

CITY OF ST. AUGUSTINE

Planning and Zoning Board Regular Meeting  
March 3, 2026

The Planning and Zoning Board met in formal session Tuesday, March 3, 2026, 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:

|                             |   |
|-----------------------------|---|
| <b><u>1. Roll Call:</u></b> | Ashleigh Barnes, Chairperson                          |
| Absent                      | Susan Johns, Vice- Chairperson (Excused)              |
|                             | Charles Pappas  |
|                             | Mike Davis  |
|                             | Carl Blow   |
| Absent                      | Christine Tucker (Excused)                            |
|                             | Jan Kelly   |
| City Staff:                 | Amy Skinner, Director, Planning & Building Department |
|                             | 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**

BJ Kalaidi thanked the Board for their service.

Mr. Blow mentioned the seawall replacement work that was beginning soon. He said that on March 5, 2026 the DOT was hosting an open house for the public benefit between 4 and 6 pm.

**3. Approval of Minutes**

**MOTION**

Mr. Pappas MOVED to APPROVED the January 6, 2026 minutes as presented. The motion was SECONDED by Ms. Kelly and APPROVED by UNANIMOUS VOICE VOTE.

**4. Modification and Approval of Agenda**

Item 6.b PZB2026-0010 was administratively withdrawn and would be readvertised with the correct PID for the April 7, 2026 meeting.

Item 7. (a) PZB2026-0013 was withdrawn by the applicant.

**MOTION**

Mr. Pappas MOVED to APPROVE the Agenda with the following changes: PZB2026-0010 would be readvertised with the correct PID for the April 7, 2026 meeting and PZB2026-0013 was withdrawn by the applicant The motion was SECONDED by Mr. Davis and APPROVED by UNANIMOUS VOICE VOTE.

**5. Variance**

**5. (a) PZB2026-0007 – Jeff Sapp – Applicant & Owner**  
**50 Florida Avenue**

**To approve a variance to the side and rear yard setback requirement.**

Sarah Daugherty read the staff report and said based on a review of Sec. 28-29 sataff find that the Board can CONTINUE until the applicant identifies how they meet the four

variance criteria, DENY as variance criteria is not met, or APPROVE as variance criteria is met for a variance request to reduce the side and rear yard setback.

Jeff Sapp reviewed the application.

The Board presented their Ex Parte Communication.

14 certified notices were sent, 0 were 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 not a lot of information provided
- No pictures or drawings were provided
- The proposed use of the building was not set
- The property was for sale
- This was an after the fact approval
- Under RS-2, a guest house was allowed
- A shed was allowed up to three feet from the property line
- A guest house must meet the primary setbacks
- The building official would determine what would be cooking facilities
- Permits should have been submitted ahead of the actual construction
- No hardship existed as the structure could have been placed elsewhere on the lot
- Structure was on piers and only 200 square feet
- This could be moved to another location on the lot and be in compliance
- If the building was moved to within the setbacks, only permits would be required
- This did not meet the criteria for variance

#### **MOTION**

**Mr. Blow MOVED to DENY application PZB2026-0007 because it did not meet the**

**requirements for variance. The motion was SECONDED by Ms. Barnes.**

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

**AYES: Blow, Barnes, Kelly, Davis, Pappas**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

**5. (b) PZB2026-0012 – James G. Whitehouse, Esq. c/o St. Johns Law Group – Applicant**  
**Elliot Pacetti and Wanda Wicker – Owner**  
**24 Macaris Street**

**To approve a variance to the rear yard setback requirement.**

Ms. Daugherty read the staff report and said based on a review of Sec. 28-29 staff find that the Board can APPROVE variance request to reduce the rear yard setback as the variance criteria are met.

The Board presented their Ex Parte Communication.

13 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.

The Board discussed:

- Maintaining the current location of the house would be beneficial to the live oak trees on the west side of the lot
- Justification for the variance was the historic preservation of the house
- The variance was tied to the site plan as presented
- Currently, the garage was six inches from the back of the property
- Proposal would move the garage to seven and one half feet from the rear property line
- The proposed garage would be two story structure in the back

- Building the garage in the rear would preserve the streetscape and historic nature of the street
- The HARB had dictated the placement of the garage
- The trees on the lot would be protected

#### **MOTION**

**Mr. Davis MOVED to APPROVE application PZB2026-0012 at 24 Macaris Street To approve a variance to the rear yard setback requirement as it met the criteria and would apply to the presented site plan and HARB approval. The motion was SECONDED by Mr. Pappas.**

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

**AYES: Davis, Pappas, Kelly, Blow, Barnes**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

Ms. Lopez advised the applicant that this approval was not the final step, that building permits would need to be obtained and approved.

**5. (c) PZB2026-0014 – Donald Webb c/o Flamingo Coffee – Applicant  
Bruce Maguire – Owner  
322 Anastasia Boulevard**

**To approve a variance request to reduce the required off-street parking.**

Sarah Daugherty read the staff report and said based on a review of Sec. 28-29 staff find that the Board may APPROVE the variance request to the minimum off-street parking requirements.

Donald Webb reviewed the application.

The Board presented their Ex Parte Communication.

