

CITY OF ST. AUGUSTINE

Planning and Zoning Board Regular Meeting
December 2, 2025

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

1. Roll Call: Ashleigh Barnes, Chairperson
Susan Johns, Vice- Chairperson
Christina Tucker
Charles Pappas
Carl Blow
Mike Davis
Jan Kelly

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

None

4. Modification and Approval of Agenda

Item 8.a. PZB2025-0086 was continued to the January 6, 2026 meeting at the request of the applicant.

Item 9.c PZB2025-0094 was withdrawn by the applicant.

MOTION

Mr. Pappas MOVED to APPROVE the Agenda including the following modifications: item 8.a PZB2025-0086 was continued to the January 6, 2026 meeting and item 9.c. PZB2025-0094 was withdrawn. The motion was SECONDED by Mr. Blow.

VOTE ON MOTION:

AYES: Pappas, Blow, Kelly, Davis, Tucker, Johns, Barnes

NAYES:

MOTION CARRIED UNANIMOUSLY

5. Variance

**5. (a) PZB2025-0090 – Kathleen Deagan – Applicant & Owner
16 Seminole Drive and 18 Seminole Drive**

To approve a variance request to the maximum square footage of a guest house and reduce the rear yard setback.

Ms. Daugherty read the staff report and said based on a review of Sec. 28-29 staff finds that the Borad may APPROVE the variance request to increase the maximum square footage of a guest house and reduce the rear yard setback from ten feet to five feet at 16 and 18 Seminole Drive /PID 151310-0160.

Kathleen Deagan reviewed the application

The Board presented their Ex Parte Communication.

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

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

The Board discussed:

- Confirmed that the garage was already existing and there would be no further encroachment
- The stairs were on the inside and would take away livable space
- These types of applications had come before the board in the past
- Would the existing structure support the addition
- This addition would allow for aging in place
- Would not support going above 500 square feet
- The square footage included a porch
- Traditionally the existing footprint was used for second floor additions

MOTION

Mr. Davis MOVED to APPROVE application PZB2025-0090 at 16 and 18 Seminole Drive to approve the variance request to the maximum square footage of a guest house and reduce the rear yard setback. The motion was SECONDED by Ms. Barnes noting that it met the criteria for a variance.

VOTE ON MOTION:

AYES: Davis, Barnes, Kelly, Blow, Tucker, Johns

NAYES: Pappas

MOTION CARRIED 6/1

**5. (b) PZB2025-0092 – Gaston Buschiazzo
c/o La Lichas Food Truck – Applicant
Greg Dettra c/o Paper Root – Owner
213 W. King Street**

To approve a variance request to the right of way setback requirement for a mobile food vendor.

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 eliminate the setback requirement from Davis Street for this specific mobile food dispensing vehicle and applicant at 213 West King Street / PID 119860-0000.

Gaston Buschiazzo and Amy Tarmey reviewed the application.

The Board presented their Ex Parte Communication.

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

Public hearing was opened.

BJ Kalaidi thought that there was no reason to allow the setback. She asked where people would park. She said that there had been several code violations in the area.

Zach Ramsey, the manager of Mugsy's, supported the variance stating that this would benefit all the vendors in the area. He said that there was no interference in the area with traffic and the truck was three feet from the road.

Meagan Gowen supported that variance request and was a patron of the business.

Bobbie Lee supported the variance saying that this business would benefit the community by bringing people together.

Ms. Tarmey provided her rebuttal.

Public hearing was closed.

The Board discussed:

- Confirmed with staff that there had been no safety concerns with the food truck being so close to the right-of-way
- Confirmed that this needed a new approval because it was a food truck and was mobile
- Advised that food trucks needed to be on private property
- Wanted to be sure that the same requirements were in place as with the previously approved variance

MOTION

Mr. Davis MOVED to APPROVE application PZB2025-0092 at 213 West King Street to approve a variance request to the right-of-way setback requirement for a mobile food vendor and to include the same requirements as previously approved under PZB2024-0113. The motion was SECONDED by Ms. Barnes stating that the compliance was verified by the staff report.

