

CITY OF ST. AUGUSTINE

Planning and Zoning Board Regular Meeting  
July 1, 2025

The Planning and Zoning Board met in formal session Tuesday, July 1, 2025, at 1:00 p.m. in the Alcazar Room at City Hall. The meeting was called to order by Christina Tucker, Chairperson and the following were present:

- 1. Roll Call:** Christina Tucker, Chairperson  
Ashleigh Barnes, Vice- Chairperson  
Charles Pappas  
Matthew Shaffer  
Susan Johns
- Absent Mike Davis (Excused)  
Carl Bow (Excused)
- City Staff: Amy Skinner, Director, Planning & Building Department  
Jacob Fredriksson, Planning & Building Planner  
Sarah Daugherty, Senior Planner  
Isabelle Lopez, City Attorney  
Michele Fudo, Recording Secretary

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**2. General Public hearings for Items Not on the Agenda**

none

**3. Approval of Minutes**

**MOTION**

**Mr. Pappas MOVED to APPROVED the April 30, 2025 Special Meeting minutes as presented. The motion was SECONDED by Ms. Johns and PASSED BY UNANIMOUS VOICE VOTE.**

**MOTION**

**Mr. Pappas MOVED to APPROVED the May 6, 2025 Regular Meeting minutes as presented. The motion was SECONDED by Ms. Johns and PASSED BY UNANIMOUS VOICE VOTE.**

**MOTION**

**Mr. Pappas MOVED to APPROVED the June 3, 2025 Regular Meeting minutes as presented. The motion was SECONDED by Ms. Johns and PASSED BY UNANIMOUS VOICE VOTE.**

**4. Modification and Approval of Agenda**

Item 5f was withdrawn by the applicant.

Item 6b was administratively continued to August 5, 2025 meeting.

**MOTION**

**Mr. Pappas MOVED to APPROVE the Agenda with the following modifications: item 2025-0050 had been withdrawn, and item 2025-0047 had been administratively continued to the August 5, 2025 meeting. The motion was SECONDED by Ms. Johns and PASSED BY UNANIMOUS VOICE VOTE.**

**5. Conservation Overlay Zone Development**

**5. (a) PZB2025-0041 – Ryan Carter c/o Carter Environmental Services – Applicant**  
**David Ott – Owner**  
**22 N. St. Augustine Boulevard**  
Administratively Continued from the June 3, 2025 Regular Meeting

**To approve the construction of a dock within Conservation Overlay Zones 1 & 2.**

Ms. Daugherty read the staff report and said review of Section 11-29 is the responsibility of the Planning and Zoning Board for the proposed development within Conservation Overlay Zone 1 & 2. This application is for the construction of a dock at 22 N. Saint Augustine Boulevard / PID 213470-0000.

Ryan Carter reviewed the application.

Ex Parte Communication: none

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

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

The Board discussed:

- The deck was not above the eight-foot mean high-water line
- The boat lift was low profile
- There was no interference with the navigable waterway
- There was adequate distance between the docks on the north and south
- All criteria had been met

**MOTION**

**Mr. Pappas MOVED to APPROVE application PZB2025-0041 noting that it was consistent with policy 2.13 and 2.11.**

The motion was **SECONDED** by Mr. Shaffer.

**VOTE ON MOTION:**

**AYES:** Pappas, Shaffer, Johns, Barnes, Tucker

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**5. (b) PZB2025-0042 – Intervest Construction of Jax. Inc. – Applicant**  
**Carri Grass / Robert Grass – Owner**  
**111 Oyster Catcher Circle**  
Administratively Continued from the June 3, 2025 Regular Meeting

**To approve the removal of significant trees within Conservation Overlay Zones 2 & 3.**

Ms. Daugherty read the staff report and said review of Section 11-29 is the responsibility of the Planning and Zoning Board for the proposed development within Conservation Overlay Zone 2 and 3. This application is for the removal of significant trees at 111 Oyster Catcher Circle / PID 158571-3030.

