

CITY OF ST. AUGUSTINE

Historic Architectural Review Board Regular Meeting
April 16, 2026

The Historic Architectural Review Board met in formal session at 1:00 P.M., Thursday, April 16, 2026, 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
Catherine Duncan
Gaere MacDonald
Barbara Wingo

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

2. General Public Comments for Items not on the Agenda

BJ Kalaidi thanked the board for their efforts to preserve the history of the city of St. Augustine.

3. Approval of Minutes

MOTION

Mr. MacDonald MOVED to APPROVE the March 19, 2026 minutes as presented. The motion was SECONDED by Ms. Duncan.

VOTE ON MOTION:
AYES: MacDonald, Duncan, Wingo, Potter, Beach
NAYES: NONE
MOTION CARRIED UNANIMOUSLY

4. Modification and approval of Agenda

Item 6.a. HP2026-0011 requested a continuance to the May 21, 2026 meeting.

MOTION

Ms. Duncan MOVED to APPROVE the April 2026 Agenda with the following change: Item 6.a HP2026-0011 requested continuance to the May 21, 2026 meeting.

The motion was SECONDED by Ms. Potter.

VOTE ON MOTION:
AYES: Duncan, Potter, Wingo, MacDonald, Beach
NAYES: NONE
MOTION CARRIED UNANIMOUSLY

5. Recommended Expedited Hearing Items (to be recommended one week in advance):

5. (a) HP2026-0024 – Kevin Kai Priester – Applicant & Owner 51 Florida Avenue

To demolish a residential building, constructed c. 1959, that is recorded in the Florida Master Site File and not located in a district (Previously approved under expired COD HP2024-0057)

Ms. Seymour read the staff report and said base 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 Demolition at 51 Florida Avenue because it is not a local landmark or otherwise designated as a historic building with the condition that plans for the replacement structure be submitted for

permitting prior to issuance of the permit for demolition per the HARB order dated October 17, 2024.

Kevin Priester waived his right to a presentation as this item was expedited.

Ex Parte Communication:

(None)

14 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.

There was consensus with the board for approval, with the caveat the any salvageable materials would be used if possible.

MOTION

Ms. Duncan MOVED to APPROVE application HP2026-0024 at 51 Florida Avenue with a good faith effort to salvage any usable materials. The motion was SECONDED by Mr. MacDonald.

VOTE ON MOTION:

AYES: Duncan, MacDonald, Wingo, Potter, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

Ms. Lopez advised all present that if they received any emails for payment of fees from the city to alert the city and not submit payment.

6. Continued Items from Previous Meetings

6. (a) HP2026-0011 – Duncan Dailey – Applicant

Old City Leasing LLC – Owner

130 St. George Street

Continued from March 19, 2026

To replace the existing storefront with a new storefront system; and, to install a handicap access ramp.

This item requested a continuance to the May 21, 2026 meeting. See item four.

7. Certificates of Appropriateness

7. (a) HP2026-0016 – Donald Crichlow – Applicant

Spanish Street Acquisition LLC – Owner
44 Spanish Street

To install a new ADA accessible bathroom in place of a laundry shed on the first-floor porch.

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 44 Spanish Street if the Board finds that the proposed bathroom addition and modifications to the rear porch are consistent with the Secretary of the Interior's Standards for Rehabilitation #9 as a compatible contemporary design with limited visual impact to the streetscape.

Don Crichlow reviewed the application.

Ex Parte Communication:

(None)

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

The Board discussed:

- The plans looked fine
- The existing wall sconce could be placed near the door
- The second-floor column would not be in the same place once the bottom column was moved
- The second-floor post could be moved to match the bottom

- Raise the roof on the addition making it flatter
- The column could be problematic when doing the plumbing
- Staying with the proposal would be a better idea
- The window would be removed and filled in
- The walls would be flush on the restroom side
- The north elevation would remain the same if possible
- Add a trim board to differentiate
- Confirmed that the top column would be moved to match the bottom

MOTION

Mr. MacDonald MOVED to APPROVE application HP2026-0016 at 44 Spanish Street; to increase in size the shed building, currently a laundry in the rear of the property, into a new ADA bathroom; moving the second post from the north side approximately two feet to the south to line up with the current breakfast room and moving the post above it to align with the lower post; and to salvage the old window; the sconce and the door hardware would be approved by staff. The motion was SECONDED by Ms. Potter.

