A handwritten signature in cursive script that reads "Jan Kelly". The ink is dark and the signature is fluid, with a large, stylized 'J' and 'K'.

JAN KELLY

CONTACT



San Augustine, FL 32084



937.3074493



Jan.elections@icloud.com

SKILLS

- Leadership
- Legal research
- Legal writing
- Organization
- Communications

CURRENT VOLUNTEER

St. Augustine Code Enforcement Board
and Chair (2022-24)
Father Miguel O'Reilly docent
Cathedral Basilica Leadership Team and
Facilitator for Women's Bible Study

Dynamic leader with a proven track record in guiding teams, managing complex projects, and driving strategic objectives to successful completion.

Expertise in developing streamlined processes that uphold high standards while aligning team efforts with organizational goals.

Recognized for a collaborative approach and unwavering commitment to excellence, supported by extensive representation and leadership experience at local, state, and national government levels, including comprehensive planning initiatives.

Served as chair and member of the St. Augustine Code Enforcement Board, demonstrating dedication to community engagement and effective governance.

WORK HISTORY

Regional Liaison Secretary of State, Columbus, OH

- Regional Liaison for 14 counties. Developed and maintained relationships with Boards of Elections ensuring laws and procedures were handled by staff and Board Members.
- Reported activity to Secretary of State.
- Served as the primary point of contact fostering strong relationships.

February 2006 - January 2021

Director/Board of Elections Secretary of State, Ohio

- Directed cross-functional teams to align project goals with organizational strategy.
- Collaborated with stakeholders to identify and prioritize key initiatives for operational efficiency.
- Implemented process improvements resulting in streamlined workflows across departments.
- Mentored and developed team members, fostering a culture of continuous improvement and accountability.
- Administrative and direct contact with Secretary of State to implement state directives and procedures.
- Managed staff

February 1992 - July 1995

Legal Counsel United States House of Representatives, Washington, DC

- Maintained a high degree of professionalism at all times, representing the organization with integrity in both internal and external interactions.
- Worked with legislators to assist in drafting bills for legislation. Prepared speeches, supervised staff. Liaison with constituents.

EDUCATION

Bachelor of Arts Pre-law, Journalism And Mass Communication

University of Miami, Miami, FL

summa cum laude

- 4.0

J.D. Law

University of Miami, Miami, FL

CITY OF ST. AUGUSTINE
APPLICATION REQUESTING APPOINTMENT TO CITY BOARD/COMMITTEE

The undersigned wishes to apply for City Commission appointment to serve in a voluntary capacity on a City of St. Augustine board or committee. All applications must include a cover letter and resume.

1. APPLICANT NAME MICHAEL A. DAVIS
2. BOARD/COMMITTEE DESIRED PLANNING AND ZONING
3. RESIDENCE (Address) 23 PARK TERRACE DR
4. PHONE 904 824-3533 E-MAIL mikedavis@addavis.com
5. BUSINESS OWNED (Address) A.D. DAVIS CONSTRUCTION CORP.
6. BUSINESS PHONE 904-824-3533 E-MAIL _____
7. PROPERTY OWNED (Address) _____
8. PREFERRED MAILING ADDRESS _____
9. OCCUPATION (include resume) _____
10. PROFESSIONAL QUALIFICATIONS (submit a cover letter) _____

11. OTHER COMMENTS OR INFORMATION PZB MEMBERS FROM 2019-2025

12. "Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation."

Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) ☐ Yes | ☐ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box.

RACIAL CATEGORY (Check as many as apply)

☐ American Indian or Alaska Native	☐ Asian	☐ Native Hawaiian or Other Pacific Islander
☐ Black or African American	☐ White	

13. SIGNATURE OF APPLICANT

Michael A. Davis

DATE 10/1/25

14. AGREEMENT: In filing this application, the undersigned understands that it becomes a part of the public records of the City of St. Augustine and does hereby certify that all information contained herein is true to the best of his/her knowledge. It is also understood that, if appointed, it is required by the State of Florida to file a financial disclosure Form 1 with the Florida Commission on Ethics, within thirty (30) days of appointment, and each year thereafter, covering the term of appointment and to file Form 1-F upon departure from the board. Submit applications to: Darlene Galambos, City Clerk, P.O. Box 210, St. Augustine, Florida 32085.

QUALIFICATIONS FOR PLANNING AND ZONING BOARD (PZB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 2.

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Please check those qualifications that apply to you:

- | | |
|---|---|
| ☐ Architect, Florida registered | ☐ Preservation Organization Officer |
| ☐ Planner, member APA or AICP | ☐ Environmental or Land Use Organization Officer |
| ☐ Real Estate Broker, w/ County occupational license | ☐ Attorney, Florida Bar |
| ☐ Educator, college level | ☐ Landscape Architect, Florida registered |
| ☐ Engineer, Florida registered | ☒ Contractor, City contractor's license |
| ☐ Merchant/Businessperson, City occupational license | |

QUALIFICATIONS FOR HISTORIC ARCHITECTURAL REVIEW BOARD (HARB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 3.

Qualifications: All members of the Historic Architectural Review Board shall hold no government office nor receive any salary or compensation for their services to the board herein created. While preference shall be given to current city residents, the city commission may appoint a non-resident upon a finding that such non-resident is uniquely qualified. No member shall be appointed for more than two (2) consecutive full terms. Alternates shall be appointed for a three (3) year term. Alternates shall have previously served as regular members and shall comply with all local and state requirements of office. Alternates will only be called upon to participate and vote at meetings in the event of an anticipated lack of quorum or bare minimum quorum of the regular members.

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Please check those qualifications that apply to you:

- | | |
|--|---|
| ☐ History or related fields | ☐ Art History |
| ☐ Archaeology | ☐ Former HARB Member |
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- | | |
|---|---|
| ☐ Architect, Florida licensed or retired | ☐ Owner of property located within Entry Corridor |
| ☐ Landscape Architect, Florida licensed or retired | ☐ Tenant of property located within Entry Corridor |

Michael A. Davis

Education

1984 – 1988 Florida Southern College Lakeland, Florida
Bachelor of Arts, Major in Communication, Minor in History
1989 - 1992 University of North Florida Jacksonville, Florida
Bachelor of Science, Major in Building Technologies

Professional experience

1988 – 2019 A. D. Davis Construction Corp St. Augustine Florida
Vice President 1990 - 2002
President 2002 - present
Certified Building Contractor since 1993 CBC057112
2019 Association of Building Contractors Excellence in Construction Eagle Award for Memorial Presbyterian church Exterior Renovation
2018 Association of Building Contractors Excellence in Construction Pyramid Award for Artmotion
2018 Association of Building Contractors Excellence in Construction Pyramid Award for Flagler College Anderson Cottage Alumni House Renovation
2015 Association of Building Contractors Excellence in Construction Pyramid Award for The Cathedral Basilica Renovation
2015 Association of Building Contractors Excellence in Construction Pyramid Award for ARC of the St. Johns Pomar House Renovation
2014 Association of Building Contractors Excellence in Construction Pyramid Award for Solar Stik Corporate Office Renovation
2014 Florida Trust for Historic Preservation, Florida Preservation Award for Flagler College 4th Floor Renovation
2013 Association of Building Contractors Excellence in Construction Award of Excellence of the Flagler College 4th Floor Renovation
2013 Association of Building Contractors Excellence in Construction Pyramid Award for Hanke Hall
2011 Association of General Contractors Horizon Award, President's Award for the ARC Therapeutic Learning Center