Mike Wilford and Kathy Gustafson reviewed the application.

Ex Parte Communication: none

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

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

The Board discussed:

- Ten cedar trees were required, and one was missing
- The ten cedars needed to be shown for staff on the survey
- The survey and the arborists report should match.
- Confirmed the trees were in poor health

- Wanted to be sure that the credit and mitigation plan was done correctly
- The tree removal plan was acceptable
- The lot was an odd size

**MOTION**

**Mr. Shaffer MOVED to APPROVE application PZB2025-0042 for the removal of significant trees within Conservation Overlay Zones 2 & 3 at 111 Oyster Catcher Circle with the condition that the applicant show the location of the tenth cedar tree to be approved by staff. The motion was SECONDED by Mr. Pappas.**

**VOTE ON MOTION:**

**AYES: Shaffer, Pappas, Johns, Barnes, Tucker**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

**5. (c) PZB2025-0044 – Kevin Marks c/o Shoreland Home Builders – Applicant Angelo Tradito c/o Old Stone Management – Owner 228 Pelican Reef Drive / PID 158573-0070**  
Continued from the June 3, 2025 Regular Meeting

**To approve the construction of a retaining wall within Conservation Overlay Zones 2 & 3.**

Ms. Daugherty read the staff report and said review of Section 11-29 is the responsibility of the Planning and Zoning Board for the proposed development within Conservation Overlay Zone 2 and 3. This application is for the construction of a retaining wall at 228 Pelican Reef Drive / PID 158573-0070.

Kevin Marks reviewed the application.

Ex Parte Communication: none

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

The Board discussed:

- The lot grade would pitch the water to the sides and then forward to the road
- The retaining wall would allow the drainage to be diverted to the front
- Fill dirt was part of a flood plain permit
- The neighboring lot was graded in the same way
- Confirmed the height of the wall at seven feet
- The finished floor elevation was proposed at nine feet
- No portion of the retaining wall would encroach on the conservation area
- Confirmed that the wall was ten feet away from the easement
- Confirmed that there were not ten cedars on the lot at this time
- The change in the drainage flow had been recommended by the building department so the water would drain both to the front and back of the property
- A condition should be added that the drainage should be in accord with the surface water management system that already existed in the area
- All the information had been provided and there were no outstanding questions from staff

**MOTION**

**Mr. Shaffer MOVED to APPROVE application PZB2025-0044 at 228 Pelican Reef Drive for the construction of a retaining wall within Conservation Overlay Zones 2 & 3 with the condition that the applicant would adjust the drainage flow if necessary or required by the flood plain coordinator. The motion was SECONDED by Mr. Pappas.**

**VOTE ON MOTION:**

**AYES: Shaffer, Pappas, Johns, Barnes, Tucker**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

**5. (d) PZB2025-0045 – David Meek – Applicant & Owner 130 Pelican Reef Dr / PID158571-4070**

**To approve the removal of a significant tree(s) within Conservation Overlay Zones 2 & 3.**

Ms. Daugherty read the staff report and said review of Section 11-29 is the responsibility of the Planning and Zoning Board for the proposed development within Conservation Overlay Zone 2 and 3. This application is for the removal of a significant tree(s) at 130 Pelican Reef Drive /PID 158571-4070.

Matthew Conner reviewed the application.

Ex Parte Communication: none

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

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

The Board discussed:

- There was a significant foundation that made saving the tree proposed for removal very difficult
- The arborist report indicated this tree was decayed and dying
- There would be ten new trees planted, and one 20-inch tree was being preserved at the front of the property
- The drainage plan showed as spilt with some water going to the back and some going to the front.
- Finished floor elevation would be twelve feet and was consistent with the neighbors
- Felt the requirements were met

**MOTION**

**Ms. Tucker MOVED to APPROVE application PZB2025-0045 for the removal of a significant tree within Conservation Overlay Zones 2 & 3 noting the approval was because it met the criteria in Section 11-29. The motion was SECONDED by Mr. Shaffer.**

