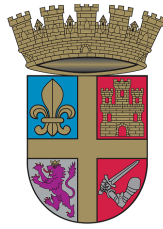


AMENDED



CITY OF
ST. AUGUSTINE
EST. 1565

CITY OF ST. AUGUSTINE PLANNING AND ZONING BOARD
TUESDAY, JULY 7, 2026 - 1:00 PM
ALCAZAR ROOM

1. Roll Call
2. General Public Comments for Items Not on the Agenda
3. Approval of Minutes
 - a) June 2, 2026 Regular Meeting Minutes
4. Modification and Approval of Agenda
5. Variance
 - a) PZB2026-0040
*Continued from the
June 2, 2026,
Regular Meeting*
Brandy Holland - Applicant
Annie Jensen & Brandy Holland - Owner
[78 Sanford St](#)
To approve a variance to the rear and side yard setback requirements and maximum lot coverage.
 - b) PZB2026-0059
James G. Whitehouse, Esq. - Applicant
c/o St. Johns Law Group
Tommy Ribeiro Santiago - Owner
c/o Gilza Investments LLC
[111 Washington St](#)
To approve a variance to the front and side yard setback requirements.
6. Conservation Overlay Zone Development
 - a) PZB2026-0055
Lukaj & Oriola Aleksander - Applicant & Owner
[San Carlos Ave / PID #191930-0020](#)
To approve the removal of significant trees within Conservation Overlay Zone 3.

b) PZB2026-0056

Tim O'Reilly - Applicant

c/o PRIME AE

Barry Broudy - Owner

c/o Broudy Bros LTD

[198 W King St / PID #111200-0000](#)

[212 W King St / PID #111220-0000](#)

[W King St / PID #111225-0000](#)

[39 N Ponce De Leon Blvd / PID #111225-0120](#)

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

c) PZB2026-0057

Ryan Carter - Applicant

c/o Carter Environmental Services

Toll Southeast LP Company Inc - Owner

[1006 Pantano Dr](#)

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

7. Other Business

a) Review and recommendation of the Planning and Building Department fee schedule.

b) Review and discussion regarding proposed shared parking code amendment.

8. Adjournment

Notices: In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the Planning and Zoning Board with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone: (904) 825-1007 or 1-800-955-8771 (TDD).

Please note that one or more members of the City Commission or its appointed boards or committees may attend this meeting and participate, however they may not engage in a discussion or debate amongst themselves on any issue that will likely come before their respective elected or appointed body.

The materials prepared and presented are part of the City's ongoing Florida Public Records and Government in the Sunshine compliance, and are not intended to be relied upon or to reach investors or the trading markets.

CITY OF ST. AUGUSTINE

Planning and Zoning Board Regular Meeting June 2, 2026

The Planning and Zoning Board met in formal session Tuesday, June 2, 2026, at 1:00 p.m. in the Alcazar Room at City Hall. The meeting was called to order by Susan Johns, Chairperson and the following were present:

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

City Staff: Amy Skinner, Director, Planning & Building Department
Sarah Daugherty, Senior Planner
Jennifer Thompson, Senior Planner, AICP, MPA, CFM
Isabelle Lopez, City Attorney
Michele Fudo, Recording Secretary

2. General Public hearings for Items Not on the Agenda

none

3. Approval of Minutes

MOTION

Mr. Davis MOVED to APPROVED the May 5, 2026 minutes as presented. The motion was SECONDED by Mr. Blow.

VOTE ON MOTION:

AYES: Davis, Blow, Kelly, Tucker, Pappas, Johns
NAYES: NONE
MOTION CARRIED UNANIMOUSLY

4. Modification and Approval of Agenda

MOTION

Mr. Davis MOVED to APPROVE the Agenda as presented. The motion was SECONDED by Ms. Johns.

VOTE ON MOTION:

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

NAYES:
MOTION CARRIED UNANIMOUSLY

5. Variance

5. (a) PZB2026-0040 – Brandy Holland – Applicant
Annie Jensen & Brandy Holland – Owner
78 Sanford Street

To approve a variance to the rear and side yard setback requirements and maximum lot coverage.

Ms. Thompson read the staff report and said based on a review of Sec. 28-29 staff find that the Board can APPROVE a variance request to reduce the rear and side yard setbacks, and increase the lot coverage, as the variance criteria are met, or CONTINUE, until the applicant provides more information to identify how they meet the four variance criteria.

Brandy Holland reviewed the application.

The Board presented their Ex Parte Communication.

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

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

The Board discussed:

- Confirmed the previously existing building had been demolished
- The new building would be 500 square feet with a seventy-square-foot exterior pad for storage and a total of 570 square feet for the structure
- The proposed placement of the new structure was three feet from the property line, and the eaves would extend out only one foot from the property line
- Because of missing information, could not determine if the building could be moved
- Did not see justification nor hardship for the project
- After the fact was harder for the board to approve
- Need to see the original survey to compare with the new plan, which included a pool for approval
- Needed to have an accurate survey showing the property owned now by the applicant including the recently purchased property adjacent to the current property
- Confirmed that construction had started
- Clarified that the insurance company had required completion of the back deck
- Advised the applicant of the required documents for approval

MOTION

Mr. Davis MOVED to CONTINUE application PZB2026-0040 to the Jul 7, 2026 meeting. The motion was SECONDED by Mr. Pappas.

VOTE ON MOTION:

AYES: Davis, Pappas, Kelly, Blow, Tucker, Johns
NAYES: NONE
MOTION CARRIED UNANIMOUSLY

5. (b) PZB2026-0041 – Elizabeth Naiburg – Applicant & Owner **118 Lamego Lane**

To approve a variance to the rear yard setback requirement.

Ms. Thompson read the staff report and said based on a review of Sec. 28-29 staff find that the Board can APPROVE a variance request to reduce the rear yard setback, as the variance criteria are met, or CONTINUE, until the applicant provides more information to identify how they meet the four criteria.

Elizabeth Naiburg reviewed the application.

The Board presented their Ex Parte Communication.

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

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

The Board discussed:

- Confirmed that the rear of the property would likely not be developed because it was adjacent to a green space
- It would be difficult to develop anything behind the property
- Confirmed with staff that there was no platted buffer near the property
- Advised the applicant to work with the local HOA to be sure that there was an approval at that level as well

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0041 for a variance to reduce the rear yard setback from the

required ten feet to five feet for a proposed screen enclosure around the swimming pool at 118 Lamego Lane as it met the criteria for variance. The motion was **SECONDED** by Mr. Blow.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

5. (c) PZB2026-0043 – Morgan & Amanda Nivens – Applicant & Owner
141 Menendez Road

To approve a variance to the maximum square footage of a guest house.

Ms. Thompson read the staff report and said based on a review of Sec. 28-29 staff find that the Board can **APPROVE** a variance request to increase the maximum square footage of the guest house to 650 square feet as the variance criteria are met, or **CONTINUE**, until the applicant provides more information to identify how they meet the four variance criteria.

Amanda and Morgan Nivens reviewed the application.

The Board presented their Ex Parte Communication.

14 certified notices were sent, 2 were returned in favor, 1 was returned opposed and 3 had comments.

Public hearing was opened.
Donna Dove said that she strongly supported this application as it was an example of how families could stay together and provide daily care for their loved ones.

Public hearing was closed.

The Board discussed:

- Did not appear to be any detriment to the public

- The structure stayed within the setbacks
- Had legislation been passed to accommodate this type of request
- Much of the ADU legislation was tied to affordability and had not been adapted to prevent turning small spaces into short-term rentals
- Clarified the reason for the request was to provide a safe space for an aging adult
- This house was currently at a seven-foot elevation; with the addition, lot coverage was not impacted; in the future should the existing house be rebuilt in the same footprint, there would be no negative impact on setbacks or lot coverage
- Supported ADU's and aging in place; however, was concerned that a future use could be detrimental to the neighborhood
- Five hundred square feet did not allow easy navigation for an individual with a handicap
- Confirmed that the lot coverage was within the code limits

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0043 at 141 Menendez Road to grant a variance request to increase of the maximum allowed square footage of a guest house from five hundred square feet to six hundred and fifty square feet because it met the criteria for variance. The motion was **SECONDED by Mr. Blow.**

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

5. (d) PZB2026-0051 – James St. George – Applicant
Riberia Outpost LLC – Owner
161 Riberia Street

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

Ms. Thompson read the staff report and said based on a review of Sec. 28-29 staff find that the Board can APPROVE a variance request to reduce the side setbacks (10 feet required 4.8 feet proposed), and the rear setbacks (10 feet required, 5.4 feet proposed) for a proposed new screen enclosure over a swimming pool as the variance criteria are met, or CONTINUE, until the applicant provides more information to identify how they meet the four variance criteria.

James St. George reviewed the application.

The Board presented their Ex Parte Communication.

15 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:

- This house was originally planned as a rental; however, the builder decided to live in it
- The plan did not show the dimensions of the pool
- The pool had already been permitted and was near completion
- The impervious surface ratio (ISR) was fifty-five percent
- Could not identify the hardship; however, it would tie into a retaining wall
- Wanted a site plan that showed how far the wall was from the property line
- Confirmed that the packet included a site plan showing the proper dimensions of the distance from the retaining wall by the pool to the property line
- Verified the reason for the enclosure
- Confirmed the applicant would be living in the structure that faced Iberia.
- The house had been moved back on the property to avoid a steep driveway

- Part of this property had been filled and part had been left at grade to diminish flooding
- Slate chips had been added to mitigate dirt running on to Iberia and into the drains

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0051 at 161 Iberia Street; the variance was based on the current site plan including a 4.8 side setback and a rear setback of 5.4 feet for the proposed screen enclosure over an existing pool as it met the criteria as stated in the discussion. The motion was SECONDED by Mr. Pappas.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

6. Use by Exception & Variance

6. (a) PZB2026-0042 – Paul & Rebecca Morris – Applicant & Owner

82 Washington Street; 84 Washington Street; 86 Washington Street

To approve a use by exception for a theater, commercial entertainment facility and special event venue; a use by exception for the sale of alcoholic beverages with alcoholic content not more than fourteen (14) percent for consumption, either on the premises or off the premises; a use by exception for off-site parking within a private parking facility; a variance to reduce the number of required off-street parking spaces; a variance to the front yard setback requirement.

Ms. Thompson read the staff report and said based on a review of Sec. 28-29 staff find that the Board can APPROVE the use by exception requests with or without conditions:

- Use by exception to operate a commercial entertainment facility (theater) in a fully enclosed building.
- Use by exception for the sale of alcoholic beverages with alcohol content not more than fourteen (14) percent for consumption, either on the premises or off the premises.
- Use by exception for off-site parking within a private parking facility;

OR CONTINUE the exception requests for additional information;

AND APPROVE the variance requests as the variance criteria are met:

- Variance request to reduce the number of off-street parking spaces from 17 to 6 spaces and 1 ADA space.
- Variance request to reduce the front yard setback from the required ten (10) feet to proposed zero (0) setback to match the existing building on site;

OR CONTINUE the variance requests, until the applicant provides more information to identify how they meet the four variance criteria.

Paul Morris reviewed the application.

The Board presented their Ex Parte Communication.

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

Public hearing was opened.

Keith Richardson said that the area in question had been a blight for decades. He fully supported the proposal.

Susan Gregory read a letter stating that this property was part of the cultural and social history of black St. Augustine. She said that the applicant had been involved with this project since 2012 and was committed to protecting the history of the area.

Public hearing was closed.

The Board discussed:

- Supported the project
- Confirmed that only wine and beer would be sold at the venue
- Supported the reduction in parking
- Confirmed the reason for the reduction in the front setback to be access to the door on the second floor of a second building which had previously existed
- A commercial district had existed in this area in the past and this was an opportunity to bring it back
- A PUD would cover all of the current requests
- The only way to develop this property was through the exceptions
- Confirmed that any music would be inside; the exception would be the annual festival
- Limit outdoor music to acoustical only with a time, limit
- Confirmed that the food truck would operate when the theater was open
- Hours of operation would end at 10 pm
- This would be a great addition to the neighborhood

Prior to the motion being made Mr. Blow confirmed the restriction on the sound to be limited to outside

Ms. Lopez advised that there was a separate process if the noise exceeded the city's limit.

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0042 at 82, 84, and 86 Washington Street for a use by exception for a theater, commercial entertainment facility and special event venue; a use by exception for the sale of alcoholic beverages with alcoholic content not more than fourteen (14) percent for consumption, either on the premises or off the premises; a use by exception for off-site parking within a

private parking facility; this includes restrictions of ten pm for outdoor acoustic music only and a food truck during operating hours; a variance to reduce the number of required off-street parking spaces from seventeen (17) to six (6) and one ADA space; a variance to reduce the front yard setback requirement from ten feet to zero to match the existing building on site. The motion was **SECONDED** by Mr. Blow.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

6. (b) PZB2026-0050 – Sarah Ryan c/o Sarah Ryan Architect – Applicant Donna and Cope Thomas – Owner 230 West King Street

To approve a variance to the side yard setback requirements and to reduce the number of required off-street parking spaces and to approve a use by exception for off-site parking within a private parking facility.

Ms. Thompson read the staff report and said based on a review of Sec. 28-29 staff find that the Board can **APPROVE** the variance request to reduce the required side setback of 5 (five) feet to 7 inches to provide a second means of egress from the second means of egress second floor, the variance request to reduce the required parking for the business from the required 9 spaces to 6 spaces, and the use by exception request for off-site parking for 2 (two) parking spaces at the Broudy's lot located at 212 West King Street or **CONTINUE**, until the applicant provides more information to identify how they meet the four variance criteria.

Sarah Ryan reviewed the application.

The Board presented their Ex Parte Communication.

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

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

The Board discussed:

- Because the sidewalk was located on the east side, the west side had been selected to place the proposed stairs
- The requested reduction in parking was acceptable for this area
- This was another opportunity to improve the existing building and to develop the west city
- Confirmed that the elevator would be rated for passengers
- It was good to see a different type of business in the area

MOTION

Ms. Tucker **MOVED** to **APPROVE** application **PZB2026-0050** for the variance request to reduce the side setback from five feet to seven inches to provide a second means of egress from the second floor and a variance request to reduce the required parking from the required nine spaces to six spaces as discussed this was consistent with the area and the applicant had made an effort to obtain more spaces and a use by exception for two off-site parking spaces at the Broudy Lot located at 212 West King Street. The motion was **SECONDED** by Mr. Blow.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY¹

¹ Break 2:59 pm – 3:16 pm

7. Conservation Overlay Zone Development

7. (a) PZB2026-0031 – Matthew H. Lahti, P.E. c/o Gulfstream Design Group, LLC – Applicant
City of St. Augustine – Owner
500 Anastasia Boulevard
Continued from the May 5, 2026 Regular Meeting

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

Ms. Thompson 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.

Matt Lahti reviewed the application.

The Board presented their Ex Parte Communication.

Ms. Johns advised that no additional notices were sent, and reviewed the emails received for the application.

Public hearing was opened.

Reuben Franklin, Assistant City Manager, provided context for how this site was selected stating that the other potential sites had many more significant trees that would have to have been removed. He reminded the public that this was to provide public safety. He said that there was a mitigation plan and the city would increase the caliper of the replacement trees.

Lauren Geiber wanted to see renderings of what the proposed building would look like. She thought that there should be more green space.

Bruce Talcott was advocating for three trees to be saved, the ones that had been slated for removal per the presentation by the applicant. He said that the trees would help

to lessen the noise level from the emergency vehicles.

Public hearing was closed.

Mr. Lahti provided his rebuttal.

The Board discussed:

Mr. Davis asked Chief Aviles about the condition of the existing fire station.

Chief Carlos Aviles explained that the building was built in 1959 and because the DOT wanted to reconfigure the intersection at Red Cox and Anastasia the need for the change in the location of the fire station became an issue. He said that the current site required changes in the proposal for the new fire station to be effective.

Mr. Davis confirmed that mirroring the project would not allow for the best use of the property. He verified that the proposed elevation would be five or six feet higher than it was currently.

Ms. Skinner advised that the site plan had previously been reviewed by the Corridor Review Committee and had been approved. She said that the building was required to be close to the road and the proposed landscaping would create a good appearance on Anastasia Boulevard.

Mr. Blow said the current station was functionally obsolete. He said that the proposed station was modern and had nice facilities; however, he thought that making the building smaller would be a better idea.

Mr. Pappas said that the greater good needed to prevail in this case and was willing to sacrifice the trees in question. He verified that the station would also be used as an emergency distribution center during severe weather events. He said that the city needed to be an example and should make a better commitment for the tree replacement.

Ms. Tucker said the current facility had only one entrance and exit. She thought eliminating one entrance and exit would allow for the trees to be saved; however, safety first was a priority.

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0031 at 500 Anastasia Boulevard to remove four significant trees per the additional information received June 2, 2026, with the total removal of twenty trees including a 33-inch oak tree, two 16-inch cedar trees and one 32-inch cedar tree. Additionally, the live oak tree would change from a four-inch caliper to an eight- or ten-inch caliper; the city would also commit to incorporating cedar trees into the mitigation plan to be reviewed by staff. The motion was SECONDED by Ms. Johns.

Mr. Franklin advised the board that the city would commit to incorporate cedar trees into the mitigation plan.

VOTE ON MOTION:

AYES: Davis, Johns, Kelly, Tucker, Pappas

NAYES: Blow

MOTION CARRIED 5/1

7. (b) PZB2026-0039 – Tom Bartlett c/o DCCM – Applicant

Doug West c/o Alliance Marine Co – Owner
404 Riberia Street

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

Ms. Daugherty read the staff report and said review of Sec. 11-29 is the responsibility of the PZB for the proposed development within Conservation Overlay Zone 3. This application includes a request to remove one significant tree.

James Whitehouse reviewed the application.

The Board presented their Ex Parte Communication.

17 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.

There was consensus with the Board that based on the evidence that was presented there was no negative impact to the public for the removal of the tree.

MOTION

Mr. Blow MOVED to APPROVE application PZB2026-0039 for the removal of one tree. The motion was SECONDED by Ms. Johns.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (c) PZB2026-0046 – Ryan Carter c/o Carter Environmental Services – Applicant
Toll Southeast LP Company Inc– Owner
1018 Pantano Drive

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

Ms. Daugherty read the staff report and said 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 1018 Pantano Drive.

Because the application is missing pertinent information Staff recommends CONTINUATION for additional information

or reconsideration or DENIAL of the application if the Board finds they do not have sufficient information to review the application.

The applicant should provide the following:

- The tree mitigation plan should include all easements including utility, drainage, and conservation easements so that the Board can accurately determine if the structure can be moved to save trees
- An arborist report so that the Board can assess the health and condition of the trees to make accurate determination on the value of retaining (Sec. 11-29 (d)(1)a).
- Lot grading plan with limits of fill and tree protection measures

Ryan Carter and Nate Bydell reviewed the application.

The Board presented their Ex Parte Communication.

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

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

The Board discussed:

- The tree in question was leaning towards the proposed structure
- Ms. Daugherty explained that certain questions in the application related to a variance request not Conservation Overlay Zone Development
- The applicants had done their due diligence for this project and had demonstrated the desire to save as many trees as possible

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0046 at 1018

Pantano Drive for the removal of a significant tree within Conservation Overlay Zone 2 & 3 because the tree would be growing into the proposed house. The motion was SECONDED by Ms. Johns.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (d) PZB2026-0047 – Ryan Carter c/o Carter Environmental Services – Applicant
Toll Southeast LP Company Inc– Owner
958 Pantano Drive

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

Ms. Daugherty read the staff report and said review of Sec. 11-29 is the responsibility of the PZB for the proposed development within Conservation Overlay Zone 3. This application is missing pertinent information Staff recommends CONTINUATION for additional information or reconsideration or DENIAL of the application if the Board finds they do not have sufficient information to review the application. The applicant should provide the following

- The tree mitigation plan should include all easements including utility, drainage, and conservation easements so that the Board can accurately determine if the structure can be moved to save trees.
- An arborist report so that the Board can assess the health and condition of the trees to make accurate determination on the value of retaining (Sec. 11-29(d)(1)a)
- Lot grading plan with limits of fill and tree protection measures
- Positive number of tree credits

Ryan Carter and Nate Bydell reviewed the application.

The Board presented their Ex Parte Communication.

5 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:

- Commended the applicant for working to save trees
- There were negative tree credits for this single project, however, overall in the whole subdivision, there were ample tree credits and more inches retained than removed
- Because the location of the proposed house had shifted, a 36-inch Live Oak was saved
- There was a proposed tree well to ensure the tree's survival

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0047 at 958 Pantano Drive for the removal of significant trees within Conservation Overlay Zone 3. The motion was SECONDED by Mr. Blow.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (e) PZB2026-0048 – Ryan Carter c/o Carter Environmental Services – Applicant
Toll Southeast LP Company Inc – Owner
818 Pantano Drive

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

Ms. Daughtery read the staff report and said review of Sec. 11-29 is the responsibility of the PAB for the proposed development within Conservation Overlay Zones 2 & 3. This application includes requests to remove significant trees and tree canopy for the property at 818 Pantano Drive. Because the application is missing pertinent information Staff recommends CONTINUATION for additional information or reconsideration or DENIAL of the application if the Board finds they do not have sufficient information to review the application. The applicant should provide the following:

- The tree mitigation plan should include all easements including utility, drainage, and conservation easements so that the Board can accurately determine if the structure can be moved to save trees
- An arborist report so that the Board can assess the health and condition of the trees to make accurate determination on the value of retaining (Sec. 11-296 (d)(1)a)
- Lot grading plan with limits of fill and tree protection measures

Ryan Carter and Nate Bydell reviewed the application.

The Board presented their Ex Parte Communication.

3 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:

- Requested that the applicant take care and only remove the trees that were necessary
- This lot required additional fill due to the location and that would create a challenge to save trees

MOTION

Ms. Tucker MOVED to APPROVE application PZB2026-0048 for the removal of eight significant trees at 818 Pantano Drive. The motion was SECONDED by Mr. Davis.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (f) PZB2026-0049 – Ryan Carter c/o Carter Environmental Services – Applicant

Toll Southeast LP Company Inc – Owner
910 Pantano Drive

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

Ms. Daugherty read the staff report and said review of Sec. 11-29 is the responsibility of the PZB for the proposed development within Conservation Overlay Zones 2 & 3. This application includes requests to remove significant trees and tree canopy for the property at 910 Pantano Drive.

Ryan Carter and Nate Bydell reviewed the application.

The Board presented their Ex Parte Communication.

3 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.

There was consensus with the Board that the trees proposed for removal were within the footprint of the house as well as the driveway. The applicant had done their due diligence to save as many trees as possible, and the tree wells showed a significant effort to preserve trees on the property.

MOTION

Ms. Johns MOVED to APPROVE application PZB2026-0049 for the removal of significant trees within Conservation Overlay Zones 2 & 3 at 910 Pantano Drive. The motion was SECONDED by Ms. Kelly.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

8. Land Use Plan Amendment, Rezoning & Use by Exception

8. (a) PZB2026-0053 – Habitat for Humanity of St. Johns County, Inc. – Applicant
St. Luke Alpha and Omega Pentecostal Church of Florida – Owner
18 Spring Street and 20 Spring Street

To recommend a future land use plan map amendment to change the future land use from Residential Low Density to Residential Medium Density. To recommend a compatible rezoning from Residential Single Family-Two (RS-2) to Residential General One (RG-1). To approve a use by exception for a business office.

Ms. Daugherty read the staff report and said:

For the Future Land Use Amendment:

Review of Sec. 28-30 is used to determine whether to make a positive recommendation to the city commission to amend the city's land use plan map from Residential Low Density to Residential Medium Density. This review is the responsibility of the Planning and Zoning Board.

The Board can make the following findings as part of a recommendation based on Sec. 28-30 that the Board has studied and considered:

- 1 The need and justification for the change stems from the fact that the proposed use is not permitted within RS-2 zoning district, the current zoning designation for the property
- 2 The positive relationship of the proposed amendment and rezoning to the city's general planning program
- 3 These requests and proposal's consistency with the comprehensive plan as analyzed, documented, and found above in this report

The Board can choose to RECOMMEND the Future Land Use amendment to the City Commission as the zoning is consistent with Sec. 28-30 OR,

The Board can choose to NOT RECOMMEND the Future Land Use amendment to City Commission as the request is not consistent with Sec. 28-30

For the Zoning Change:

Review of Sec. 28-30 is used to determine whether to make a positive recommendation to the city commission to rezone the property from Residential Single-Family-Two (RS-2) to Residential General One (RG-1). This review is the responsibility of the Planning and Zoning Board.

The Board can make the following findings as part of a recommendation based on Sec. 28-30 has studied and considered:

- 1 The need and justification for the change stems from the fact that the proposed use is not permitted within the RS-2 zoning district, the current zoning designation of the property
- 2 The positive relationship of the proposed amendment and rezoning to the city's general planning program
- 3 These requests and proposal's consistency with the comprehensive plan as analyzed, documented, and found above in this report

The Board can choose to RECOMMEND the zoning change to the City Commission as the

zoning request is consistent with Sec. 28-30 OR,

The Board can choose to NOT RECOMMEND the zoning change to City Commission as the zoning request is not consistent with Sec. 28-30

For the Use by Exception:

Based on a review of Sec. 28-29 staff finds that the Board can APPROVE WITH CONDITIONS, a use by exception request for a professional and business office located at 18 and 20 Spring Street

The Board can choose to APPROVE the Use by Exception as it is consistent with the requirements of Sec. 28-29 WITH THE FOLLOWING CONDITIONS that the requested Future Land Use Amendment and Zoning change are approved by the City Commission, OR,

The Board can choose to DENY the Use by Exception as it is not consistent with the above findings of Sec. 28-29

Christopher Devereaux and Sid Ansbacher reviewed the application.

Ex Parte Communication. None

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

Public hearing was opened.

BJ Kalaidi asked if a condition could be placed in the approval to limit traffic in the office if there was a new user in the future, she said she generally supported the application.

Public hearing was closed.

Mr. Ansbacher provided his rebuttal, agreeing that a reasonable condition to maintain the level of traffic would be acceptable.

Ms. Lopez explained that in the past, "asterisks" had been added to proposals. They would appear at the bottom of the land use map and would relate to a particular density of use. They would add additional conditions such as, what if a different user came along in the future, this would add a condition to the land use map, as well as the condition that was included in the motion for the use by exception. She concluded by saying that the conditions in the Use by Exception could be included in the land use map as an asterisk.

Mr. Pappas asked if a PUD would have been more appropriate for this request.

Mr. Ansbacher advised that a FLUM amendment would be required either way, and this request was designed to have the minimum amount of change as possible.

The Board discussed:

Mr. Blow liked to look at adjacent properties to verify homestead exemptions, and it appeared that the comment from the public was not adjacent to the site. He verified that the church site would be used and adapted to the use of the proposed office.

Ms. Johns felt okay with the UBE; however, with all of the surrounding buildings being primarily residential, would this create an island in the middle of this area even with the asterisk

Ms. Lopez advised that the condition on the FLUM could be to limit the space to not-for-profit office uses only.

Mr. Pappas expressed his concern for any business that might come after the applicant and would they operate in the same manner as the applicant.

Ms. Kelly asked if the asterisk would lock in certain conditions should the property be sold.

Ms. Tucker asked how this property had come into play and was advised that the church had offered the property because of the long history in the community of helping residents.

Mr. Davis suggested that the applicant at a later date, should they vacate the property, request that the property be changed back to the previous zoning.

Ms. Lopez advised that the condition on the FLUM could be that type of request.