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

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

The Board discussed:

- Confirmed that there was no bike parking currently
- There was existing café seating and the drive through would be an additional part of the business
- The parking code was not as restrictive previously
- The drive through window had been approved previously

#### **MOTION**

**Mr. Blow MOVED to APPROVE application PZB2026-0014 without any conditions. The motion was SECONDED by Ms. Barnes.**

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

**AYES: Blow, Barnes, Kelly, Davis, Pappas**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

**5. (d) PZB2026-0015 – Paul Huijing – Applicant & Owner  
445 Ocean Vista Avenue**

**To approve a variance request to the maximum height allowance.**

Sarah Daugherty read the staff report and said based on a review of Sec. 28-29 staff find that the Board can APPROVE variance request to increase the maximum height to thirty-three feet.

Paul and Christine Huijing reviewed the application.

The Board presented their Ex Parte Communication.

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

Public hearing was opened.

BJ Kalaidi said that the presentation by the applicant was excellent. She asked about the comments regarding the garden.

Mr. Huijing advised that there was framing to support a roof garden, but there would be no garden.

Public hearing was closed.

The Board discussed:

- Confirmed the frame would support the additional weight
- This was a complete application with all the necessary information provided
- This house had a very elaborate storm water treatment system
- Proposed height was three feet over the current height
- This addition would not be visible from the street

#### **MOTION**

**Ms. Barnes MOVED to APPROVE application PZB2026-0015 on the basis that it complies with the variance requirements. The motion was SECONDED by Ms. Kelly.**

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

**AYES: Barnes, Kelly, Davis, Blow, Pappas**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

Ms. Lopez and Ms. Barnes advised the applicant that this approval was not the final step, that building permits would need to be obtained and approved.

**5. (e) PZB2026-0016 – Shane J. Johnston  
c/o Generation Homes, LLC – Applicant  
Elizabeth Sadow – Owner  
31 Hybiscus Avenue**

**To approve a variance to the side yard setback requirement.**

Ms. Daugherty read the staff report and said based on a review of Sec. 28-29 staff find that the Board can AAPROVE variance request to reduce the side yard setback as the variance criteria are met.

Shane Johnston reviewed the application.

The Board presented their Ex Parte Communication.

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

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

The Board discussed:

- Confirmed the addition was the same height as the existing structure
- This house was over both setbacks because it was built before the current code was put in place

#### **MOTION**

**Mr. Pappas MOVED to APPROVE application PZB2026-0016 as it met the criteria. The motion was SECONDED by Ms. Barnes.**

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

**AYES: Pappas, Barnes, Kelly, Davis, Blow**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

Ms. Lopez advised the applicant that this approval was not the final step, that building permits would need to be obtained and approved.

**6. Conservation Overlay Zone  
Development**

**6. (a) PZB2026-0009 – Thomas Stafford –  
Applicant & Owner  
354 Five Island Drive**

**To approve the modification of an existing 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.

Thomas Stafford reviewed the application.

Ex Parte Communication: none

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

Public hearing was opened.

Michael Garbee wanted to be sure that the dock was going to be built to the presented specifications.

Public hearing was closed.

After a brief discussion there was consensus with the Board for approval.

**MOTION**

**Mr. Davis MOVED to APPROVE application PZB2025-0009 at 254 Five Island Drive, to approve the modification of an existing dock within Conservation Overlay Zones 1 & 2. The motion was SECONDED by Ms. Barnes.**

**VOTE ON MOTION:**

**AYES: Davis, Barnes, Kelly, Blow, Pappas**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

Ms. Lopez advised the applicant that this approval was not the final step, that building permits would need to be obtained and approved.

**6. (b) PZB2026-0010 – Frederic Depuydt c/o Atlantic Property Builders LLC – Applicant**

**Integrated Property Holdings Inc – Owner E Park Avenue / PID 152400-2020**

**To approve the removal of significant trees within Conservation Overlay Zone 3.**

This item has been ADMINISTRATIVELY WITHDRAWN. This item will be readvertised as E Park Ave. / PID: 152400-2030 for the April 7, 2026, PZB meeting. See item four.

**7. Land Use Plan Amendment and Rezoning**

**7. (a) PZB2026-0013 – Huyen Le – Applicant & Owner 19 E San Carlos Avenue / PID 191730-0000**

This item was withdrawn by the applicant. See item four.

**To recommend a future land use plan map amendment to change the future land use from Residential Low Density to Commercial Medium Intensity and a compatible rezoning from Residential Single Family-One (RS-1) to Commercial Medium-Two (CM-2).**

**8. Other Business**

**8.(a) Updates regarding the evaluation of the City's Comprehensive Plan**

Ms. Skinner advised the Board that the City Commission had tasked staff with studying the city code as it related to tree canopy and landscaping to provide more clarity.

Mr. Pappas said that it would be prudent to make the code amenable to residents, and to consider a balance of trees and habitat in the future.

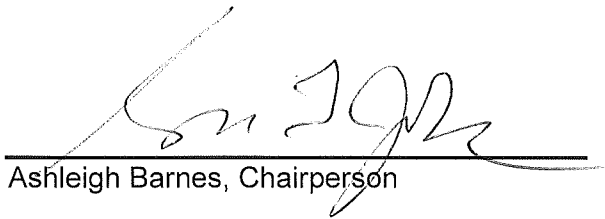
Mr. Davis thought the tree code was punitive and never took into account the total number of trees on a lot when looking at tree removal.

Ms. Skinner told the board that the shared parking plan was still in progress and would

be presented to the commission upon completion.

**9. Adjournment**

Having no further business, Ms. ~~Tucker~~ <sup>Barnes</sup> adjourned the meeting at 2:21 P.M.<sup>1</sup>

*FOR*   
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Ashleigh Barnes, Chairperson

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<sup>1</sup> Transcribed by Michele Fudo