**VOTE ON MOTION:**

**AYES: Tucker, Shaffer, Johns, Barnes**

**NAYES: Pappas**

**MOTION CARRIED 4/1**

**5. (e) PZB2025-0048 – Intervest Construction of Jax. Inc. – Applicant John & Erin Olinger – Owner 124 Spartina Avenue**

**To approve the removal of significant trees within Conservation Overlay Zones 2 & 3.**

Ms. Daugherty read the staff report and said review of Section 11-29 is the responsibility of the Planning and Zoning Board for the proposed development within Conservation Overlay Zone 2 and 3. This application is for the removal of significant trees at 124 Spartan Drive / PID 158571-1010.

Mike Wilford and Kathy Gustafson reviewed the application.

Ex Parte Communication: none

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

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

The Board discussed:

- The plan for cedar tree planting was reviewed for clarity
- The house was on helical pilings or a stem wall
- Confirmed that two trees were being kept and eight new ones would be planted
- Two of the trees were too close to the house to survive
- The fill was being kept level with the planned addition
- Fill was needed to minimize the amount of stem wall

**MOTION**

Mr. Shaffer **MOVED** to **APPROVE** application PZB2025-0048 for the removal of significant trees within Conservation Overlay Zones 2 & 3 at 124 Spartina Avenue. The motion was **SECONDED** by Ms. Barnes.

**VOTE ON MOTION:**

**AYES:** Shaffer, Barnes, Johns, Pappas, Tucker

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**5. (f) PZB2025-0050 – Tim Boehlein, PE**  
**c/o JBrown Professional Group Inc –**  
**Applicant**  
**Edward Nettles c/o Jabez Enterprises,**  
**Inc. – Owner**  
**100 Marina Cove Drive / PID 162220-0042**  
**& W. Marina Cove Drive / PID 162220-0044**

To approve the removal of significant trees and significant tree canopy within Conservation Overlay Zone 3.

This application was withdrawn. See item 4.

**6. Variance**

**6. (a) PZB2025-0036 – Anthony**  
**Valachovic – Applicant & Owner**  
**205 Alcazar Street**

Continued from the June 3, 2025 Regular Meeting

To approve a variance request to the front yard setback requirement and to increase the maximum lot coverage.

Ms. Daugherty read the staff report and said based on a review of Sec. 28-29 staff finds that the Board may **APPROVE** the variance requests for a reduction of the front yard setback to 0 feet and an increase in lot coverage to 36 percent at 204 Alcazar Street / PID 215040-0000.

Anthony Valachovic reviewed the application.

The Board presented their Ex Parte Communication.

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

Public hearing was opened.

BJ Kalaidi was interested how the neighbors felt about the planned renovation.

Public hearing was closed.

The Board discussed:

- Clarified the proposed changes to the porch area
- The additional roof coverage caused the lot coverage to go over the maximum limit
- Confirmed the impervious percentage, with the addition of the roof, to be under the seventy percent limit
- This proposal met the requirements of the criteria
- Did not see a justification for the zero setback
- Confirmed that a variance runs with the land
- Language could be included in the motion to limit the option to build in the future
- Any future request to build a room in the same area would have to be reviewed by the PZB
- Because this was a corner lot, the applicant had multiple frontages
- There was a very wide right-of-way adjacent to the property
- Would like to keep the setback to three feet
- Lot coverage would change from thirty-five percent to thirty-six percent

**MOTION**

**Mr. Shaffer **MOVED** to **APPROVE** variance request PZB2025-0036 at 205 Alcazar Street for the lot coverage request and modify the setback variance from zero to three feet, noting that this was a variance**

for a non-roofed structure. The motion was SECONDED by Ms. Barnes.

**VOTE ON MOTION:**

**AYES: Shaffer, Barnes, Johns, Pappas, Tucker**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY<sup>1</sup>**

**6. (b) PZB2025-0047 – Huyen Le – Applicant**

**Phillip Le – Owner**

**15 Garnett Avenue**

Continued from the June 3, 2025 Regular Meeting

Administratively Continued to August 5, 2025 Meeting

**To approve a variance request to the maximum square footage of a guest house and reduce the front yard setbacks.**

This application was administratively continued to the July 5, 2025 meeting. See item 4.