Mr. Ansbacher suggested that the use be made specific to Habitat for Humanity only.

A discussion followed about how that would be enforced.

Mr. Davis asked how to word the motion so there would be an agreement that once Habitat no longer used the building, it would revert to its original zoning.

Ms. Lopez advised that that wording could be in the Use by Exception and add that it was conditioned on the Land Use and Rezoning, and the recommendation to the City Commission is that they use the same qualifier condition.

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0053 at 18 and 20 Spring Street for the Use by Exception for office space in RG-1 provided that once Habitat for Humanity is no longer using the space, the property, or the building, that it reverts back to its original zoning before any rezoning or changes to the Land Use Plan are made.. The motion was SECONDED by Mr. Blow.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

Mr. Davis MOVED to make a RECOMMENDATION for application PZB2026-0053 to the City Commission to change the Future Land Use Map at 18 and 20 Spring Street, from a designation of Residential Low Density to Residential Medium Density, subject to the conditions of the Exception just passed. The motion was SECONDED by Ms. Kelly.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

Mr. Davis MOVED to make a RECOMMENDATION for application PZB2026-0053 to the City Commission for 18 and 20 Spring Street to change from Residential Single-Family-Two (RS-2) to Residential General One (RG-1) with the exception previously passed as part of the condition. The motion was SECONDED by Mr. Pappas.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

9. Applications Involving Lewis Boulevard

Rezoning

9. (a) PZB2026-0052 – Roy Campbell/San Sebastian Marine Inc c/o River's Edge Marina – Applicant
San Sebastian Marine Inc c/o River's Edge Marina – Owner
65 Lewis Boulevard

To approve a rezoning from an abandoned PUD to Residential and General Office (RGO).

Ms. Daugherty read the staff report and said review of Sec. 28-30 is used to determine whether to make a positive recommendation to the city commissions to rezone the

property from Abandoned PUD to Residential General Office (RGO). This review is the responsibility of the Planning and Zoning Board.

The Board can make the following findings as part of a recommendation based on Sec. 28-30 has studied and considered:

- 1 The need and justification for the change stems from the fact that the proposed use is not permitted within abandoned PUD zoning district, the current zoning designation of the property
- 2 The positive relationship of the proposed amendment and rezoning to the city's general planning program
- 3 These requests and proposal's consistency with the comprehensive plan as analyzed, documents, and found in this report

The Board can choose to RECOMMEND the zoning change to the City Commission as the zoning request if consistent with Sec. 28-30, OR,

The Board can choose to NOT RECOMMEND the zoning change to City Commission as the zoning request is not consistent with Sec. 28-30.

Craig Cunningham reviewed the application.

The Board presented their Ex Parte Communication.

8 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 that because this was an abandoned PUD, there were no issues or concerns.

MOTION

Mr. Davis MOVED to RECOMMEND application PZB2026-0052 at 65 Lewis Boulevard to rezone from an abandoned PUD to Residential and General Office (RGO) to the City Commission. The motion was SECONDED by Mr. Pappas.

VOTE ON MOTION:

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

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

Rezoning and Variance

9. (b) PZB2026-0045 – RB63, Inc c/o 2 Creeks Dockside – Applicant
San Sebastian Marine Inc c/o River's Edge Marina – Owner
69 Lewis Boulevard

To approve a rezoning from an abandoned PUD to Residential and General Office (RGO) landward of the most restrictive jurisdictional line and Open Land (OL) waterward of the most restrictive jurisdictional line. To approve a variance to reduce the number of required off-street parking spaces. ~~To approve the construction of a dock within Conservation Overlay Zones 1 & 2~~

Ms. Daugherty read the staff report and said:

For the Rezoning:

Review of Sec. 28-30 is used to determine whether to make a positive recommendation to the city commission to rezone the property from Abandoned OUD to Residential General Office (RGO) and Open Land (OL). This review is the responsibility of the Planning and Zoning Board.

The Board can make the following findings as part of a recommendation based on Sec. 28-30 has studied and considered:

1 The need and justification for the change stems from the fact that the proposed use is not permitted within the abandoned PUD

zoning district, the current zoning designation of the property

2 The positive relationship of the proposed amendment and rezoning to the city's planning program

3. These requests and proposals consistency with the comprehensive plan as analyzed, documents, and found above in this report

The Board can choose to RECOMMEND the zoning change to the City Commission as the zoning request is consistent with Sec. 28-30, OR,

The Board can choose to NOT RECOMMEND the zoning change to City Commission as the zoning is not consistent with Sec. 28-30

For the Variance:

Based on a review of Sec. 28-29 staff find that the Board can APPROVE WITH CONDITIONS, a variance request to reduce the number of required off-street parking spaces at 69 Lewis Boulevard

The Board can choose to APPROVE as it is consistent with the requirements of Sec. 28-29 WITH THE FOLLOWING CONDITION that the requested Zoning change are approved by the City Commission, OR,

The Board can choose to DENY variance as it is not consistent with the above findings of Sec. 28-29

Rich McCann reviewed the application.

The Board presented their Ex Parte Communication.

15 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.

The Board discussed:

- Confirmed that there were still a few other parcels that remained from this abandoned PUD
- The applicant was a tenant of the owner of the marina and there was an existing agreement for overflow parking for the restaurant
- There was little impact outside of this neighborhood for parking
- There should be ample parking because some patrons would arrive by boat
- Verified that there was only one application for this item, the deck expansion had been removed from the agenda per staff

MOTION

Mr. Davis MOVED to make a RECOMMENDATION to the City Commission for application PZB2026-0045 at 69 Lewis Boulevard to be rezoned from an abandoned PUD to Residential and General Office (RGO) landward of the most restrictive jurisdictional line and Open Land (OL) waterward of the most restrictive jurisdictional line. The motion was SECONDED by Mr. Blow.

VOTE ON MOTION:

**AYES: Davis, Blow, Kelly, Tucker, Pappas, Johns
NAYES: NONE
MOTION CARRIED UNANIMOUSLY**

Mr. Davis verified that the request for the variance was to reduce the parking from fifty-seven required spaces down to forty-two spaces, but the actual request was to reduce the parking from fifty-seven down to fifty spaces.

MOTION

Mr. Davis MOVED to APPROVE application PZB2026-0045 for a variance to reduce the parking from the required fifty-seven spaces down to fifty parking

spaces. The motion was SECONDED by Mr. Blow.

VOTE ON MOTION:

**AYES: Davis, Blow, Kelly, Tucker, Pappas, Johns
NAYES: NONE
MOTION CARRIED UNANIMOUSLY**

10. Other Business

Ms. Daugherty advised the Board that there was a workshop available called "Planning Officials Training Workshop" and any member that was interested should contact her office for more information.

Ms. Tucker advised that she would be absent for the next two meetings.

Mr. Pappas asked about a new law taking effect July 1, 2026 stating that any construction project under \$7,500 did not require a permit.

Ms. Lopez explained that the contractor would have to provide a written request under that exemption and the statute would not exempt anyone from having to go to PZB or HARB.

11. Adjournment

Having no further business, Ms. Johns adjourned the meeting at 5:38 P.M.²

Susan Johns, Chairperson

² Transcribed by Michele Fudo



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
July 7, 2026	5.a.	PZB2026-0040
Request	Address	Parcel ID
Variance	78 Sanford St	206770-0000

Site & Background Information

Applicant:	Brandy Holland
Owner:	Annie Jensen & Brandy Holland
Property Class: (St. Johns County Property Appraiser)	0100 – Single Family
Future Land Use Designation:	Residential Low Density
Zoning Designation:	Residential Single Family Two (RS-2)
Acreage:	0.17
Neighborhood:	Lincolnvillle
Archaeological Zone:	IIIA

Request Summary

This variance request is a continuation from the June 2nd meeting. During the June 2nd meeting, the Board requested additional information, including a new survey with the additional square footage of property recently acquired, as well as new information regarding the proposed new lot coverages and impervious surfaces.

This application is a VARIANCE request to reduce the rear yard setback from ten (10) feet to eight and a half (8.5) feet to the building wall and to reduce the side yard setback from ten (10) feet to two feet point nine (2.9) feet to the building wall, and exceed the maximum allowed lot coverage of 30% in the Residential Single Family-Two (RS-2) designation, to 33.3% at 78 Sanford St for the addition of a new 580 square foot residential accessory structure. The eaves of the new accessory structure will extend two (2) feet from the building walls.

Prior to the demolition of the old accessory structure, the lot coverage onsite was 41.33%. Since obtaining a new survey dated June 10, 2026, the lot coverage with the new accessory structure is shown as 33.3%. This large difference is due to the owners' purchase of additional land from a neighboring property owner.

The accessory structure that was previously on site was setback .6 feet to 1.2 feet from the side property line and was setback 7.1' from the rear property line.

Staff Analysis of Request and Consistency with the City of St. Augustine's Comprehensive Plan 2040

Goal, Policy, or Objective	Staff Analysis
Future Land Use Element [LINK TO DOCUMENT]	
FLUE Policy 6.4.3 Residential Low Density This district is intended to apply to those neighborhoods designated for single-family dwellings and single-family type uses, as well as those uses compatible with low density single-family uses such as churches, child care centers, public and institutional uses, including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation) as appropriate so as to create and maintain a stable low intensity residential character. For Residential Uses a maximum of 8 single family dwellings per acre.; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use.	
Historic Preservation Element [LINK TO DOCUMENT]	
Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
Housing Element [LINK TO DOCUMENT]	
Infrastructure Element [LINK TO DOCUMENT]	

Staff Analysis of Request and Applicable Sections from the City of St. Augustine's Code of Ordinances

Sec. 28-2. – Definitions. [[LINK TO SECTION](#)]

Variance means relaxation of the terms of this chapter where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship on the land. As used in this chapter, a variance is authorized only for height, area and size of structure or sides of yards and open spaces. Establishment or expansion of uses otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district.

A modification to lot requirements so as to increase the permitted density of multifamily dwellings shall not be considered a variance and is specifically prohibited.

Yard means a required open space other than a court unoccupied and unobstructed by any structure or portion of a structure from thirty (30) inches above the general ground level of the graded lot upward; provided, however, that fences, walls, poles, posts and other customary yard accessories, ornaments and furniture may be permitted in any yard subject to height limitations and requirements limiting obstruction of visibility.

Yard, side, means a yard extending from the rear line of the required front yard to the rear lot line, or in the absence of any clearly defined rear lot line, to the point on the side lot line involved which is farthest from the intersection of such line with the public street. In the case of through lots, side yards shall extend from the rear lines of front yards required. In the case of corner lots, yards remaining after front yards have established on both frontages shall be considered side yards. Width of a required side yard shall be measured in such a manner that the yard established is a strip of the minimum width required by district regulations with its inner edge parallel with the side lot line.

Yard, rear, means a yard extending across the rear of the lot between inner side yard lines. In the case of through lots and corner lots, there will be no rear yards, but only front and side yards. Depth of a required rear yard shall be measured in such a manner that the yard established is a strip of the minimum width required by district regulations, with its inner edge parallel with the rear lot line.

	RS-2	78 Sanford St.
Lot coverage by all buildings	Maximum of Thirty (30) percent	2810/8439=33.3%
Impervious Surface Ratio	Maximum of Seventy (70) percent	4,217/8,439=49.97%
Front yard setback	Minimum of Fifteen (15) feet	Over 15 feet
Side yard(s) setback	Minimum of Ten (10) feet	2.9 feet (to building wall) .9 feet (to eaves)
Rear yard setback	Minimum of Ten (10) feet	8.5 feet (to building wall) 6.5 feet (to eaves)
Height	35 feet	Less than 35 feet

Variance Criteria

Based on Sec. 28-29(b)(1) of the City's Code [\[LINK TO SECTION\]](#), the Planning and Zoning Board may grant a variance only under circumstances where practical difficulty or unnecessary hardship is so substantial, serious and compelling that relaxation of the general restrictions should be granted. No variance shall be granted unless the applicant shall show and the board shall find that:

- a. The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section, which disadvantage does not apply to other properties in the vicinity; and

The applicant has stated the singular disadvantage is that this is the only property in the vicinity accommodating two buildings on such a small lot.

- b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and **The applicant states that without the variance half of the yard is unusable and that the two buildings are too close to each other. With the granting of the variance, the accessory structure will no longer be visible from the street.**
- c. This disadvantage does not exist because of conditions created by the owner or applicant; and **The applicant states that the original accessory structure was built in the 70's or 80's and the property was purchased as is with a zero-lot line and a 7' setback.**
- d. Grant of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this section. **The applicant states that the south variance will be an improvement to the neighbor by providing a maintenance passage and keep the historical look of a visible rear building.**

Based on a review of Sec. 28-29 staff find that the Board can **APPROVE** variance request to reduce the rear and side yard setbacks, and increase the lot coverage, as the variance criteria are met, or **CONTINUE**, until the applicant provides more information to identify how they meet the four variance criteria.

Attachments

- 1. Site Maps & Photos
- 2. Application
- 3. St. Johns County Property Appraiser Report
- 4. Supplemental Information

Staff Report prepared by:

Jennifer Thompson, AICP
Senior Planner
Planning and Building Department

Attachment 1: Site Maps and Photos



Future Land Use

City of St. Augustine
78 Sanford St.

- Legend**
-  Public / Semi-Public
 -  Residential Low Density
 -  Residential Medium Density
 -  Parcel

Scale: 1:750

0 25 50 100 Feet

Page 24 of 293





Zoning Map

City of St. Augustine

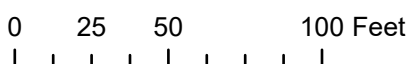
78 Sanford St.

Legend

-  Residential Single-Family-Two (RS-2)
-  Residential General-One (RG-1)

-  Government Use (GU)
-  Parcel

Scale: 1:750





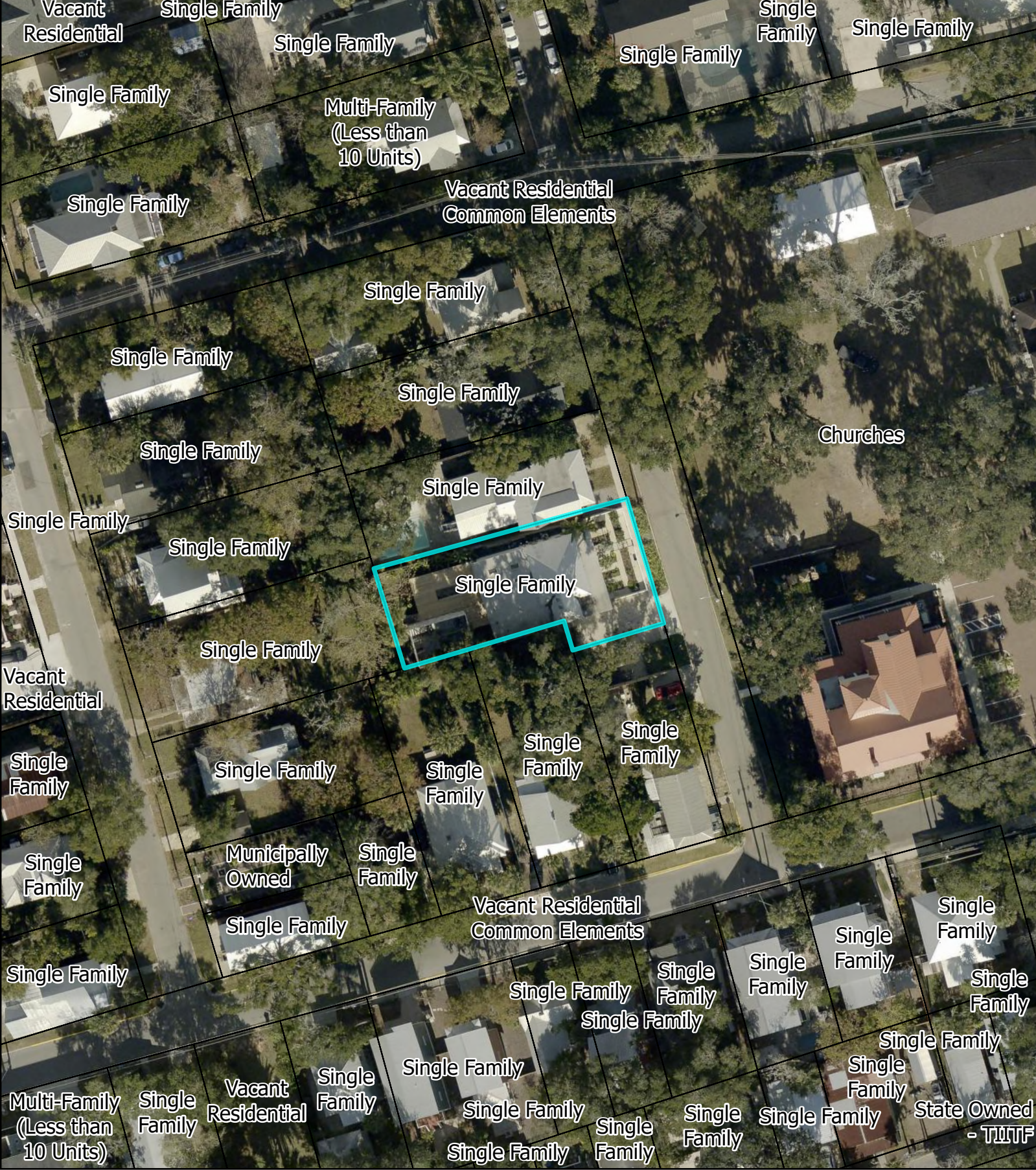
Flood Zone & Ground Elevation
Contours (ft. NAVD88)
City of St. Augustine
78 Sanford St.

- Legend**
- Flood Zone AE
 - Flood Zone VE
 - Flood Zone X/X(S)
 - 2018 Contours

Scale: 1:500

0 12.5 25 50 Feet

Page 26 of 293



St Johns County Property Appraiser
Use Classification
City of St. Augustine
78 Sanford St.

Legend
Parcel

Scale: 1:750

02550100 Feet

Page 27 of 293

78 Sanford St



12/13/2025

Attachment 2: Application



CITY OF ST AUGUSTINE APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

Advertising Costs: \$ _____ Paid On: _____ Receipt Number: _____

1. NAME OF APPLICANT: Brandy Holland Contact Number: _____

Business (if applicable): _____

Address: 78 Sanford St. City: Saint Augustine State: FL Zip: 32084

E-Mail Address: _____

2. NAME OF PROPERTY OWNER: Annie Jensen / Brandy Holland Contact Number: _____

Business (if applicable): _____

Address: 78 Sanford St. City: Saint Augustine State: FL Zip: 32084

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: 8 & the northerly 15' of lot 9 Block: B

Subdivision: Dumas Tract Parcel Number: 206770-0000

4. PROJECT STREET ADDRESS: 78 Sanford St.

5. SPECIFIC PROPOSED USE: Studio, workout, storage

6. ACTION REQUESTED:

☐ Conservation Zone Development ☐ Appeal of Staff Determination

☐ Exception ☐ Land Use Plan Amendment

☒ Variance ☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: Allow a variance to the 10' setback rule on the south side of the property, and a variance to the 15' setback rule on the west side of the property for the accessory building at 78 Sanford Street.

8. JUSTIFICATION FOR ACTION REQUESTED: The original accessory building had a zero lot line placement on the south side, and a 7' setback on the west side.

Moving the accessory building by 3' off the south side would allow for a maintenance passage,

while moving it by 10' would result in only half of a usable yard.

Moving the accessory building by 15' off the west side would result in only 7' between

it and the main building. Keeping the 7' setback would maintain the historical look of the entire property.

9. **IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION:**

- (a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity: _____

This is the only property in the vicinity accommodating two buildings on such a small lot.

- (b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: _____

Without setback variances, half of the yard is unusable,

the two buildings are too close to each other, and it will no longer be visible from the street.

- (c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: The original accessory building was built in the 70's or 80's

and purchased as is with a zero lot line and a 7' setback.

- (d) Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section: _____

The south variance will be an improvement to the neighbor by providing a

maintenance passage, and by keeping the historical look of a visible rear building.

10. **PREVIOUS APPPLICATIONS:**

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

☐ Yes ☒ No If yes, please give date and final disposition below.

11. **AGREEMENT:**

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant, or a duly authorized representative with authority to bind, should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.

Signature of Applicant

Date

3-30-26

Signature of Property Owner

Date

3-30-26



**CITY OF ST. AUGUSTINE
DEVELOPMENT PERMIT APPLICANT WAIVER**

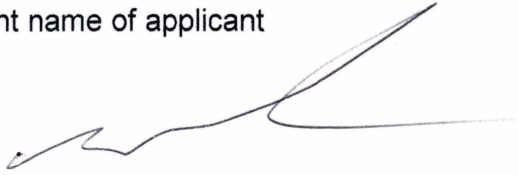
The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

Brandy Holland

Print name of applicant



Signature of applicant

3.30.26
Date

PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Rezoning: small scale	\$300.00 + ads & notices
Rezoning: large scale	\$1,000.00 + ads & notices
Land Use Plan Amendment: small scale	\$400.00 + ads & notices
Land Use Plan Amendment: large scale	\$1,400.00 + ads & notices
Planned Unit Development	\$400.00 or \$35.00/acre, whichever is greater, \$1,400 max + ads & notices
Zoning Variance	\$350.00 + ads & notices
Zoning Exception	\$250.00 + ads & notices
Conservation Overlay Zone Development	\$165.00 + ads & notices
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a developer permit.

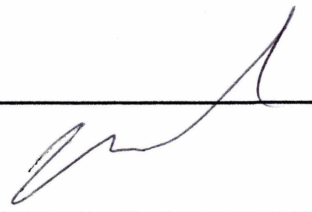
The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

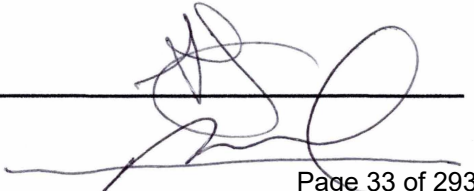
If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permit associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until final cost for advertising and/or noticing is determined and charged. If a payment method other than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Project Address: 78 SANFORD ST.

Applicant's Name: BRANDY HOLLAND Applicant's Signature: 

Owner's Name: ANNIE JENSEN
BRANDY HOLLAND Owner's Signature: 

Attachment 3:
St. Johns County
Property Appraiser
Report

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID

Location Address

Neighborhood

Tax Description*

Property Use Code

Subdivision

Sec/Twp/Rng

District

Millage Rate

Acreage

Homestead

2067700000

78 SANFORD ST
SAINT AUGUSTINE 32084-0000

Dumas Tract with part City St Aug (622)

DUMAS TRACT CITY LOT 8 & N'LY 15FT OF LOT 9 BLK B
OR5448/1813
*The Description above is not to be used on legal documents.
Single Family (0100)

19-7-30

City of St Augustine (District 452)

19.5552

0.170

Y



Owner Information

[JENSEN ANNIE ET AL](#)
100%
78 SANFORD ST
SAINT AUGUSTINE, FL 32084-0000

HOLLAND BRANDY
100%
78 SANFORD ST
SAINT AUGUSTINE, FL 32084-0000

Exemption Information

Exemption Type	Status	Amount
Homestead Band		\$26,411
Homestead		\$25,000

Map



Valuation Information

Assessed Year	2026
Building Value	\$334,779.00
Extra Features Value	\$0.00
Total Land Value	\$283,500.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$618,279.00
Total Deferred	\$380,042.00
Assessed Value	\$238,237.00
Total Exemptions	\$51,411.00
Taxable Value	\$186,826.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	\$347,121	\$0	\$283,500	\$0
2024	\$167,116	\$3,920	\$283,500	\$0
2023	\$47,561	\$3,920	\$252,000	\$0
2022	\$42,304	\$5,040	\$229,320	\$0
2021	\$139,804	\$5,040	\$163,800	\$0
2020	\$107,273	\$4,032	\$163,800	\$0
2019	\$87,148	\$4,032	\$163,800	\$0
2018	\$88,513	\$4,032	\$151,200	\$0
2017	\$92,044	\$3,138	\$136,080	\$0
2016	\$93,604	\$3,185	\$118,125	\$0
2015	\$96,724	\$3,231	\$94,500	\$0

Building Information

Building	1	Roof Cover	Metal, Roll Composite
Building Value	\$334,779	Roof Structure	Flat, Gable Hip
Year Built	1920	Interior Flooring	Pine Wood
Actual Area	2443	Interior Wall	Drywall
Conditioned Area	2062	Heating Type	Air Duct
Use	Single Family Residence	Air Conditioning	Central
Style	01	Bedrooms	2
Exterior Wall	Concrete Block, Wood	Baths	1

Description	Square Footage
BASE AREA	1416
ADDITION	646
FINISHED SCREEN PORCH	105
FINISHED CARPORT	276
Total SqFt	2443

Sketch Information



Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	51	140	51	EF	\$240,975
Single Family	15	50	15	EF	\$42,525

Sale Information

By clicking the below links, you will leave the Property Appraiser's Website and be redirected to the St. Johns County Clerk of Court

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
12/20/2021	12/17/2021	\$312,000.00	WARRANTY DEED	5448	1813	Q	I	SMITH LANCE S ET AL	JENSEN ANNIE ET AL
8/11/2021	8/10/2021	\$0.00	SUMMARY ORDER ADMIN	5340	1246	U	I	JACKSON BENNIE GREEN ESTATE	SMITH LANCE S ET AL
3/12/2019	2/25/2019	\$100.00	QUIT CLAIM DEED	4693	438	U	I	BLUE MOBILE MANAGEMENT INC	JACKSON BENNIE GREEN
2/12/2019	2/11/2019	\$100.00	QUIT CLAIM DEED	4679	377	U	I	JACKSON BENNIE B	BLUE MOBILE MANAGEMENT INC
12/20/2021	7/5/2013	\$0.00	DEATH CERTIFICATE	5448	1812	U	I	JACKSON ETHEL T HAZEL (DECD)	JACKSON BENNIE
	7/30/1996	\$100.00	QUIT CLAIM DEED	1187	460	U	I	JACKSON ETHEL T HAZEL & SMITH DOROTHY LEE HAZ	JACKSON BENNIE B & ETHEL T

No data available for the following modules: Sales Questionnaire Form, Extra Feature Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

| [User Privacy Policy](#) | [GDPR Privacy Notice](#)

[Last Data Upload: 5/7/2026, 3:02:10 AM](#)

[Contact Us](#)

Developed by



SCHNEIDER
GEOSPATIAL

Attachment 4:

Supplemental Information

IMPERVIOUS SURFACE RATIO WORKSHEET

(Method of Calculation)

IMPERVIOUS SURFACE - Any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, sidewalks and paved recreational facilities.

IMPERVIOUS SURFACE RATIO (ISR) - The total area of impervious surfaces divided by the net area (excluding right-of-way) of the lot.

LOT AREA - The total horizontal area included within the lot lines of the lot. No public right-of-way or access easement for a public street or handle of a panhandle lot shall be included in the calculation of the lot area, nor shall the public right-of-way cross the lot area.

Property Address 78 SANFORD ST

Lot Area 8439 square feet

Impervious Surfaces:

1. Existing building(s) footprint 2230 sq.ft.
2. Existing concrete/paver patios, driveways, walkways, etc. 1,407 sq.ft. ← INCLUDING DECK AND POOL
3. Proposed roofed building(s) footprint 580 sq.ft.
4. Proposed concrete/paver patios, driveways, walkways, etc. 0 sq.ft.

Total Impervious Surfaces 4,217 sq.ft.

