

**CITY OF ST. AUGUSTINE**

Historic Architectural Review Board Regular Meeting  
October 16, 2025

The Historic Architectural Review Board met in formal session at 1:00 P.M., Thursday, October 16, 2025, in the Alcazar Room at City Hall, St. Augustine, Florida. Brad Beach, Chairperson, called the regular meeting to order, and the following were present:

- 1. ROLL CALL:** Brad Beach, Chairperson  
Linda Potter, Vice-Chairperson  
Paul Weaver, III  
Catherine Duncan  
Gaere MacDonald

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

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

none

**3. Approval of Minutes**

Mr. Weaver MOVED to APPROVE the September 18, 2025 minutes with the change on page seven from sight to site. The motion was SECONDED by Ms. Duncan.

**VOTE ON MOTION:**

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

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**4. Modification and approval of Agenda**

**MOTION**

Mr. Weaver MOVED to APPROVE the Agenda as presented. The motion was SECONDED by Mr. MacDonald.

**VOTE ON MOTION:**

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

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**5. Public Comments related to Expedited Hearing items:**

**6. Certificate of Appropriateness**

**6. (a) HP2025-0065 – JVI Construction Group LLC – Applicant  
La Joyawood LLC – Owner  
72 Spanish Street**

To replace an existing window with a new door on the north elevation facing the existing courtyard.

Ms. Seymour read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can APPROVE a Certificate of Appropriateness at 72 Spanish Street if the HARB finds the proposed work, as proposed or modified by the HARB, meets the Secretary of the Interior's Standards for Rehabilitation #9 as a Compatible Contemporary Design with the condition that all door, porch, and stair materials be wood.

Juan Othello and Craig Sommers reviewed the application.

Mr. Sommers said that there was no problem with the proposed modifications presented in the staff report.

Ex Parte Communication: none

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

The Board discussed:

Ms. Duncan said that because the applicant was changing the materials to what was recommended, the proposal was fine and the additional stairs would be fine as well. She said that because the door was on the side, it would not be visible from the streetscape. She thought that this was a good proposal

Ms. Potter confirmed that the older doors were not wood.

The other board members agreed that this was a good proposal.

#### **MOTION**

**Ms. Duncan MOVED to APPROVE application HP2025-0065 at 72 Spanish Street with the only modification being that wood would be used in place of Trex and fiberglass. The motion was SECONDED by Mr. Weaver.**

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

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

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

#### **7. Continued Items from the previous HARB meetings**

**7. (a) Certificate of Appropriateness HP2025-0053 – Rogers Towers, PA – Applicant Kasam Hospitality, Inc. – Owner 24 Cathedral Place and Charlotte Street (PID 1972000000)**

**CONTINUED FROM AUGUST 21, 2025**

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

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

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

Mike Koppenhafer, Les Thomas, Fremont Latimer, and Ellen Avery-Smith reviewed the application.

Mr. Koppenhafer began his presentation to include the buildings at 24 and 22 Cathedral Place. He gave a brief history of the uses of the building.<sup>1</sup>

Mr. Koppenhafer continued his presentation and provided information regarding the potential repair to the stucco and terra cotta, the windows, doors, and the roofing.

Mr. Latimer reviewed the new proposals for the gated courtyards. He showed the options for courtyards A, B and D, courtyard C was

<sup>1</sup> There was a brief recess from 1:27 to 1:32 pm due to a fire alarm

not gated. He said that the gate on the D courtyard had a smaller door and opening because of the need for a crash bar on the back of the gate for emergency exit.

Ex Parte Communication: none

Public hearing was opened.

BJ Kalaidi was opposed to this project as it would radically change the Town Plan National Historic District. She asked for confirmation of how high the new building would be in comparison with the taller building.

Mr. Beach envisioned that the top of the garage parapet would be at the bottom of the third or fourth floor windows.

Mr. MacDonald said that there was no proposal to cover any windows.

Ms. Courtney directed Ms. Kalaidi to the packet and the renderings that were provided with the view from the Bridge of Lions, and advised that there were no proposed changes to the window openings.