**2010 Association of General Contractors Horizon Award,
Award of Distinction, for the Council on Aging River House**

**2010 Florida Trust for Historic Preservation, Florida
Preservation Award for Ponce Hall Towers**

2009 Safe Works Award from FCCI Insurance

**2008 Jacksonville Business Journal Top 50 Fastest Growing
Companies**

**2005 Florida Trust for Historic Preservation, Florida
Preservation Award for Lightner Museum Lobby Restoration**

**2002 Florida Trust for Historic Preservation, Florida
Preservation Award for the Restoration of St. Cyprian's
Episcopal Church**

**1997 Florida Trust for Historic Preservation, Florida
Preservation Award for Lightner Museum Grand Ballroom
Restoration**

**Community
activities**

1989 – present Rotary Club of St. Augustine

1998 – 2006 2019 – 2020 Rotary Board

1990 – 2005 Betty Griffin Golf Tournament Committee

1991 St. Augustine Record Basketball Tournament Committee

1994 – 1996 Affordable Hosing Committee St. Johns County

1994 – 2006 ARC of the St. Johns Board

1997 – 1999 ARC of the St. Johns Board President

1996 – 1997 Project Swing one of three general coordinators – planned for
one year to build a children's playground in 7 days with over 1,000 volunteers

1998 – 2000 Treasurer of St. Augustine Little League Board

2001 – 2002 Rotary Club President

2002 – 2011 YMCA Board of Directors

2006 and 2008 YMCA Board President

2004 – 2012 Served on Bill Proctor's District 20 Advisory Committee

2006 – 2018 Flagler Hospital Foundation Board

2008 – Community Service Award from the St. Johns County Welfare
Federation

2010 – present Home Again St. Johns Board Member

2010-12 Chairman of the Home Again St. Johns Committee

2012 – Catholic Charities Good Samaritan Award

2012 – 2019 ARC of the St. Johns Board Member

2013 – 2019 St. Johns Builders Council Board Member

2017 – 2018 St. Johns Builders Council Board President

2013 – 2017 Association of Building Contractors Board Member

2018 - Salvation Army Gus Craig Award

2018 – 2020 St. Johns Chamber Economic Development Committee

2018 – 2019 St. Johns Chamber Economic Development Committee Chairman

2019 – 2025 City of St. Augustine Planning and Zoning Board

Objectives

To own a company that stresses excellence and quality. To help make the community I live in a better place.

Interests and activities

Family. Surfing, Tennis and Golf

Volunteer experience

1990 – 1993 Youth Basketball Coach

1994 – 1995 & 2007 - 2016 Assistant Basketball Coach – St. Joseph Academy

2005 – 2014 Assistant Basketball Coach – Cathedral Parrish School

1996 – 1998 Youth Basketball Referee

1999 – 2015 YMCA Youth Basketball Coach

1999 – 2003 Little League Coach

Matt Brown
19 Hope Street
St Augustine, Florida
32084

October 21st, 2025

To whom it may concern,

I write to express my interest in serving on the City of St. Augustine's Planning and Zoning Board. As an attorney, I have worked in the regulatory and public policy world for nearly fifteen years, developing an extensive depth and breadth of experience interpolating and applying complex statutory and regulatory requirements across a wide array of disciplines. Additionally, in my seven years as an elected member of the St. Augustine Port, Waterway, and Beach District, I have lead dozens of public meetings, responded to constituent outreach, interfaced with numerous local, state, and federal agencies, and deliberated in public sessions with my peers to reach equitable decisions that serve the common good.

Moreover, as both a current resident of St. Augustine and as someone who grew up here, I harbor a deep love for this town, and a strong desire to see it rise to the many challenges it faces. In light of all this, I feel that I would make a valuable addition to the Board, and I hope you'll agree.

Thank you for your consideration, and I look forward to hearing from you.

Yours sincerely,

Matt Brown

Matt Brown

19 Hope Street, St. Augustine, FL 32084
(646) 247-7837
mattybrown@gmail.com

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY
J.D., May 2011

NEW YORK UNIVERSITY, New York, NY
B.A. in English and American Literature, May 2004

EXPERIENCE

COMMON GOOD, Brooklyn, NY/St. Augustine, FL

Staff Attorney, August 2011 – August 2014

Executive Director, August 2014 – present

Manage a staff of four attorneys and researchers, developing and publishing reports on everything from local education regulations to inter-state infrastructure approvals processes. Draft model legislation, white papers, and opinion pieces in a wide range of fields. Organize and participate in forum discussions, deliver speeches advocating reform, and cultivate relationships with like-minded influencers, including prominent political leaders and businesspeople. Fundraise extensively, including developing private donor base through outreach and events and grantwriting for major institutional donors.

ST AUGUSTINE PORT, WATERWAY, AND BEACH DISTRICT, St. Augustine, FL

Commissioner, November 2018 – November 2020

Chair, November 2020 – present

Lead a five-member elected commission, deciding matters of funding and policy related to local waterways. Interface extensively with the community, both at the individual constituent level and with local agencies and organizations. In this capacity, also serve as a voting member of the Guana-Tolomato National Estuarine Research Reserve's Management Advisory Group.

BRUNE & RICHARD LLP, New York, NY

Summer Associate, May 2010 – August 2010

Drafted pleadings and researched complex legal issues within the significant time constraints of a demanding litigation practice. Made significant contributions to matters in a variety of topic areas, ranging from securities fraud defense and asbestos bankruptcy proceedings to copyright infringement and insurance coverage disputes.

BACKTRACK, New York, NY

Researcher, July 2006 – June 2008

Researched, compiled and produced detailed due diligence reports on hedge funds and hedge fund managers, analyzing thousands of pages of legal documents, corporate filings, public records and news, utilizing numerous legal, business, public record and media databases, including Lexis and Westlaw, and communicated results directly to clients.

ADDITIONAL INFORMATION

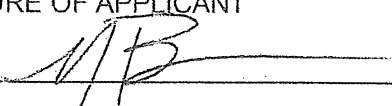
South Atlantic Lifesaving Association's Lifeguard of the Year, 2003.

CITY OF ST. AUGUSTINE
APPLICATION REQUESTING APPOINTMENT TO CITY BOARD/COMMITTEE

The undersigned wishes to apply for City Commission appointment to serve in a voluntary capacity on a City of St. Augustine board or committee. All applications must include a cover letter and resume.

1. APPLICANT NAME Matt Brown
2. BOARD/COMMITTEE DESIRED Planning and Zoning
3. RESIDENCE (Address) 19 Hope Street, St. Augustine, FL 32084
4. PHONE 646-247-7837 E-MAIL mattybrown@gmail.com
5. BUSINESS OWNED (Address) NA
6. BUSINESS PHONE NA E-MAIL NA
7. PROPERTY OWNED (Address) 19 Hope Street, St. Augustine, FL 32084
8. PREFERRED MAILING ADDRESS 19 Hope Street, St. Augustine, FL 32084
9. OCCUPATION (include resume) Executive Director, Common Good
10. PROFESSIONAL QUALIFICATIONS (submit a cover letter) Member in good standing, New York State Bar Association.
Chair, St. Augustine Port, Waterway, and Beach District.
11. OTHER COMMENTS OR INFORMATION _____
12. "Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation."

Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.		
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <u> </u> Yes <u> x </u> No		
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box.		
RACIAL CATEGORY (Check as many as apply)		
<u> </u> American Indian or Alaska Native	<u> </u> Asian	<u> </u> Native Hawaiian or Other Pacific Islander
<u> </u> Black or African American	<u> x </u> White	

13. SIGNATURE OF APPLICANT  DATE 10/21/2025
14. AGREEMENT: In filing this application, the undersigned understands that it becomes a part of the public records of the City of St. Augustine and does hereby certify that all information contained herein is true to the best of his/her knowledge. It is also understood that, if appointed, it is required by the State of Florida to file a financial disclosure Form 1 with the Florida Commission on Ethics, within thirty (30) days of appointment, and each year thereafter, covering the term of appointment and to file Form 1-F upon departure from the board. Submit applications to: Darlene Galambos, City Clerk, P.O. Box 210, St. Augustine, Florida 32085.

MB 
Initial

PZB/HARB/CRC Application 2020
Updated 12/04/2019

QUALIFICATIONS FOR PLANNING AND ZONING BOARD (PZB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 2.

Qualifications: All members of the Planning and Zoning Board shall reside in the city and shall hold no government office nor receive any salary or compensation for their services to the board herein created. No member shall be appointed for more than two (2) consecutive full terms.

Please check those qualifications that apply to you:

- | | |
|---|---|
| ☐ Architect, Florida registered | ☐ Preservation Organization Officer |
| ☐ Planner, member APA or AICP | ☐ Environmental or Land Use Organization Officer |
| ☐ Real Estate Broker, w/ County occupational license | ☐ Attorney, Florida Bar |
| ☐ Educator, college level | ☐ Landscape Architect, Florida registered |
| ☐ Engineer, Florida registered | ☐ Contractor, City contractor's license |
| ☐ Merchant/Businessperson, City occupational license | |

QUALIFICATIONS FOR HISTORIC ARCHITECTURAL REVIEW BOARD (HARB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 3.

Qualifications: All members of the Historic Architectural Review Board shall hold no government office nor receive any salary or compensation for their services to the board herein created. While preference shall be given to current city residents, the city commission may appoint a non-resident upon a finding that such non-resident is uniquely qualified. No member shall be appointed for more than two (2) consecutive full terms. Alternates shall be appointed for a three (3) year term. Alternates shall have previously served as regular members and shall comply with all local and state requirements of office. Alternates will only be called upon to participate and vote at meetings in the event of an anticipated lack of quorum or bare minimum quorum of the regular members.

Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines who do not have a professional degree in any of the fields set forth in this section may be appointed by the city commission when persons with such degrees are not available for appointment, or when such appointment is determined to be in the best interest of the city.

Please check those qualifications that apply to you:

- | | |
|--|---|
| ☐ History or related fields | ☐ Art History |
| ☐ Archaeology | ☐ Former HARB Member |
| ☐ Architectural History | ☐ Other |
| ☐ Historic Architecture | |

QUALIFICATIONS FOR CORRIDOR REVIEW COMMITTEE (CRC):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 5.

Qualifications: All members of the Corridor Review Committee shall hold no government office nor receive any salary or compensation for their services to the board herein created. The initial appointment of members shall be as follows: two (2) members of the board as established herein shall be appointed for a term of three (3) years; two (2) members for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter all members shall be appointed for a three (3) year term. Two (2) seats on the board shall be designated for a licensed, or retired, architect or landscape architect with preference given to those who are city residents or whose business is located within the city; and three (3) seats for property owners or tenants of properties located within the respective entry corridors: Anastasia Boulevard, San Marco Avenue, and King Street. The members of the CRC shall meet as needed, as an ad hoc committee meeting noticed by the City Clerk and shall meet at least annually to elect one (1) of its members as chairperson and one (1) as vice-chair.

Please check those qualifications that apply to you:

- | | |
|---|---|
| ☐ Architect, Florida licensed or retired | ☐ Owner of property located within Entry Corridor |
| ☐ Landscape Architect, Florida licensed or retired | ☐ Tenant of property located within Entry Corridor |

PLANNING & ZONING BOARD

Meets Monthly, 1st Tuesday - 1:00 p.m.
Alcazar Room, City Hall

Board Member	Contact information	Appointment	3-Year Terms Expire
J. Carl Blow Commercial Real Estate Property Manager	100 Santa Monica Ave, 32080 904-829-6985 904-710-2655 john.carl.blow@gmail.com	12/09/19 fill vacancy 09/27/21 1 st full term 09/09/24 2 nd full term	09/30/2021 09/30/2024 09/30/2027
Susan T. Johns Attorney Vice-Chairperson	435 Maralinda Drive, 32095 315-345-4014 smtjohns@gmail.com	09/09/24 fill vacancy	9/30/2026
Charles Pappas	46 Macaris St., 32084 617-519-3017 charlespappas@mac.com	09/27/21 1 st full term 09/09/24 2 nd full term	09/30/2024 09/30/2027
VACANT			
Dr. Ashleigh Barnes Attorney Chairperson	110 Bridge St., 32084 912-409-5849 barnesashleigh@gmail.com	09/26/22 1 st full term 09/08/25 2 nd full term	09/30/2028
VACANT			
Christina Tucker Civil Engineer	29 Miruela Ave., 32080 352-474-3650 christinagriggs1@gmail.com	12/13/21 fill vacancy 09/11/23 1 st full term	09/30/2023 09/30/2026

PLANNING & ZONING BOARD

Authorization:	Chapter 28, Zoning, Code of the City of St. Augustine, Art II, Div. II. Section 28-57 Amended 4.14.2003, Ordinance 2003-14.
Number of Members:	Seven (7)
Terms of Office:	Three (3) years Original appointments staggered. No member may be appointed for more than two (2) consecutive full terms.
Appointment:	By City Commission
Reappointment:	Normal terms to expire on September 30 of each year.
Qualifications:	All members of the planning and zoning board shall reside in the city and shall hold no government office nor receive any salary or compensation for their services to the board herein created. No member shall be appointed for more than two 2 consecutive full terms. Member composition: architect, Florida registered; planner member APA or AICP; real estate broker, with County occupational license; educator, college level; engineer, Florida registered; landscape architect Florida registered; preservation organization officer; environmental or land use organization officer; attorney, Florida Bar; merchant/business person, City occupational license; or contractor, City contractor's license.
Duties:	The Planning & Zoning Board is established as the St. Augustine Local Comprehensive Planning Agency. The board may grant zoning exceptions and variances as provided in the zoning code ordinances; hear appeals of any decision of the Planning and Building Department; recommend to the Commission in the rezoning of land and changes to the Comprehensive Plan.
Attendance:	Ordinance 2018-11 amended Sec. 2-191 to remove the language regarding meeting attendance and instead states " <u>Members of Boards may be removed by majority vote of the Commission, upon notice of 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</u> ".
Meetings:	First Tuesday of each month, 1 P.M., the Alcazar Room, City Hall.