VOTE ON MOTION:

AYES: Davis, Barnes, Kelly, Blow, Pappas, Tucker, Johns

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

5. (c) PZB2025-0095 – Michael and Ursula Camp – Applicant & Owner Lewis Boulevard / PID 118860-0000

To approve a variance to 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 to the maximum lot coverage within the RS-2 zoning district at Lewis Boulevard / PID 118860-0000.

Michael and Ursula Camp and Mr. Claremar reviewed the application.

The Board presented their Ex Parte Communication.

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

Public hearing was opened.

Angela Masson said the area was becoming very dense and was concerned about the potential for flooding.

Ms. Camp provided her rebuttal.

Public hearing was closed.

The Board discussed:

- Confirmed that this lot had been subdivided in the past
- There was a live oak tree on the lot; wanted to be sure it could be saved
- The lot was non-conforming, so height was limited to thirty feet
- This was for lot coverage only
- Current placement was meeting the setback requirement
- Confirmed square footage of the first floor at approximately 780 square feet
- There was concern for potential flooding
- Builder had not recommended crawl space construction
- The request was for 116 additional square feet on the ground
- This was a non-conforming lot and all other concerns would be dealt with through the permitting process
- Verified the house would be raised about three to four feet above current elevation
- Lot coverage for a non-conforming lot allowed by code was 1,326 square feet
- The applicant was asking for an additional 150 square feet of coverage
- This was an area that was subject to flooding
- Wanted to see the existing grade stay the same to eliminate as much displacement of water as possible
- There would be no fill added to the lot
- Stem wall construction would be used

MOTION

Ms. Tucker **MOVED** to **APPROVE** application PZB2025-0095 based on the testimony received by the contractor and the application before the Board that showed no fill on the site and stem wall construction as it was a non-conforming lot and met the criteria. The motion was **SECONDED** by Ms. Barnes.

VOTE ON MOTION:

AYES: Tucker, Barnes, Kelly, Davis, Pappas, Johns

NAYES: Blow

MOTION CARRIED 6/1

6. Variance and Conservation Overlay Zone Development

**6. (a) PZB2025-0091 – Roman Pytel – Applicant & Owner
81 Magnolia Drive**

To approve a variance request to the maximum square footage of a guest house, reduce the front setback and the removal of significant trees within Conservation Overlay Zone 3.

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 request to decrease the front yard setback. Based on a review of Sec. 28-298 staff finds that the Board can **CONTINUE** until the applicant has explored other options to reduce the size of the guest house, **DENY** as variance criteria is not met, or **APPROVE** as variance criteria is met for the variance request to exceed the maximum square footage of a guest house.

Review of Section 11-29 is the responsibility of the Planning and Zoning Board for significant tree removal within Conservation Overlay Zone 3.

This application is for the construction of a garage with a second story guest house at 81 Magnolia Drive / PID 158320-0000

Roman and Sage Pytel reviewed the application.

The Board presented their Ex Parte Communication.

13 certified notices were sent, 1 was returned in favor, 3 were returned opposed and 0 had comments.

Public hearing was opened.

Vanessa Lunsford was concerned with the setback change. She thought that if there were vehicles parked near the garage it would be difficult to have access to the road

Chad Smith didn't think that there needed to be any variance to the setback based on the size of the lot. He thought that the placement could be changed to eliminate the need for the variance.

Mr. Pytel provided his rebuttal.

Public hearing was closed.

The Board discussed:

- Agreed with the staff report that there was no hardship present
- There might be justification for having the building in front of the property
- One of the issues was the size of the guest house
- If the size was smaller there would be no need for variance
- Would not support going over 500 square feet for the size of the guest house
- The footprint could be larger using porches
- The sugarberry tree was not a concern
- The garage should be pulled back from the street more
- Confirmed this would be a two-car garage with a room at the top, a bathroom, and there would be no kitchen
- If the alley on the property was used for access to the garage it would solve the problems presented with this application

- There was no access through the alley as there were significant trees in that area
- Could not support the current location of the garage
- Confirmed that the alley would have to be vacated
- There was a process for vacating a right-of-way
- Did not see a hardship
- There were other locations on the property where the garage could be built
- Confirmed that the garage could be 700 square feet, just the guest house was limited to 500 square feet

As a result of the Board discussion, Mr. Pytel decided to withdraw the application.

