

CITY OF ST. AUGUSTINE

Planning and Zoning Board Regular Meeting
October 7, 2025

The Planning and Zoning Board met in formal session Tuesday, October 7, 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
Charles Pappas
Carl Blow
Susan Johns
- Absent Ashleigh Barnes, Vice- Chairperson (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

2. General Public hearings for Items Not on the Agenda

none

3. Approval of Minutes

MOTION

Ms. Johns MOVED to APPROVE the July 16, 2025, Special Meeting minutes as presented. The motion was SECONDED by Mr. Blow and PASSED BY UNANIMOUS VOICE VOTE.

MOTION

MS. Johns MOVED to APPROVE the August 5, 2025 meeting minutes as presented. The motion was SECONDED by Mr. Blow and PASSED BY UNANIMOUS VOICE VOTE.

4. Modification and Approval of Agenda

MOTION

Mr. Pappas MOVED to APPROVE the Agenda as presented. The motion was SECONDED by Mr. Blow and PASSED BY UNANIMOUS VOICE VOTE.

5. Conservation Overlay Zone Development

**5. (a) PZB2025-0076 – Fremont Latimer c/o Marquis Latimer + Halback, Inc. – Applicant
Carol Bradshaw – Owner
13 Saragossa Street**

To approve the removal of a significant tree within Conservation Overlay Zone 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 3. The specific request for Conservation Overlay Zone 3 development is for the removal of one (1) significant tree at 13 Saragossa Street / PID 205550-0000. The applicant was not present.

Ms. Tucker MOVED to hear this item after item 5.b. The motion was SECONDED by Mr. Blow and PASSED BY UNANIMOUS VOICE VOTE.

Freemont Latimer reviewed the application.

The Board presented their Ex Parte Communication.

31 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:

- After a review of the application, agreed that the tree needed to be removed
- Wanted an explanation of why two trees could not be planted to replace the tree being removed
- There was a 44-inch Laurel Oak in the same area
- Crowding could be a problem if two trees were added to the area
- There were two parking spaces in the rear of the lot
- Putting funds in the tree mitigation fund would be acceptable as well as planting one tree on the lot
- Confirmed the zoning to be RS-1
- Supported the application provided the additional tree was planted elsewhere or a donation was given to the tree mitigation fund
- Viewed the property and any tree planted would not last long in that area

MOTION

Mr. Pappas MOVED to APPROVE application PZB2025-0076 for the removal of one 16-inch Red Cedar located next to the house foundation as well as the two invasive camphor trees. The approval includes the planting of one new Cedar on the property and the other new Cedar paid

to the mitigation fund. The motion was SECONDED by Ms. Tucker.

VOTE ON MOTION:

AYES: Pappas, Tucker, Johns, Blow

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

5. (b) PZB2025-0077 – Jessica Beach c/o City of St. Augustine – Applicant City of St. Augustine – Owner 117 Inlet Drive; 124 Inlet Drive; 134 Inlet Drive and Inlet Drive/PID 213880-0000

To approve the construction of a retaining wall 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 retaining wall living shoreline element, and stormwater upgrades at 117, 124, 134 Inlet Drive and Inlet Drive / PID 213880-0000.

Ms. Daugherty addressed the request for continuation from a property owner as they said they had not received notice of the hearing. She advised the Board that the certified mailed notices were sent using the current tax listings from the property appraiser's website.

Ms. Daugherty reviewed the noticing process for the Board and advised that staff had verified the following: certified letters had been mailed, the application had been noticed in the paper, according to code, and signage had been posted, according to code, for the public.

Ms. Lopez advised the board to take action on the request for continuance prior to hearing the application.

Ms. Tucker thought that staff had noticed the application per code and wanted to move forward with the application. Mr. Blow agreed.

MOTION

Ms. Tucker MOVED to HEAR the application. Mr. Blow SECONDED the motion.

VOTE ON MOTION:

AYES: Tucker, Blow, Johns, Pappas

NAYES: NONE

MOTION PASSED UNANIMOUSLY

Jessica Beach reviewed the application.

The Board presented their Ex Parte Communication.

Ms. Tucker reviewed the certified notice responses and emails received for the application. Ms. Lopez advised that the attorney could appeal if he desired.

Public hearing was opened.

Roger White said that he was in support of this project.

Lynn Roberts thanked the city for taking on this project. She fully supported this project.

Toby Thorpe said that after so many years, the wall was actually sinking into the ground. He was very supportive of this project.

Mr. Ruffin lived directly across from the proposed project and was in favor of it going forward.