4,217 divided by 8439 = 49%
Total Impervious Surface Lot Area Impervious Surface Ratio %

I,  (Signature) certify that the calculations submitted above for the Impervious Surface Ratio are accurate and complete to the best of my knowledge.

Date 6.23.26

EXISTING SITE PLAN

SHEET SIZE 24X36
SCALE: 1/4" = 1'-0"

SITE KEY NOTES:

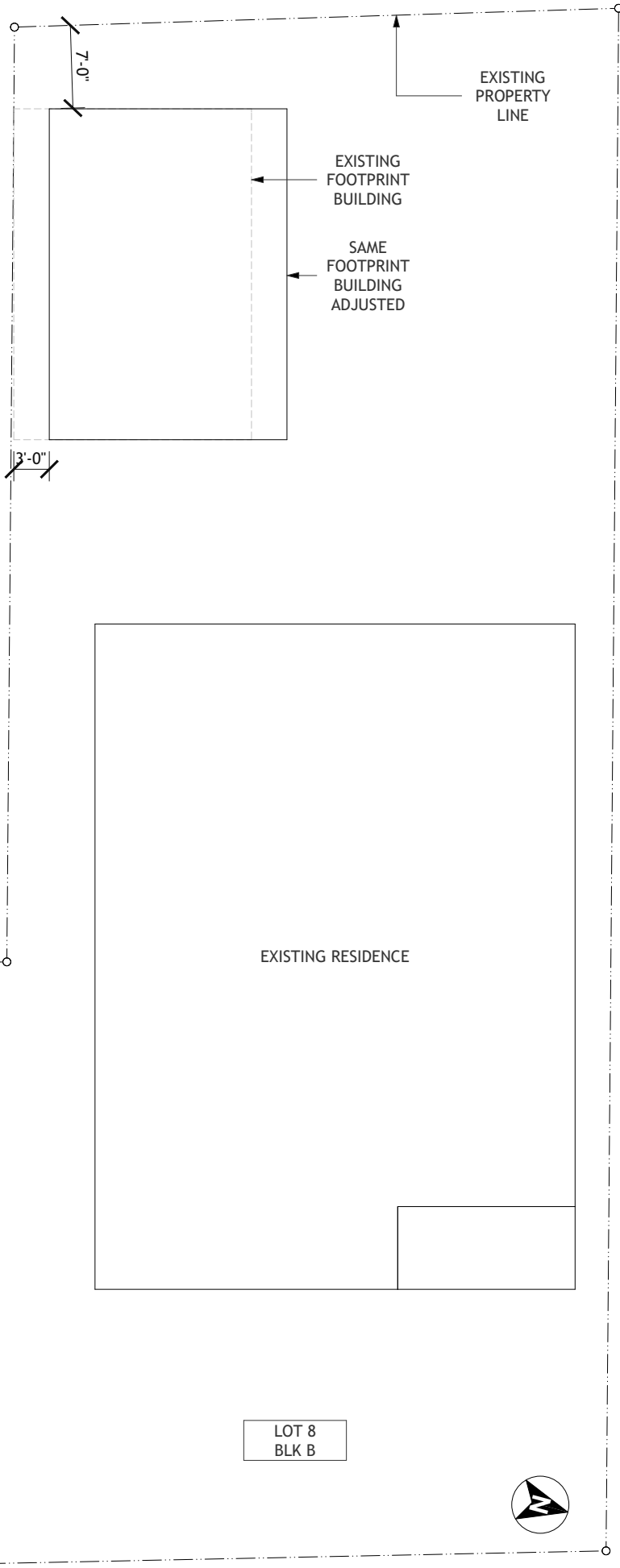
LOCATION

SAME FOOTPRINT AS ORIGINAL DETACHED MASONRY BUILDING EXCEPT MOVED OVER TO ALLOW FOR A 3 FT. SETBACK FROM PROPERTY LINE. REAR SETBACK REMAINS THE SAME AT 7 FT.

TREES - THERE ARE NO TREES ON THE PROPERTY.

LOT COVERAGE - SEE ATTACHED ISR SHEET.

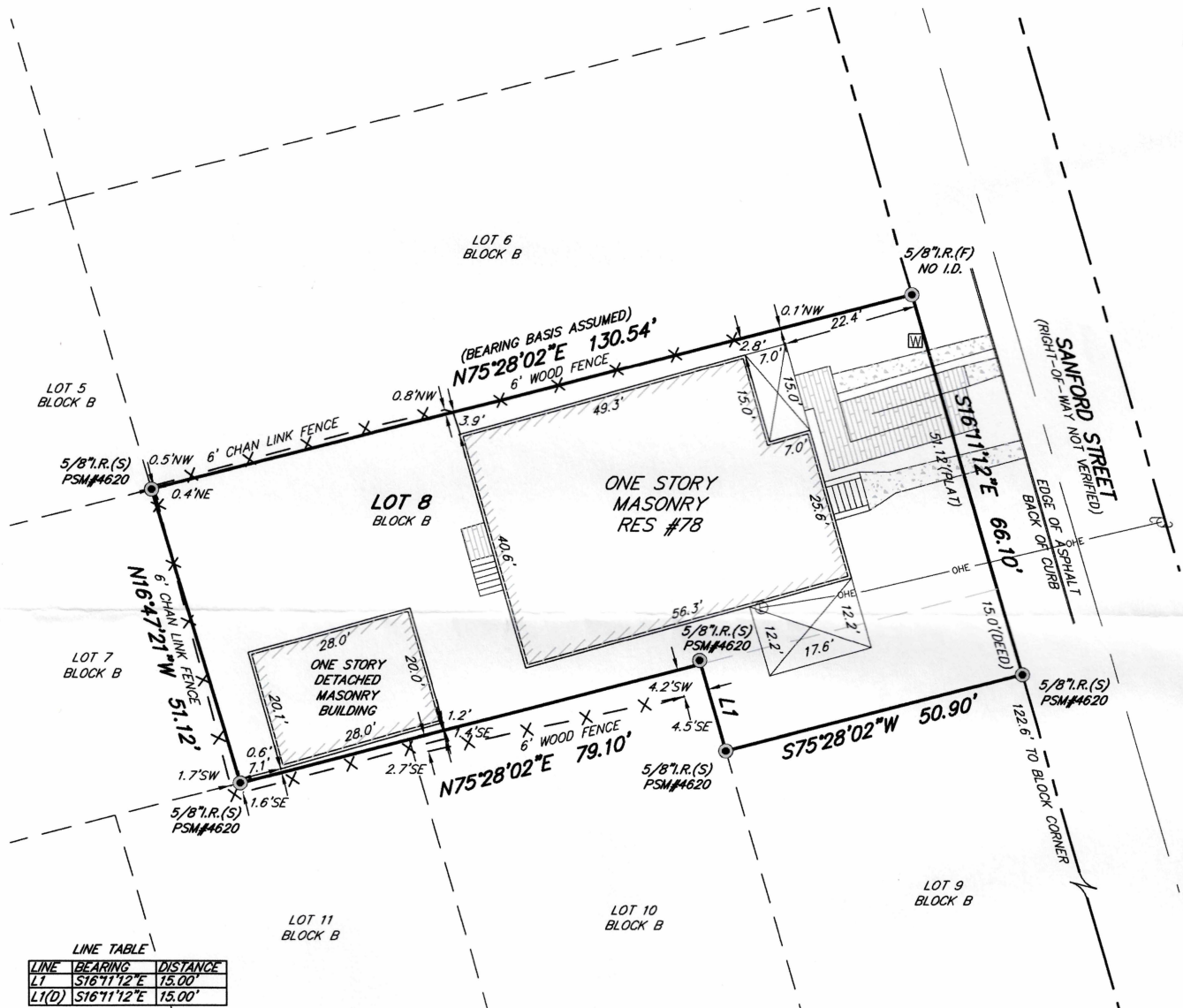
DRAINAGE - REMAINS SAME AS WITH EXISTING BUILDING.



MAP SHOWING SURVEY OF

LOT 8, AND THE NORTHERLY 15 FEET OF LOT 9, BLOCK 8, DUMAS TRACT, ACCORDING TO THE OFFICIAL MAP OF THE CITY OF ST. AUGUSTINE, FLORIDA, DATED JANUARY 1, 1905, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

CERTIFIED TO:
ANNIE JENSEN & BRANDY HOLLAND
LAND TITLE OF AMERICA



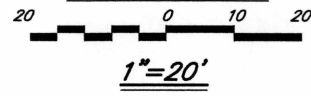
LINE	BEARING	DISTANCE
L1	S16°11'12"E	15.00'
L1(D)	S16°11'12"E	15.00'

LEGEND

- | | |
|--|--------------------------|
| A/C - AIR CONDITIONER PAD | RES. - RESIDENCE |
| ID. - IDENTIFICATION | C - CENTERLINE |
| N.A.V.D. - NORTH AMERICAN VERTICAL DATUM | ± - DENOTES NOT TO SCALE |
| sq. ft. - SQUARE FEET | WM - WATER METER |
| I.P.(F) - IRON PIPE FOUND | ⊗ - EXPOSED CONCRETE |
| I.R.(F) - IRON ROD FOUND | ⊗ - COVERED AREA |
| I.R.(S) - 5/8" IRON ROD SET (PSM #4620) | W - WELL |
| CP - WOOD POWER POLE | TYP. - TYPICAL |
| OHE - OVERHEAD ELECTRIC | WD - WOOD DECK |
| CONC. - CONCRETE | E - ELECTRIC METER |

AREA = 0.17 ± ACRES
OR 7,417 ± sq. ft.

GRAPHIC SCALE



GENERAL NOTES:

- This survey made without benefit of an abstract of title. No right-of-way or easements of record were furnished to this firm except as shown.
- The certification of this survey is a professional opinion based on the existing field and documentary evidence available at the time this survey was prepared.
- This office has not abstracted this parcel of land for any recorded claims of title, easements or restrictions. This surveyor shall not be held liable for the existence of any such claims.
- Use of this survey for purposes other than that which it was intended, without written verification, will be at the user's sole risk and without liability to this surveyor. Nothing hereon shall be intended to give any rights or benefits to anyone other than those the survey was prepared for.
- All disputes here under shall be resolved by binding arbitration in accordance with rules set forth by the American Arbitration Association.
- No underground structures, utilities or foundations were located or determined by this survey.
- For building setbacks call the appropriate county codes enforcement office.
- All distances, bearings or angles are as field measured. Deed or plot measurements are noted if different.
- The measurements for this survey were made in accordance with the United States Standards.
- Encroachments as shown hereon are only those above ground, visible objects observed by the surveyor.

- This survey is certified to the last field date.
- This survey does not reflect or determine ownership.
- The specific rights implied by this survey are not transferable.
- This surveyor's liability shall not exceed the fee as stated by this surveyor.

NOTE:

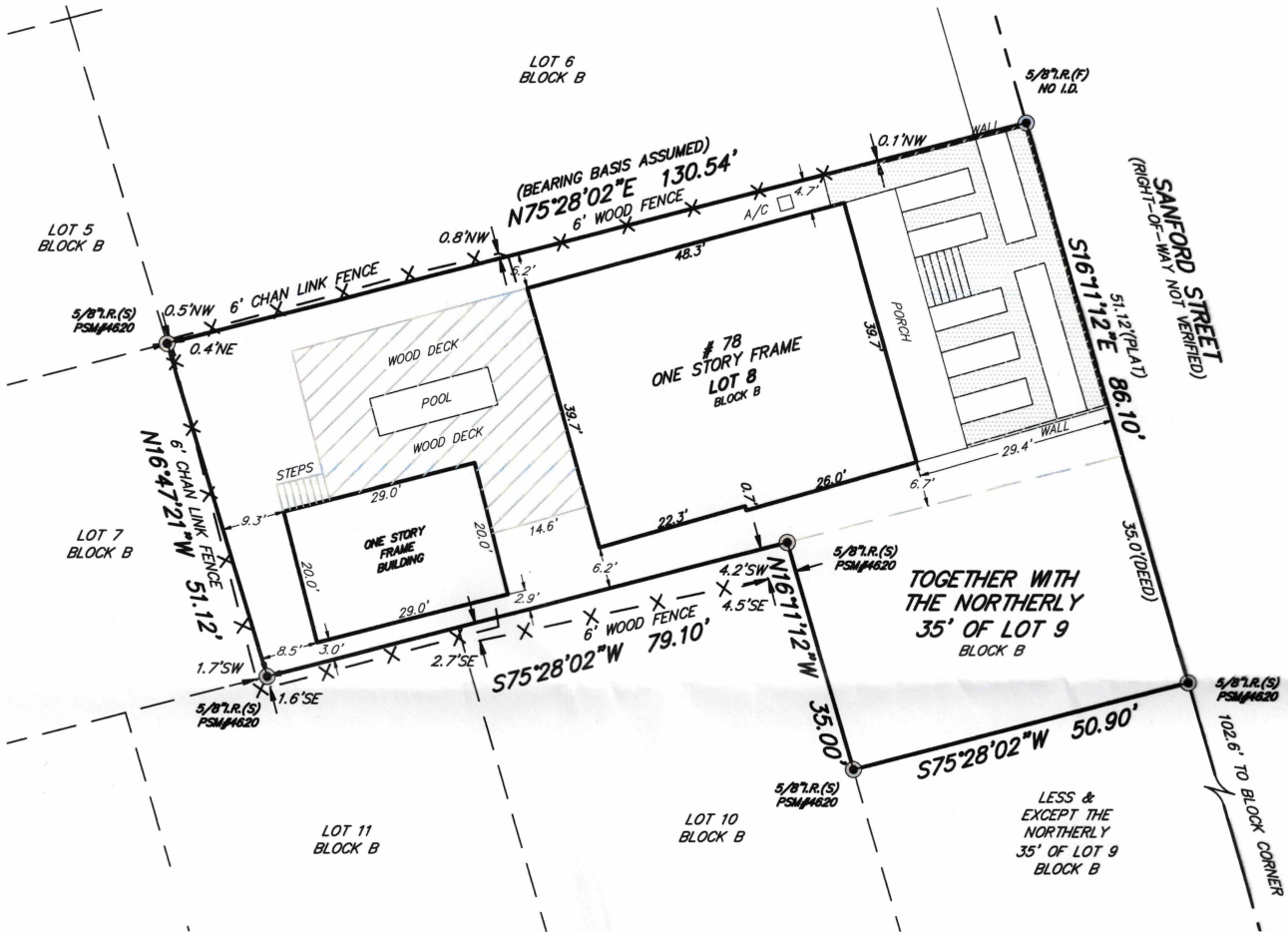
THIS SURVEY IS PROTECTED BY COPYRIGHT AND IS CERTIFIED ONLY TO THE PARTIES LISTED ABOVE AND ONLY FOR THIS PARTICULAR TRANSACTION. ANY USE OR REPRODUCTION OF THIS SURVEY WITHOUT THE EXPRESS PERMISSION OF THE SURVEYOR IS PROHIBITED. USE OF THIS SURVEY IN ANY SUBSEQUENT TRANSACTION IS NOT AUTHORIZED. THE SURVEYOR EXPRESSLY DISCLAIMS ANY CERTIFICATION TO ANY PARTIES IN FUTURE TRANSACTIONS. NO PERSON OTHER THAN THOSE LISTED SHOULD RELY UPON THIS SURVEY.

According to the Federal Emergency Management Agency FIRM Map No. 125145-0314J effective date 12/07/2018, the property described hereon appears to lie in Zone XS				
Basis of bearing structure: BEARING BASIS ASSUMED				
Basis of elevations: N.A.V.D. 88				
JOB NO.	LAST FIELD DATE	SCALE	F.S./PAGE	CHK. BY
21-1346	12/07/2021	1" = 20'	798/36	N.H.F.
TYPE: BOUNDARY		COPYRIGHT 2021, ALL RIGHTS RESERVED.		
NICHOLAS H. FRANKLIN 6170 A1A SOUTH #316 ST. AUGUSTINE, FLORIDA 32086 (904) 471-6877 FAX (904) 471-6876				
Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper. Additions or deletions to survey maps or reports by other than the signing party prohibited without the written consent of the signing party. <i>Nicholas H. Franklin</i> NICHOLAS H. FRANKLIN, P.L.S. 4620 FOR LANDTECH AND ASSOCIATES				

MAP SHOWING SURVEY OF

LOT 8, AND TOGETHER WITH THE NORTHERLY 35 FEET OF LOT 9, BLOCK 8, DUMAS TRACT, ACCORDING TO THE OFFICIAL MAP OF THE CITY OF ST. AUGUSTINE, FLORIDA, DATED JANUARY 1, 1905, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

CERTIFIED TO:
ANNIE JENSEN
BRANDY HOLLAND
GINN & PATROU, PA

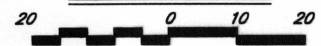


LEGEND

A/C	- AIR CONDITIONER PAD	RES.	- RESIDENCE
ID.	- IDENTIFICATION	C	- CENTERLINE
N.A.V.D.	- NORTH AMERICAN VERTICAL DATUM	+	- DENOTES NOT TO SCALE
sq. ft.	- SQUARE FEET	W	- WATER METER
I.P.(F)	- IRON PIPE FOUND	W	- EXPOSED CONCRETE
I.R.(F)	- IRON ROD FOUND	W	- COVERED AREA
I.R.(S)	- 5/8" IRON ROD SET (PSM #4620)	W	- WELL
OP	- WOOD POWER POLE	TYP.	- TYPICAL
OHE	- OVERHEAD ELECTRIC	W	- WOOD DECK
CONC.	- CONCRETE	C	- ELECTRIC METER

LOT AREA 8439.00 SQ. FEET
MAIN HOUSE 2230.00 SQ. FEET
REAR BLDG. 580.00 SQ. FEET
POOL 108.00 SQ. FEET
CONCRETE 558.00 SQ. FEET
IMPERVIOUS AREA 3476.00
0.41 %

GRAPHIC SCALE



1"=20'

GENERAL NOTES:

- This survey made without benefit of an abstract of title. No right-of-way or easements of record were furnished to this firm except as shown.
- The certification of this survey is a professional opinion based on the existing field and documentary evidence available at the time this survey was prepared.
- This office has not abstracted this parcel of land for any recorded claims of title, easements or restrictions. This surveyor shall not be held liable for the existence of any such claims.
- Use of this survey for purposes other than that which it was intended, without written verification, will be at the user's sole risk and without liability to this surveyor. Nothing herein shall be intended to give any rights or benefits to anyone other than those the survey was prepared for.
- All disputes hereunder shall be resolved by binding arbitration in accordance with rules set forth by the American Arbitration Association.
- No underground structures, utilities or foundations were located or determined by this survey.
- For building setbacks call the appropriate county codes enforcement office.
- All distances, bearings or angles are as field measured. Deed or plot measurements are noted if different.
- The measurements for this survey were made in accordance with the United States Standards.
- Encroachments as shown hereon are only those above ground, visible objects observed by the surveyor.

- This survey is certified to the last field date.
- This survey does not reflect or determine ownership.
- The specific rights implied by this survey are not transferable.
- This surveyor's liability shall not exceed the fee as stated by this surveyor.

NOTE:

THIS SURVEY IS PROTECTED BY COPYRIGHT AND IS CERTIFIED ONLY TO THE PARTIES LISTED ABOVE AND ONLY FOR THIS PARTICULAR TRANSACTION. ANY USE OR REPRODUCTION OF THIS SURVEY WITHOUT THE EXPRESS PERMISSION OF THE SURVEYOR IS PROHIBITED. USE OF THIS SURVEY IN ANY SUBSEQUENT TRANSACTION IS NOT AUTHORIZED. THE SURVEYOR EXPRESSLY DISCLAIMS ANY CERTIFICATION TO ANY PARTIES IN FUTURE TRANSACTIONS. NO PERSON OTHER THAN THOSE LISTED SHOULD RELY UPON THIS SURVEY.

According to the Federal Emergency Management Agency Form Map No. 125145-0314J effective date 12/07/2018, the property described hereon appears to lie in Zone XS				
Basis of bearing structure: BEARING BASIS ASSUMED				
Basis of elevations: N.A.V.D.88				
JOB NO.	LAST FIELD DATE	SCALE	T.S. PAGE	CHK BY
26-0245	06/10/2026	1" = 20'	NOTE PAD	N.H.F.
TYPE: BOUNDARY				
COPYRIGHT 2021, ALL RIGHTS RESERVED.				
Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper. Additions or deletions to survey maps or reports by other than the signing party prohibited without the written consent of the signing party.				
NICHOLAS H. FRANKLIN 6170 A1A SOUTH #316 ST. AUGUSTINE, FLORIDA 32086 (904) 471-6877 FAX (904) 471-6876				
NICHOLAS H. FRANKLIN, P.L.S. 462C FOR LAND TECH. AND ASSOCIATES				







Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
July 7, 2026	5.b.	PZB2026-0059
Request	Address	Parcel ID
Variance	111 Washington St.	200070-0000

Site & Background Information

Applicant: James G. Whitehouse, Esq. c/o St. Johns Law Group

Owner: Tommy Ribeiro Santiago, c/o Gilza Investments LLC

Property Class:
(St. Johns County
Property Appraiser) 0100 – Single Family

**Future Land Use
Designation:** Residential Low Density

Zoning Designation: [Residential Single Family Two \(RS-2\)](#)

Acreage: 0.13

Neighborhood: Lincolnville

Archaeological Zone: IIB

Request Summary

This application is a VARIANCE request to reduce the front yard setback from fifteen (15) feet to five (5) feet to the building wall and to reduce the required side yard setback from four point six (4.6) feet to the eaves to be measured to the building wall, in the Residential Single Family-Two (RS-2) designation, at 111 Washington Street for the addition of a new 450 square foot guest house. The eaves of the new accessory structure will extend sixteen (16) inches from the building walls into the setbacks.

This area of Washington St. backs up to Lake Maria Sanchez. Most of the properties in this area which were built in the 1920s and 1930s have accessory structures in what would be considered the front yard, so that the main structures have an unobstructed view of the lake.

Staff Analysis of Request and Consistency with the City of St. Augustine's Comprehensive Plan 2040

Goal, Policy, or Objective	Staff Analysis
Future Land Use Element [LINK TO DOCUMENT]	
FLUE Policy 6.4.3 Residential Low Density This district is intended to apply to those neighborhoods designated for single-family dwellings and single-family type uses, as well as those uses compatible with low density single-family uses such as churches, child care centers, public and institutional uses, including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation) as appropriate so as to create and maintain a stable low intensity residential character. For Residential Uses a maximum of 8 single family dwellings per acre.; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use.	
Historic Preservation Element [LINK TO DOCUMENT]	
Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
Housing Element [LINK TO DOCUMENT]	
Infrastructure Element [LINK TO DOCUMENT]	

Staff Analysis of Request and Applicable Sections from the City of St. Augustine's Code of Ordinances

Sec. 28-2. – Definitions. [[LINK TO SECTION](#)]

Variance means relaxation of the terms of this chapter where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship on the land. As used in this chapter, a variance is authorized only for height, area and size of structure or sides of yards and open spaces. Establishment or expansion of uses otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. A modification to lot requirements so as to increase the permitted density of multifamily dwellings shall not be considered a variance and is specifically prohibited.

Yard means a required open space other than a court unoccupied and unobstructed by any structure or portion of a structure from thirty (30) inches above the general ground level of the graded lot upward; provided, however, that fences, walls, poles, posts and other customary yard accessories, ornaments and furniture may be permitted in any yard subject to height limitations and requirements limiting obstruction of visibility.

Yard, front, means a required yard extending between side lot lines across the front of a lot adjoining a public or private street. In the case of through lots, unless the prevailing front yard pattern on adjoining lots indicates

otherwise, front yards shall be provided on all frontages. Where one (1) of the front yards that would normally be required on a through lot is not in keeping with the prevailing yard pattern, the building inspector may waive the requirement for the normal front yard and substitute therefor a special yard requirement, which shall not exceed the average of the yards provided on adjacent lots. In the case of corner lots, a front yard of the required depth shall be provided on one (1) frontage and a front yard half the required depth shall be provided on the other. Depth of a required front yard shall be measured at right angles to a straight line joining the foremost points of the side lot lines. The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the side and front lot lines would have met without such roundings. Front and rear yard lines shall be parallel. Where lots in residential districts comprising forty (40) percent or more of the frontage on one (1) side of a street between intersecting streets are developed with structures having an average front yard with a variation of not more than six (6) feet, no building thereafter erected shall project beyond the average line so established. This provision applies in all residential districts.

Yard, side, means a yard extending from the rear line of the required front yard to the rear lot line, or in the absence of any clearly defined rear lot line, to the point on the side lot line involved which is farthest from the intersection of such line with the public street. In the case of through lots, side yards shall extend from the rear lines of front yards required. In the case of corner lots, yards remaining after front yards have established on both frontages shall be considered side yards. Width of a required side yard shall be measured in such a manner that the yard established is a strip of the minimum width required by district regulations with its inner edge parallel with the side lot line.

	RS-2 (Nonconforming)	111 Washington St.
Lot coverage by all buildings	Maximum of Thirty-Five (35) percent	1850/5980=30.93%
Front yard setback	Minimum of Fifteen (15) feet	5 feet to building wall (eaves to extend 16 inches)
Side yard(s) setback	Minimum of Four point six (4.6) feet	4.6 feet to building wall (eaves to extend 16 inches)
Rear yard setback	Minimum of Ten (10) feet	Over 10 feet
Height	35 feet	Less than 35 feet

Variance Criteria

Based on Sec. 28-29(b)(1) of the City's Code [\[LINK TO SECTION\]](#), the Planning and Zoning Board may grant a variance only under circumstances where practical difficulty or unnecessary hardship is so substantial, serious and compelling that relaxation of the general restrictions should be granted. No variance shall be granted unless the applicant shall show and the board shall find that:

- a. The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section, which disadvantage does not apply to other properties in the vicinity; and

The applicant has stated the singular disadvantage is that: “This property is a non-conforming lot at only 46ft in width, RS-2 requires 50ft wide lots. As such the additional width would provide the space needed for the side yard setback of the code. Instead, the applicant requires this relaxation of that side yard setback, due to the narrower lot which would have 4 more feet if conforming. This relaxation will allow an accessory structure that is similar to many of the other lots on this stretch of Washington Street. The renovation and preservation of this 1939 historic home also created a disadvantage which prevented an increase in square footage of that home which is only 1400sf in size and this additional residential space is needed for their family use. Finally, the lot is extremely low, as it sits on Lake Maria Sanchez and this additional space can be built higher than the former allowed space and used for this additional family space for their two boys so that they can grow in this new home.”

- b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and
The applicant states that: “After they bought the lot to come here to St. Augustine and live by their extended (Gilza’s) family already in the area, Tony was unable to increase the residential space of the historic home through his contractor trade ability to renovate, and thus to move his family here, where his brother-in-law and sister-in-law already live in this very neighborhood, they would like to add this accessory area, at an appropriate height, due to the flood-prone conditions of the property, so that they can move to the area with their two young boys and provide this additional space to the limited 1400sf of the historic renovated structure, while addressing the property’s physical limitations.”
- c. This disadvantage does not exist because of conditions created by the owner or applicant; and
The applicant states: “This disadvantage was not created by the owner; instead, it is the result of the narrow, non-conforming lot. Additionally, this block was developed with accessory structures on almost every lot, most of which now function with residential uses, and all of which sit within the required side yard and front yard setbacks that were put in place long after all of these structures were built. Further, almost all the primary residential structures on this block also sit within the side yard setbacks that were established after they were built, many of which have been renovated at the same infringing setbacks. Finally, the low elevation and susceptibility to flooding are natural pre-existing conditions that existed prior to the applicants’ ownership and have not been created or exacerbated by any modifications or developments made by the applicants.”
- d. Grant of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this section.
The applicant states: “In sum, the reasonable grant of the variance will not be contrary to public interest or adversely affect nearby properties. The proposed guest house / additional residential area will be consistent with the character of the neighborhood and compliant with applicable codes, including flood related requirements. Accordingly, this limited additional family space will only be 450sf and will not create undue impacts to the area, since almost every other lot on the block has a similar structure and thus this request is in harmony with the area and the intent and purpose of the zoning applied to this area long after the area developed.”