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and City Commissioners

DATE: October 29, 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]

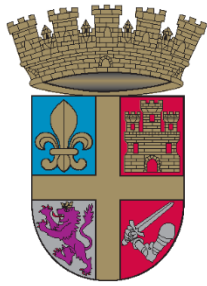
Advertisements requesting applications for the above-referenced vacancy were published in the St. Augustine Record and posted on the City's website.

Sincerely,



Darlene Galambos
City Clerk

xc: Clerk's Office



Est. 1565

City of St. Augustine

La Lealísima y Valerosa Ciudad de San Agustín de la Florida

PROCLAMATION

WHEREAS, Robert L. Ripley was an American cartoonist, entrepreneur, and amateur anthropologist, known for creating the Ripley's Believe It or Not! which feature odd facts from around the world was a frequent visitor to St Augustine, Florida; and

WHEREAS Robert L. Ripley used his fame and notoriety to bring attention to tourism in St Augustine, Florida with the nation's first live underwater broadcast from Marineland in 1940; and

WHEREAS, Castle Warden, a building that was once a hotel was a favorite of Robert Ripley, and he had wanted to buy the building to house his collection for years before his death; and

WHEREAS, On December 9, 1950, a year and a half after his passing, his dream was fulfilled, and the original permanent Ripley's Believe It or Not! museum opened and features some of Robert Ripley's original collection of artifacts and oddities gathered from his travels around the world; and

WHEREAS, Ripley Entertainment and all its enterprises have been an integral part of the St Augustine, Florida community and Ripley's Believe It or Not! continues to inspire wonder, curiosity and the acceptance of the unique talents and abilities within us all.

NOW, THEREFORE, the St. Augustine City Commission of the City of St. Augustine hereby proclaims December 9, 2025, as "**Ripley's Celebration of 75 years**" and encourages all to attend the activities and festivities promoted by Ripley's Believe It or Not!

IN WITNESS WHEREOF, I hereunto set my hand and do cause the Seal of the City of St. Augustine to be affixed this 8th day of December 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.

2025-36

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
City Commission*

Certificate of Recognition

Presented In Honor to

Flagler College Saints

In Celebration of

Outstanding athletic achievement, dedication, and exemplary sportsmanship. Your hard work, perseverance, and commitment to excellence have brought pride and inspiration to your team and community.



Nancy Sikes-Kline, Mayor

*City of St. Augustine
City Commission*

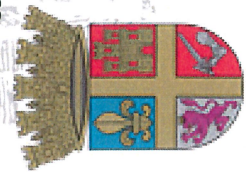
Certificate of Recognition

Presented In Honor to

St. Augustine High School Black Student Union

In Celebration of

Your exceptional leadership, dedication, and creativity through initiatives that inspire peers and community members alike to speak with kindness and integrity. The "Better Words, Better World" campaign exemplifies the highest ideals of citizenship, inclusion, and respect, promoting a culture where every individual is valued and empowered to use their words to make a difference.



Cynthia Davis, Commissioner

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: David Birchim, P.E.
City Manager

120000

DATE: October 29, 2025

RE: FY 2024/2025 Carry-Forward Requests

Please place on the November 10, 2025 City Commission consent agenda a request for carry-forward funds from the 2024/2025 fiscal year. The total amount requested to carry forward is \$1,575,740. A summary of the requested funds is below.

<u><i>Carry-Forward Request</i></u>	<u><i>Amount</i></u>
<u>General Fund</u>	
<u>General Services</u>	
City Hall Balcony Repairs	\$83,000
<u>Planning & Building</u>	
Resilient Shorelines Project Continuation	\$30,000
<u>Building/Code Enforcement</u>	
Code Enforcement and Building Accreditation	\$18,500
Complete Electric on Dining with Dignity	\$11,426
Finish Velosimo's integration with CityWorks and Blue Beam	\$4,500
Fallen Officer Memorial	\$20,000
<u>Engineering and Development</u>	
Fire Suppression and Water Cycling at North Tank	\$120,000
<u>Archaeology</u>	
Historic Preservation Master Plan Priorities	\$132,500
<u>Fire</u>	
Dress Uniforms-due to return	\$24,000
Additional tools needed	\$18,100
Specialized training	\$9,400
<u>Information Technology</u>	
Complete PLL Project (Payment processing in CityWorks)	<u>\$70,000</u>
Total General Fund	\$541,426

<u>Carry-Forward Request</u>	<u>Amount</u>
<u>Utility Fund</u>	
Printer/Copier	\$20,000
WTP Wellfield Doors, Fencing & Security	\$65,000
WWTP BTU & SHT Cleaning	\$418,772
Outfall and BTU Blower Work	\$70,000
ARV Maintenance Program	<u>\$176,000</u>
Total Utility Fund	\$749,772
<u>Visitor Information Center-Garage</u>	
Remodel Garage Office	\$91,866
Redo Emergency Lights and Stairwell Lights	<u>\$192,676</u>
Total Visitor Information Center-Garage	\$284,542
Grand Total Carry Forward Requests	\$1,575,740



Melissa Burns, CGFO
Director, Financial Services

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

RE: Nomination for the 2026 De Aviles Award

DATE: November 10, 2025

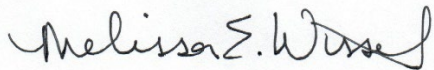
On behalf of Vice Mayor Barbara Blonder, please accept this nomination of Gordon J. "Gordie" Wilson for the 2026 De Aviles Award. Having served the National Park Service and the City of St. Augustine at the Castillo de San Marcos for more than 30 years, Gordie is the embodiment of service to this community. Per the qualification requirements of this award, he has demonstrated dedicated and honorable service and is undeniably recognized, well-known, and respected by his fellow citizens.

Please find the attached resume of Mr. Wilson's responsibilities and accomplishments during his tenure at the Castillo de San Marcos National Monument for your review. His lifetime of time and talent extend well beyond his years in St. Augustine, but for the purpose of this nomination, you will find this exceeds your understanding of all that he has achieved here.

In accordance with the process outlined in Resolution 2017-08, I ask that this nomination be placed on the City Commission meeting consent agenda for November 10, 2025, for their consideration; their selection may be confirmed at the December 8 City Commission meeting, and the presentation scheduled for February 9, 2026, the first meeting in February.

Thank you in advance for your consideration of this nomination.

Respectfully,



Melissa Wissel, Communications Director

Gordon J. Wilson, Superintendent, GS-0025-14
Resume

National Park Service
Castillo de San Marcos/Fort Matanzas National Monuments
1 S. Castillo Drive, St. Augustine, FL 32084

Years of Service: January 1992 to September 2025

Duties:

Provide strategic leadership, guidance and direction in the operation of the park and the protection of park resources and values for Castillo de San Marcos (CASA) and Fort Matanzas (FOMA) National Monuments. This includes the establishment of short and long-range park goals, objectives and standards to ensure effective and efficient park operations and policy. Supervise and direct repair and maintenance of an inventory of park assets. Provide direction and guidance in implementing and carrying out visitor protection, EMS, law enforcement and interpretive and education programs. Provide leadership in the efforts to preserve natural and cultural resources for the enjoyment, appreciation, and education of the present and future generations. Direct park partnerships program and maintain effective public and community relations with local and national interest groups and individuals such as tribal councils; environmental organizations; chambers of commerce and civic groups; local governments; outdoor and other citizen groups; youth organizations and media representatives. Uphold the government to government relationship with 25 Federally-recognized Indian tribes with cultural affiliations with the park.