**7. Use by Exception**

**7. (a) PZB2025-0049 – James Whitehouse, Esq. – Applicant**

**Richard Dettra / Dettra Living Trust – Owner**

**120 La Quinta Place**

**To approve a Use by Exception for an off-site parking facility within 400 feet of a commercial use at 115 La Quinta Place.**

Mr. Fredriksson read the staff report and said based on a review of Sec. 28-29 staff finds that the Board may APPROVE the off-site parking lot use by exception request at 120 La Quinta Place / PID 202210-0000 as it meets the requirements of Sec. 28-347-Supplementary regulations for certain uses.

James Whitehouse reviewed the application.

The Board presented their Ex Parte Communication.

Ms. Tucker reviewed the certified notice responses and emails received for the application.

Public hearing was opened.

BJ Kalaidi said that the residents on La Quinta had restricted parking.

Melinda Rakoncay said that this area was already overcrowded and had traffic problems. She felt that there was no need for additional infill development. She then stated her reasons that were related to the city code.

Nancy Pellicer said that the traffic in town was becoming unbearable because of gridlock. She felt that the “right of use” had been extended for too many things and agreed that the proposed project may never come to fruition. She asked the board to consider the long-range effects on the area.

Leslee Keyes was concerned that any buildings being raised or moved may not continue to be contributing to the Historic District. She thought that this was a speculative proposal.

Jackie Hird recalled the previous plans for this applicant. She was not convinced that this applicant was a good neighbor given her previous experiences. She said that access was difficult getting in and out of the area because of the traffic. She did not want a parking lot next to her house.

Public hearing was closed.

Mr. Whitehouse provided his rebuttal. The Board discussed

- The only thing before the board was a parking lot

<sup>1</sup> Break 2:29 – 2: 39 pm

- Parking lots invited cars and that would not enhance preservation, nor the walkability of the city
- Building a parking lot did not fit in with the city's mobility plan
- Thanked the applicant for explaining the uses in the area
- Verified that 120 La Quinta was zoned CL-1 and confirmed single-family homes were allowed and would follow the requirements of RG-1
- Clarified that the parking lot would have to serve a commercial business and could not stand alone as a commercial parking lot
- Needed information for the business to decide on the parking lot
- Asked staff for confirmation that the lot could be approved if there was a business already existing
- An example of how the parking lot would be allowed was provided

Ms. Skinner advised that many businesses wanted to be sure that parking could be provided for patrons prior to obtaining permits to go forward with any other business and the parking lot could not be built until there was information about the proposed business.

- The justification was for future development
- Understood the zoning and allowed uses for the property
- It would be difficult to approve the parking lot without additional information for future business
- Felt that the cart was being put before the horse in this case
- There were no businesses to put the parking in front of

Mr. Whitehouse wanted the board to provide guidance to help the projects to go forward.

- Confirmed the access to the proposed lot would be from the alleyway
- Determined that the intent was to try to save the barn structure

- Verified the intensity was less than the previous PUD proposal

Ms. Lopez advised that reasonable conditions could be placed within the motion that would meet the dual rational nexus test between the two properties.

Mr. Whitehouse advised that the owner was comfortable with conditions being added that said that nothing would be developed in the parking lot until the other property was developed; that the development could be tied to historic rehabilitation of the structures at 115 La Quinta as well as not moving the eleven parking spots at the rear of the property.