Robert Thousand said that he would be the most affected as he had to give up his property to allow the project to go ahead. He said that ultimately this project would limit the flooding for all the residents in the area.

Wolfgang Schau described previous flooding events and said that this was a very important project to protect the shore from erosion but would not keep the flooding from the river side out.

Dr. Lois Thousand said that the city officials had been professional in the implementation

of this project, and she thanked everyone involved.

Zig Zeigler said that this particular stretch of road was used frequently by others, he suggested that there be benches placed in the area to use the area for viewing the water.

Public hearing was closed.

The Board discussed:

- This project was designed to limit water intrusion from nuisance flooding, king tides and tidal surge.
- The wall would be approximately three feet above ground.
- Confirmed the time frame to be through June 30, 2026
- The wall would be a standard concrete wall
- There was a bench at the site and there were no plans to remove it other than during construction
- There would be no fence on top of the wall
- The concerns regarding the scenic vista had been addressed

MOTION

Mr. Pappas MOVED to APPROVE application PZB2025-0077 for the development within Conservation Overlay Zones 1 & 2 for the construction of a retaining wall, living shoreline element and storm water upgrades at Lot 117, 124, 134 and Inlet Drive/PID 213880-0000. The motion was SECONDED by Ms. Tucker.

VOTE ON MOTION:

AYES: Pappas, Tucker, Johns, Blow

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

6. Variance

**6. (a) PZB2025-0070 – Rebecca Faunce
DMD c/o Antigua Orthodontics/Faunce
Orthodontics LLC– Applicant
Faunce Orthodontics LLC c/o Antigua
Orthodontics/Faunce Orthodontics LLC –
Owner
67 S. Dixie Hwy**

To approve a variance to the side yard setback requirement.

Ms. Daugherty read the staff report and said staff finds that this application for a variance request to reduce the side yard setback from five (5) feet to eight (8) inches at 67 S. Dixie Highway / PID 127300-0050 has not adequately addressed the variance criteria regarding the owner's ability to make reasonable use of the property. Due to this, and based on a review of Sec. 28-29, staff finds that the Board may either:

- CONTINUE this request until more information as to why the variance is required to make reasonable use of the property is provided
- DENY this request as the variance criteria of Sec. 28-29 is not met, or
- APPROVE this request as variance criteria of Sec. 28-29 is met.

Robert O'Leary reviewed the application.

Ex Parte Communication: presented

16 certified notices were sent, 2 were returned in favor, 0 were returned opposed and 1 had comments.

Public hearing was opened.
Anthony Ammans wanted to clarify what the applicant was trying to achieve with the variance request. He was concerned that it may encroach on his own property, Lot 31.

Mr. O'Leary advised that the variance request was for the two lots owned by the applicant and would not impede the owner of Lot 31.

Public hearing was closed.

The Board discussed:

- Confirmed that Lot 32 would be used for additional parking
- If these two properties were tied together, there would be no concern of the owner selling one separately after the variance had been granted
- The property could be replated, however the lot could be sold as well
- Could the variance be made contingent upon the other lot being owned and used for the purpose that it is currently being used for
- The addition would be attached to the existing structure and would be close to the other property; however, it would not straddle the other property
- If the addition straddled the two properties, it would make it one property
- It was not prohibited to connect the properties in this way
- The plan was to move the door so that it would be high enough to keep water from flowing into the building
- The plan showed that the addition was eight inches from the property line and extending a sidewalk would negate the need for the variance
- There were no impervious guidelines as this was a commercial site

MOTION

Mr. Pappas MOVED to CONTINUE application PZB2025-0070 to the November 4, 2025 meeting. The motion was SECONDED by Mr. Blow.

VOTE ON MOTION:

AYES: Pappas, Blow, Johns, Tucker

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

**6. (b) PZB2025-0071 – George Costin –
Applicant & Owner
Pomar Street/PID 208750-0030**

To approve a variance to the maximum lot coverage.

Mr. Fredriksson read the staff report and said based on a review of Sec. 28-29 staff finds that the Board may APPROVE the variance request to the maximum lot coverage within the RS-2 zoning district at Pomar Street / PID 208750-0030.

George Costin reviewed the application.

The Board presented their Ex Parte Communication.