Mr. Koppenhafer said that there were no windows being removed and the actual rooms with windows did not exist below the fourth floor.

Mr. Weaver said that information needed to be provided on how the new construction would impact the older building.

Ms. Duncan thought that the building would not be visible from Charlotte Street once the new parking garage was constructed. Public hearing was closed.

The Board discussed:

Mr. Koppenhafer showed a picture that demonstrated the new building would not block the windows on the fourth floor on the existing building.

Mr. Weaver told the board that there had been a previous rehabilitation of the building and there should be plans available for reference.

Ms. Courtney advised that she was looking for additional plans for the building.

The Board continued their discussion as follows:

- Wanted to see all the components on the current windows
- If the arched windows on the front of the building were metal then they should be replaced with metal.
- The windows on the upper floors were all aluminum, with single panes, and off set with a solid horizontal mullion in the middle
- The windows shown in a picture of the original building appeared to be one over one sash windows
- The proposed panes looked like the original
- Needed to replicate the original design
- Should provide a shop drawing for the windows only
- The window did not have to be operable but needed to look like sash windows
- The board would support one over one faux mullion for the higher floors and replicate what exists on the lower floors for the arched windows
- The custom window was made of a wood detail using mahogany wood
- It was important to maintain the dimension and styles
- Discussed the need for more information regarding the restoration of the terra cotta on the building
- Queried the board to see if everyone agreed that leaving the terra cotta painted was a better idea
- Trying to remove the paint could cause more damage
- Recommended an expert to evaluate the terra cotta to be sure it was terra cotta before moving forward

- There were materials available that would match the terra cotta
- Confirmed that the material for the replacement door on the front of the building would be better wood material and insulated glass
- Confirmed the railings on the balconettes would have the same material, which was painted steel, the railings would be rebuilt or restored
- Any drawings should include whether parts of the building were being replicated or restored
- The Board wanted detailed drawings

Ms. Avery-Smith respectfully requested that the board finalize the certificate of appropriateness prior to asking for shop drawings.

The Board confirmed for the applicant that an architectural drawing would suffice.

- The stucco should be evaluated by an expert to be sure that it would be lasting
- Needed to consider whether the stucco should be sealed or left natural
- The applicant should be sure to adhere to the secretary of the interior standards for rehabilitation
- The board had consensus that the proposed gate "c" would be good for courtyard "a"
- The gate for courtyard "b" needed to have more of a curve at the top, or use the gate "c"
- Confirmed the miscellaneous equipment, especially cellular equipment or racks, would be removed if possible

#### **MOTION**

**Mr. Weaver MOVED to CONTINUE application HP2025-0053 24 Cathedral Place and Charlotte Street to the November 20, 2025 meeting. The motion was SECONDED by Ms. Potter.**

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

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

**NAYES: NONE**

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

#### **7. (b) Certificate of Appropriateness -City Owned Property HP2025-0011- CBVR Telecom Design Group and Cellco Partnership Successor in Interest to Verizon Wireless- Applicant Various areas within/adjacent to existing City rights-of-way within Historic Preservation Zoning Districts 1 through 5**

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

Ms. Courtney read the staff report and said based on a review of the AGHP, the previous discussions of the HARB, and without the support of evidence to the contrary, staff finds that the board can take the following actions regarding a Certificate of Appropriateness for the proposed small cell antennas limited to the locations at the Toques Place parking lot and adjacent to 69a Cordova Street:

1. APPROVE if the board finds that the designs are compatible with the AGHP and meets the Secretary of the Interior's Standards for Rehabilitation #9 (Compatible Contemporary Design for New Alterations and Additions).
2. CONTINUE with a finding that the overall designs are not compatible with the AGHP and to allow time for the applicant to alter the existing designs or placement, as recommended by the HARB.

Christopher Milnes and Courtney Barnard reviewed the application.

Ex Parte Communication: none

Public hearing was opened.

<sup>2</sup> Break 2:59 – 3:06 pm

BJ Kalaidi liked the fact that this company was using the rights of ways of the city.

Mr. Milnes confirmed that none of the proposed antennas were aerial in nature. He advised that as the streetscape changed, Verizon would bear the cost of any replacement.