Accomplishments:

Partnerships/Communications/Media/Community:

- Developing a partnership with the Seminole Tribe of Florida to enable them to interpret their version of the Seminole Wars as it relates to the incarceration of one of their Chiefs at the Castillo
- Hosted Interior Secretary Ken Salazar for the initial meeting of the St. Augustine 450th Commemoration Commission
- Member of the St. Augustine 450th Commemoration Commission (Congressionally authorized)
- Orchestrated partnership with the University of Florida (UF) for joint planning of the proposed visitor center and a management agreement to utilize park lands to compliment UF living history programs in adjacent museum
- Partnered with FDOT to construct two parking lots at FOMA to facilitate beach access at no cost to the NPS.
- Hosted two Royal Spanish visits to the park and provided tours for King Juan Carlos in 2001 and King Felipe in 2015. Worked closely with US and Spanish Secret Service, local and state agencies and national and international media
- Established the first contacts with the 25 Federally recognized tribes that are culturally affiliated with CASA and initiated consultations on NAGPRA, 106 and other issues
- Orchestrated and executed a partnership with Fort Caroline NM/Timucuan National Preserve to design and construct a joint curatorial storage building
- Established partnership with St. Augustine Historical Society to manage park library and conduct research
- Established Cooperative Agreement with Florida National Guard to move park cannons with military helicopters
- Convened a national-scale multi-disciplinary team to evaluate accessibility options for CASA gun deck
- Served on City of St. Augustine Historic Preservation Advisory committee for 11 years
- Served on and chaired the Presidio Commission of St. Augustine
- Served on Board of Trustees of the St. Augustine Historical Society; also served as Chair
- Worked with State, City, Congressional and University of Florida officials to secure a land donation to construct CASA visitor center
- Make regular guest appearances on numerous local radio talk show programs

Gordon J. Wilson, Superintendent, GS-0025-14
Resume

Operations:

- Facilitated the recovery from Hurricane Matthew in the parks despite the lack of any supplemental storm damage funding.
- Increased Volunteer hours from 4,286 in 1993 to 23,000 in 2016.
- Transformed park from I&RM ranger division to LE/Interpretation to better match service wide policies and improve career tracks
- Coordinated production of the first two park videos for CASA
- Completed Long Range Interpretive Plans for CASA and FOMA
- Initiated and coordinated design and installation of first set of historic furnishings for FOMA
- Developed a streamlined hurricane plan for the park to facilitate park closure and employee safety
- Park management team attended a “team” safety training event that began a change in the safety culture of the park, the park received the regional safety award in 2010.

Planning:

- Started and completed GMPs for both CASA and FOMA
- Completed boundary adjustments for CASA and FOMA, including one requiring legislation
- Planning is currently in progress to partner with the FL Dept. of Transportation to transfer ownership of a State Highway to the State to reduce United States liability and better conform to compliance requirements.

Fiscal/Financial Resources:

- In 1996 initiated CASA/FOMA into the recreation fee demonstration program. Participation in that program has changed the entire fiscal structure of the park. Since 1996 the park has received net allocations of \$20 million and has achieved a level of resource preservation and visitor service capacity that would have otherwise been unattainable
- In 2002 got the park into the NPS transportation program to fund the ferry service that takes visitor to Fort Matanzas from the mainland. This program has nets the park more than \$500,000 a year provides a much higher quality of visitor service
- Instituted one of the first NPS interpretive service fees under the recreation fee program to enhance and expand interpretive programs
- Obtained operating increase for CASA/FOMA to institute professional resource management and preventative maintenance programs in 2009
- Initiated and obtained a joint operating increase for three coastal masonry forts (CASA/FOMA, Fort Sumter, Fort Pulaski) to enhance masonry preservation
- The park conducted a core operations workshop in 2009

Natural/Cultural Resources:

- Coordinated the first ever set of consolidated treatment recommendations for CASA that became the framework for a strategic plan for stabilization
- Obtained line-item funding for \$3.1 million stabilization of the CASA gun deck and executed the project
- Implemented several other key stabilization recommendations using recreation fee funds
- Implemented the first round of treatment recommendations then coordinated a collaborative meeting with SHPO, WASO and regional officials to identify the next round of high priority preservation steps
- Partnered with Historic Preservation Training Center for several preservation projects and training initiatives
- Worked with the SHPO to conduct a Coquina Symposium; to share information on preservation treatments for structures using this unique stone.
- Worked with USFWS and State officials to build a comprehensive and dynamic plan to protect T&E species at FOMA
- Became one of the regional leaders in the environmental audit program by creating a position with specific responsibility to continuously achieve desired program outcomes

Gordon J. Wilson, Superintendent, GS-0025-14
Resume

- Prepared an administrative determination to document the decision process for visitor safety measures to be taken in the Castillo following consultation with the Solicitor's office, Cultural resource officials, safety officials and the SHPO's office. The purpose was to maximize visitor safety and not adversely impact cultural resources

National/Regional Collaboration:

- Served on the regional T-Map team for five years, reviewing operations in other regional parks; wrote regional SOPs for the program, served as team leader for Everglades NP, the Blue Ridge Parkway, and Fort Pulaski NM; including teams for Mammoth Cave, the Outer Banks Group, Virgin Islands (twice), Canaveral, and other small parks; regional coordinator for one year.
- SE Regional Leadership Council for two years; Cluster Chair for two years
- Charter member of the SE Region Executive Safety Committee.
- Chaired the Regional Cyclic Maintenance Work Group that drafted a new funding allocation system for the region.
- Superintendent's representative on the Ranger Advisory Council for the SE Region
- Regional Natural Resource Advisory Council, Chair for one year
- Participated on service-wide work groups to re-write guidelines on Special Park Uses; Law Enforcement and the recreation fee program
- FLETC work group to review and revise curriculum for Basic Law Enforcement for Land Management Agencies
- Guest instructor at FLETC
- Guest speaker for FLETC graduations for Basic Training
- Served on several law enforcement Boards of Inquiry.
- Core Operations facilitator, leading workshops at 14 parks in the Southeast Region and led the Core Ops workshops for the regional office, re-shaping the workshops to be more beneficial to the parks
- Atlantic Coast Cluster, Chair, 2011-2013 and 1998
- Cluster strategic budget initiative workgroup chairperson and led a variety of cluster committees



BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

RECOMMENDATION HEARING

CASE NUMBER: CE2024-0464

IN THE MATTER OF:

Hutchinson Michael W

204 Pelican Reef Dr, Saint Augustine, FL, 32080

(Hereinafter referred to as Respondent)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida:

City Code, Chapter 25, Section 25-56- Tree removal and replacement.