21 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 lot size was significantly smaller which presented a disadvantage
- The proposed square footage of the house was 750 square feet
- Agreed that the lot was very small, as were the lots on the rest of the street
- The lot was not buildable without the variance
- The lot was originally platted this way and the setbacks were still being met
- If the length of the house was reduced by six feet the house would comply and would not need the variance
- A tiny house could be a solution; however, it would not fit with the characteristics of the neighborhood
- This was the typical size lot for the area

MOTION

Mr. Pappas MOVED to APPROVE application PZB2025-0071 to approve a variance to the maximum lot coverage as this piece of property demonstrated a disadvantage based on the size. The motion was SECONDED by Ms. Tucker.

VOTE ON MOTION:

AYES: Pappas, Tucker, Johns

**NAYES: Blow
MOTION CARRIED 3/1**

**6. (c) PZB2025-0073 – Elizabeth K. Merwin
– Applicant & Owner
168 M. L. King Jr. Avenue**

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

Ms. Daugherty read the staff report and said based on a review of Sec. 28-289 staff finds that the Board may APPROVE as variance criteria are met for the variance request to reduce the front yard and side yard setback at 168 Dr. Martin Luther King Jr. Avenue / PID 212120-0000.

Elizabeth Merwin reviewed the application.

The Board presented their Ex Parte Communication.

18 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:

- Wanted to be sure that the area would stay wide open to keep from obstructing the view for others
- Non-conforming lot
- Home was built in the 1920's
- Agreed that if the rear remained open, there were no issues
- No addition of impervious area
- Confirmed that the applicant owned both properties, 166 and 168 Martin Luther King Jr Avenue
- Applicant was willing to gutter that side of the building to direct the water flow out to the street or to the back of the property

MOTION

Mr. Pappas **MOVED** to **APPROVE** application PZB2025-0073 as presented which includes the carport being open and the gutter being on the west side to direct the water to the street or onto the 168 property. The motion was **SECONDED** by Ms. Tucker.

VOTE ON MOTION:

AYES: Pappas, Tucker, Johns, Blow

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. Use by Exception

7. (a) PZB2025-0065 – Tiffany Martin c/o The St. Augustine Birth Collective – Applicant
Michael Kuc c/o Island Home Mortgage, LLC – Owner
906 Anastasia Boulevard

To approve a use by exception for an intermediate care facility.

Mr. Fredriksson read the staff report and said based on a review of Sec.28-29 staff finds that the Board may **APPROVE** the intermediate care facility use by exception request at 906 Anastasia Boulevard / PID 158540-0000.

Tiffany Martin reviewed the application.

The Board presented their Ex Parte Communication.

Ms. Tucker reviewed the certified notices and emails received for the application.

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

The Board discussed

- This was a much-needed service in the community
- There was ample parking in the front, on the side and at the rear of the building
- The area allowed easy access for emergency vehicles

- The location was near the hospital if needed as well as the fire station

MOTION

Mr. Pappas **MOVED** to **APPROVE** application PZB2025-0065 for use by exception for the birthing center. The motion was **SECONDED** by Mr. Blow

VOTE ON MOTION:

AYES: Pappas, Blow, Johns, Tucker

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (b) PZB2025-0072 – Luis Garcia – Applicant
Leland Company's LLC – Owner
241 San Marco Avenue

To approve a use by exception for a business that offers for sale new or used automobiles, trucks, boats and tractors.

Mr. Fredriksson read the staff report and said based on a review of Sec. 28-29 staff finds that the Board may **APPROVE** the sales of used automobiles use by exception request at 241 San Marco Avenue / PID 152810-0000

Luis Garcia reviewed the application.

The Board presented their Ex Parte Communication.

13 certified notices were sent, 0 were returned in favor, 3 were returned opposed and 10 had comments.

Public hearing was opened.

Emily Powell wanted to see the property cleaned up but did not like the idea of having additional traffic in the area.

Gina Burrell was not in favor of this use by exception and wanted the board to deny the request.

Cheyenne Eddinger did not want the application approved. She thought that there were plenty of car lots in the area.

Matt Gummelfinger was opposed to the application and wanted the current owner to take care of cleanup on the property.

Beth Byer said that this was the entrance to her neighborhood, and she did not think a car lot was the best choice. She was opposed.

Joe Jackalone said he used to operate an auto repair business at this location, and he said that previously there were large trucks delivering cars without complaint from the residents. He thought that the new proposal would have less impact than his former business.

Will Weldon felt that there was not enough information provided to make a sound decision.

Mark Baker, owner of the property, explained the zoning for the property.

Kathy Wittington mentioned the entry corridor guidelines.

John Dockerty asked for the application to be continued.

Christine Brown was opposed to this application

Tawny Kern was opposed to this application. She had concerns about the congestion that may result from deliveries.

Brian Healey owned property adjacent to the subject property. He was concerned about vehicle transports blocking the roadway.