VOTE ON MOTION:

AYES: MacDonald, Potter, Wingo, Duncan, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

**7. (b) HP2026-0021 – William Knight – Applicant
Michelle D. Ruby – Owner
308 St. George Street**

For after-the-fact approval of a new paver driveway.

Ms. Courtney 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 take the following

actions for a Certificate of Appropriateness at 308 St. George Street:

1. APPROVE if the HARB finds that the new driveway's design and materials meet the Secretary of the Interior's Standards 9 (Compatible Contemporary Design for New Alterations and Additions)

William Knight reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened.

BJ Kalaidi said that the after-the-fact approval requests were happening too often. She wanted to encourage residents to approach the HARB for advice on their projects as the staff was qualified to assist with these projects.

Public hearing was closed.

The Board discussed:

- The width had been reduced
- This type of paver was unfamiliar
- Agreed that the ribbon driveway was damaged
- There was nothing appropriate with this current driveway
- There were options that would meet the standards described for the AGHP
- This type of paver would have to be removed

MOTION

Ms. Duncan MOVED to DENY application HP2026-0021 for the after-the-fact new paver driveway; the pavers needed to be removed, and any new driveway material selections and design needed to be shown to staff. The motion was SECONDED by MacDonald.

VOTE ON MOTION:

**AYES: Duncan, MacDonald, Wingo,
Potter, Beach**
NAYES: NONE
MOTION CARRIED UNANIMOUSLY

**7. (c) HP2026-0012 – Don Crichlow –
Applicant**
16 South LLC – Owner
16 S. Castillo Drive

**To modify the previously approved
Certificate of Appropriateness 2010-0066
to include an ADA lift.**

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 find that the board can APPROVE a Certificate of Appropriateness at 16 S. Castillo Drive if the HARB can make the following findings:

1. The lift with proposed screening, as presented or modified by the HARB, uses design elements from the Second Spanish or British Periods, as approved in 2010, and/or conforms to the designs described in The Houses of St. Augustine 1565-1821 by Albert Manucy, or as documented and verified for pre- 1821 St. Augustine structures; AND/OR
2. The proposed design meets the Secretary of the Interior's Standards for Rehabilitation #9 as a compatible contemporary design which mitigated the equipment's visible impact allowing for its required installation.

Don Crichlow reviewed the application.

Ex Parte Communication:

(None)

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

The Board discussed:

- The wall would extend to the second floor, and the elevator would blend in

- The steel door was part of the elevator and could be removed in the future if it was no longer needed
- It would not be noticed in the proposed location
- A wood door that was fire rated on the elevator would need the operator
- There was a steel door made that was embossed and would have the right look but did not have the proper clearance for ADA
- The aesthetics would be greatly improved and there would be less noise
- The elevator did not extend to the third floor as this was a private apartment
- The HARB had previously approved a fenestration change to the rear of the building

MOTION

Ms. Potter MOVED to APPROVE application HP2026-0012 at 16 S. Castillo to modify the previously approved Certificate of Appropriateness 2010-0066 to include an ADA lift with the understanding that the wall of the lift be extended to the roof of the second floor and a possible panel steel doors be investigated to be used for the elevator. The motion was SECONDED by Ms. Duncan.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

8. Certificates of Demolition

**8. (a) HP2026-0017 – Kevin Partel –
Applicant**
Long Creek Sta LLC– Owner
65 Busam Street

**To demolish a residential building,
constructed c. 1967, that is recorded in
the Florida Master Site File and not
located in a district.**

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 find that the board can APPROVE a Certificate of Demolition at 65 Busam Street because it is not a local landmark or otherwise designated as a historic building with the following conditions:

1. Any significant materials, architectural details and ornaments, fixtures, and the like be salvaged for reuse in restoration of other historic properties
- 2 Prior to demolition, documentation be provided to include a floor plan of the existing structure as well as additional research, done by the property owner, or by staff at the owner's expense, to update the existing Florida Master Site File with information related to the origins of the structure and its construction.