7. Use by Exception

7. (a) PZB2025-0088 – Robert Barnes – Applicant & Owner 172 Cordova Street, Unit 1

To approve a use by exception for one (1) off-site parking space within the residential parking program.

Ms. Daugherty read the staff report and said based on a review of Sec. 28-29 staff finds that the Board may APPROVE a use by exception request for one (1) residential street parking permit at 172 Cordova Street Unit 1 / PID 199990-0101 to satisfy the requirements of Sec. 28-151

In the event this request is approved by the Board, staff also recommend the following conditions:

1. Approval of this use by exception is contingent upon providing proof of one residential street parking permit at the time of vacation rental registration.
2. When registering the short-term rentals at 172 Cordova Street, Unit 1, proof of purchase of one residential street parking permit for the duration of the vacation rental

registration period is to be provided to the Code Enforcement Division.

The applicant was not present.

MOTION

Mr. Blow moved to place this item further on the agenda, prior to other business. Mr. Pappas SECONDED the motion. The motion PASSED with UNANIMOUS VOICE VOTE.

This item was heard prior to item 10.c.

Robert Barnes reviewed the application.

The Board presented their Ex Parte Communication.

38 certified notices were sent, 2 were returned in favor, 1 was returned opposed and 1 had comments.

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

Mr. Davis pointed out that the board had no control over short-term rental and the related parking.

MOTION

Mr. Davis MOVED to APPROVE application PZB2025-0088 for 172 Cordova Street to approve a use by exception for one (1) off-site parking space within the residential parking program to include specific parking information in all advertisements. The motion was SECONDED by Mr. Pappas.

Ms. Barnes asked if this was the only way to handle off-site parking.

Ms. Lopez explained that the code required that the applicant had to show that they could not accommodate the required parking on site. She said the code provided options.

Mr. Fredriksson advised that code allowed for parking within 400 feet.

VOTE ON MOTION:

AYES: Davis, Pappas, Kelly, Blow, Tucker, Johns, Barnes

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

8. Use by Exception, Variance and Conservation Overlay Zone Development

**8. (a) PZB2025-0086 – Dave Urena c/o KPM Franklin – Applicant
CD St. Augustine Gas LLC – Owner
San Sebastian Vw / PID 073581-0040**

To approve a use by exception for a self-storage facility, a variance to the off-street parking requirements, and conservation overlay zone 3 development for the removal of significant trees and tree canopy.

Ms. Daugherty read the staff report and said based on a review of Sec. 28-2 staff finds that the Board may CONTINUE until the applicant can provide information that the use by exception is consistent with the general welfare of the neighborhood, DENY as exception criteria is not met, or APPROVE as exception criteria is met for the self-storage use by exception request at San Sebastian View / PID 073581-0040.

Based on a review of Sec. 28-29 staff finds that the Board may CONTINUE until the applicant has provided additional information meeting the variance criteria, DENY as variance criteria is not met, or APPROVE as variance criteria is met for the variance request to the minimum number of requires off-street automobile parking spaces at San Sebastian View / PID 072581-0040.

Review of Sec. 11-29 is the responsibility of the PZB for the proposed development within Conservation Overlay Zone 3. This application includes requests to remove significant trees and tree canopy for the

property at San Sebastian View / PID 072581-0040.

Because the application is not consistent with Chapter 25 requirements Staff recommends Continuation for additional information or reconsideration or Denial of the application.

The applicant should provide the following information:

- The tree survey should overlay the building footprint and limits of fill
- The tree mitigation plan should have a positive number of credits
- The total combination of retained trees and new trees planted for credit shall result in the tree ratio requirements of Sec. 25-Sec.25-33 (c)
- All trees listed in the arborist report and tree survey should be included in the tree mitigation table
- The application depicts a height of thirty-seven feet four inches, which exceeds the maximum height of thirty-five feet allowed in CM-2. The applicant should provide a development plan that is consistent with the zoning category

The applicant requested a continuance to the January 6, 2026 meeting. See item four.