Based on a review of Sec. 28-29 staff find that the Board can **APPROVE** variance request to reduce the front and side yard setbacks, as the variance criteria are met, or **CONTINUE**, until the applicant provides more information to identify how they meet the four variance criteria.

Attachments

1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Supplemental Information

Staff Report prepared by:

Jennifer Thompson, AICP
Senior Planner
Planning and Building Department

Attachment 1: Site Maps and Photos



Future Land Use
City of St. Augustine
78 Sanford St.

Legend

 Historic Preservation	 Residential Low Density
 Open Land	 Parcel

Scale: 1:750

0 25 50 100 Feet

N
W E
S

Page 52 of 293



Zoning Map

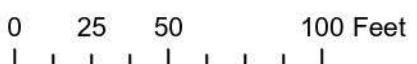
City of St. Augustine

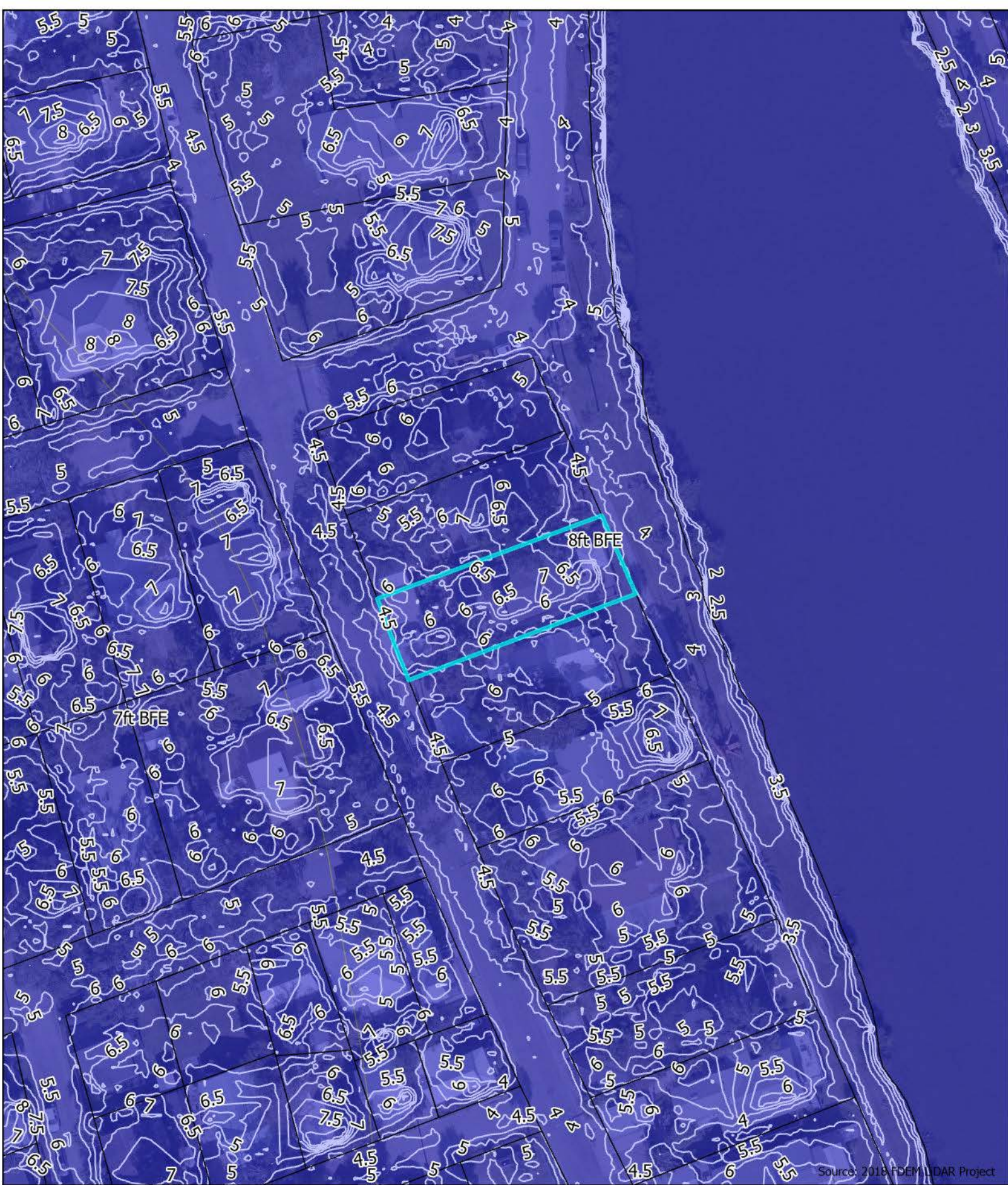
78 Sanford St.

Legend

-  Residential Single-Family-Two (RS-2)
-  Open Land (OL)
-  Historic Preservation (HP-1)
-  Parcel

Scale: 1:750





Source: 2018 FDEM LIDAR Project

Flood Zone & Ground Elevation
Contours (ft. NAVD88)
City of St. Augustine
111 Washington St.

Legend

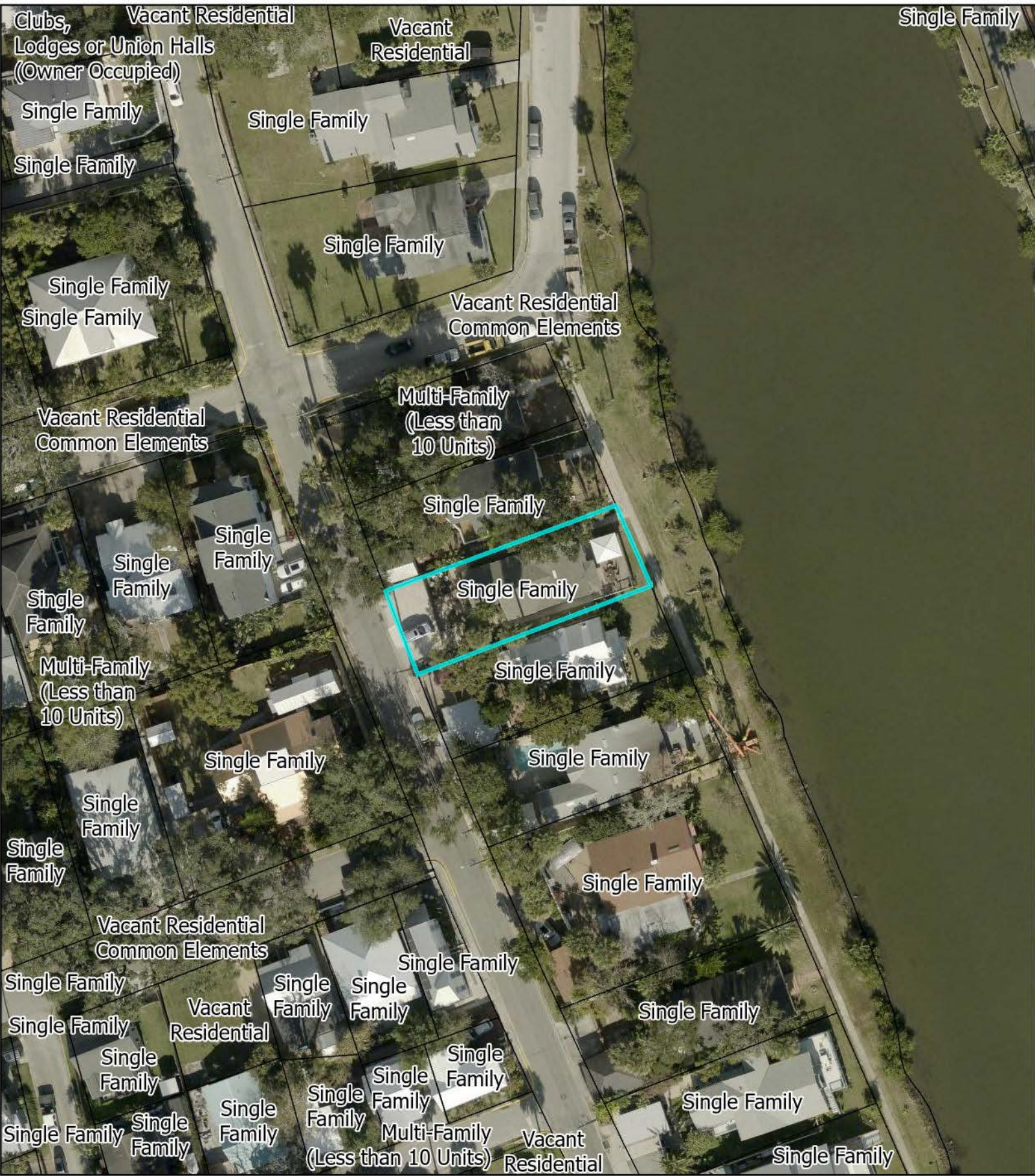
-  Flood Zone AE
-  Flood Zone VE
-  Flood Zone X/X(S)
-  2018 Contours

Scale: 1:750

0 15 30 60 Feet

Page 54 of 293





St Johns County Property Appraiser
Use Classification
City of St. Augustine
111 Washington St

Legend
Parcel

Scale: 1:750

0 25 50 100 Feet

Page 55 of 293

111 Washington St.



Attachment 2: Application



CITY OF ST AUGUSTINE APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

Advertising Costs: \$ _____ Paid On: _____ Receipt Number: _____

1. NAME OF APPLICANT: James G. Whitehouse, Esq. Contact Number: _____
Business (if applicable): St. Johns Law Group
Address: 104 Sea Grove Main Street City: St. Augustine State: FL Zip: 32080
E-Mail Address: _____

2. NAME OF PROPERTY OWNER: Tommy Ribeiro Santiago Contact Number: _____
Business (if applicable): Gilza Investments LLC
Address: _____ City: _____ State: _____ Zip: _____
E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
Lot: _____ Block: _____
Subdivision: _____ Parcel Number: _____

4. PROJECT STREET ADDRESS: 111 Washington Street

5. SPECIFIC PROPOSED USE: Renovations to Single Family Residence

6. ACTION REQUESTED:
☐ Conservation Zone Development ☐ Appeal of Staff Determination
☐ Exception ☐ Land Use Plan Amendment
☒ Variance ☐ Rezoning
☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: _____

SEE ATTACHED

8. JUSTIFICATION FOR ACTION REQUESTED: _____

SEE ATTACHED

9. IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION:

(a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity: _____
SEE ATTACHED

(b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: _____
SEE ATTACHED

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: _____
SEE ATTACHED

(d) Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section: _____
SEE ATTACHED

10. PREVIOUS APPLICATIONS:

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

☐ Yes ☒ No If yes, please give date and final disposition below.

11. AGREEMENT:

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant, or a duly authorized representative with authority to bind, should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.

Signature of Applicant

Date

5/15/2026

Signature of Property Owner

Date

OWNER'S AUTHORIZATION ATTACHED



Owner's Authorization For Agent

James G. Whitehouse, Esq. is/are hereby authorized TO ACT ON BEHALF
OF Gilza Investments LLC, the owner(s) of those lands described within
☐ the attached application, or ☐ described within the previously filed
Application number: _____, and as described in the attached deed or
other such proof of ownership as may be required, in applying to the City
of St. Augustine's Planning & Zoning Board, located at:
11 Washington Street

BY: *Gilza Ribeiro*
Signature of Owner
Gilza Barreto Ribeiro, Gilza Investments LLC
GILZA BARRETO RIBEIRO
Print Name of Owner
954 - 667 - 4188
Telephone Number

State of Florida

County of St. Johns

Signed and sworn before me on this 15th day of September, 2025

By Gilza Ribeiro

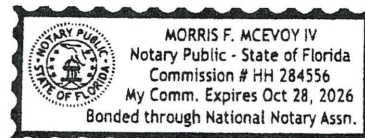
Identification verified:

Oath sworn: ☒ Yes ☐ No

Notary Signature:

Morris F. Mcevoy IV

My Commission expires: _____



PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Rezoning: small scale	\$300.00 + ads & notices
Rezoning: large scale	\$1,000.00 + ads & notices
Land Use Plan Amendment: small scale	\$400.00 + ads & notices
Land Use Plan Amendment: large scale	\$1,400.00 + ads & notices
Planned Unit Development	\$400.00 or \$35.00/acre, whichever is greater, \$1,400 max + ads & notices
Zoning Variance	\$350.00 + ads & notices
Zoning Exception	\$250.00 + ads & notices
Conservation Overlay Zone Development	\$165.00 + ads & notices
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other-than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

111 Washington Street

Project Address: _____

Applicant's Name: JAMES G. WHITEHOUSE, ESQ Applicant's Signature: _____

Owner's Name: OWNER'S AUTHORIZATION Owner's Signature: _____
ATTACHED



**CITY OF ST. AUGUSTINE
DEVELOPMENT PERMIT APPLICANT WAIVER**

The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

James G. Whitehouse, Esq.

Print name of applicant

Signature of applicant

Date

6/28/26



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
GILZA INVESTMENTS LLC

Filing Information

Document Number L17000223660
FEI/EIN Number 20-5083345
Date Filed 10/27/2017
Effective Date 09/25/2017
State FL
Status ACTIVE
Last Event CONVERSION
Event Date Filed 10/27/2017
Event Effective Date NONE

Principal Address

14823 87th Street N
Loxahatchee, FL 33470

Changed: 07/24/2023

Mailing Address

14823 87th Street N
Loxahatchee, FL 33470

Changed: 07/24/2023

Registered Agent Name & Address

Ribeiro Santiago, Tommy
14823 87th Street N
Loxahatchee, FL 33470

Name Changed: 03/26/2026

Address Changed: 07/24/2023

Authorized Person(s) Detail

Name & Address

Title Manager

Ribeiro Santaigo, Tommy
14823 87th Street N
Loxahatchee, FL 33470

Annual Reports

Report Year	Filed Date
2024	02/06/2024
2025	03/14/2025
2026	03/26/2026

Document Images

03/26/2026 -- ANNUAL REPORT	View image in PDF format
03/14/2025 -- ANNUAL REPORT	View image in PDF format
02/06/2024 -- ANNUAL REPORT	View image in PDF format
07/24/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
02/07/2023 -- ANNUAL REPORT	View image in PDF format
04/11/2022 -- ANNUAL REPORT	View image in PDF format
02/11/2021 -- ANNUAL REPORT	View image in PDF format
06/08/2020 -- ANNUAL REPORT	View image in PDF format
01/18/2019 -- ANNUAL REPORT	View image in PDF format
01/16/2018 -- ANNUAL REPORT	View image in PDF format
10/27/2017 -- Florida Limited Liability	View image in PDF format





RE: VARIANCE APPLICATION – 111 Washington Street

Site & Background Information

Owner / Applicant: Tony and Gilza Ribeiro Santiago

Future Land Use Designation: Residential Low Density

Zoning Designation: Residential Single Family Two (RS-2)

Acreage: 0.13

Request Summary

This application is a variance request to the side and front yard setback to replace the old storage/garage building on the southwestern property line with a new ALLOWED guest residential quarters on the northern side of this constrained property for appropriate owner use. As stated, this guest house use is allowed by right and will clearly fit well within the ALLOWED size requirements, as it will only be 450 sf. Further, this addition after approved will meet all the other requirements of our code and comprehensive plan and it WILL NOT increase the maximum allowed square footage of a guest house from 500 square feet in the Residential Single Family-Two (RS-2) designation at 111 Washington Street. The staff and board will note that ALMOST EVERY house on this section of Washington Street has an accessory structure on the western portion of their lots and the majority of these structures are utilized as guest quarters for residential use, and every one of these structures is within the side and front setback.

Approval of this request would allow the construction of this additional residential space for the Ribeiro Santiago family.

Applicable Sections from the City of St. Augustine's Code of Ordinances

Sec. 28-2. – Definitions.

Guest house means an attached or detached structure intended to be used by a guest for sleeping and sanitation purposes but not for cooking. A guest house is not a dwelling unit and is a maximum of five hundred (500) total square feet of gross floor area.

Variance means relaxation of the terms of this chapter where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship on the land. As used in this chapter, a variance is authorized only for height, area and size of structure or sides of yards and open spaces. Establishment or expansion of uses otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. A modification to lot requirements so as to increase the permitted density of multifamily dwellings shall not be considered a variance and is specifically prohibited.

Facts and General Information as to Owner/Parcel

1. This property was purchased by Tony and Gilza Ribeiro Santiago back in 2022 to be used for their temporary vacation home and then renovated to become their primary residence after they could move to St. Augustine with their two younger boys. Tony is a contractor and runs a roofing business, so he has the trade abilities to renovate the residence and make it their home.
2. They transferred the property into Gilza's LLC in 2024 for legal protections, as Tony runs a contracting business and much of the business in south Florida is riddled with liability and litigious people.

TRANSFER TO FAMILY LLC FOR LEGAL LIABILITY PROTECTIONS –

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
1/12/2024	1/11/2024	\$100.00	QUIT CLAIM DEED	5885	807	U	I	SANTIAGO ANTONIO ET AL	GILZA INVESTMENTS LLC
9/23/2022	9/23/2022	\$637,000.00	WARRANTY DEED	5639	1360	Q	I	SHANNON JOAN M REV LIVING TRUST	SANTIAGO ANTONIO ET AL
7/2/2013	6/25/2013	\$100.00	WARRANTY DEED	3755	874	U	I	SHANNON JOAN M	SHANNON JOAN M REV LIVING TRUST
7/2/2013	7/30/2008	\$0.00	DEATH CERTIFICATE	3755	876	U	I	SHANNON JOSEPH G(DECED 7/30/08)	SHANNON JOAN M
	4/30/2002	\$150,000.00	WARRANTY DEED	1755	1063	U	I	BRENNAN BERNARD P	SHANNON JOSEPH G & JOAN
	1/1/1980	\$36,000.00		438	359	U	I		BRENNAN BERNARD P

TRANSFER TO WIFE'S LEGAL LLC –

QUITCLAIM DEED

THIS QUITCLAIM DEED, made this 11th day of January 2024, between **Antonio Santiago and Gilza Ribeiro, husband and wife**, whose mailing address is 14823 87th St North, Loxahatchee, FL 33470 herein called the grantors, to **Gilza Investments LLC, a Florida Limited Liability Company**, whose mailing address is 14823 87th St North, Loxahatchee, FL 33470, hereinafter called the grantee.

WITNESSETH, that the Grantor, for and in consideration of the sum of -----TEN & NO/100 (\$10.00)-----DOLLARS, and other good and valuable consideration to Grantor in hand paid by Grantees, the receipt of which is hereby acknowledged, has granted, bargained and quitclaimed to the said Grantees and Grantees' heirs and assigns forever, the following described land, situate, lying and being in the County of St. Johns County, State of Florida, to-wit:

Subdivision Six (6) of Lot One(1) of Block 38-B of the CITY OF ST. AUGUSTINE, FLORIDA, according to map filed in the office of the Clerk of Circuit Court of St Johns County, Florida, in map Book 2, Page 72.

Commonly known as 111 Washington St, St. Augustine, FL 32084.

This Quit Claim Deed is done without the benefit of a Title search.

INITIAL PURCHASE -

This Warranty Deed

Made this September 23, 2022 A.D. By Joan M. Shannon, as Trustee of the Joan M. Shannon Revocable Living Trust, dated June 25, 2013 and Joan M. Shannon, a single woman hereinafter called the grantor, to Antonio Santiago and Gilza Ribeiro, husband and wife, whose post office address is: 14823 87th St. North, Loxahatchee, FL 33470, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that Grantor, for the sum of Ten Dollars and no cents (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee the following described property:

Subdivision Six (6) of Lot One (1) of Block 38-B of the CITY OF ST. AUGUSTINE, FLORIDA, according to map filed in the office of the Clerk of the Circuit Court of St. Johns County, Florida, in Map Book 2, Page 72.

Parcel ID Number: 200070-0000

WIFE'S LLC -

Detail by Entity Name

Florida Limited Liability Company
GILZA INVESTMENTS LLC

Filing Information

Document Number L17000223660
FEI/EIN Number 20-5083345

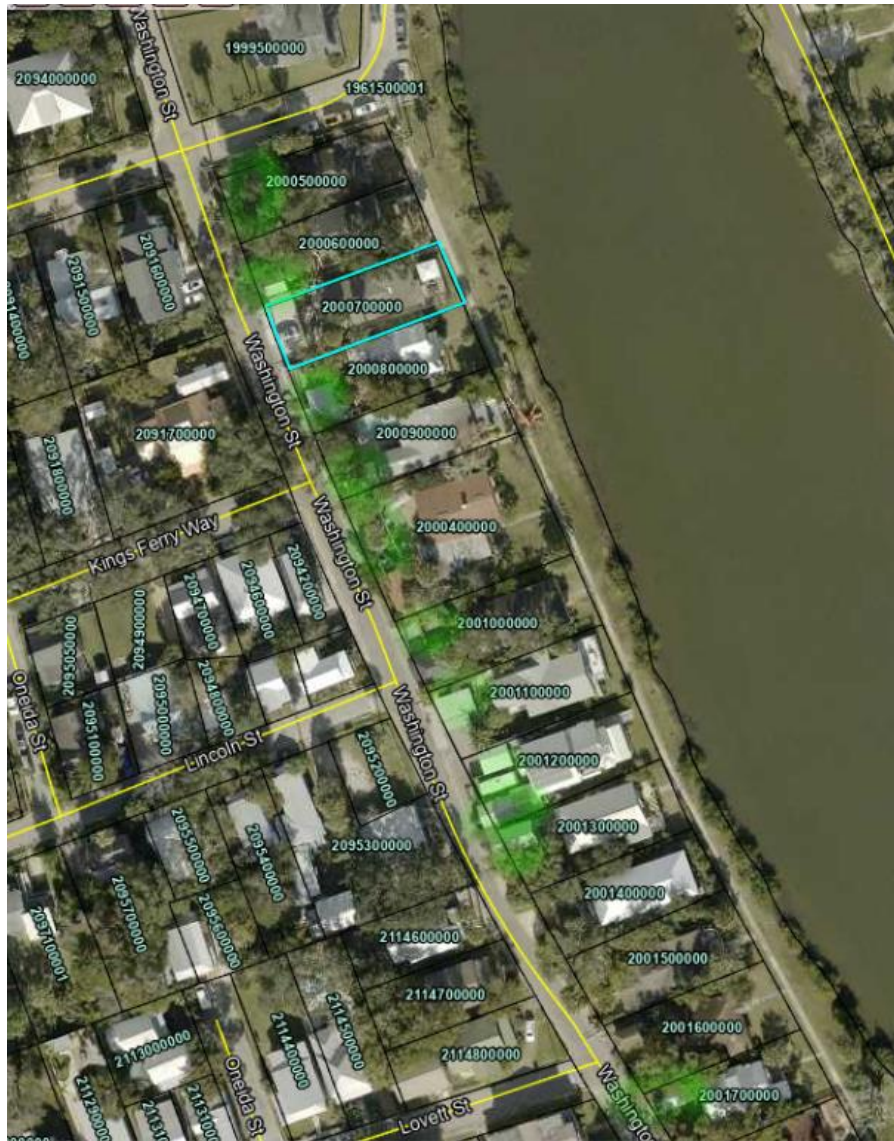
Registered Agent Name & Address

Barreto Ribeiro, Gilza
14823 87th Street N
Loxahatchee, FL 33470

Title Manager

Barreto Ribeiro, Gilza
14823 87th Street N
Loxahatchee, FL 33470

3. The original home was built in 1939 and they wanted to preserve the structure but renovate the same to eventually become their primary residence. Moreover, Tony renovated the primary building, which, as depicted, was built and still sits at about four (4) feet from the northern property line. Just like almost every other property on this section of Washington Street, this property also had an accessory structure on the western frontage that served as storage / garage space. That structure sat on the southern corner of the property approximately two feet from the southern property line, just like every other accessory structure on this stretch of Washington Street. The structure was dilapidated and thus they removed the same as part of the renovation and planned to build it back; **however, they need to move it to the north of the property to accommodate the storm drain that sits on the front northern corner.** In doing so, they hope to build this small, approximately 450 sf accessory building to allow some additional space for residential use since the current primary home is only 1400 sf. They have two younger boys and need additional space if they are to move into this as their primary home.