Mr. Garcia provided his rebuttal.

Public hearing was closed.

The Board discussed

- The applicant would be purchasing the property based on the approval of the board
- The property, even when it was vacant, should be maintained for appearances
- Property maintenance was included in the code
- The volume of cars would be about 10-15 cars that would be parked at the back of the building
- There was no design in the packet
- This would not meet the requirements of the corridor review board
- The board should decide how many cars would be allowed at the site
- There was not adequate traffic circulation in that area
- Needed the type and number of cars defined in the motion
- Verified that there would be no car repairs onsite
- Needed to have a definition of the type of cars, the hours of operation, and the number of cars
- There was a lot of missing information
- Wanted to see the dimensions on the lot to show how many cars could fit on the lot to include a site plan and where the staff would park
- Wanted to see a more complete proposal
- It was explained to the applicant that the board would not support any car repair and wanted to limit the number of cars on the lot and wanted a clear definition of a "high end" car

MOTION

Mr. Pappas MOVED to DENY PZB2025-0072 as it did not meet the requirements of Sec. 28-29 specifically that there was not adequate traffic circulation.

Ms. Lopez advised that the board typically lists all of the reasons for the denial in the motion.

Mr. Pappas amended the motion to include that this would not promote the health and safety of the public,

convenience or general welfare of this zoning district. Motion FAILED for lack of a SECOND.

Ms. Johns MOVED to CONTINUE application PZB2025-0072 to the November 4, 2025 meeting. The motion was SECONDED by Mr. Blow.

VOTE ON MOTION:

AYES: Johns, Blow, Tucker

NAYES: Pappas

MOTION CARRIED 3/1

8. Rezoning

**8. (a) PZB2025-0068 – Amy Skinner – Applicant c/o City of St. Augustine – Property Manager
TIIF – Owner
SR 312/PID 162210-0016; SR 312/PID 162210-0017; SR 312/PID 162210-0020**

To recommend a rezoning of approximately 54.67 upland acres to be rezoned from Commercial Medium – Two (CM-2) and Residential General Office A (RGO-A) to Government Use (GU).

Mr. Fredriksson read the staff report and said based on Sec. 28-30 staff finds that the Board may make a POSITIVE RECOMMENDATION to the city commission to rezone the approximately 54.67-acre upland properties from Commercial Medium – Two: CM-2 and Residential and General Office A: RGO-A to a compatible Government Use: GU zoning designation. The required Board report as part of a potential positive recommendation could include that the Board has studied and considered:

- (1) The need and justification for the change stems from the fact that the city now manages the land described above and intends for it to be used for public and conservation purposes.
- (2) The positive relationship of the proposed amendment and rezoning to the city's general planning program through the

2025 Vision Plan's objective to conserve natural resources and ecosystems as part of enhancing the city's resiliency.

- (3) This request and proposal's consistency with the comprehensive plan as analyzed, documented, and found above in this report.

The Board presented their Ex Parte Communication.

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

Public hearing was opened.

Cheyenne Eddinger asked what was meant by the term clean-up.

Ms. Skinner explained that clean up referenced the zoning map for that area so that the zoning would limit the use to Government Use which would be defined by the recreation plan for the property.

Public hearing was closed.

MOTION

Ms. Tucker MOVED to make a POSITIVE RECOMMENDATION for application PZB2025-0068 to recommend a rezoning of approximately 54.67 upland acres to be rezoned from Commercial Medium – Two (CM-2) and Residential General Office A (RGO-A) to Government Use (GU). The motion was SECONDED by Mr. Pappas.

VOTE ON MOTION:

AYES: Tucker, Pappas, Johns, Blow

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

9 Other Business

9. (a) Appointment of chair and vice chair

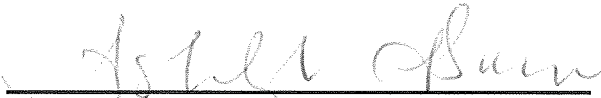
Mr. Blow nominated Dr. Barnes for the position of Chairperson. The motion was

**SECONDED by Ms. Tucker and PASSED
BY UNANIMOUS VOICE VOTE**

**Mr. Blow nominated Ms. Johns for the
position of Vice-Chair. The motion was
SECONDED by Ms. Tucker and PASSED
BY UNANIMOUS VOICE VOTE**

10. Adjournment

Having no further business, Ms. Tucker
adjourned the meeting at 4:04 P.M.¹



Christina Tucker, Chairperson

¹ Transcribed by Michele Fudo