Kevin Partel reviewed the application.

Ex Parte Communication:

(None)

9 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:

Ms. Wingo said that after looking at the staff recommendation she wanted to document the buildings on the property prior to demolition. There was no reason to deny the demolition as there was no historic value.

Ms. Potter said there was some mid-century architecture that provided interest. She asked if there was an archeological review application in place.

Ms. Seymour advised that the building was in an archeological zone and would require a review.

Mr. MacDonald agreed that this should be documented.

Mr. Beach confirmed what was included in the documentation about the property.

MOTION

Mr. MacDonald MOVED to APPROVE application HP2026-0017 at 65 Busam Street to include reasonable salvage of anything that may be of value and documentation of the buildings to include a site plan numbering the buildings and pictures to show elevations focusing on architectural elements such as the fireplace. The motion was SECONDED by Ms. Duncan.

VOTE ON MOTION:

AYES: MacDonald, Duncan, Wingo, Potter, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

8. (b) HP2026-0019 – Shane Jackson – Applicant
20/20 Commercial Holdings Washington LLC – Owner
142 Washington Street

To modify approval for partial demolition of a residential building, constructed c. 1917-1924, that is recorded in the Florida Master Site File and contributing to the Lincolville National Register Historic District, including after-the-fact replacement of two second-story wood windows with new windows of a different design; and to consider the appropriateness of applied muntins different in design than were originally approved under application HP2025-0006.

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

find that the board can take the following actions for a Certificate of Demolition for Partial Demolition at 142 Washington Street:

1. APPROVE the application as presented or modified by the HARB if the Board finds that proposed applied muntin designs maintain the historic character and integrity of the structure and are compatible with the historic structure's building envelope and that loss of the two original 6/1 wood windows does not compromise the overall historic character and integrity of the structure because the new window design and applied muntins meet the Secretary of the Interior's Standards for Rehabilitation #9 as a compatible contemporary design that replicates the original window pattern on the building; OR

2. CONTINUE the application to allow time for the applicant to consider a more appropriate applied muntin or window design as recommended by the HARB.

Shane Jackson reviewed the application.

Ex Parte Communication:

Mr. MacDonald advised that he had conversations with the applicant.

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

Public hearing was opened.

BJ Kalaidi confirmed that the wood windows were gone from this building. She was concerned that others would do the same thing in the future.

Public hearing was closed.

The Board discussed:

- Confirmed that there were flat strip muntins on the secondary elevations
- The flat muntins were inappropriate for a historic house

- The flat muntins would have to be removed and replaced with the rigid muntin to have the proper profile
- When it was determined that the windows were irreparable the applicant should have communicated to HARB and found a solution at that time

Ms. Lopez advised that this structure was in Lincolnton and wood windows were not a requirement for this area.

Ms. Courtney advised that sometimes vinyl windows were not approved because the profile was incorrect.

Mr. MacDonald said that having a letter from Les Thomas was helpful. He reminded the applicant that the windows had been approved previously; however, the muntins were supposed to be raised, not flat.

Ms. Duncan said it was very important to maintain the proper look on historic buildings and raised muntins would have to be installed.

MOTION

Mr. MacDonald MOVED to APPROVE application HP2026-0019 at 142 Washington Street to approve the partial demolition of the two windows over the front door and all the muntins on the entire house have a profile. The motion was SECONDED by Ms. Wingo.

VOTE ON MOTION:

AYES: MacDonald, Wingo, Duncan, Potter, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

Courtney

**8. (c) HP2026-0022 – A & O Builders – Applicant
True Real Estate Investments, LLC - Owner
7 Saragossa Street**

For after-the-fact partial demolition of a residential building, constructed c. 1917-1924, that is recorded in the Florida Master Site File and contributing to the Model Land Company National Register Historic District to include wholesale replacement of windows in a different design and fenestration changes. (Following denied application HP2025-0087).