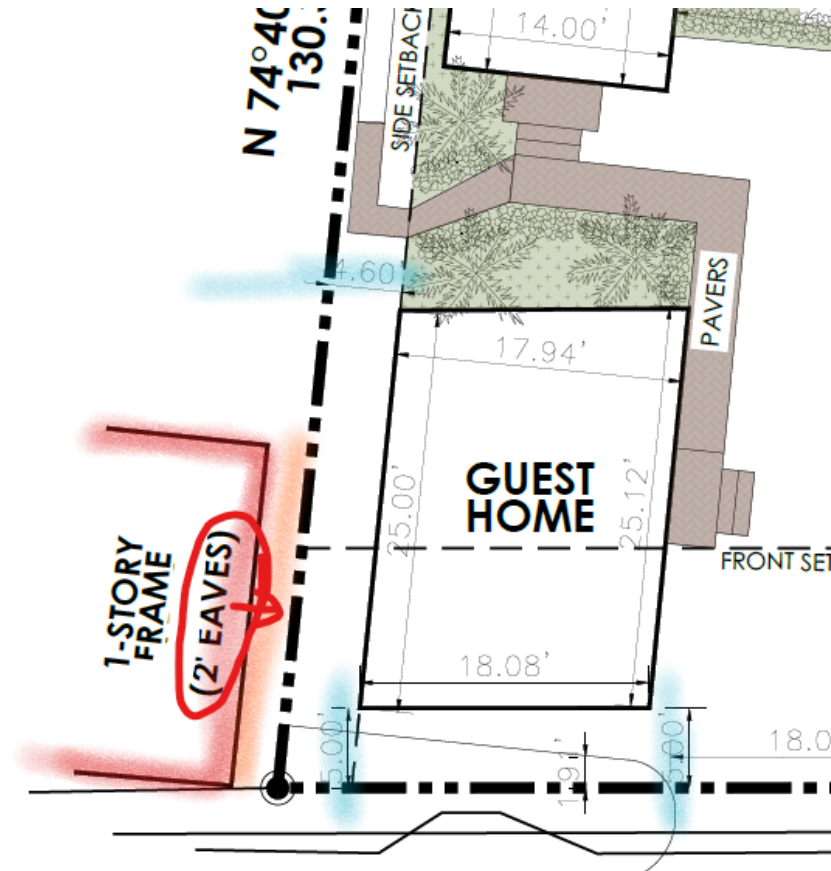
Building Information

Building	1	Roof Cover	Composite Shingle, Metal
Building Value	\$166,831	Roof Structure	Gable Hip
Year Built	1939	Interior Flooring	Pine Wood
Actual Area	2062	Interior Wall	Drywall
Conditioned Area	1473	Heating Type	Air Duct
Use	Single Family Residence	Air Conditioning	Central
Style	01	Bedrooms	2
Exterior Wall	Cement Fiber, Wood	Baths	1

Description	Square Footage
FINISHED DECK	557
BASE AREA	1473

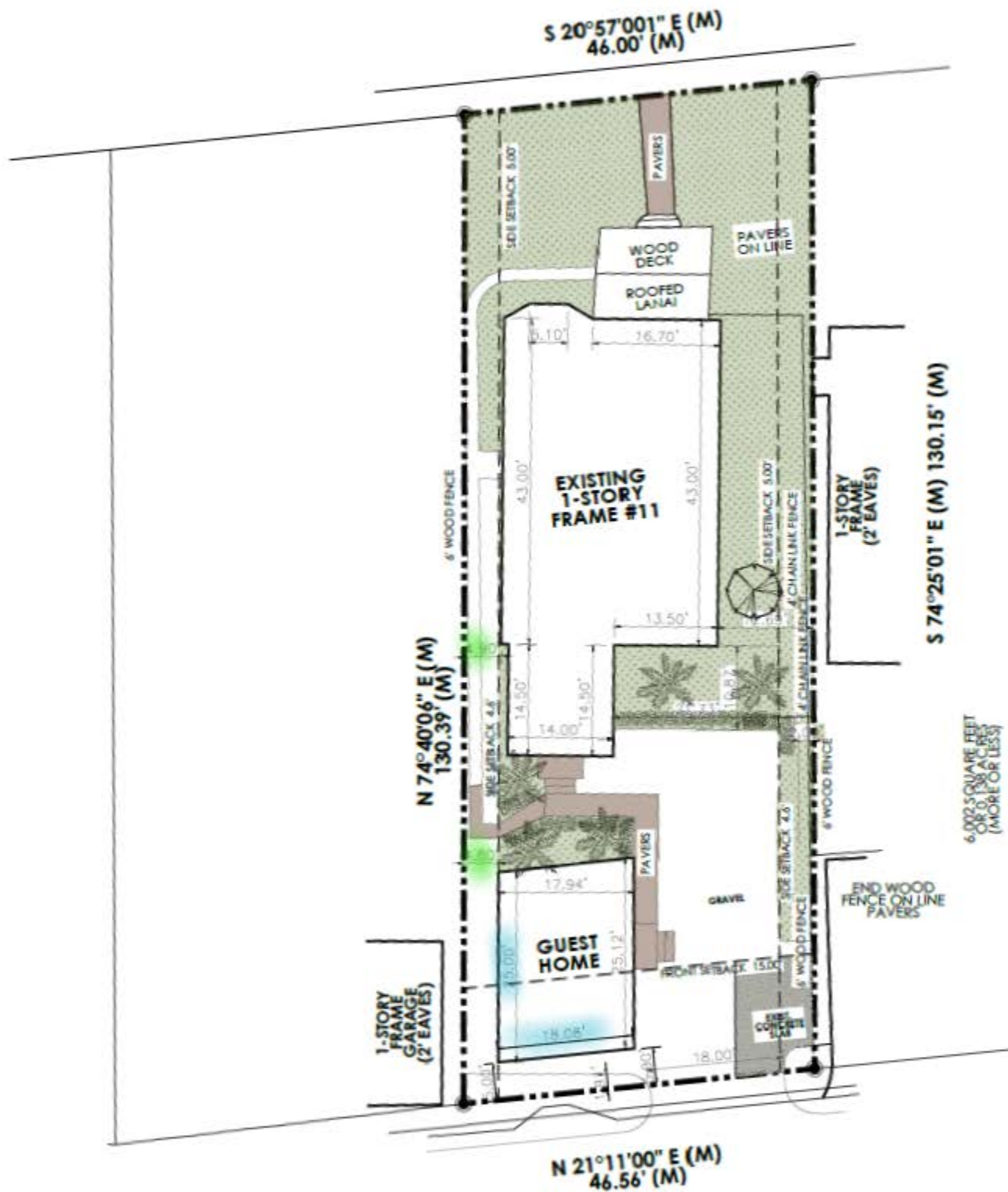


4. In sum, the Ribeiro Santiago family seeks reasonable and appropriate relief from the strict letter of the Code for a continued incursion into the side and front setback area, equal to the house incursion on the northern side which is approximately 4.6ft, and adjacent to the currently existing accessory structure on the adjacent property, and equal to the former incursion on the street side, approximately 5ft, all of which is inherently similar to all the other properties' accessory structures along this block of Washington.



5. The owner could build an accessory non-residential structure in this same location at a larger size; however, they need additional space for residential use for their family based upon the limited square footage of the renovated historic building. This relief merely matches the current side setback of the current renovated primary structure as well as matching every other residential parcel on this stretch of Washington Street, which have accessory residential structures in the setbacks in identical configuration.

6. Approval of the proposed additional renovation and re-purposing of the allowed accessory structure will include the provision of extensive landscaping to beautify the site and to upgrade this home for their personal use and future home. (See attached plan). Further, the applicant will meet and exceed all other City requirements and regulations.





Discussion and Additional Justification

Variance Criteria

Under Sec. 28-29(b)(1) of the City's Code, the Planning and Zoning Board may grant a variance under circumstances where practical difficulty or unnecessary hardship are present and the applicant shows the following:

a. The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section, which disadvantage does not apply to other properties in the vicinity; and

This property is a non-conforming lot at only 46ft in width, RS-2 requires 50ft wide lots. As such the additional width would provide the space needed for the side yard setback of the code. Instead, the applicant requires this relaxation of that side yard setback, due to the narrower lot which would have 4 more feet if conforming. This relaxation will allow an accessory structure that is similar to many of the other lots on this stretch of Washinton Street. The renovation and preservation of this 1939 historic home also created a disadvantage which prevented an increase in square footage of that home which is only 1400sf in size and this additional residential space is needed for their family use. Finally, the lot is extremely low, as it sits on Lake Maria Sanchez and this additional space can be built higher than the former allowed space and used for this additional family space for their two boys so that they can grow in this new home.

b. Because of this disadvantage, the owner is unable to make reasonable use of the affected property; and

After they bought the lot to come here to St. Augustine and live by their extended (Gilza's) family already in the area, Tony was unable to increase the residential space of the historic home through his contractor trade ability to renovate, and thus to move his family here, where his brother-in-law and sister-in-law already live in this very neighborhood, they would like to add this accessory area, at an appropriate height, due to the flood-prone conditions of the property, so that they can move to the area with their two young boys and provide this additional space to the limited 1400sf of the historic renovated structure, while addressing the property's physical limitations.

c. This disadvantage does not exist because of conditions created by the owner or applicant; and

This disadvantage was not created by the owner; instead, it is the result of the narrow, non-conforming lot. Additionally, this block was developed with accessory structures on almost every lot, most of which now function with residential uses, and all of which sit within the required side yard and front yard setbacks that were put in place long after all of these structures were built. Further, almost all the primary residential structures on this block also sit within the side yard setbacks that were established after they were built, many of which have been renovated at the same infringing setbacks. Finally, the low elevation and susceptibility to flooding are natural pre-existing conditions that existed prior to the applicants' ownership and have not been created or exacerbated by any modifications or developments made by the applicants.

d. Grant of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this section.

In sum, the reasonable grant of the variance will not be contrary to public interest or adversely affect nearby properties. The proposed guest house / additional residential area will be consistent with the character of the neighborhood and compliant with applicable codes, including flood related requirements. Accordingly, this limited additional family space will only be 450sf and will not create undue impacts to the area, since almost every other lot on the block has a similar structure and thus this request is in harmony with the area and the intent and purpose of the zoning applied to this area long after the area developed.

Thus, based on a review of Sec. 28-29, they herein seek appropriate and reasonable consideration of this minor variance request, similar to the clear establishment pattern of the area, that does not inordinately burden the similarly developed properties, as they will comply with the City's Comprehensive Plan and all the other Code requirements of the city. Furthermore, a grant of this reasonable variance allows the applicant to further the current development of the area and to allow this family some additional family residential space, which again continues the current look of the area, while still respecting the current mass and scale of the current uses in the area.

We sincerely appreciate your review and reasonable consideration and look forward to answering any further questions at your convenience.

Sincerely,

James G. Whitehouse, Esq.,
St. Johns Law Group
On Behalf of the Applicant / Owner

Attachment 3:
St. Johns County
Property Appraiser
Report

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Sales Questionnaire

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	2000700000
Location Address	111 WASHINGTON ST SAINT AUGUSTINE 32084-0000
Neighborhood	City of St Augustine (Washington St) (610.42)
Tax Description*	2-72 CITY OF ST AUGUSTINE LOT 6 OF SUB OF LOT 1 BLK 38-B OR5885/807(Q/C) *The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	City of St Augustine
Sec/Twp/Rng	19-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	0.130
Homestead	N



Owner Information

[GILZA INVESTMENTS LLC](#)
100%
14823 87TH ST N
LOXAHATHEE, FL 33470-0000

Map



Valuation Information

Assessed Year	2026
Building Value	\$166,831.00
Extra Features Value	\$2,030.00
Total Land Value	\$347,300.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$516,161.00
Total Deferred	\$0.00
Assessed Value	\$516,161.00
Total Exemptions	\$0.00
Taxable Value	\$516,161.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

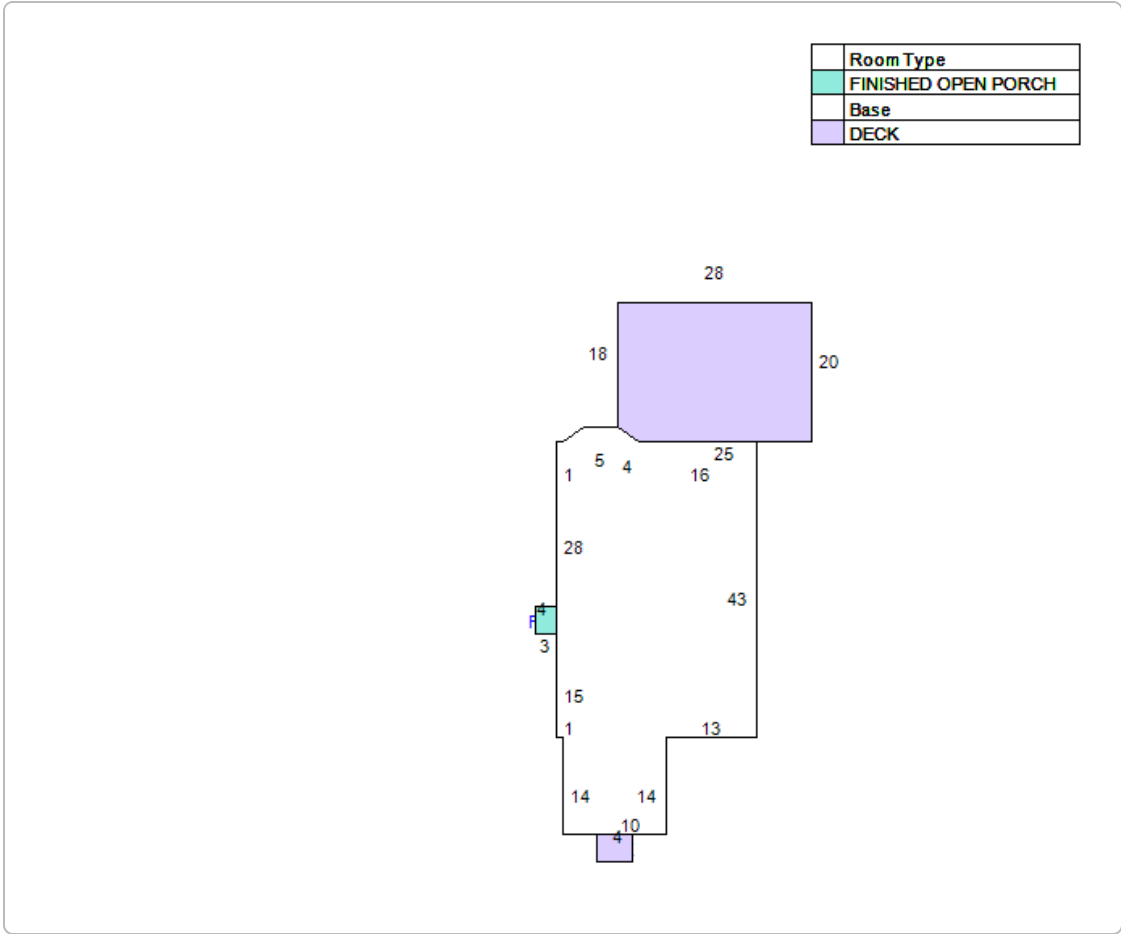
Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	\$185,131	\$2,030	\$347,300	\$0
2024	\$182,886	\$2,030	\$347,300	\$0
2023	\$187,948	\$2,030	\$347,300	\$0
2022	\$147,184	\$3,654	\$283,360	\$0
2021	\$92,063	\$3,654	\$195,500	\$0
2020	\$84,810	\$3,654	\$207,000	\$0
2019	\$92,882	\$3,654	\$184,000	\$0
2018	\$94,456	\$3,654	\$184,000	\$0
2017	\$97,860	\$4,094	\$184,000	\$0
2016	\$99,438	\$4,094	\$142,600	\$0
2015	\$102,595	\$4,094	\$124,200	\$0

Building Information

Building	1	Roof Cover	Composite Shingle, Metal
Building Value	\$166,831	Roof Structure	Gable Hip
Year Built	1939	Interior Flooring	Pine Wood
Actual Area	2062	Interior Wall	Drywall
Conditioned Area	1473	Heating Type	Air Duct
Use	Single Family Residence	Air Conditioning	Central
Style	01	Bedrooms	2
Exterior Wall	Cement Fiber, Wood	Baths	1

Description	Square Footage
FINISHED DECK	557
BASE AREA	1473
FINISHED OPEN PORCH	12
FINISHED DECK	20
Total SqFt	2062

Sketch Information



Extra Feature Information

Code Description	Status	Value
Garage - Average (Mix)		2030

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	46	125	46	EF	\$347,300

Sale Information

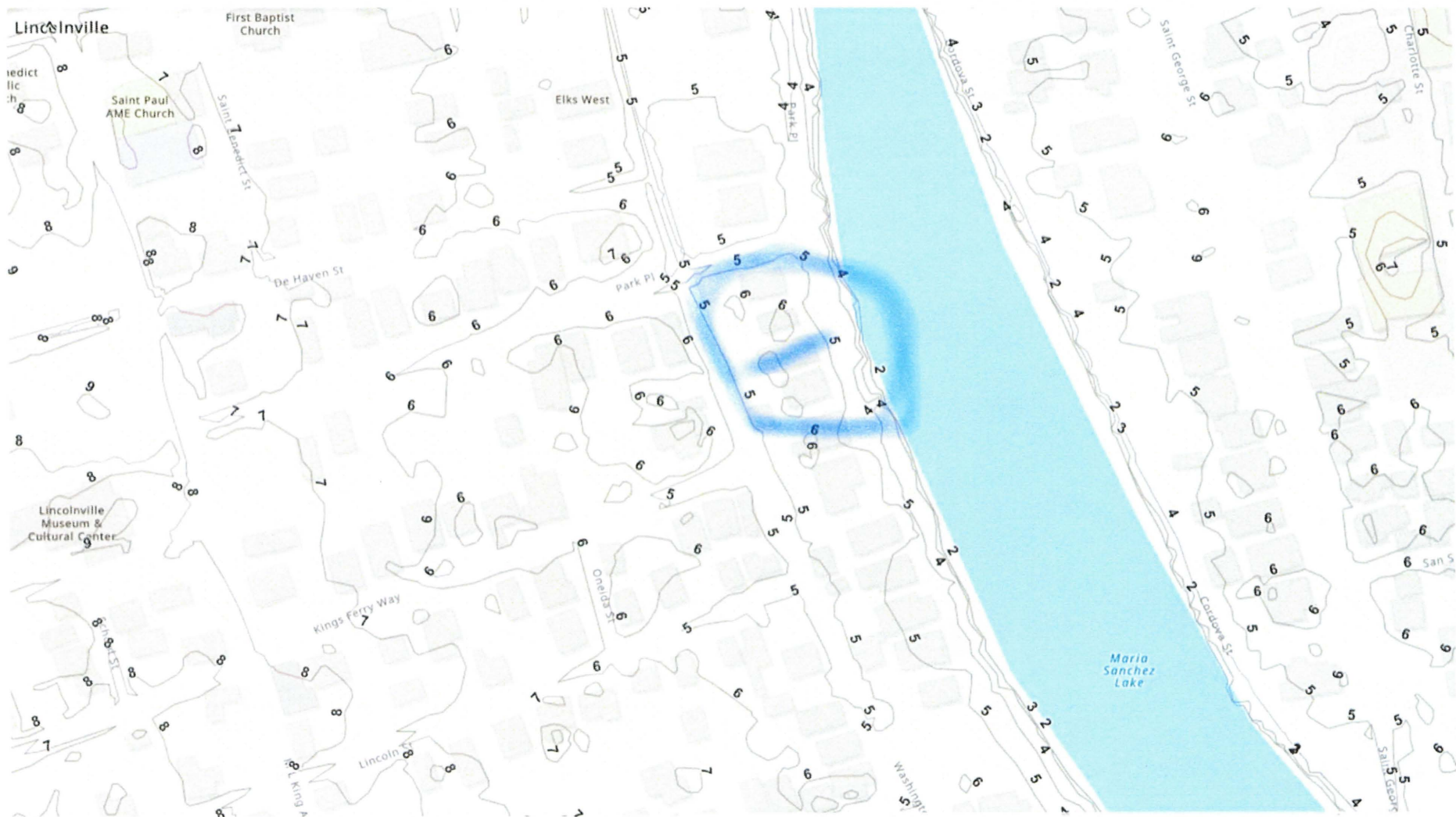
By clicking the below links, you will leave the Property Appraiser's Website and be redirected to the St. Johns County Clerk of Court

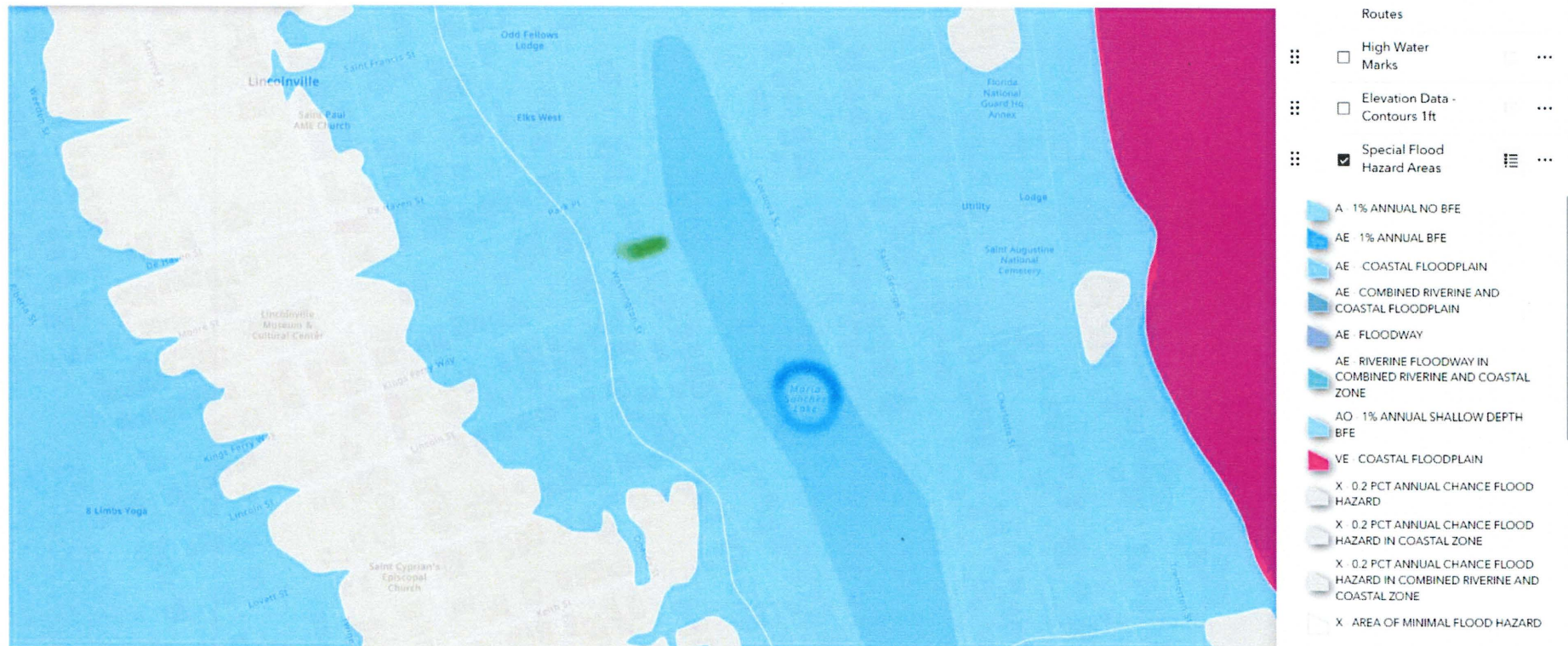
Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
1/12/2024	1/11/2024	\$100.00	QUIT CLAIM DEED	5885	807	U	I	SANTIAGO ANTONIO ET AL	GILZA INVESTMENTS LLC
9/23/2022	9/23/2022	\$637,000.00	WARRANTY DEED	5639	1360	Q	I	SHANNON JOAN M REV LIVING TRUST	SANTIAGO ANTONIO ET AL
7/2/2013	6/25/2013	\$100.00	WARRANTY DEED	3755	874	U	I	SHANNON JOAN M	SHANNON JOAN M REV LIVING TRUST
7/2/2013	7/30/2008	\$0.00	DEATH CERTIFICATE	3755	876	U	I	SHANNON JOSEPH G(DECED 7/30/08)	SHANNON JOAN M
	4/30/2002	\$150,000.00	WARRANTY DEED	1755	1063	U	I	BRENNAN BERNARD P	SHANNON JOSEPH G & JOAN
	1/1/1980	\$36,000.00		438	359	U	I		BRENNAN BERNARD P
	1/1/1979	\$25,000.00		428	465	U	V		

No data available for the following modules: Exemption Information.

Attachment 4:

Supplemental Information

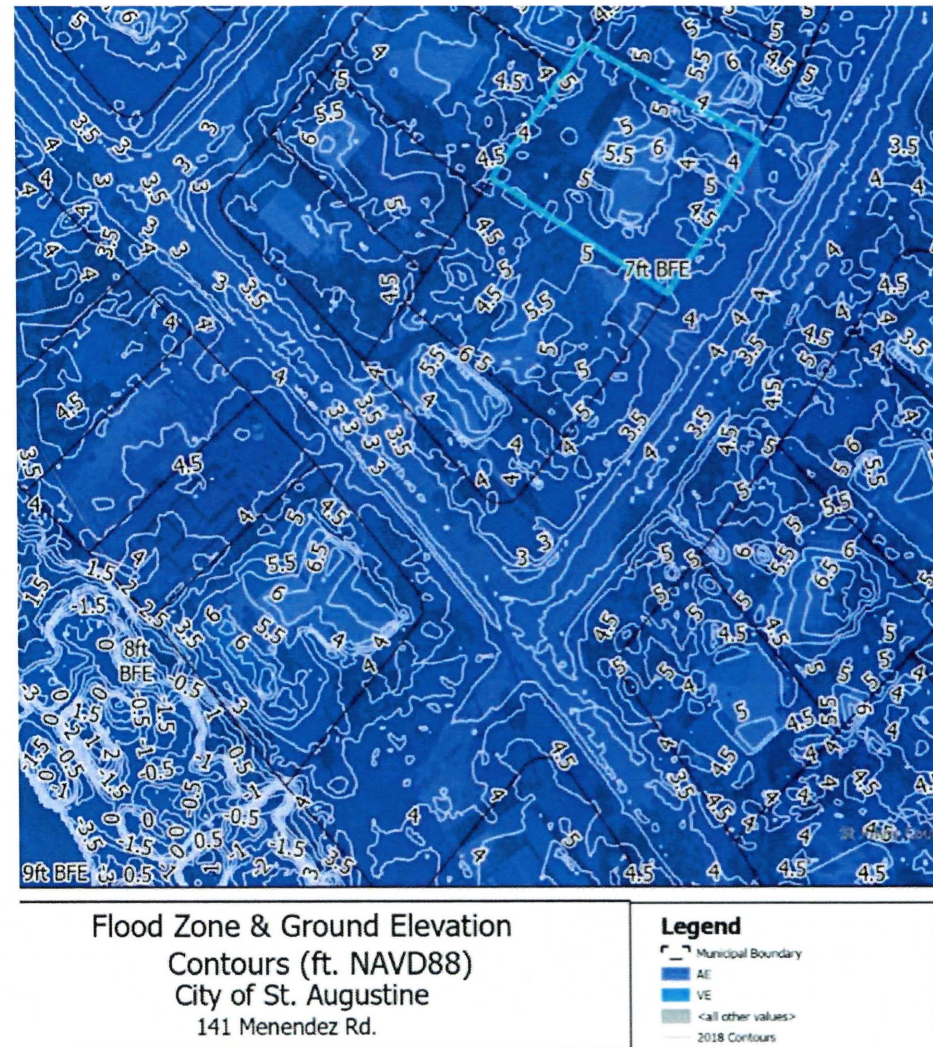




LAST MONTH
YOUR EXPERT STAFF
FOUND

THIS PROPERTY
at 141 Menendez Road
APPROPRIATE FOR
VARIANCE
(AND YOU GRANTED)

DUE TO ELEVATIONS
AND FLOODING ISSUES
AND
THIS RESIDENCE IS
AT THE SAME ELEVATIONS





Planning & Zoning Atlas

111 Washington St, Saint Augustine, FL, 32084, USA

Results: 6

Zoning Unit - Residential Single-Family-Two (RS-2)

Residential Single-Family-Two (RS-2)

ZONECLASS

RS-2

ZONEDESC

Residential Single-Family-Two (RS-2)

ORDNUMBER

Ordinance Date

Strap (PIN)

Municode

[View](#)