VIOLATION SITE: **204 Pelican Reef Dr, Saint Augustine, FL, 32080**

LEGAL DESCRIPTION: **111/57-61 PELICAN REEF BLOCK 12 PHASE 6 LOT 11 & S
17.56 FT OF LOT 12 OR5457/1619 & 5788/1409(Q/C)**

PARCEL NUMBER: **1585730110**

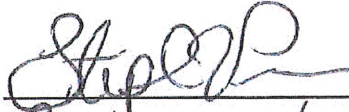
The Special Magistrate heard this testimony and examined evidence at a hearing held on October 1, 2025, and based on the evidence, has adjudged as follows:

THIS MATTER having come to be heard before the Special Magistrate of the
City of St. Augustine on October 1, 2025

And the Magistrate, being fully advised in the premises, hereby finds:

Respondent's legal counsel was present.

1. ☒ That the Special Magistrate **recommends** the reduction of a lien by City Commission, *to \$4,500.00, with development order compliance in development permitting.*
2. ☐ That the Special Magistrate **does not recommend** the reduction of a lien by City Commission.

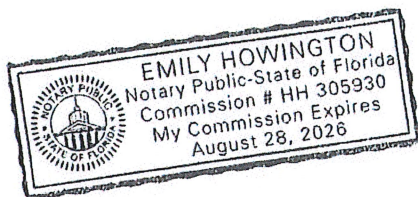


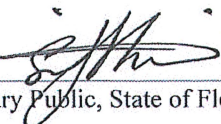
Stephanie Velo, Special Magistrate

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, and Stephanie Velos who is personally known to me who is the person described in and who executed the foregoing instrument and acknowledged before me that she executed the same for the purposes therein expressed.

Witness my hand and official seal, this 1 day of October, A.D., 25.




Notary Public, State of Florida

BE
FORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE,
FLORIDA

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing has been sent via U.S. Mail to

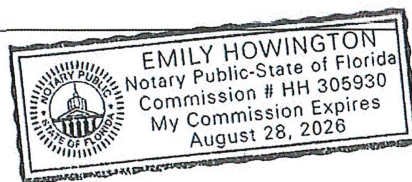
Hutchinson Michael W, 205 PARTRIDGE CIR, LEESBURG, GA 31763,

9489 0090 0027 6675 2537 23

Hutchinson Michael W, 186 PELICAN REEF DR, SAINT AUGUSTINE, FL 32080

9489 0090 0027 6675 2537 30

10/1/25



CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and City Commissioners

DATE: October 27, 2025

RE: QUARTERLY REPORT: 4TH QUARTER FY 2024-2025

Please find enclosed the following documents reflecting the fiscal year 2024-2025 4th quarter in review for the City Attorney's office:

- ❖ **WORK LOG DRAFTING & REVIEW CHART (201 ITEMS)**
- ❖ **PUBLIC MEETINGS ATTENDANCE CHART (55.25 HOURS)**
- ❖ **CITY ORDINANCE VIOLATION DISPOSITION CHART (30 CASES)**
- ❖ **ORDINANCE & RESOLUTION CHART (27 ITEMS)**
- ❖ **STAFF & NEW BOARD MEMBER TRAINING CHART (4 HOURS)**

This quarterly report mirrors the same categories as our annual report. As always, should you wish to meet with me individually to discuss any of this information, or the specifics of a particular matter, please do not hesitate to let me know.

Matters of ongoing civil litigation with retained outside counsel appropriated from General Fund Reserves, invoiced monthly and approved on consent agenda are:

- 1) Eminent Domain/Order of Taking: This is a matter recently filed involving multiple homeowners regarding the City's Lake Maria Sanchez Flood Mitigation and Drainage Improvement Project. The City has attempted to obtain all necessary easements for the project by voluntary agreement with property owners, however it has been unable to do so. The projected value of the easements still needed, along with other expenses for the order of taking is \$427,399.00. A hearing on the City's Declaration of Taking is scheduled for January 8, 2026.

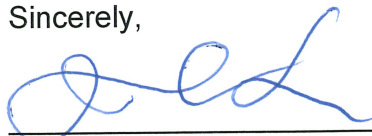
Matters of ongoing bankruptcy and civil litigation being handled in house are:

- 1) Big Lots, Inc. (Unpaid utilities - Bankruptcy)
- 2) Bank of America v. Maypray (Mortgage foreclosure in which the City has a CRA rehabilitation lien. Currently on inactive status.)
- 3) Digital Trust LLC v. Other Brown, LLC (Mortgage foreclosure in which the City has a utility mortgage lien.)

In addition, the Florida League of Cities provides coverage on some damages-based litigation.

Please place this quarterly report on the consent agenda for the November 10, 2025 City Commission meeting. The attached charts are included for the Commission's information, and I am available for a presentation if the Commission requests one.