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 find that the board can take the following action for an After-the Fact Certificate of Demolition for Partial Demolition at 7 Saragossa Street:

1. CONTINUE to allow the applicant time to provide more detailed drawings related to exterior window casing; OR,

2. APPROVE if the HARB determines that provided plans are sufficient to convey the applicant's intent, and that proposed replacement windows, with exterior casing as specified by the Board and restoration of the original fenestration pattern on the second-story enclosed porch, are compatible with the historic structure's building envelope and will maintain the historic character and integrity of the structure
Ahmad Alia reviewed the application

Ex Parte Communication:

(None)

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

Public hearing was opened.

Guy Courter said that the new windows were not replacement windows but new construction vinyl windows and they were not appropriate. The window schedule provided

indicated aluminum or vinyl. He described the second-floor porch as a sleeping porch and explained that the windows should be a fixed window not single or double hung.

BJ Kalaidi agreed with the previous speaker. She expressed her concerns with after-the-fact applications.

Public hearing was closed.

The Board discussed:

- Not opposed to vinyl windows if they were appropriate and looked historically consistent with the previous windows
- The size of the window should remain the same to retain the historic look of the house
- The function to the proportion of the existing windows should be matched
- More vertical height would be appropriate
- Agreed that vinyl could work.
- The position of the window in the opening was important
- The proper shadow line and relief would keep the windows from looking flat
- It appeared that there was an effort to restore the look on the front of the building
- The size and number of windows on the sides of the building did not match what had been there previously
- The windows as proposed were fine, but the size needed to go back to the original size
- Wanted to see more detail in the plans to determine why the size of a window was changing
- Fenestration of this house should remain the same
- Sizing, mass, and scaling were very important¹

Ms. Seymour advised that floor plans had been provided in the building permit; however, the original plan did not include a wholesale replacement of the windows.

¹ Ms. Wingo left the meeting

Ms. Duncan thought the city should ask for waterproofing details when plans were submitted. She thought that revisiting those requirements would show the details for the casing and how the window would fit in the opening.

Mr. Beach confirmed that there was no sliding glass door at the back of the house.

MOTION

Ms. Potter MOVED to CONTINUE application HP2026-0022 at 7 Saragossa Street to allow the applicant to provide detailed plans for justification for the new configuration of the windows and in addition to provide detailed drawings to show how the casing of the new windows will make the vinyl windows replicate the depth of the wood windows, and provide explanation of the insulation; the muntins should be appropriate. The motion was SECONDED by Ms. Duncan.

VOTE ON MOTION:

AYES: Potter, Duncan, MacDonald, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY²

9. Applications for City Owned Property

9. (a) Certificate of Appropriateness HP2026-0015 – Sarah Ryan Architect – Applicant
City of St. Augustine – Owner
75 King Street

To install a louvered vent within an arched transom window along Cordova Street.

The staff report said staff does not generally make recommendations for city projects. The HARB should make a determination based upon the information provided and applicable city codes and guidelines.

Sarah Ryan and Charles Cushman reviewed the application.

Ex Parte Communication:

(None)

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

The Board discussed:

- Several of the current louvres were at the bottom of the glass panes
- The proposed louvre would be placed at the top of the pane to properly vent the bathroom
- The louvre would be surrounded by a metal panel not glass
- The size of the louvre would be sixteen by sixteen
- The louvre should be installed from mullion to mullion

MOTION

Ms. Duncan MOVED to APPROVE application HP2026-0015 at 75 King Street with the following change: the louvre vent go from mullion to mullion and only as high as needed to get the required CFM for the opening. The motion was SECONDED by Mr. MacDonald.

VOTE ON MOTION:

AYES: Duncan, MacDonald. Potter, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

9. (b) Opinion of Appropriateness HP2026-0020 – Marquis Latimer + Halbeck, Inc. – Applicant
City of St. Augustine – Owner
31 St. Francis Street

To modify the existing garden area with new landscape, hardscape, and ornamental features; and, to construct a

² Break 3:51 – 4:09 pm

new storage structure as a replacement to the existing.