> Parcels

> Future Land Use

RESIDENTIAL LOW DENSITY

Land Use Code

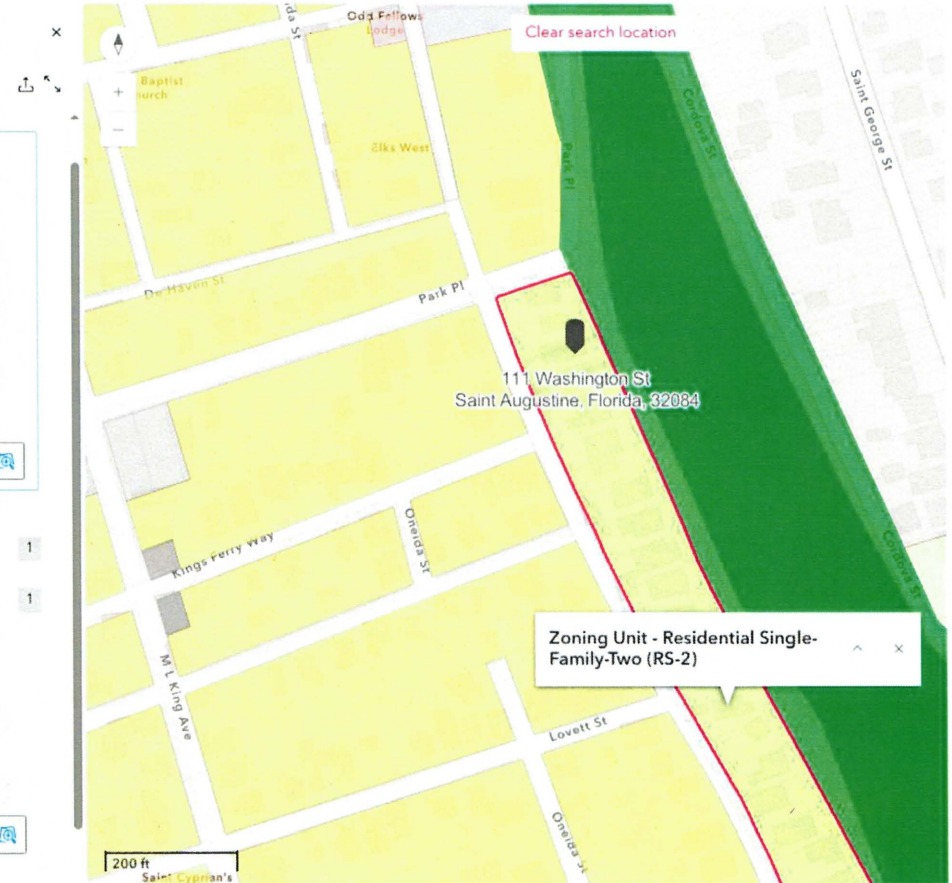
1100

Land Use Description

RESIDENTIAL LOW DENSITY

Maximum Density/Intensity

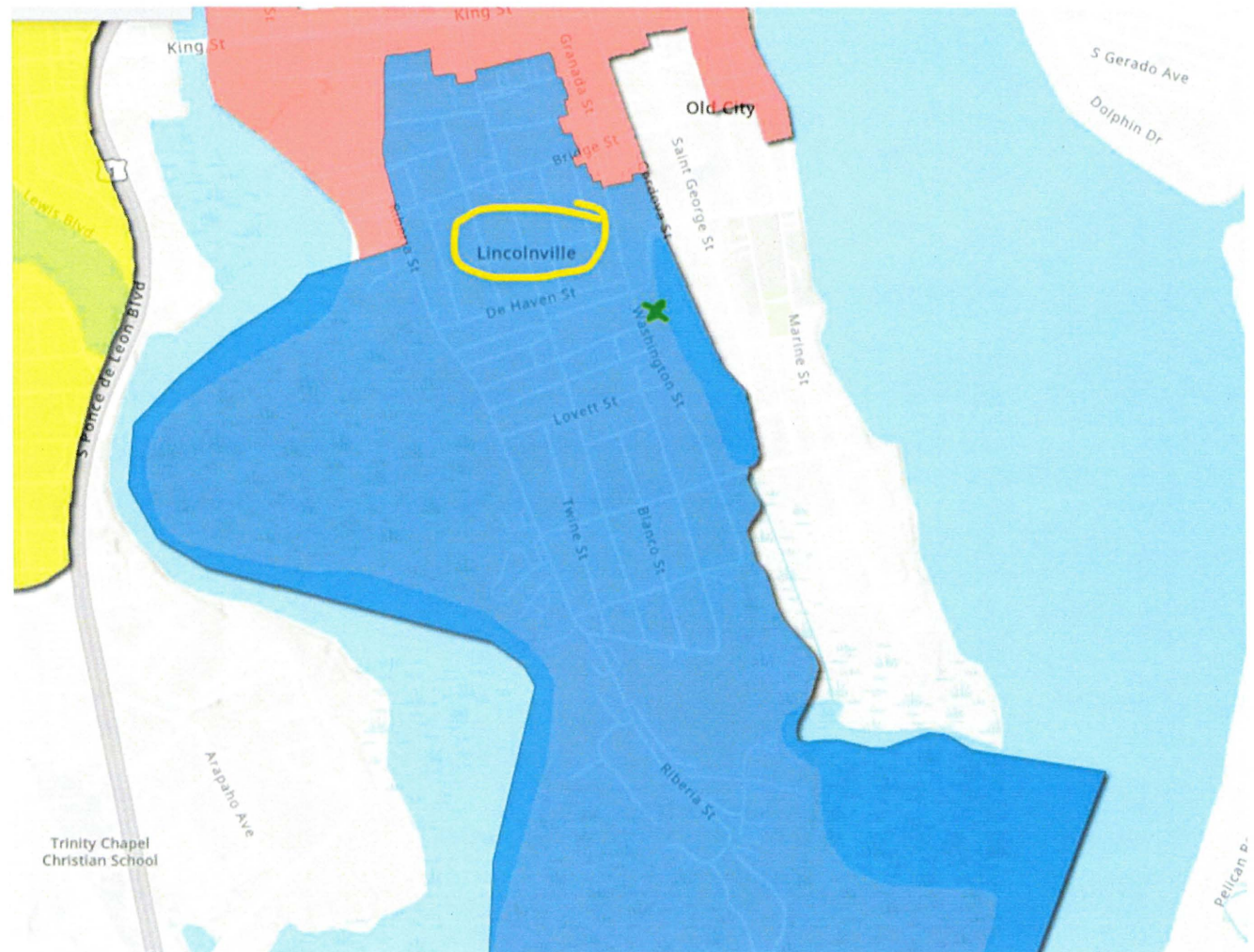
[View](#)



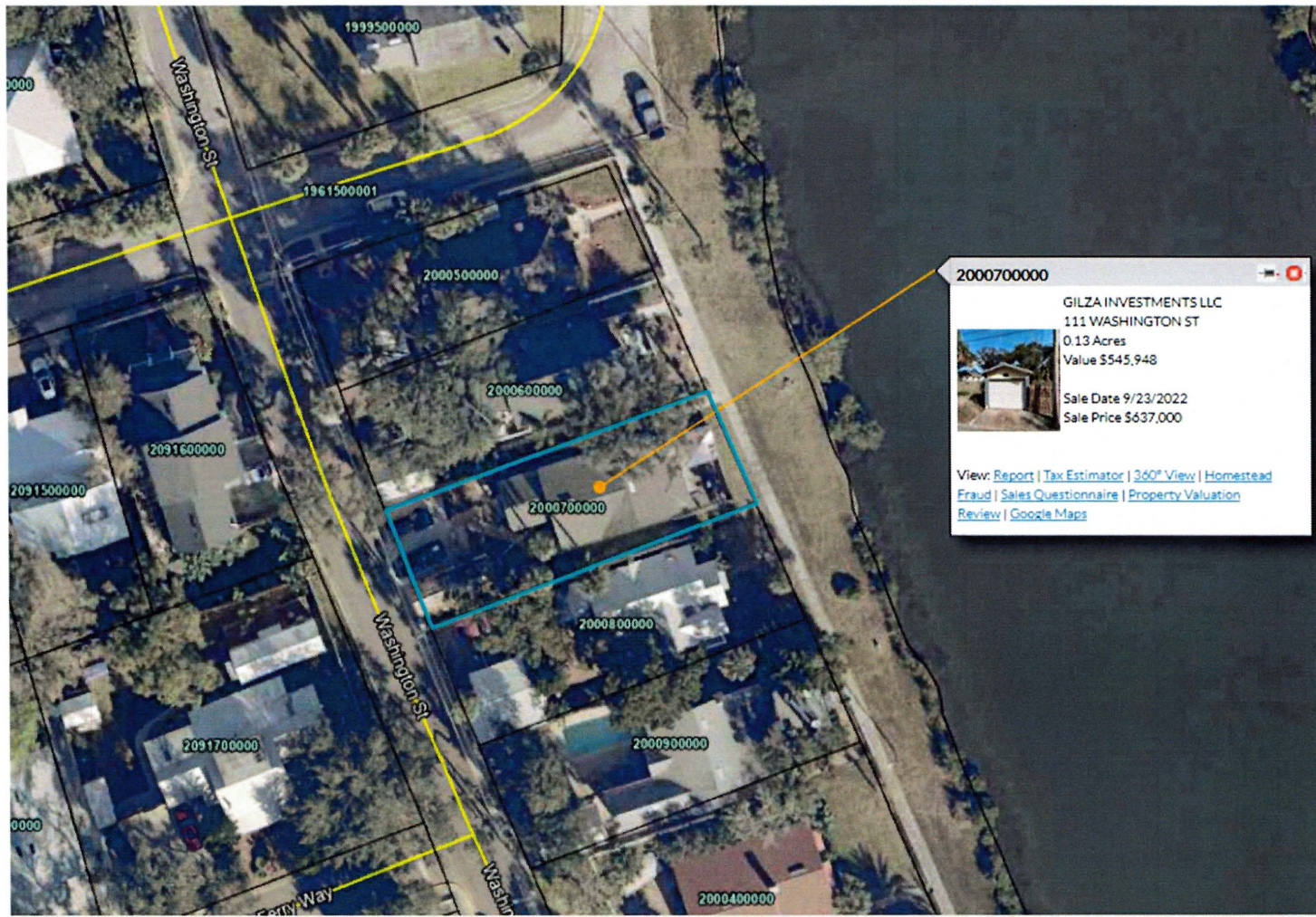
- ☐ Community
 ☑ Redevelopment
 Area - CRA

NAME

- Historic Area CRA
 Lincolnville CRA
 West City CRA





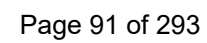


2000700000

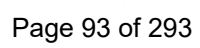
GILZA INVESTMENTS LLC
111 WASHINGTON ST
0.13 Acres
Value \$545,948
Sale Date 9/23/2022
Sale Price \$637,000

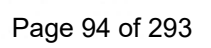


View: [Report](#) | [Tax Estimator](#) | [360° View](#) | [Homestead Fraud](#) | [Sales Questionnaire](#) | [Property Valuation Review](#) | [Google Maps](#)

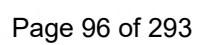


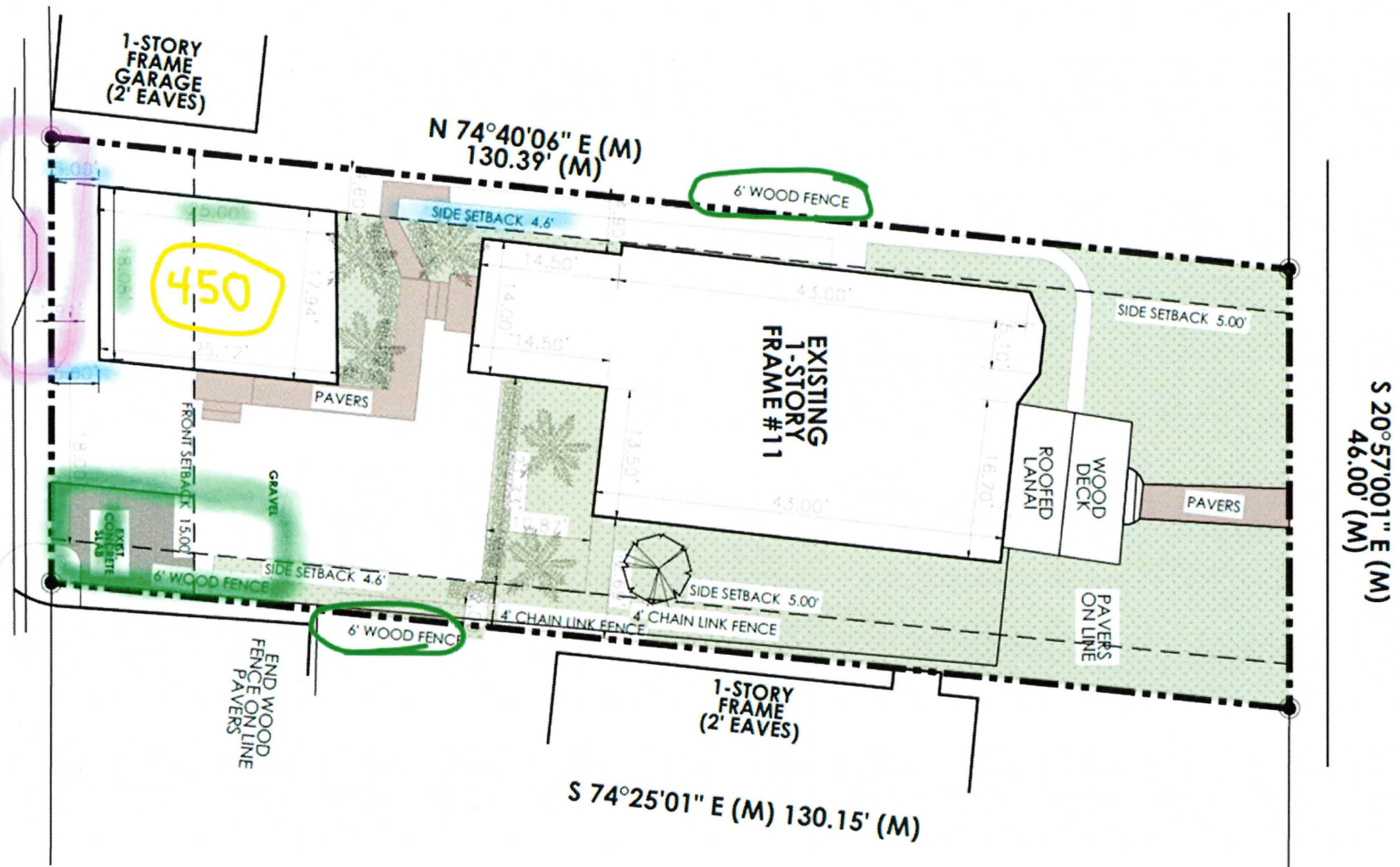












Sec. 28-162. - Residential, single-family-two: RS-2.



Intent. This district is intended to apply to those neighborhoods designated for single-family dwellings and single-family type uses, as well as those uses compatible with low density single-family uses, so as to create and maintain a low intensity residential character.

- (1) *Permitted uses and structures.* Single-family dwellings; home-based business.
- (2) *Permitted accessory uses and structures.* See [section 28-348](#).
- (3) *Permissible uses by exception.* See [section 28-347](#); housing for the elderly; neighborhood recreation facility.
- (4) *Minimum lot requirements (width and area):*
 - a. Minimum lot width, fifty (50) feet.
 - b. Minimum lot area, one-eighth acre (5,450 square feet).
- (5) *Maximum lot coverage by all buildings:*
 - a. Thirty (30) percent.
- (6) *Minimum yard requirements.* All permitted or permissible uses and structures:
 - a. Front, fifteen (15) feet.
 - b. Side, ten (10) feet.
 - c. Rear, ten (10) feet.
- (7) *Maximum height of structures:*
 - a. Thirty-five (35) feet.

(Code 1964, § 33-22; Ord. No. 99-05, § 3, 2-8-99; Ord. No. 22-07, § 1, 3-28-22)

Sec. 28-348. - Accessory uses and structures.

Accessory uses and structures are permitted in all districts provided such uses and structures are of a nature customarily incidental and clearly subordinate to a permitted or permissible principal use or structure and, unless otherwise provided, are located on the same lot (or contiguous lot in the same ownership) as such principal use. Where a building or portion thereof is attached to a building or structure containing such principal use, such building or portion shall be considered as a part of a principal building and not an accessory building. Accessory uses shall not involve operations or structures not in keeping with the character of the district where located and shall be subject to the following:

- (1) Accessory uses and structures shall not be located in required front or side yards, or within three (3) feet of rear property lines, in any residential district except as follows:
 - a. On multiple-frontage lots, through lots and corner lots, accessory uses and structures may be located in any required side yard but not less than three (3) feet from any side lot line.
 - b. Accessory structures for residential purposes such as guesthouses shall not be located in any required yard.
 - c. Detached accessory structures (other than as in subsection (2) above or as otherwise specified elsewhere in this section) which are separated from the main structure by not less than ten (10) feet may be located in a required side or rear yard, but not less than three (3) feet from any lot line.

of such pets over ten (10) weeks in age shall not exceed four (4).

(3) Accessory uses and structures in any residential district shall include noncommercial greenhouses and plant nurseries; guest-houses; carports; private garages and boathouses or shelters (provided boathouses or shelters shall not exceed six hundred (600) square feet in area); tool, storage and garden sheds; swimming pools and similar water features; tennis, basketball and similar recreational courts; barbecue pits; facilities for security guards and

caretakers; children's playhouses; gazebos; skateboard ramps; compost area; workshops or studios; structures for hot tubs or saunas; satellite dishes and other antennas; aboveground fuel tanks; and similar uses and structures which:

- a. Do not involve the conduct of business of any kind.
- b. Are of a nature not likely to attract visitors in larger numbers than would normally be expected in a residential neighborhood.
- c. Do not involve operations or structures not in keeping with the character of a residential neighborhood.

Staff Analysis of Request and Applicable Sections from the City of St. Augustine's Code of Ordinances

Sec. 28-2. – Definitions. [\[LINK TO SECTION\]](#)

Variance means relaxation of the terms of this chapter where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship on the land. As used in this chapter, a variance is authorized only for height, area and size of structure or sides of yards and open spaces. Establishment or expansion of uses otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. A modification to lot requirements so as to increase the permitted density of multifamily dwellings shall not be considered a variance and is specifically prohibited.

Guest house means an attached or detached structure intended to be used by a guest for sleeping and sanitation purposes but not for cooking. A guest house is not a dwelling unit and is a **maximum of five hundred (500) total square feet of gross floor area.**



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
July 7, 2026	6.a.	PZB2026-0055
Request	Address	Parcel ID
Conservation Overlay Zone Development	San Carlos Avenue	191930-0020

Site & Background Information

Applicant & Owner: Lukaj & Oriola Aleksander

Property Class:
(St. Johns County
Property Appraiser) 0000 – Vacant Residential

**Future Land Use
Designation:** [Residential Low Density](#)

Zoning Designation: [Residential Single-Family-One: RS-1](#)

Acreage: 0.26

Neighborhood: Magnolia

Archaeological Zone: II A

Request Summary

This is a request for [Conservation Overlay Zone \(COZ\) development](#) for the removal of two (2) significant trees within [COZ 3](#) at San Carlos Avenue PID: 191930-0020. The approval of this application would allow for the removal of a fifty-two (52) inch dbh and forty-four (44) inch dbh Live Oak trees to build a new single-family home.

Staff Analysis

Consistency with the City of St. Augustine's Comprehensive Plan 2040

Comprehensive Plan Element	Goal, Policy, or Objective
Future Land Use	
Historic Preservation	
Conservation and Coastal Management	CCM Objective 2.6 The City shall commit to preservation of community trees and the urban forest to improve air quality, community health, quality of life, aesthetics, and energy conservation.
	CCM Objective 2.6 The City shall commit to preservation of community trees and the urban forest to improve air quality, community health, quality of life, aesthetics, and energy conservation.
	CCM Policy 1.5.4 Whenever possible, native trees, shrubs and ground cover will be maintained on development sites to prevent soil erosion.
Recreation and Open Space	
Transportation and Mobility	
Housing	
Infrastructure	

Review of Applicable City of St. Augustine Code of Ordinances

The planning and zoning board is [authorized to impose limitations](#) in the nature and manner of construction and/or use so as to avoid damage to adjacent salt marshes and the vegetative communities contained therein, to eliminate any harm to the animal, fish or shellfish contained therein, to avoid blocking or disrupting vistas and scenic opportunities, and to enhance those vistas and scenic opportunities which are determined to benefit the public as a whole.

Sec. 25-58. - Variances and conservation overlay zone development review.

The city planning and zoning board may grant a variance to the requirements of this article where compliance would be a practical impossibility or would cause unnecessary hardship or where the owner proposes an alternative which conforms to the general intent and spirit of these regulations. When reviewing applications and site plans associated with applications for variances or conservation overlay zone developments or for the removal of significant trees involved with a site plan for new development, the planning and zoning board shall have the authority to locate structures, parking areas and other improvements to retain significant trees when possible and practical. The planning and zoning board shall approve or deny the site plan and may impose conditions as required, such as specific tree species and sizes for the required replacement trees. Under no circumstances may the board deny fair and reasonable use of the property, but the granting of a variance or conservation overlay zone development may be contingent upon retaining significant trees. Procedures for variances and conservation overlay zone development review shall be in accordance with [chapter 28](#). Standards and criteria for conservation overlay zone development review shall be in accordance with [chapter 11](#).

Review of (Sec. 11-29(d)(1))

Removal of significant trees shall be [reviewed by the Planning and Zoning Board](#), all significant trees removed shall be replaced in accordance with the requirements of [Chapter 25](#). The planning and zoning board is authorized to impose limitations on the nature and manner of construction and/or so as to avoid alteration of surface water hydrology which would increase the flood hazard potential and to [minimize the impact on existing trees and native vegetation](#). In determining whether or not a permit required by this section should be issued, the PZB shall [consider and base all decisions on the following](#):

- a. The condition of the tree with respect to disease, insect attack, danger of falling, proximity to existing or proposed structures and interferences with utility services.

The applicant is proposing to remove two significant trees:

T-1: 52 dbh Live Oak Significant

T-2: 44 dbh Live Oak - Significant

The arborist report indicates T-1 was in poor condition and exhibits multiple indicators of advanced structural compromise including significant decay and a visible cavity. T-2 was listed in fair to good condition with a slight lean that appeared to be adaptive rather than instability.

- b. The necessity of removing a tree to construct proposed improvements in order to allow reasonable economic use of the property.

The lot is approximately 140 feet deep and there appears to be room available to move the house toward E San Carlos Avenue to create room to save some of the trees scheduled for removal. The lot is zoned RS-1 which has a 20-foot front and rear yard setback that could be reduced per Sec. 28-59 in order to preserve trees.

- c. The relief of the land where the tree is located and the effect removal of the tree would have on erosion, soil moisture retention, diversion, increased or decreased flow of surface waters and the city master drainage plan or similar plan adopted by the city commission.

To reduce erosion issues the applicant should use silt fences along the perimeter of all ground disturbing activities.

- d. The number and density of trees existing in the neighborhood on improved or unimproved property. The planning and building division shall also be guided by the effect removal of a tree would have on property values in the neighborhood where the property is located and on other vegetation in the neighborhood.

The Magnolia neighborhood is characterized by large Live Oak trees and May Street and E San Carlos both have a significant tree canopy with many Live Oaks. The removal of two (2) significant trees of such large size will greatly reduce the tree canopy on the site.

- e. Whether the tree has been designated a significant tree.

The applicant is proposing to remove two significant trees:

T-1: 52 dbh Live Oak Significant

T-2: 44 dbh Live Oak - Significant

- f. Impact upon the urban and natural environment, including:
 - 1. Ground and surface water stabilization.
 - 2. Water quality and aquifer recharge.
 - 3. Ecological impacts.
 - 4. Noise pollution.
 - 5. Air movement.
 - 6. Air quality.
 - 7. Wildlife habitat.

The removal of two (2) significant trees of such large size will greatly reduce the tree canopy. The loss of canopy will have ecological impacts, including the increase of noise pollution, and a decrease in wildlife habitat. To reduce impacts to water quality the applicant should use silt fences along the perimeter of all ground disturbing activities.

- g. The ease with which the property owner or agent can alter or revise the proposed development or improvements to accommodate existing trees, including the tree or trees proposed to be removed.

The Live Oaks are large and centered on the lot however the lot is long and there does appear to be room to move the house toward East San Carlos. Shifting the house on the lot should be explored to see if any trees could be preserved.

Review of Sec. 25-53

(d) Tree mitigation.

- (1) Preservation and removal of trees on a site to be developed may result in the need for tree mitigation. Mitigation requirement is determined by the following calculation:

Tree saved credit—Trees removed deficit = Excess Tree Credits/Deficits

Sec. 25-53 (d) Tree mitigation requires the credits for trees retained to be in excess of deficits of trees removed. It is not clear from the tree survey in the application which trees are to be retained and which are to be removed. Tree credits and debits have not been provided.

Staff Recommendation

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

Attachments

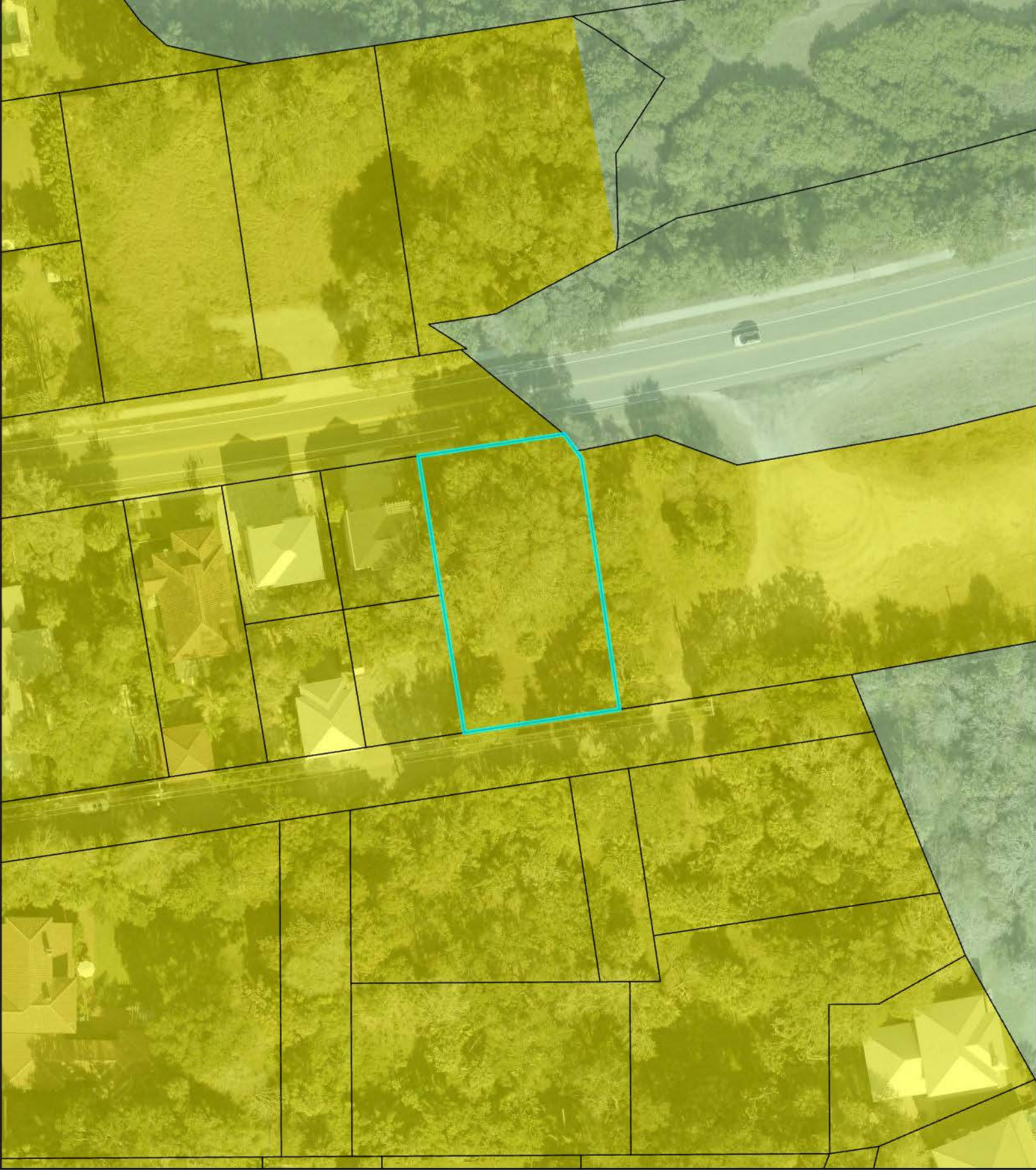
1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Arborist Report
5. Site Plan

Staff Report prepared by:



Sarah Daugherty
Planning Manager
Planning and Building Department

Attachment 1: Site Maps and Photos



Future Land Use
City of St. Augustine
San Carlos Ave.