Sincerely,

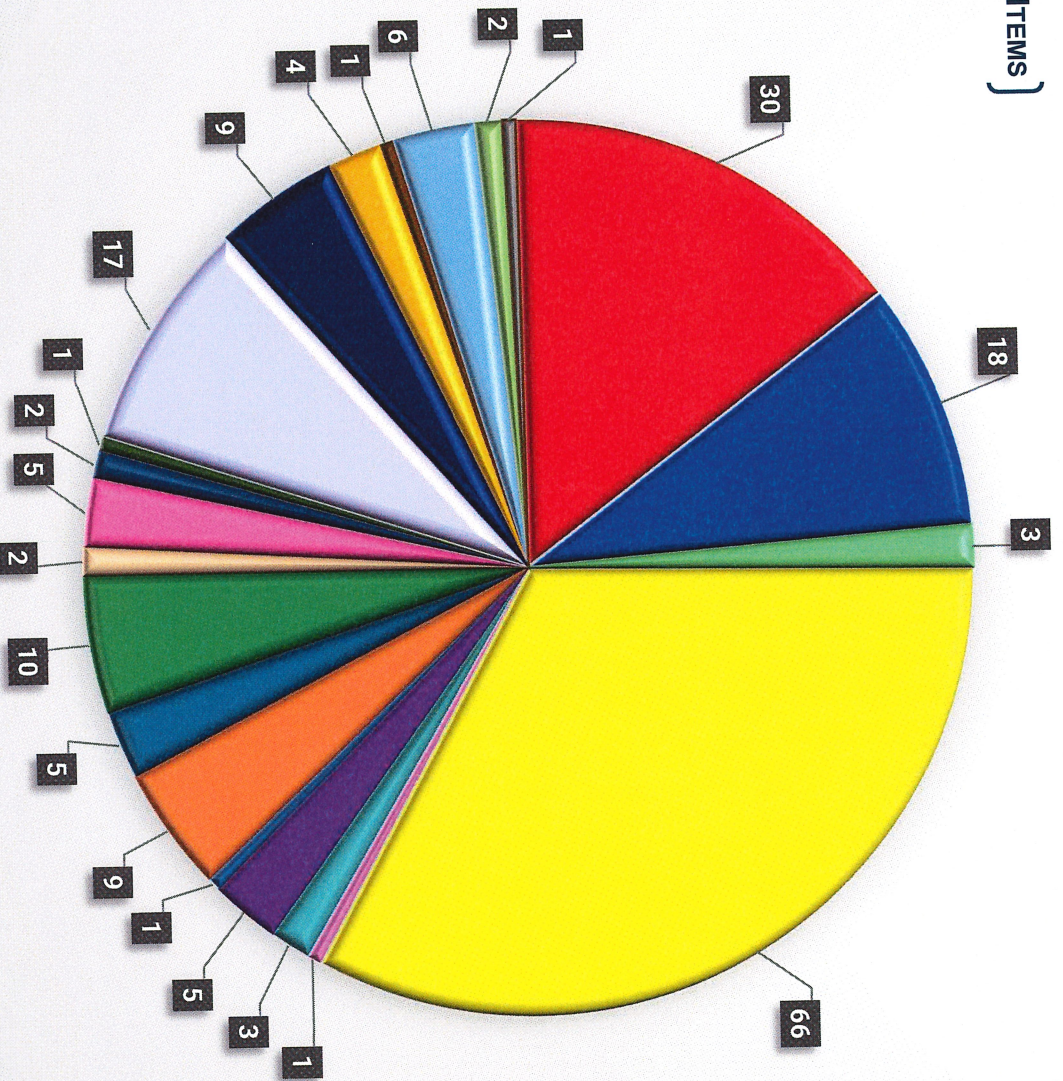


Isabelle C. Lopez
City Attorney

WORK LOG DRAFTING & REVIEW: 4TH QUARTER FY 2024-2025

[BY NUMBER OF ITEMS]

[TOTAL: 201 ITEMS]



Agreement - 66
 Deed - 1
 License - 2
 Order - 17
 Plat - 6
 Resolution - 18

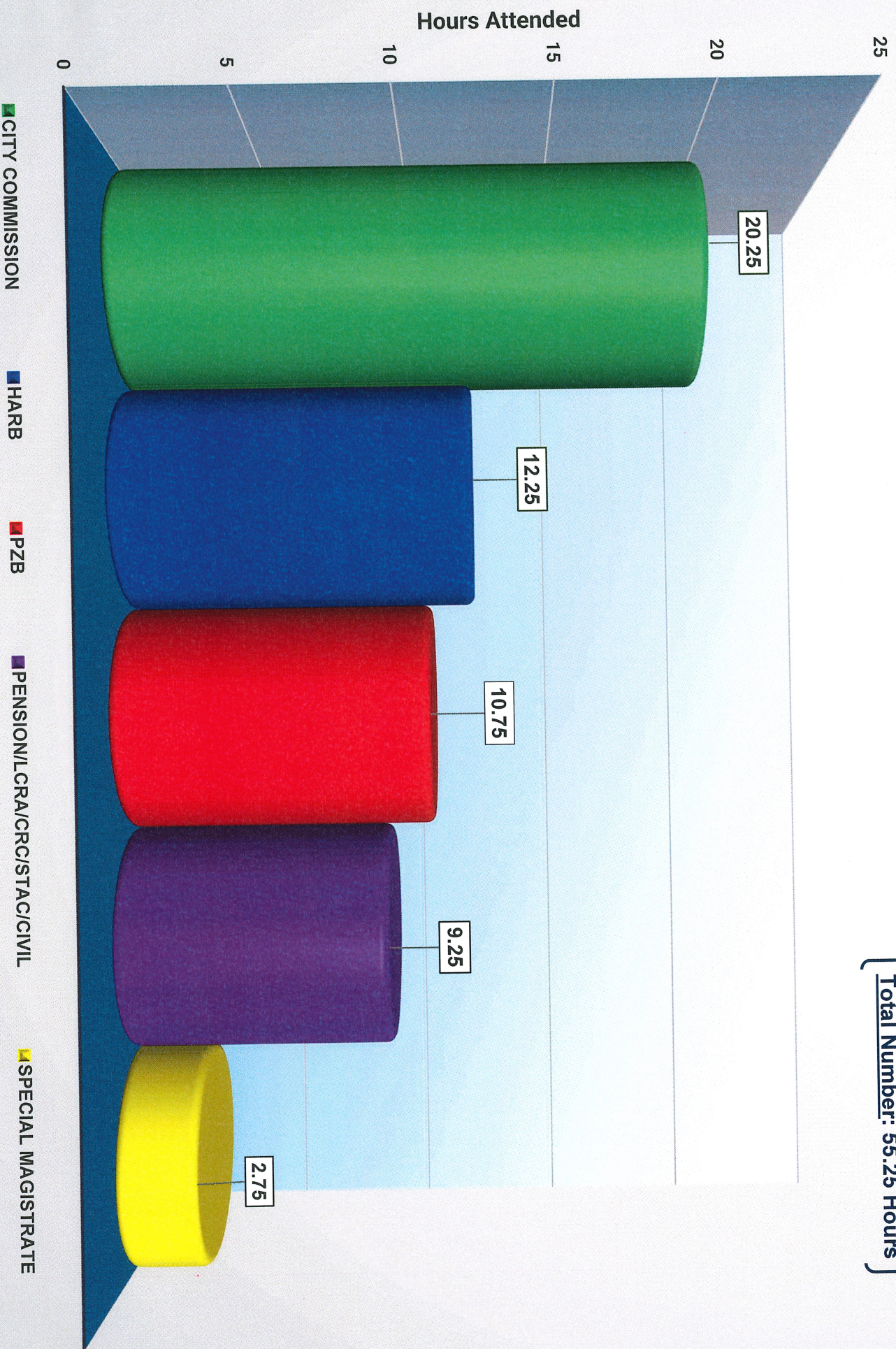
Bill of Sale - 1
 Easement - 9
 Lien Release - 5
 Ordinance - 9
 Pleading - 2
 Submerged Lands Lease - 3