#### **MOTION**

**Ms. Tucker MOVED to CONTINUE application PZB2025-0049 at 120 La Quinta Place to the August 5, 2025 meeting. The motion was SECONDED by Ms. Barnes.**

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

**AYES: Tucker, Barnes, Johns, Pappas**

**NAYES: Shaffer**

**MOTION CARRIED UNANIMOUSLY**

#### **8. Land Use Plan Amendment & Rezoning & Variance**

##### **8. (a) PZB2025-0046 – Amy Skinner c/o City of St. Augustine – Applicant & Owner 241 W. King Street**

**Administratively Continued from the June 3, 2025 Regular Meeting**

**To approve a land use plan amendment to change the future land use from Commercial Medium Intensity to Public, a rezoning from Commercial Medium -Two (CM-2) to Government Use (GU) and a variance to eliminate the required off-street parking.**

Mr. Fredriksson read the staff report and said historically staff does not make recommendation concerning amendments to the City's Future Land Use Map or rezoning

requests. Based on Sec. 28-30 of the City's Code, the Board is tasked with making recommendations to the city commission which shall show that the Board has studied and considered:

1. The need and justification for the change.
2. The relationship of the proposed amendment or rezoning to the city's general planning program and such comprehensive plans as may from time to time be adopted by the city commission.
3. Consistency with the comprehensive plan

Based on a review of Sec. 28-29 staff finds that the Board may APPROVE the variance request to eliminate the minimum requirements for off-street parking at 241 W. King Street / PID 111560-0010

Amy Skinner reviewed the application.

The Board presented their Ex Parte Communication.

5 certified notices were sent, 0 were returned in favor, 0 returned opposed and 0 had comments.

Public hearing was opened.

BJ Kalaidi said that parking should not be allowed on West King Street. She also thought that brick should have been used on the entire building. She wanted the board to deny the application for the request to remove the parking requirement.

Public hearing was closed.

The Board discussed:

- The land use amendment was consistent with the Comprehensive Plan
- The proposed building would be used for curation and was in addition to the current archeological building

- The proposed building would require five spaces, and the variance request was for three spaces only
- Staff would continue to park at the current archeological building
- The building could house public meetings with an occupancy limit of 33 people
- During the day the lots around the proposed building would be used for the city employees
- The lot adjacent to the fleet building would be available after hours for the public
- The city would be able to direct the public to the area behind the fence during the day for a planned event at the site
- There needed to be proper signage indicating the parking
- Wanted to see a more formal parking plan

#### MOTION

**Mr. Shaffer MOVED to RECOMMEND that City Commission APPROVE the land use plan amendment for the future land use change from Commercial Medium Intensity to Public for application PZB2025-0046. The motion was SECONDED by Mr. Pappas**

#### VOTE ON MOTION:

**AYES: Shaffer, Pappas, Johns, Barnes, Tucker**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

#### MOTION

**Mr. Shaffer MOVED to RECOMMEND to the City Commission to APPROVE the Rezoning from Commercial Medium-2 (CM-2) to Government Use (GU) for application PZB2025-0046. The motion was SECONDED by Mr. Pappas**

#### VOTE ON MOTION:

**AYES: Shaffer, Pappas, Johns, Barnes, Tucker**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

**MOTION**

Mr. Shaffer MOVED to DENY the variance for parking; however, there was no SECOND. The motion FAILED for lack of a second.

**MOTION**

Mr. Pappas MOVED to APPROVE the zoning variance for application PZB2025-0046 with the following condition that staff must prepare an off-site parking plan as part of the development of the site. The motion was SECONDED by Ms. Barnes.

**VOTE ON MOTION:**

**AYES:** Pappas, Barnes, Johns, Shaffer, Tucker

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**9. Other Business**

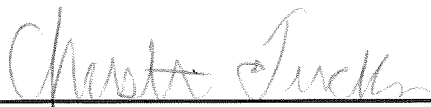
**9.(a) Board discussion to set a Special Meeting date in July.**

Ms. Skinner advised that the special meeting had been scheduled for Wednesday July 16, 2025 at 1:30.

Ms. Barnes advised that she would not be in attendance.

**10. Adjournment**

Having no further business, Ms. Tucker adjourned the meeting at 4:42 P.M.<sup>2</sup>



Christina Tucker, Chairperson

<sup>2</sup> Transcribed by Michele Fudo