Legend

Open Land

Residential Low Density

Parcel

Scale: 1:750

0

25

50

100 Feet

N

W

E

S

Page 108 of 293



Zoning Map

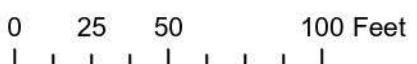
City of St. Augustine

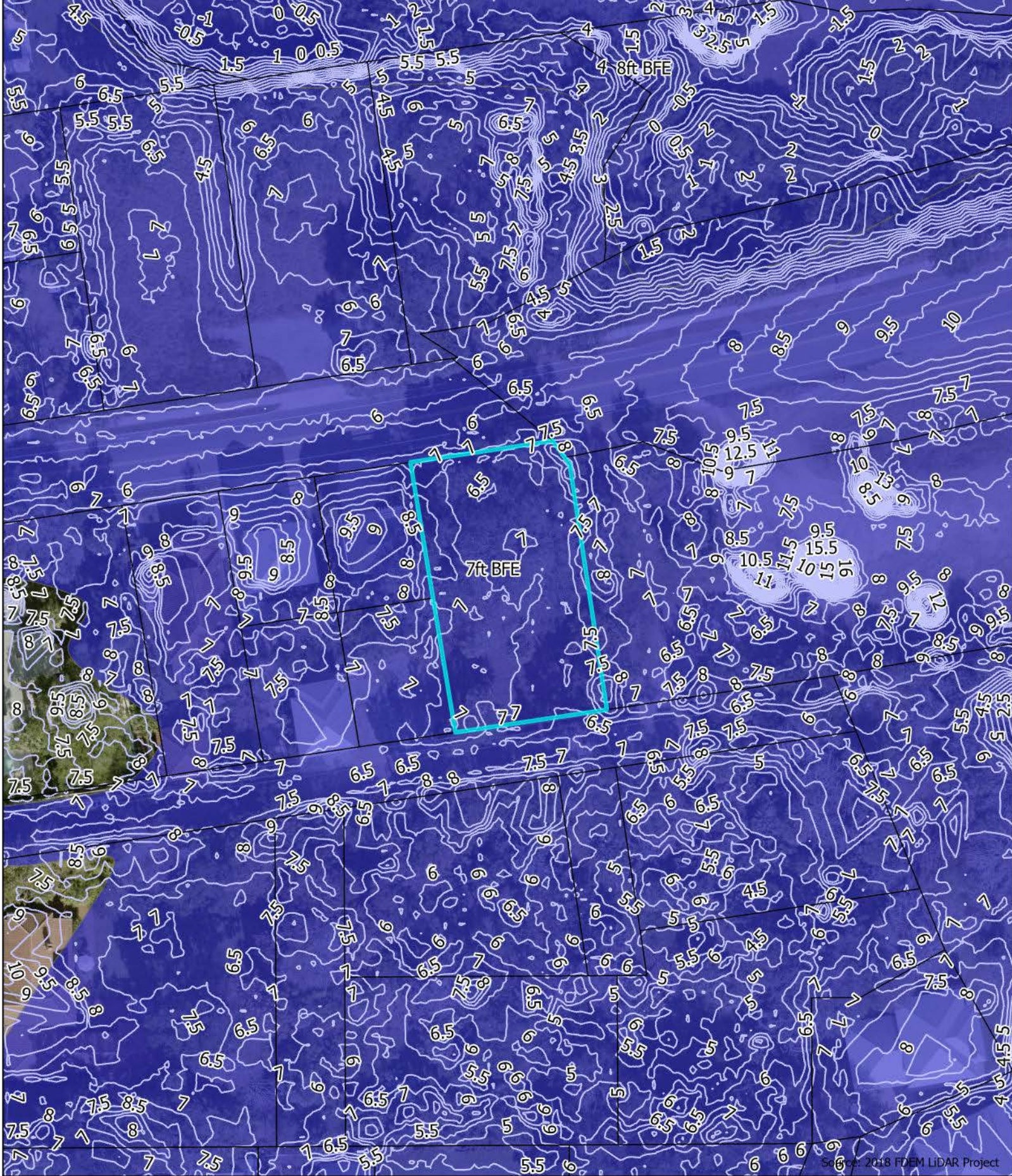
San Carlos Ave

Legend

-  Residential Single-Family-One (RS-1)
-  Open Land (OL)
-  Planned Unit Development (PUD)
-  Parcel

Scale: 1:750





Flood Zone & Ground Elevation
Contours (ft. NAVD88)
City of St. Augustine
San Carlos Ave

- Legend**
- Flood Zone AE
 - Flood Zone VE
 - Flood Zone X/X(S)
 - 2018 Contours

Scale: 1:750

0 15 30 60 Feet

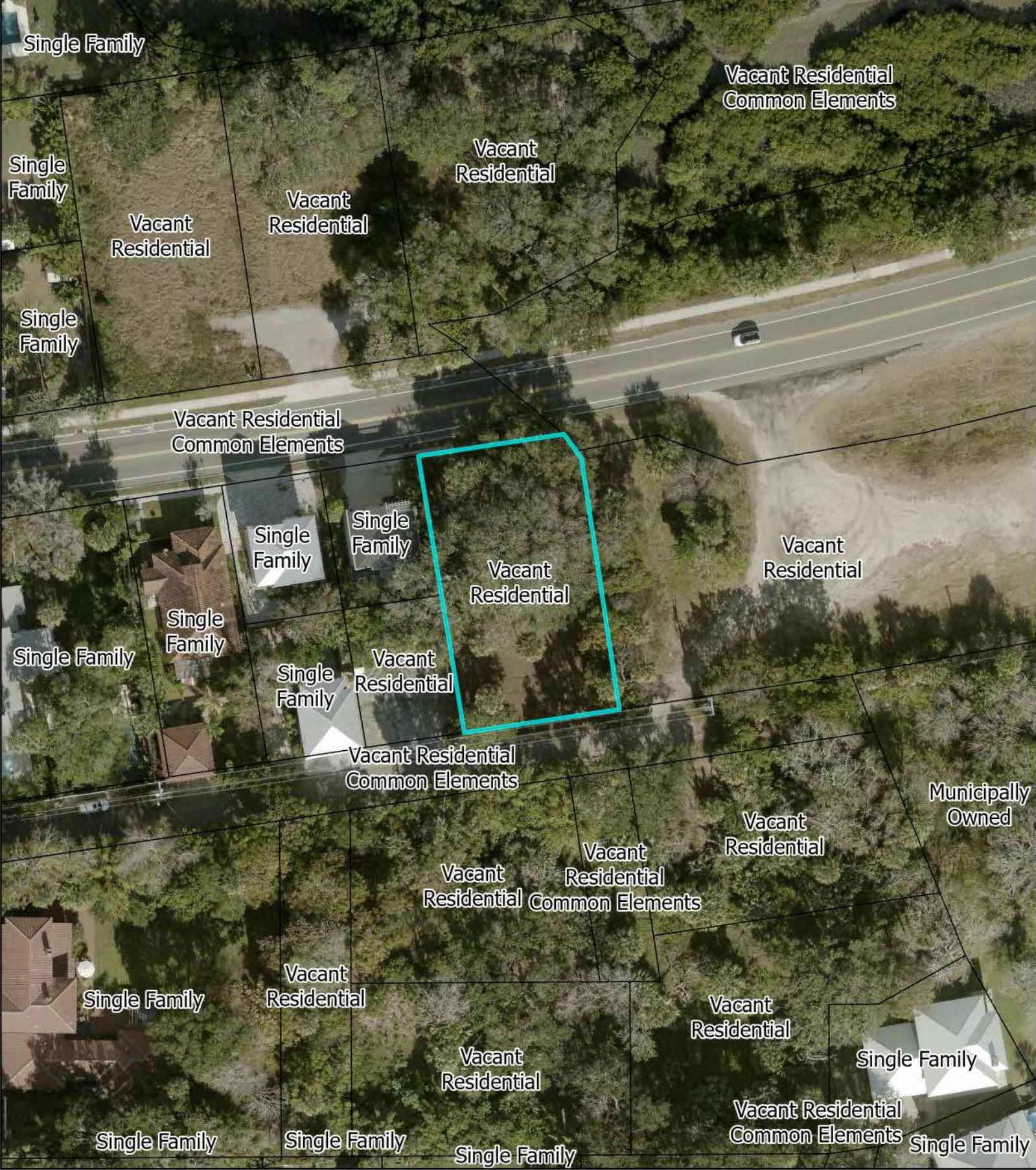
W

N

E

S

Page 110 of 293



St Johns County Property Appraiser
Use Classification
City of St. Augustine
San Carlos Ave

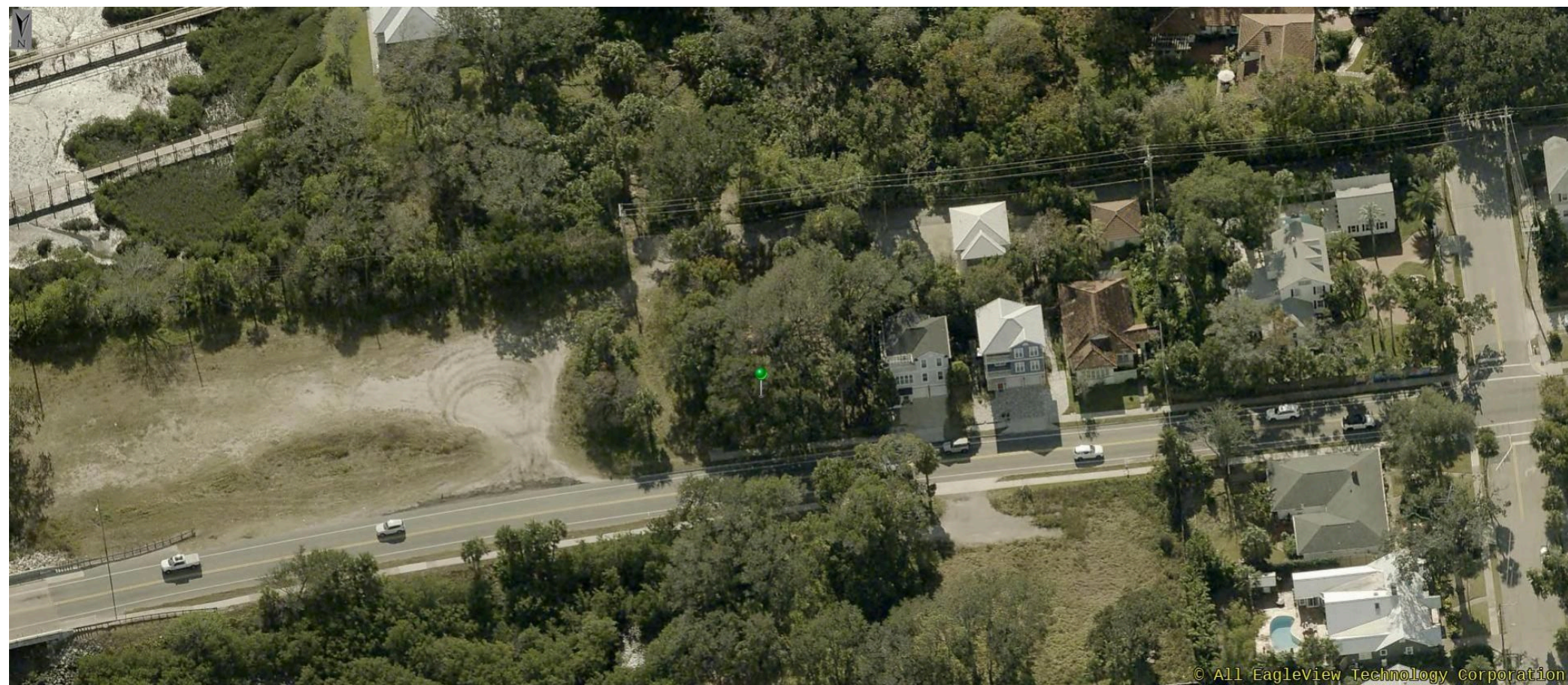
Legend
Parcel

Scale: 1:750

0 25 50 100 Feet

Page 111 of 293

San Carlos Ave



Attachment 2: Application

Attention

The Planning and Building Department prides itself on customer service, and helping applicants achieve their goals within the parameters of the zoning code.

There are circumstances where applicants must go to a public hearing before the Planning and Zoning Board (PZB). There are legal requirements that need to be met to have a hearing before the PZB.

Due to the volume of applications and the increasingly complicated nature of applications the following policies and zoning code stipulations will be enforced:

- All applications must be received by the required deadline established for a specified meeting;
- All applications must be signed by the applicant and property owner, especially if different;
- All applications must be filled out as necessary based on the nature of the application and/or appropriate explanations or narratives describing the requested action must be attached; and,
- All applications must be accompanied by a site plan at an appropriate scale with measurements and level of detail that allows staff to review the application to determine and confirm any and all issues requiring review by the PZB, including an 11 x 17 inch copy of the proposed plan, and any necessary reports, surveys, plans and documents to accompany an application as appropriate.

Application submittals will be evaluated for completeness. Applications will not be scheduled for a PZB Public Hearing until they are “substantially complete” per Section 28-31 of the Zoning Code.

Complying with these submittal requirements will ultimately expedite applications and make the public hearing process more beneficial to all involved. Thank you for your cooperation.

Conservation Overlay Zone Developments:

- Dock applications for **Conservation Overlay Zone 1** require complete submittal packages that include:
 - a. Survey locations of the proposed docks or modifications to existing docks;
 - b. Plans of the proposed dock or dock modifications;
 - c. Bathymetric surveys showing water depths at mean high tide and mean low tide, relationship of the proposed dock to water features, marsh, bank lines, creeks, navigable channels, other site specific issues;
 - d. Aerials of existing conditions, and showing proposed docks and/or water features;
 - e. Details of any railings, features, lighting, dock boxes, fish stations, boat lifts or other items that potentially impact scenic vistas; and,
 - f. Explanation of the impacts according to the 17 criteria outlined in Chapter 11 Conservation Zone Development.
- Preserved tree removal and tree canopy issues related to development in **Conservation Overlay Zone 3** require complete submittal packages that include:
 - a. Tree surveys locating all trees on the site 3" diameter and greater;
 - b. Tree survey including the proposed site plan at an appropriate scale to evaluate the proposed development's impact on the trees, including specific trees and the tree canopy overall;
 - c. An arborist's report outlining the type, size, condition, and professional opinion of the impact of the development on the trees and the specific condition of any "preserved" trees;
 - d. Explanation of the impacts according to the 17 criteria outlined in Chapter 11 Conservation Zone Development; and,
 - e. A detailed analysis of the proposed tree removal per Chapter 25, known as the Landscape Code, to determine tree credits and debits, and landscaping requirements per the Landscape Code.

Planned Unit Development (PUD) Applications:

Planned Unit Development (PUD) applications must comply with Division 8 of the Zoning Code.

A pre-application meeting is highly recommended prior to PZB submittal.

Subdivision Requirements:

Preliminary subdivision requirements must comply with Chapter 23 of the Land Development Code.

A pre-application meeting is highly recommended prior to PZB submittal.



CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

Advertising Costs: \$ _____ Paid On: _____ Receipt Number: _____

1. NAME OF APPLICANT: Lukaj & Oriola Aleksander Contact Number: _____

Business (if applicable): _____

Address: 2749 COVE VIEW DR S City: Jack s onville State: FL Zip: 32257

E-Mail Address: _____

2. NAME OF PROPERTY OWNER: Lukaj & Oriola Aleksander Contact Number: 904-233-1116

Business (if applicable): _____

Address: 2749 COVE VIEW DR S City: Jacksonville State: FL Zip: 32257

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: Part of Lot 1. Lot 14, Part of Lot 15 Block: A

Subdivision: Miramar (600) Parcel Number: 191930-0020

4. PROJECT STREET ADDRESS: San Carlos Ave/41 May Street, Saint Augustine, FL 32084

5. SPECIFIC PROPOSED USE: Single-Family Residence

6. ACTION REQUESTED:

☐ Conservation Zone Development ☐ Appeal of Staff Determination

☐ Exception ☐ Land Use Plan Amendment

☐ Variance ☐ Rezoning

☒ Other: Significant Tree Removal

7. DESCRIPTION OF ACTION REQUESTED:

The applicant requests Planning and Zoning Board approval for the removal of two (2) historic Live Oak trees located on the Lot, a 0.29-acre residential parcel, in conjunction with the construction of a single-family residence.

The historic trees proposed for removal are:

- **T-1: Historic Live Oak – approximately 52.1 inches DBH**
- **T-2: Historic Live Oak – approximately 44 inches DBH**

Due to the size, species, and classification of these trees, removal requires Planning and Zoning Board approval in accordance with the City's tree protection and landscape regulations.

8. JUSTIFICATION FOR ACTION REQUESTED: **The requested tree removal is necessary due to site-specific physical constraints and infeasibility of preservation, as documented in the arborist report and supporting exhibits.**

The subject parcel is a 0.29-acre lot with standard residential setbacks and access requirements. The two historic Live Oak trees are located within the primary buildable envelope and required driveway access corridor, as shown on the Site Plan (Exhibit 5) and Tree Impact Overlay (Exhibit 4). Application of standard tree protection measures results in Tree Protection Zones (TPZs) that extend across a substantial portion of

the lot, effectively eliminating a viable building footprint.

A comprehensive evaluation of avoidance and minimization alternatives was performed. Due to the limited lot size and configuration, no practicable design alternative exists that would allow for reasonable residential development while preserving both trees. Even if physically retained, construction activities would result in significant root zone disturbance, leading to long-term decline, instability, or mortality of the trees.

An ISA Level 2 Tree Risk Assessment (Appendix B) further supports the conclusion that preservation of T-1 under the proposed development scenario is not feasible without introducing elevated risk to future structures and occupants.

The applicant proposes development that is consistent with surrounding single-family residential uses and commits to full compliance with the City's Landscape Code (Chapter 25) through: *Please refer to Arborist Report and proposed tree mitigation plan.*

The request represents the least impactful practicable alternative and balances the City's tree preservation goals with the applicant's ability to make reasonable use of the property.

9. IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION:

- (a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity: _____

Yes. The subject property suffers from a unique physical constraint not common to similarly sized residential lots in the vicinity. Specifically:

The parcel is limited in size (0.29 acres) and constrained by standard setbacks and access requirements. Two historic Live Oak trees of exceptional size (52.1" and 44" DBH) are located within the primary buildable envelope and access corridor, as depicted on the Site Plan - Exhibit 5. The required Tree Protection Zones (TPZs) for these trees extend across a substantial portion of the lot, effectively encumbering the entire developable area.

This combination of lot size and tree placement creates a site-specific constraint that does not generally apply to neighboring parcels, which do not contain multiple specimen trees within the core building footprint.

- (b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: _____

Yes. The identified constraints prevent the owner from making reasonable use of property consistent with zoning.

The property is zoned for single-family residential use, which is consistent with surrounding development. Due to the location of T-1 and T-2, strict adherence to preservation requirements would:

- Eliminate or severely reduce the buildable footprint
- Prevent construction of a reasonably sized residence and required access improvements

The TPZs for both trees fully overlap the proposed residence and driveway areas, making avoidance impracticable.

Without relief, the parcel would be rendered functionally unbuildable, which is inconsistent with the intent of residential zoning.

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: _____

Yes. The hardship is not self-created.

The trees are pre-existing natural features and were not planted or relocated by the current owner. The parcel configuration, tree locations, and zoning requirements existed prior to the applicant's development proposal.

The proposed residence is a reasonable and customary use of the property and is not an overdevelopment of the site.

The constraint arises from natural conditions and existing site layout, not from any action by the applicant.

(d) Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section: _____

Yes. Granting the variance will not be contrary to the public interest and is consistent with the intent of the Code.

The proposed development is compatible with surrounding single-family residential uses

The applicant has demonstrated good-faith avoidance and minimization efforts, including evaluation of alternative layouts

Removal of the trees is supported by:

- Arborist findings (Level 2 Risk Assessment-T-1)
- Infeasibility of preservation due to root zone impacts
- The applicant commits to full compliance with the Landscape Code (Chapter 25) through:
- Replacement planting of native canopy trees where feasible
- Contribution to the Tree Mitigation Fund if required

The request balances property rights with environmental stewardship, maintaining the overall intent of the City's tree protection and conservation standards

This is not a design preference issue, this is a physical constraint issue. The location and size of these two historic trees effectively eliminate the buildable envelope when standard protection measures are applied

10. PREVIOUS APPLICATIONS:

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

☐ Yes ☒ No If yes, please give date and final disposition below.

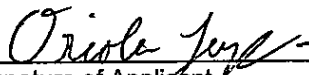
11. AGREEMENT:

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

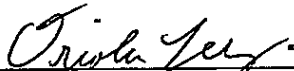
IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant, or a duly authorized representative with authority to bind, should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.



Signature of Applicant

05/21/2026

Date



Signature of Property Owner

05/21/2026

Date

04/18/2019



**CITY OF ST. AUGUSTINE
DEVELOPMENT PERMIT APPLICANT WAIVER**

The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

Lukaj Aleksander/Oriola Aleksander

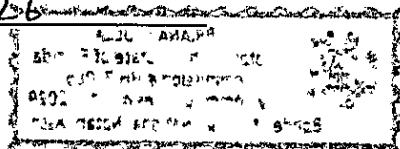
Print name of applicant



Signature of applicant

05/11/2026

Date





Owner's Authorization For Agent

Joseph Brinson is/are hereby authorized TO ACT ON BEHALF
OF Lukaj & Oriola Aleksander, the owner(s) of those lands described within
☒ the attached application, or ☐ described within the previously filed
Application number: N/A, and as described in the attached deed or
other such proof of ownership as may be required, in applying to the City of
St. Augustine's Planning & Zoning Board, located at:

75 King St, St Augustine, FL 32084

BY: *Oriola Lukaj*
Signature of Owner

Oriola Lukaj
Print Name of Owner

904 233 1116
Telephone Number

State of FL

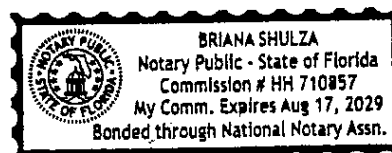
County of Duval

Signed and sworn before me on this 21st day of May, 2026

By Oriola Lukaj

Identification verified:

Oath sworn: X Yes No



Notary Signature: *B. Shulza*

My Commission expires: 8-17-29

PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Rezoning: small scale	\$300.00 + ads & notices
Rezoning: large scale	\$1,000.00 + ads & notices
Land Use Plan Amendment: small scale	\$400.00 + ads & notices
Land Use Plan Amendment: large scale	\$1,400.00 + ads & notices
Planned Unit Development	\$400.00 or \$35.00/acre, whichever is greater, \$1,400 max + ads & notices
Zoning Variance	\$350.00 + ads & notices
Zoning Exception	\$250.00 + ads & notices
Conservation Overlay Zone Development	\$165.00 + ads & notices
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

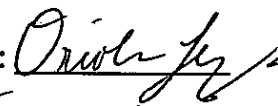
The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Project Address: San Carlos Ave/41 May Street, Saint Augustine, FL 32084

Applicant's Name: Lukaj Aleksander/Oriola Aleksander Applicant's Signature: 

Owner's Name: Lukaj Aleksander/Oriola Aleksander Owner's Signature: 

Attachment 3:
St. Johns County
Property Appraiser
Report

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1919300020
Location	SAN CARLOS AVE
Address	SAINT AUGUSTINE 32084-0000
Neighborhood	Miramar (600)
Tax	4/54 MIRAMAR WLY PT LOT 1 (EX STATE R/W DB227/354)& ALL OF
Description*	LOT 14 & WLY PT LOT 15 (EX ANY PT IN OR940/1605) BLK A OR5288/1926
	*The Description above is not to be used on legal documents.
Property Use	Vacant Residential (0000)
Code	
Subdivision	Miramar
Sec/Twp/Rng	7-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	0.260
Homestead	N



Owner Information

LUKAJ ALEKSANDER,ORIOLA	LUKAJ ORIOLA
100%	100%
2749 COVE VIEW DR S	2749 COVE VIEW DR S
JACKSONVILLE, FL 32257-0000	JACKSONVILLE, FL 32257-0000

Map



Valuation Information

Assessed Year	2026
Building Value	\$0.00
Extra Features Value	\$0.00
Total Land Value	\$282,030.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$282,030.00
Total Deferred	\$0.00
Assessed Value	\$282,030.00
Total Exemptions	\$0.00
Taxable Value	\$282,030.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	\$0	\$0	\$282,030	\$0
2024	\$0	\$0	\$282,030	\$0
2023	\$0	\$0	\$282,030	\$0
2022	\$0	\$0	\$278,712	\$0
2021	\$0	\$0	\$174,195	\$0
2020	\$0	\$0	\$132,720	\$0
2019	\$0	\$0	\$132,720	\$0
2018	\$0	\$0	\$99,540	\$0
2017	\$0	\$1,082	\$91,245	\$0
2016	\$0	\$1,149	\$91,245	\$0
2015	\$0	\$1,217	\$91,245	\$0

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	79	140	79	EF	\$282,030

Sale Information

By clicking the below links, you will leave the Property Appraiser's Website and be redirected to the St. Johns County Clerk of Court

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
6/10/2021	6/1/2021	\$315,000.00	WARRANTY DEED	5288	1926	Q	V	SEIBLER RICHARD H JR,LAUREN L	LUKAJ ALEKSANDER,ORIOLA
2/18/2013	2/14/2013	\$97,500.00	WARRANTY DEED	3687	1479	Q	V	WINE DALE BRADLEY,KATHRYN A	SEIBLER RICHARD H JR,LAUREN L
	9/21/2004	\$150,000.00	WARRANTY DEED	2286	770	U	V	NEW MILLENIA HOMES INC	WINE DALE BRADLEY,KATHRYN A

No data available for the following modules: Sales Questionnaire Form, Exemption Information, Building Information, Sketch Information, Extra Feature Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
[| User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 6/10/2026, 3:52:44 AM

Contact Us



Attachment 4:

Supplemental Information

Prepared by:
Crabtree Law Group, P.A.
8777 San Jose Boulevard, Building A, Suite 200
Jacksonville, Florida 32217
File Number: 21-0277MB
Contract Sales Price: \$315,000.00

General Warranty Deed

Made this June 1st, 2021 A.D. By Richard H. Seibler, Jr. and Lauren L. Seibler, husband and wife, whose post office address is: 1025 Nicholson Road, Jacksonville, Florida 32207, hereinafter called the grantor, to Aleksander Lukaj and Oriola Lukaj, husband and wife, whose post office address is: 2749 Cove View Drive South, Jacksonville, Florida 32257, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in St. Johns County, Florida, viz:

PART OF LOT 1, BLOCK "A", MIRAMAR AS RECORDED IN MAP BOOK 4, PAGE 54 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
FOR A POINT OF BEGINNING BEGIN AT THE NORTHEAST CORNER OF LOT 2, BLOCK "A", MIRAMAR SAID POINT ALSO LYING ON THE SOUTHERLY RIGHT OF WAY LINE OF MAY STREET; THENCE ALONG SAID RIGHT OF WAY RUN NORTH 81 DEGREES, 31 MINUTES, 00 SECONDS EAST 73.89 FEET; THENCE LEAVING SAID RIGHT OF WAY SOUTH 36 DEGREES, 22 MINUTES, 00 SECONDS EAST 15.04 FEET; THENCE SOUTH 08 DEGREES, 36 MINUTES, 00 SECONDS EAST, 56.75 FEET; THENCE SOUTH 81 DEGREES, 28 MINUTES, 56 SECONDS WEST 79.77 FEET; THENCE NORTH 09 DEGREES, 31 MINUTES, 00 SECONDS WEST, 70.10 FEET TO THE SOUTHERLY RIGHT OF WAY OF MAY STREET AND THE POINT OF BEGINNING.
LOT 14 AND PART OF LOT 15, BLOCK "A", MIRAMAR AS RECORDED IN MAP BOOK 4, PAGE 54 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF BEGINNING BEGIN AT THE SOUTHEAST CORNER OF LOT 13, BLOCK "A" MIRAMAR, SAID POINT ALSO LYING ON THE NORTHERLY RIGHT OF WAY OF SAN CARLOS AVENUE A 30 FOOT RIGHT OF WAY AS NOW ESTABLISHED; THENCE LEAVING SAID RIGHT OF WAY NORTH 09 DEGREES, 31 MINUTES, 00 SECONDS WEST, 69.98 FEET; THENCE NORTH 81 DEGREES, 28 MINUTES, 56 SECONDS EAST 79.77 FEET; THENCE SOUTH 08 DEGREES, 36 MINUTES, 00 SECONDS EAST 69.85 FEET TO THE NORTHERLY RIGHT OF WAY OF SAN CARLOS AVENUE; THENCE ALONG SAID RIGHT OF WAY SOUTH 81 DEGREES, 24 MINUTES, 00 SECONDS WEST 78.65 FEET TO THE POINT OF BEGINNING.
LESS AND EXCEPT FROM THE ABOVE ANY PORTION LYING WITHIN THE STATE ROAD RIGHT OF WAY AND ANY PORTION IN OFFICIAL RECORDS BOOK 3832, PAGE 574 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

Parcel ID Number: 191930-0020

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

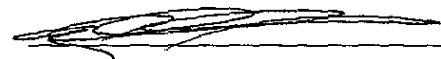
To Have and to Hold, the same in fee simple forever.