9. Applications Involving 7 Old Mission Avenue

**9. (a) PZB2025-0089 – Daniel Turner c/o Witty Whisker Cat Café LLC – Applicant
Daniel Turner c/o Turnrod Properties LLC – Owner
7 Old Mission Avenue**

To recommend a future land use plan map amendment to change the future land use from Residential Low Density to Commercial Low Intensity and to appeal staff determination regarding required off-street parking.

Per Mr. James Whitehouse this application was withdrawn by the applicant.

9. (b) PZB2025-0093 – Daniel Turner c/o Witty Whisker Cat Café LLC – Applicant Daniel Turner c/o Turnrod Properties LLC – Owner 7 Old Mission Avenue

To recommend a future land use plan map amendment to change the future land use from Residential Low Density to Commercial Low Intensity and approve a variance request to reduce the required off-street parking.

Mr. Fredriksson read the staff report and said based on a review of Sec. 28-30 staff find that the Board may make a POSITIVE RECOMMENDATION to the city commission to amend the city's land use plan map from Residential Low Density to Commercial Low Intensity.

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 proposed commercial use is not permitted under the current Residential Low Sensity future land use designation, and that the Residential Low Density land use is inconsistent with the CL-1 zoning on the property
- (2) The positive relationship of the proposed amendment and rezoning to the city's general planning program
- (3) The request and proposal's consistency with the comprehensive plan as analyzed, documented, and found above in this report

Based on a review of Sec.28-296 staff finds that the Board may

- APPROVE the variance request to the minimum number of required off-street on-site parking spaces if the Board finds

that there is a unique disadvantage present at the 7 Old Mission Avenue / PID 190500-0000 property or

- Deny the variance request to the minimum number of required off-street on-site parking spaces if the Board finds that the variance criteria of Sec. 28-29 is not met for the proposal at 7 Old Mission Avenue / PID 190500-0000.

Ms. Lopez inquired if the staff report needed to be read for this application as it was connected to the previous application that had been withdrawn.

Mr. Fredriksson advised that there was an adjustment in the parking request.

Mr. Pappas clarified that the request had changed from reducing fourteen spaces down to seven; to now reducing nine spaces down to seven.

James Whitehouse reviewed the application.

The Board presented their Ex Parte Communication.

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

Public hearing was opened.

Catherine Whisker explained the business concept for the board and activities including the adoption of cats. She said that the new location would alleviate the parking problem as it was double the size of the current location.

Kimberley Blackshear supported the new location and the business as an employee of the business.

G. Daniel was also an employee of Witty Whisker and supported the application.

BJ Kalaidi agreed that Old Mission was a commercial street. She questioned the need

for rezoning. She wanted to know if the business was moving to a new location or adding a new location.

Mr. Whitehouse provided his rebuttal.

Ms. Barnes asked for an explanation of the difference of zoning in the area.

Ms. Lopez explained that within the land use category, there would be several subcategories, and this looked like a case of land zoning not being compatible with the land use.

Mr. Fredriksson advised that there was an appearance of human error and commercial had always been the use in the area.

Public hearing was closed.

The Board discussed:

- There was more foot traffic at the new location
- There was a resident adjacent to the business; be a good neighbor
- Wanted to encourage the employees to park elsewhere
- Wanted to confirm the use by employees for the business
- There was ample parking most of the time
- The hardship existed because there was no specific language regarding this type of business
- There would be no ill effect to the public

Ms. Lopez advised that there needed to be a recommendation for future land use to the city commission.

MOTION

Ms. Barnes MOVED to MAKE A POSITIVE RECOMMENDATION to the City Commission to change the future land use from Residential Low Density to Commercial Low Intensity for application

PZB2025-0093. The motion was SECONDED by Mr. Pappas.

VOTE ON MOTION:

AYES: Barnes, Pappas, Kelly, Davis, Blow, Tucker, Johns

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

MOTION

Ms. Barnes MOVED to APPROVE the variance request for application PZB2025-0093 to reduce the required off-street parking because the code was not clear for this type of business. The motion was SECONDED by Mr. Pappas.