Public hearing was closed.

The Board discussed:

- The larger luminaire was a good change
- The look was very subtle in the Toques Place parking area
- Agreed the Cordova site was a good location
- Thought that Toques Place needed to have a height adjustment regarding the light fixture
- Should there be 2 lights on the pole to balance the appearance
- Adding another light to the pole would negate the subtlety
- The antennas were inappropriate in the historic part of the city
- Currently there were no cell antenna towers in the historic district
- Confirmed the height of the pole on Cordova to be twenty-eight feet
- The luminaire on Cordova could not be lowered
- Drawings showing the lower height would be helpful
- The two locations being discussed were conditionally approved at the last meeting
- Using existing FPL poles eliminated the risk of disturbing any sensitive archeological areas

Ms. Lopez suggested that any new design should be as short as possible to help the HARB make their decision.

- Each pole had to be built to hurricane standards as well as the being tested and approved by the FCC.

## MOTION

**Mr. Weaver MOVED to CONTINUE application HP2025-0011 to the November 20, 2025 meeting. The motion was SECONDED by Mr. MacDonald.**

### VOTE ON MOTION:

**AYES: Weaver, MacDonald, Potter, Beach**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

### 8. Planning and Building Staff Communications

#### 8. (a) Planning and Building Staff Approved Permits Report

(Provided for informational purposes)

### 9. Other Business

#### 9. (a) Certified Local Government (CLG) Annual Report Feedback

Ms. Courtney asked the board to respond to the five-question survey that she had emailed to each board member. She advised that this would assist her in completing the annual report to the State of Florida Department of State's Bureau of Historic Preservation Office.

#### 9.(b) Review of the nomination update for the 1983 designated Model Land Company National Register Historic District to offer feedback and overall support to the State Historic Preservation Office (SHPO): The update's purpose is to expand the period of significance and the boundary slightly; to bring the inventory up to date; and document any alterations and new infill within the district

Ms. Courtney reviewed the letter from the State of Florida advising that there was a proposal to nominate the Model Land Company to the National Register of Historic Places. She explained that because of this already established historic district's age, they wanted to update and review this area

to include any additional structures that would be considered as contributing. She said the period of inclusion had been updated to the years 1838-1968.

Mr. MacDonald asked what the impact of making an area a local registry would have on the residents in the area.

Ms. Courtney said that the city had implemented the Partial Demolition Code and any structures in the National Historic District would be under the Partial Demolition Code.

Mr. Weaver commented that buildings built between 1937 and 1968 would be added to the register.

Public comment was opened:

Mr. Pappas asked how the individuals would be notified if their buildings were now contributing.

Ms. Courtney responded and advised that there was no requirement to publicly notice this information, and any formal notification would come from the state to those who had been newly added to the register.

Public Comment was closed.

Ms. Potter recommended that the News and Notes could be a good place to get the new information out to the residents of the city regarding their new contributing status.

Ms. Seymour advised that there were plans to have more outreach to the property owners.

## **MOTION**

**Mr. MacDonald MOVED to SUPPORT the Model Land Company National Register Historic District update. The motion was SECONDED by Ms. Duncan.**

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

## **VOTE ON MOTION**

**AYES: MacDonald, Duncan, Potter, Beach**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

## **9.(c) Review of final deliverables from two (2) FL Division of Historical Resources FY25 Small Matching Grants projects recently completed**

Ms. Courtney updated the board on the small matching grants that had been awarded to the city.

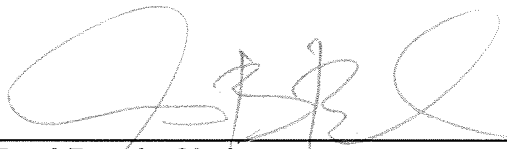
1. Survey grant project: "St Augustine Survey Part 6: Architecture from the Recent Past"
2. Interactive Storyboards

## **10. Next Scheduled Meeting Date(s):**

**10.(a) November 20, 2025 – Regular Meeting**

## **11. Adjournment**

There being no further business, the meeting was adjourned at 5:01 P.M.<sup>3</sup>

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**Brad Beach, Chairperson**