Contract - 3
 Form - 5
 Maintenance Bond - 2
 Performance Bond - 4
 Policy - 1

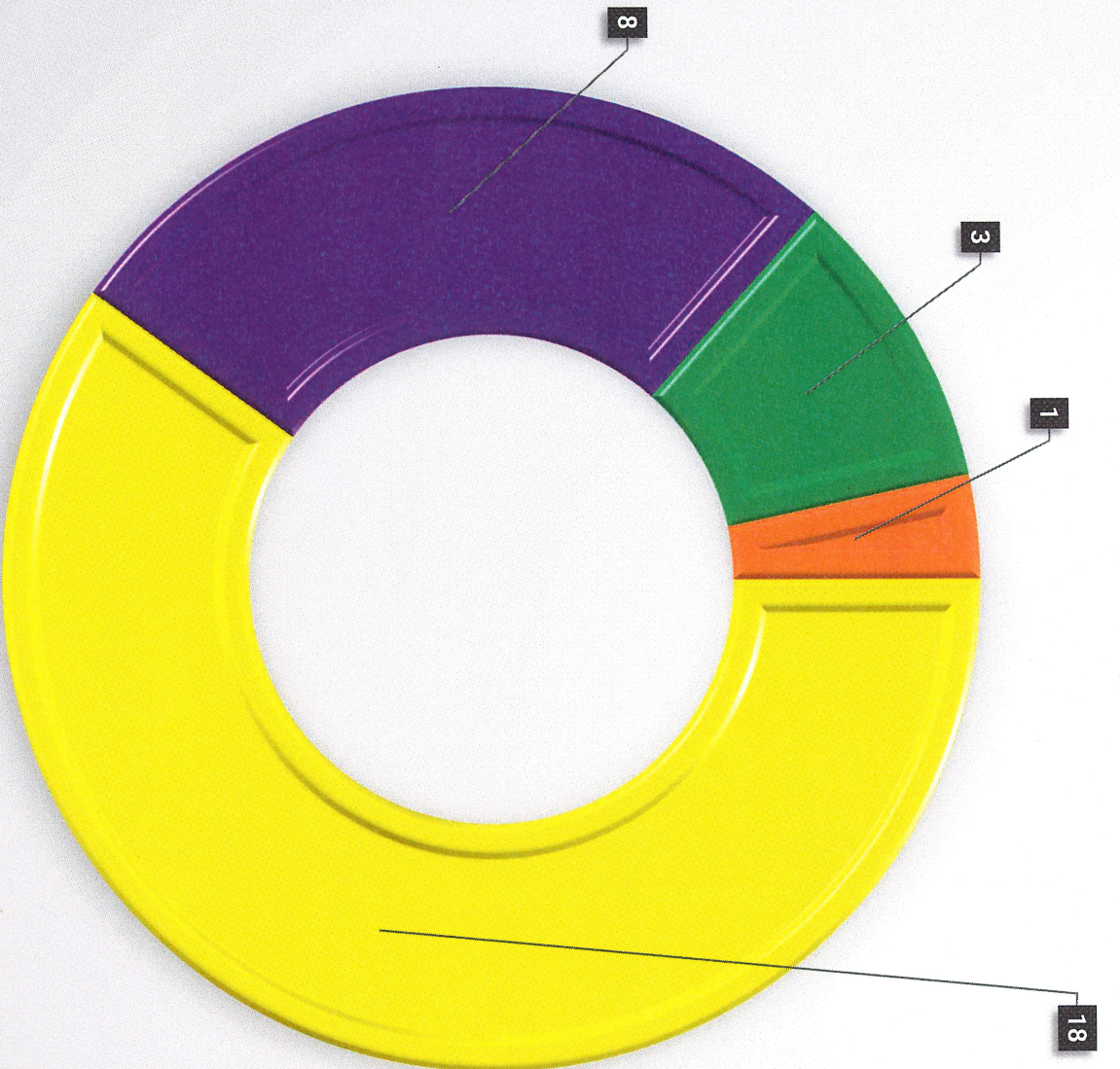
Correspondence - 5
 Lease - 10
 Memorandum of Understanding - 1
 Personal Guaranty - 1
 Research - 30

PUBLIC MEETING ATTENDANCE: 4TH QUARTER FY 2024-2025

[Total Number: 55.25 Hours]



CITY ORDINANCE VIOLATIONS: 4TH QUARTER FY 2024-2025



[BY NUMBER OF CASES]

[TOTAL: 30 CASES]

■ Adjudicated Guilty - 18
■ Dismissed - 8
■ Nolle Prossed - 3
■ Fine Paid - 1

ORDINANCES & RESOLUTIONS – 4TH QUARTER FY 2024-2025

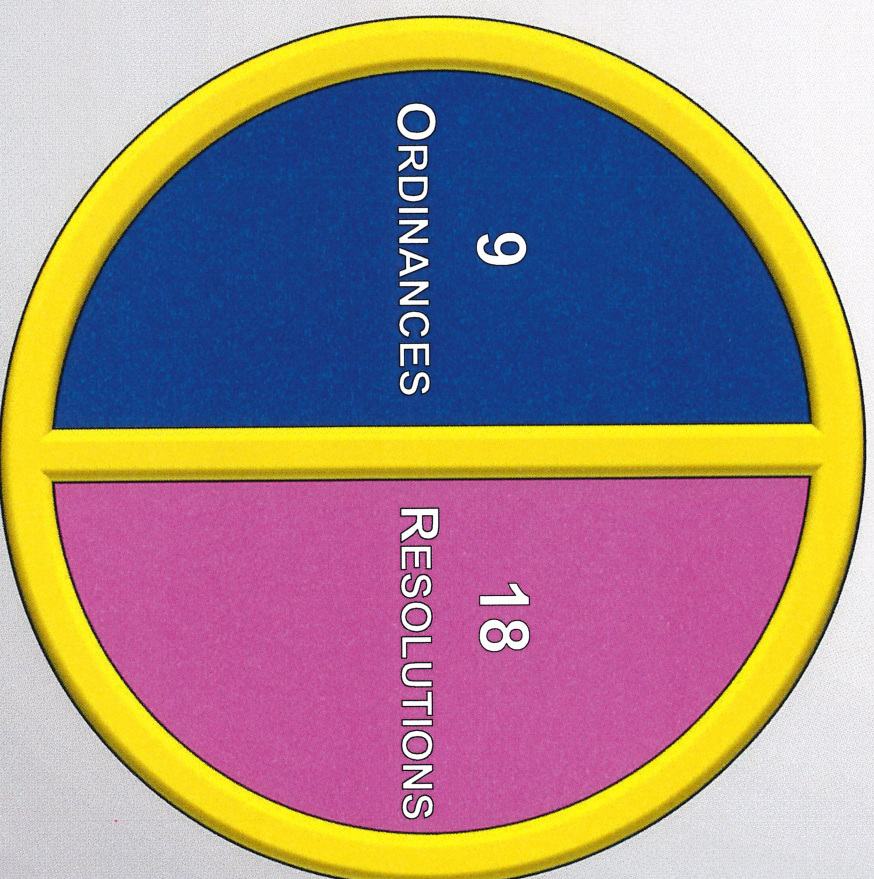
ORDINANCES

- 2025-17: Designating Bannan Avenue as One-Way
- 2025-21: West City Community Redevelopment Plan
- 2025-23: Florida Avenue/Theodore Street FLUM Amendment
- 2025-24: Florida Avenue/Theodore Street Rezoning
- 2025-25: Florida Avenue/Julia Street FLUM Amendment
- 2025-26: Florida Avenue/Julia Street Rezoning
- 2025-27: Smith Street/Evergreen Avenue FLUM Amendment
- 2025-28: Smith Street/Evergreen Avenue Rezoning
- 2025-29: Annual Budget

RESOLUTIONS

- 2025-24: Supporting the State of Florida Definition of Antisemitism
- 2025-25: Proposed Millage Rate
- 2025-26: Designating Plat Authority
- 2025-27: Brownfield Designation for 400 & 404 Riberia Street
- 2025-28: Archaeology Repository Fee
- 2025-29: Creation of the Red Cedar Award
- 2025-30: Joint City-County Meeting
- 2025-31: Authorizing City Manager to Sign Agreement for Lion Statues
- 2025-32: Tentative Millage Rate
- 2025-33: Final Millage Rate
- 2025-34: HACRA Budget
- 2025-35: LCRA Budget
- 2025-36: WCCRA Budget
- 2025-37: Utility Rate Adjustment
- 2025-38: SFU Stormwater Fee Increase
- 2025-39: Solid Waste Rates
- 2025-40: Public Works Permit Fees Adjustment
- 2025-41: Short-Term/Vacation Rental Fee Schedule

[TOTAL: 27 ITEMS]



STAFF & NEW BOARD MEMBER TRAINING: 4TH QUARTER FY 2024-2025

[BY NUMBER OF HOURS]

[TOTAL: 4 HOURS]