VOTE ON MOTION

AYES: Barnes, Pappas, Kelly, Davis, Blow, Tucker, Johns

NAYES:

MOTION CARRIED UNANIMOUSLY¹

9. (c) PZB2025-0094 – Daniel Turner c/o Witty Whisker Cat Café LLC – Applicant Daniel Turner c/o Turnrod Properties LLC – Owner 7 Old Mission Avenue

To recommend a future land use plan map amendment to change the future land use from Residential Low Density to Commercial Low Intensity and approve a use by exception for off-site parking spaces within private parking facility.

This item was withdrawn, see item four.

10. Conservation Overlay Zone Development

10.(a) PZB2025-0082 – Ryan Carter c/o Carter Environmental Services – Applicant David Meck – Owner 130 Pelican Reef Drive

Continued from the November 4, 2025 Regular Meeting

¹ Break 2:56 – 3:09 pm

To approve the construction of a bulkhead 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 and 2. This application is for the construction of a bulkhead at 130 Pelican Reef Drive / PID 158571-4070.

Ryan Carter reviewed the application.

The Board presented their Ex Parte Communication.

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

Public hearing was opened.

BJ Kalaidi was concerned that there was excessive destruction of trees in the Pelican Reef area.

Mr. Carter provided his rebuttal.

Public hearing was closed.

The Board discussed

Ms. Tucker said that it appeared that the applicant was adding 18 inches of fill. She wanted to confirm that the drainage pattern was not going to be altered.

Mr. Davis confirmed that the application was subject to the lot grading plan.

Ms. Johns commented that this was consistent with the property next door.

MOTION

Mr. Pappas MOVED to APPROVE application PZB2025-0082 at 130 Pelican Reef Drive for the construction of a bulkhead within Conservation Overlay

Zones 1 and 2. The motion was SECONDED by Ms. Barnes.

VOTE ON MOTION:

AYES: Pappas, Barnes, Kelly, Davis, Blow, Tucker, Johns

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

10.(b) PZB2025-0085 – Ryan Carter c/o Carter Environmental Services – Applicant

Ponce Associates LLC & Toll Southeast LP Company Inc – Owner

PID / 073430-0000 Limited to the northeast portion of the property referenced as the Madiera at St. Augustine Phase 3 subdivision – See specific list attached

Continued from the November 4, 2025 Regular Meeting

To approve the removal of significant trees and significant tree canopy within Conservation Overlay Zones 2 & 3.

Mr. Fredriksson read the staff report and said review of Sec. 11-29 is the responsibility of the Board for the proposed development within Conservation Overlay Zones 2 and 3. The specific request for Conservation Overlay Zone development is for the removal of trees on lots 94, 100, 107, 108, 113, 116, and 118 within the recently replatted Madiera at St. Augustine Phase Three subdivision, PID / 073430-0000.

Nate Bydel and Ryan Carter reviewed the application.

The board presented their Ex Parte Communication.

Public hearing was opened.

William Payne thanked the board for protecting the trees in the area and using due diligence by reviewing each lot separately. He showed examples of what the area looked like with the last King Tide.

Vicki Payne had three major points with the first being the flooding in the area, and the area in question was a special flood zone of interest. She asked what plans were in place for mitigation for the current homeowners. She was also concerned with the potential for land erosion.

Sean Triplett was building a smaller home to help save trees. He provided photos to show the actual flooding that had occurred recently in the area.

Mr. Carter provided his rebuttal.

Public hearing was closed.

Ms. Barnes advised that no new notices had been sent out for this application.

The Board discussed

- Every new house that was built impacted every old house
- There were trees that could be removed without permitting from the board
- Confirmed that the tree calculations were for the seven lots before the board today
- A concern was that even though some of the trees were to be saved, some of the trees may still be removed as they may die
- The builder was going to use tree wells where necessary
- Wanted an explanation of how the trees were mapped
- The arborist located every living healthy tree and flagged them, the surveyor came back and picked up the number
- Reviewed each lot and found that there were no issues with the trees that were proposed for removal
- Confirmed with staff that the arborist report provided was sufficient
- The right of way and road network had been cleared previously by the developer
- The roads were set at the time the plat was created

² Break 4:19-4:33 pm

- Clarified that of the trees listed on the site plans, some were not significant
- Appreciated the effort to maintain as many significant trees as possible and the stem wall construction proposed
- Perhaps saving wildlife habitat should be considered as well as the trees

MOTION

Mr. Blow MOVED to APPROVE application PZB2025-0085 for the removal of significant trees and significant tree canopy within Conservation Overlay Zones 2 & 3 on the basis that as the houses were built the applicant may have to return for additional approvals. The motion was SECONDED by Ms. Barnes noting that it complied with 11-29d as the applicant articulated the focus on significant trees.