The staff report said staff do not make recommendations regarding city projects, the HARB should make a determination based on the evidence provided.

Jeremy Marquis, Megan Altus, Don Crichlow, and Isabelle Hoppis reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened.

Martha Michler was very supportive of the work that the board did to maintain the history of the city. She said that she was looking forward to seeing this historic area being restored.

Public hearing was closed.

The Board discussed:

- Liked the idea of the berm, it would add softness to the space
- There seemed to be a lot of hardscapes in the plans
- The courtyard should be more of a secondary space, and the brick pathway should be softened with shade trees
- Use crushed coquina and break it up with lines of brick, rather than a solid surface
- Incorporate the podium/stage into the area so that it was less prominent
- The trellis already existed on the property
- New trees would be planted in the berm to help preserve the archeological aspect
- Did not want a too manicured feel in the area because it would look more English
- Door dams may not be the best idea
- All the walls were coquina and stopping the water at the point could cause the walls to fall

- Needed to look at how to link the two distinct areas with the well area to make it more cohesive
- Shade trees were a good suggestion for the area
- Blend the coquina with something sturdier to offset the stark whiteness of the area and make it easier to traverse
- Oak tree roots could be a problem
- There would be a number of landscape up lights, soft landscape lighting, possibly festoon lighting in some areas
- Conduit was a good idea; however, care would have to be taken with the installation

MOTION

Ms. Potter MOVED to APPROVE application HP2026-0020 at 31 St. Francis Street for the Opinion of Appropriateness. The motion was SECONDED by Ms. Duncan.

VOTE ON MOTION

AYES: Potter, Duncan, MacDonald, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

9. (c) HP2026-0018 – Marquis Latimer + Halbeck, Inc – Applicant
City of St. Augustine– Owner
City Rights-of-Way (Portions of King Street including the intersection of Martin Luter King Jr. Avenue, Granada, Cordova, and Charlotte Streets and all of Cathedral Place)

For changes to streetscape design including, but not limited to the roadway, hardscape, landscape, street signage, trash receptacles, and lighting. Following Opinion of Appropriateness HP2024-0016.

The staff report said staff does not make recommendations regarding city projects. HARB and CRC should make a determination based on evidence provided.

Reuben Franklin, Jeremy Marquis, Kaley Toller, Mike Rowlen, Duncan Griffith, and Jason Hall reviewed the application.

Ex Parte Communication:

(None)

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

The Board discussed:

- Many of the proposed materials had been used in previous projects
- The drawings were intense and busy; however, when walking the area, there was more subtlety to the proposal
- Adding the trees would be a nice way to allow people to experience St. Augustine
- The names of the streets on the proposed signage would be a bronze inlay with the city seal being embossed
- The proposed street signs should not be obstructive
- The signs would not be placed in areas where there was limited space
- There would be signage set into the pavement to denote the street

MOTION

Mr. MacDonald MOVED to APPROVE application HP2026-0018 with the recommendation to monitor the potential for vibration damage. The motion was SECONDED by Ms. Potter.

VOTE ON MOTION:

AYES: MacDonald, Potter, Duncan, Beach

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

Mr. Marquis asked staff if there had been confirmation about the style of lighting that would be used in the area.

Ms. Courtney advised that four-sided fixtures had been used and could be used to continue the project.

10. Planning and Building Staff Communications

10. (a) Planning and Building Staff Approved Permits Report

(Provided for informational purposes)

11. Other Business

11.(a) City Commission review of the Model Land Company National Register Historic District Nomination update finalization draft, April 13, 2026 agenda item (10a):

<https://stagustinefl.portal.civicclerk.com/event/1287/files/attachment/10349>

12. Next Scheduled Meeting Date(s):

12.(a) May 21, 2026 – Regular Meeting

13.Adjournment

There being no further business, the meeting was adjourned at 5:49 P.M.³

Linda Potter
For Brad Beach, Chairperson

³ Transcribed by Michele Fudo