VOTE ON MOTION:

AYES: Blow, Barnes, Davis, Pappas, Tucker, Johns

NAYES: Kelly

MOTION CARRIED UNANIMOUSLY²

10.(c) PZB2025-0078 – Ryan Carter c/o Carter Environmental Services – Applicant
Micah Clukey – Owner
28 Seminole Drive and 30 Seminole Drive

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 Zones 1 and 2. The Planning and Zoning Board approval of this application should be conditioned on receiving a license agreement from the City Commission for the portion of the dock within the right-of-way. This application is for the construction of a dock in COZ 1 and 2 at 28 and 30 Seminole Drive / PID 151320-0210.

Ryan Carter reviewed the application.

The Board presented their Ex Parte Communication.

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

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

After a brief discussion there was no opposition for approval. Mr. Pappas confirmed that the dock would not infringe on the mangroves in the area.

MOTION

Ms. Tucker MOVED to APPROVE application PZB2025-0078 for the construction of a dock within Conservation Overlay Zones 1 & 2 as it met the criteria with the following condition that the applicant had to obtain a licensing agreement from the city commission. The motion was SECONDED by Mr. Pappas.

VOTE ON MOTION:

AYES: Tucker, Pappas, Kelly, Davis, Blow, Johns, Barnes

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

11. Other Business

11.(a) Discussion related to updating the Shared Parking Section of the City's Parking Code

Ms. Kelly advised that she had received an email from Donna Dove regarding South Davis shores.

Ms. Skinner advised that Ms. Beach would provide details regarding that subject

Ms. Skinner reviewed the code regarding shared parking as well as the proposed

changes prior to the commission tabling the issue.

Mr. Pappas felt that the changes may have to be done slowly allowing for acceptance by the commission and the residents.

Mr. Blow suggested that examples be provided for review by other parties to further illustrate the benefit to the public for the changes.

Mr. Pappas asked for a brief explanation of the percentages and to remind the board of the previous discussion.

Mr. Fredriksson gave a brief explanation for the board. He felt confident that a presentation to the commission would be successful.

Ms. Skinner explained that the board would make a motion to direct staff to move forward with an ordinance that would propose adopting a revision to the parking code for the section regarding shared parking

Ms. Lopez confirmed that an ordinance could be drafted with the current language. She advised the board to make a formal motion.

MOTION

Mr. Pappas MOVED to RECOMMEND the changes to the shared parking portion of the code to the City Commission stating that it would be no more burdensome to the public. Mr. Davis SECONDED the motion.

VOTE ON MOTION

AYES: Pappas, Davis, Kelly, Blow, Tucker, Johns, Barnes

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

11.(b) Memorandum including updates regarding major project initiatives within the City of St. Augustine

Ms. Skinner provided a list of the major projects with an overview and timeline for each one.

Jessica Beach provided an update for the project in South Davis Shores for upgrading the old drainage ditches in the area. She explained the complexity of the project to include title searches to confirm ownership of the property as well as securing the funding. She said that her recommendation was to break the project up into smaller pieces going forward because the project would be somewhat destructive for the area.

Mr. Davis described the location of the drainage ditch and said it had been some time since it had been properly maintained.

Mr. Blow confirmed that this ditch had existed from the original plat of the land. He said this was more of a case of encroachment rather than having to condemn any easements.

Ms. Beach continued and provided an update to the board regarding the FEMA program to raise houses in the area.

Ms. Skinner provided an update for the Freedom Park improvements.

11.(c) Memorandum establishing the PZB 2026 Regular meeting schedule

Consensus with the board to approve the 2026 calendar

12. Adjournment

Having no further business, Ms. Barnes adjourned the meeting at 5:30 P.M.³


Ashleigh Barnes, Chairperson

³ Transcribed by Michele Fudo