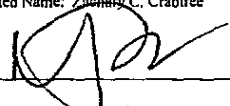
And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2020.

Documentary Stamps in the amount of \$2,205.00 have been paid.

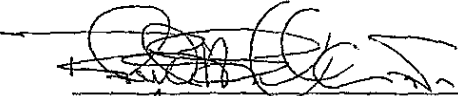
In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

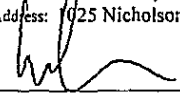
Signed, sealed and delivered in our presence:



Witness Printed Name: Zachary C. Crabtree


Witness Printed Name: Morgan L. Bass

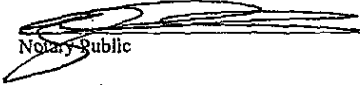


(Seal)
Richard H. Seibler, Jr.
Address: 1025 Nicholson Road, Jacksonville, Florida 32207


(Seal)
Lauren L. Seibler
Address: 1025 Nicholson Road, Jacksonville, Florida 32207

State of Florida
County of Duval

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this ____ day of June, 2021, by Richard H. Seibler, Jr. and Lauren L. Seibler, husband and wife who is/are personally known to me or who produced Driver's License as identification and who did take an oath.



Notary Public

Notary Printed Name _____
My Commission Expires: _____
(Seal)



COPY



Joseph Brinson

ISA Certified Arborist No. FL-6626A

ISA Tree Risk Assessment Qualification (TRAQ)

Qualified to Perform ISA Level 2 Tree Risk Assessments v3.0

ECS Florida LLC

11554 Davis Creek Court

Jacksonville, FL 32256

904-626-5933

Jlbrinson@ecslimited.com

March 25, 2026

City of St. Augustine Planning and Building Department

Attn: Planning and Zoning Board / Planning Staff

75 King Street

St. Augustine, Florida 32084

Re: Protected Tree Health and Risk Assessment

May Street – Lot 41

St. Augustine, Florida

To Whom it May Concern:

At the request of the applicant/property owner, I performed a **Protected Tree Health and Risk Assessment** for two protected live oak trees located on the subject single-family lot identified as **May Street – Lot 41, St. Augustine, Florida**. The purpose of this letter is to document the species, size, condition, and observed structural defects of the subject trees, and to provide my professional arboricultural opinion regarding their health, structural condition, and relative risk profile in support of the preserved tree removal request.

Joseph Brinson performed this assessment, **ISA Certified Arborist No. FL-6626A**, qualified through the International Society of Arboriculture to perform **ISA Level 2 Tree Risk Assessments v3.0 (TRAQ)**. The evaluation included a ground-based visual inspection of each tree, including review of the main stem, root collar, exposed roots, scaffold limbs, canopy architecture, visible defects, and target conditions. In addition, an **ISA Level 2 Tree Risk Assessment** was performed for each tree to determine an overall risk rating. No invasive testing or advanced internal decay detection was performed unless otherwise noted.

The two subject trees assessed are as follows:

QV-T1 – Live Oak (*Quercus virginiana*), 52.1-inch DBH

QV-T2 – Live Oak (*Quercus virginiana*), 44.0-inch DBH

QV-T1 – 52.1-inch DBH Live Oak

QV-T1 was observed to be in poor condition and exhibits multiple indicators of advanced structural compromise. Significant decay is present within the main bole. Decay was observed in four locations on the main stem, with the largest visible cavity measuring approximately 3 feet by 1.5 feet. Additional smaller areas of decay were observed near the root collar and within exposed roots.

Additional observed concerns include an unbalanced canopy, a large lateral limb approximately 30 inches in diameter extending west into the adjacent parcel, minor apparent mechanical root damage, and an occupied target area associated with adjacent improvements. The neighboring elevated wooden deck appears to have been constructed around or in close accommodation of the large westward-extending limb.

Based on the observed conditions, QV-T1 was assigned a High Risk rating using the ISA Level 2 Tree Risk Assessment process. In my professional opinion, QV-T1 poses an unacceptable risk to persons and property. Further, it is my professional opinion that removal is the only practical means of reducing the tree's risk below a Moderate risk rating. Accordingly, removal of QV-T1 is recommended.

QV-T2 – 44.0-inch DBH Live Oak

QV-T2 was observed to be in fair to good condition overall. The tree exhibits a slight westward lean that appears long-standing and adaptive in character, likely influenced by phototropic growth and prevailing coastal wind exposure, rather than recent instability.

Additional observed conditions include a few prior pruning cuts with minor compartmentalization, and two larger lateral limbs on the east side exhibiting visible symptoms consistent with decay, including oozing.

Based on the observed conditions, QV-T2 was assigned a Moderate Risk rating using the ISA Level 2 Tree Risk Assessment process. In my professional opinion, QV-T2 is in materially better overall structural condition than QV-T1; however, it is not free of defects, and its localized structural concerns should be considered in the City's review of the preserved tree removal request.

Professional Conclusions

Based on my visual assessment and ISA Level 2 Tree Risk Assessment findings, my professional opinions are as follows:

1. **QV-T1 (52.1-inch DBH live oak)** is in poor condition, has significant structural defects, was assigned a High Risk rating, and poses an unacceptable risk to persons and property. Removal is recommended.
2. **QV-T2 (44.0-inch DBH live oak)** is in fair to good condition overall, was assigned a Moderate Risk rating, and presents localized structural concerns that should be considered in the City's review of the overall request.

Statutory Consideration – Section 163.045, Florida Statutes

Section 163.045, Florida Statutes, provides that a local government may not require a notice, application, approval, permit, fee, or mitigation for the pruning, trimming, or removal of a tree on qualifying residential property where the property owner possesses documentation from an ISA-certified arborist or qualifying landscape architect that the tree poses an unacceptable risk to persons or property. The statute further provides that a tree poses an unacceptable risk where removal is the only means of practically mitigating the tree's risk below Moderate.

Based on the Level 2 Tree Risk Assessment findings documented herein, it is my professional opinion that QV-T1 meets the arboricultural threshold of posing an unacceptable risk to persons and property. Therefore, if the subject parcel qualifies as "residential property" within the meaning of section 163.045, Florida Statutes, removal of QV-T1 may not require notice, application, approval, permit fee, or mitigation. Final applicability of that statutory provision should be confirmed based on the current legal status and use of the parcel.

This letter is based on a visual, ground-level assessment of observable conditions present at the time of inspection, together with ISA Level 2 Tree Risk Assessment procedures. Trees are living organisms and may fail in unexpected ways despite inspection. Hidden defects may exist that were not visible at the time of assessment.

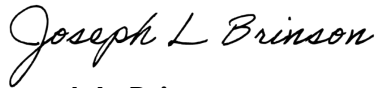
Please note that the ISA Level 2 Tree Risk Assessment Form for QV-T1 is attached to this letter and incorporated herein by reference as supporting documentation.

May Street - Lot 41 Arborist Assessment
ECS Project No. 55:8281

Should you have any questions regarding this assessment, please contact me.

Sincerely,

ECS Florida LLC.

A handwritten signature in black ink that reads "Joseph L. Brinson". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Joseph L. Brinson

ISA Certified Arborist **FL-6626A**

ISA Tree Risk Assessment Qualification (TRAQ)

Qualified to Perform **ISA Level 2 Tree Risk Assessments v3.0**

Photograph of Live Oak (T-1)



Photograph of Live Oak (T-1)
Relecting Lean Towards Abutting Lot



Live Oak T-1

Photograph of T-1
Large Lateral Limb Extending into Abutting Parcel



Photograph of T-1

Large Lateral Limb Interacting with Abutting Lot's Deck



Photograph of T-1
Decay Scars and Active Fungal Growth



Photograph of T-1
Additional Bole Decay and Pruning Scar with Decay



Photograph of Live Oak (T-2)



Photograph of Live Oak (T-2)
Reflecting a Heavy Lean to the West



Photograph of Live Oak (T-2)
Girdling Root



Live Oak (T-1)
Basic ISA Tree Risk Assessment Form
Level 2 Assessment



Basic Tree Risk Assessment Form

Assessor Joe Brinson

Client _____ Date 2-25-26

Address/Tree Location 2 May street, St. Aug Tools _____

Tree Species Quercus virginiana Tree # 1 DBH 32.1 Height 48 Time Frame 3 (years/months)

Target #	Target Description Be specific, only one target per line.	Target Zone Check one box per target.				Occupancy Rate during time frame:			
		Drip line	1 X Ht	1.5 X Ht	>1.5 X Ht	Rare	Occasional	Frequent	Constant
1	First priority target (e.g., people in the tree)	☒						☒	
2	Second priority target (e.g., people, structures, vehicles)	☒						☒	☒
3	Third priority (e.g., structures, vehicles)	☒							

Concerns: Compaction, Wind load, possible damage by arch review ☐ None

Site changes: ☒ None ☐ Grade change ☐ Site clearing ☐ Changed hydrology ☐ Other _____

Crown

Foliage: ☐ None (dead) ☒ None (seasonal) Normal _____ % Chlorotic _____ % Necrotic _____ %

Tree Health: ☐ Dead ☒ Poor ☐ Fair ☐ Good

Health concerns: Decay, Unholand canopy, leaning (west), major lat. lmb, root damage ☐ None

Density: ☒ Sparse ☐ Average ☐ Dense ☐ Vines/mistletoe/moss 25%

Relative size crown/trunk: ☐ Small ☐ Medium ☒ Large ☒ Unbalanced ☐ Crown dieback ☒ Excessive end weight

Wind Exposure: ☐ Protected ☒ Partial ☐ Full ☐ Wind funneling Load concerns/recent changes heavy extended large lat. lmb

Pruning: ☐ Topped ☐ Thinned ☐ Lion tailed ☐ Raised ☐ Other N/A Live crown ratio (LCR) 69 %

Branches

☐ No concerns ☒ Dead branches 10 % overall Max. dia. 10"

☐ Broken/hanging # _____ Max. dia. _____ ☐ Overextended

☐ Poor taper ☐ Weak attachments _____

☐ Previous branch failures _____ ☐ Similar branches present

☐ Structural support _____ ☐ Excessive sprouts ☐ Cracks

☒ Sapwood/heartwood decay ☒ Conks/mushrooms white in decay

☒ Cavity opening 24x12" near ☐ Response growth _____

Main Branch and Crown Failure Types:

Failure Type 1: Branch Failure (west)

Part size 30" Fall distance 25 Load: ☐ Low ☐ Med ☒ High

Likelihood of Failure: ☐ Improbable ☒ Possible ☐ Probable ☐ Imminent

Target # 1 Protection N/A

Likelihood of Impact: ☐ Very Low ☐ Low ☐ Medium ☒ High

Consequences: ☐ Negligible ☐ Minor ☐ Significant ☒ Severe

Target # 2 Protection N/A

Likelihood of Impact: ☐ Very Low ☐ Low ☐ Medium ☒ High

Consequences: ☐ Negligible ☐ Minor ☐ Significant ☒ Severe

Failure Type 2: Branch Failure (west)

Part size 12" Fall distance 40 Load: ☐ Low ☒ Med ☐ High

Likelihood of Failure: ☐ Improbable ☐ Possible ☒ Probable ☐ Imminent

Target # 1 Protection N/A

Likelihood of Impact: ☐ Very Low ☐ Low ☐ Medium ☒ High

Consequences: ☐ Negligible ☐ Minor ☐ Significant ☒ Severe

Target # 2 Protection N/A

Likelihood of Impact: ☐ Very Low ☐ Low ☐ Medium ☒ High

Consequences: ☐ Negligible ☐ Minor ☒ Significant ☐ Severe

Trunk

☐ No concerns ☒ Codominant stems # 3 ☐ Included bark

☒ Decay ☒ Conks/mushrooms ? ☒ Cavity opening 4'x12" 2/12

☒ Decay depth 3" ☐ Poor taper ☒ Lean 20° ☐ Corrected 11x2

☒ Dead/missing bark ☐ Cracks ☐ Ooze ☐ Lightning damage

Other _____ Response growth _____

Main Trunk Failure Type: top of tree due to decay

Likelihood of Failure: ☐ Improbable ☒ Possible ☐ Probable ☐ Imminent

Target # 1 Protection N/A

Likelihood of Impact: ☐ Very Low ☐ Low ☐ Medium ☒ High

Consequences: ☐ Negligible ☐ Minor ☐ Significant ☒ Severe

Target # 2 Protection N/A

Likelihood of Impact: ☐ Very Low ☐ Low ☐ Medium ☒ High

Consequences: ☐ Negligible ☐ Minor ☐ Significant ☒ Severe

Root Collar, Roots, and Soil

☐ No concerns ☐ Collar buried/not visible Depth _____

☐ Stem girdling _____ ☐ Fill soil _____

☐ Significant root damage or decay ☐ Conks/mushrooms _____

☐ Cut, distance from trunk _____ ☐ Root plate lifted _____

Soil: ☐ Often saturated ☐ Limited volume ☐ Pavement/Compaction

Response growth _____

Main Root/Soil Failure Type: Whole tree, uprooting/wind

Likelihood of Failure: ☐ Improbable ☒ Possible ☐ Probable ☐ Imminent

Target # 1 Protection N/A

Likelihood of Impact: ☐ Very Low ☐ Low ☐ Medium ☒ High

Consequences: ☐ Negligible ☐ Minor ☐ Significant ☒ Severe

Target # 2 Protection N/A

Likelihood of Impact: ☐ Very Low ☐ Low ☐ Medium ☒ High

Consequences: ☐ Negligible ☐ Minor ☐ Significant ☒ Severe

Risk Categorization and Analysis

Tree Part Branches, Trunk, Root Collar, Roots, or Soil	Failure Type Dead, Hanging, Decay, Crack, etc.	Target Description or Number	Likelihood of Failure				Likelihood of Impact				Failure and Impact from Matrix 1				Consequences				Risk Rating from Matrix 2
			Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
Large Branches	Decay on overhanging branches	1		✓						✓		✓						✓	mod
		2		✓						✓		✓						✓	mod
Branches	Decay	1			✓					✓			✓					✓	High
		2			✓					✓			✓					✓	High
Trunk	Decay	1			✓					✓			✓					✓	High
		2			✓					✓			✓					✓	High
Roots	some Decay up into soil	1		✓						✓		✓						✓	mod
		2		✓						✓		✓						✓	mod

Overall tree risk rating: ☐ Low ☐ Moderate ☒ High ☐ Extreme

Matrix 1. Likelihood matrix

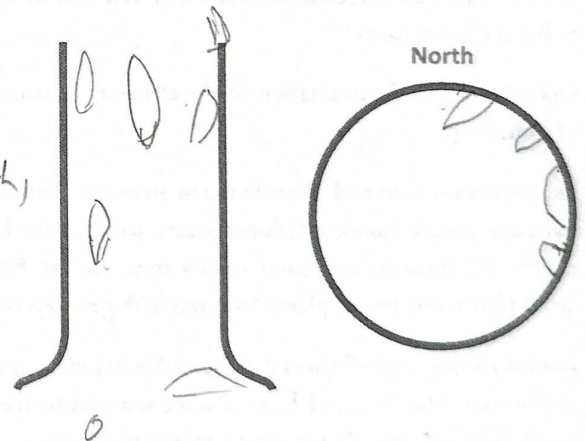
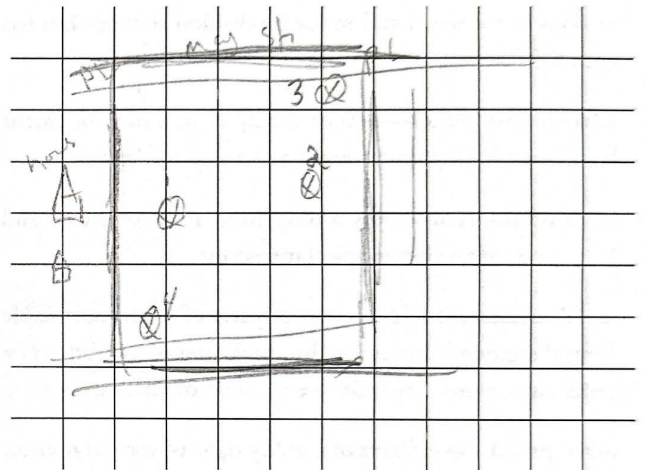
Likelihood of Failure	Likelihood of Impact			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk matrix

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions

Tree has several Decay scars w/ conk growth,
leaving westy large lateral limb



Option	Mitigation More than one failure type/target can be mitigated on each line.	Residual Risk of the tree
1	Remove tree	N/A
2	Remove large lateral limb,	High
3		

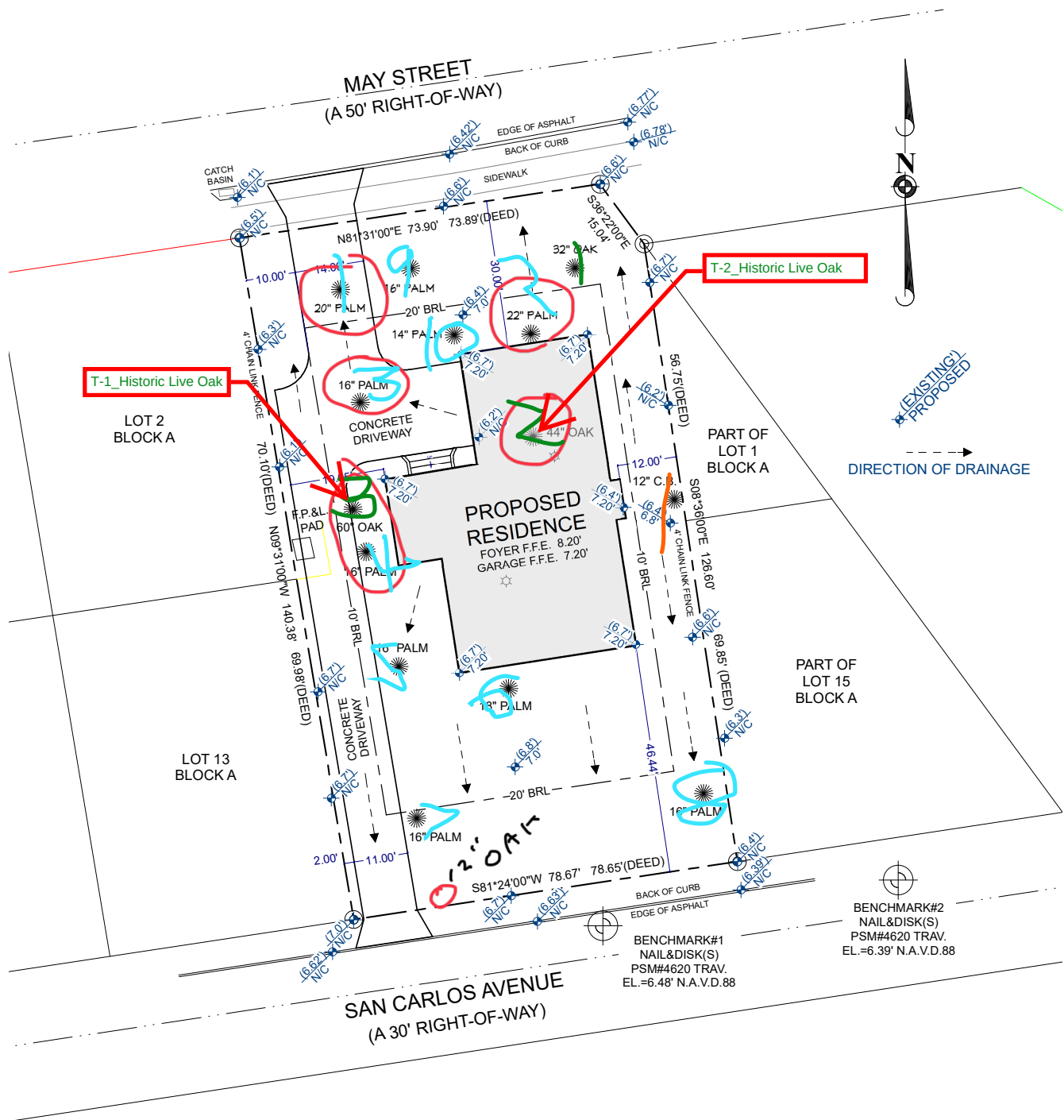
Inspection/limitations: ☒ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe: _____

Data: ☒ Final ☐ Preliminary — Advanced Assessment recommended Type/reason: _____

Reassessment recommended in N/A years/months

SITE PLAN

Reflecting Tree Proposed for removal



SITE PLAN

SCALE 1" = 20'-0"
06/07/2022

Parcel ID #1919300010

PROPOSED RESIDENCE FOR

MR. & MRS. LUKAJ

???? MAY STREET,
ST. AUGUSTINE, FLORIDA
PARCEL 1: PART OF LOT 1 'A' MIRAMAR AS
RECORDED IN MAP BOOK 4, PAGE 54, PUBLIC
RECORDS OF ST. JOHNS COUNTY, FLORIDA.
PARCEL 2: LOT 14 AND PART OF LOT 15, BLOCK
'A' MIRAMAR AS RECORDED IN MAP BOOK 4,
PAGE 54, PUBLIC RECORDS OF ST. JOHNS
COUNTY, FLORIDA.

AREA CALCULATIONS

LOT AREA	11,122 SQ.FT.
HOUSE SLAB	2,236 SQ.FT.
DRIVEWAY AND SLABS	2,365 SQ.FT.
TOTAL LOT COVERAGE	4,601 SQ.FT.
PERCENT LOT COVERAGE	41.37 %
LOT COVERAGE HOUSE ONLY	20.10 %
PROPOSED NEW MAIN FLOOR	8.20'
PROPOSED NEW GARAGE FLOOR	7.20'

GUTTERS & DOWNSPOUTS
ALL EAVE AREAS TO HAVE 6"
GUTTERS CW DOWNSPOUTS
CONNECTED TO 4" CORRUGATED
DRAINAGE PIPE LEADING TO POP UP
BUBBLERS AT PROPERTY LINE.

ARCHITECTUAL PLAN



VICINITY PLAN
N.T.S.

WINDOW SCHEDULE

WINDOW NO	STATUS	SIZE	MATERIAL	HARDWARE & DESCRIPTION	REMARKS
WD1	NEW	4'-0"X6'-8"	ALUM OR VINYL W/ GLASS	SINGLE OR DOUBLE HUNG GLASS WINDOWS PANELS, USE SAFETY TEMPERED GLASS PANELS.	WINDOW SILL: 0'-10" A.F.F.
WD2	NEW	6'-0"X6'-0"	ALUM OR VINYL W/ GLASS	SINGLE OR DOUBLE HUNG GLASS WINDOWS PANELS, USE SAFETY TEMPERED GLASS PANELS.	WINDOW SILL: 0'-10" A.F.F.
WD3	NEW	4'-0"X3'-6"	ALUM OR VINYL W/ GLASS	SINGLE OR DOUBLE HUNG GLASS WINDOWS PANELS	WINDOW SILL: 3'-2" A.F.F.

DOOR SCHEDULE

DOOR NO	SIZE	MATERIAL / DESCRIPTION	HARDWARE	REMARKS
D01	6'-0"X8'-0"	METAL DOUBLE DOOR, EXTERIOR, IMPACT-RATED	HEAVY-DUTY HINGES, MULTIPONT LOCKING SYSTEM, CORROSION-RESISTANT HANDLES	
D02	16'-0"X8'-0"	ROLL-UP GARAGE DOOR, METAL, IMPACT-RATED AS REQUIRED	ROLL-UP MECHANISM WITH INTEGRATED LOCK	
D03	2'-8"X8'-0"	INTERIOR WOOD DOOR, STANDARD CORE	DOOR KNOB LEVER W/ KEY LOCK	
D04	2'-8"X8'-0"	WOODEN DOOR, SOLID CORE FOR SOUND INSULATION	DOOR KNOB LEVER W/ KEY LOCK AND DEAD LOCK	
D04a	2'-8"X6'-8"			
D05	2'-6"X8'-0"	HOLLOW CORE WOOD DOOR, LIGHTWEIGHT FOR AH ROOM	DOOR PULL HANDLE	
D05a	2'-6"X6'-8"			
D06	2'-4"X8'-0"	MOISTURE-RESISTANT INTERIOR DOOR FOR BATHROOM, SOLID OR COMPOSITE MATERIAL	DOOR KNOB LEVER W/ PRIVACY LOCK	
D06a	2'-4"X6'-8"			
D07	2'-8"X8'-0"	POCKET DOOR FOR MASTER BEDROOM CLOSET, WOOD OR COMPOSITE	RECESSED HANDLE, SMOOTH GLIDING TRACK SYSTEM	
D07a	2'-8"X6'-8"			
D08	2'-0"X8'-0"	LIGHTWEIGHT COMPOSITE POCKET DOOR	RECESSED HANDLE, TRACK SYSTEM	
D08a	2'-0"X6'-8"			
D09	2'-2"X8'-0"	TEMPERED GLASS SHOWER DOOR	WATERPROOF HANDLE, SEALS	
D09a	2'-2"X6'-8"			
D10	4'-8"X8'-0"	CLOSET DOUBLE DOOR, WOOD OR MDF	PULL HANDLES, BALL CATCHES OR MAGNETIC LATCHES.	
D10a	4'-8"X6'-8"			
D11	2'-4"X8'-0"	WOOD OR FROSTED GLASS, WOOD FRAME PANTRY DOOR	DOOR PULL HANDLE	
D11a	2'-4"X6'-8"			
D12	4'-0"X8'-8"	EXTERIOR DOUBLE DOOR, GLASS WITH METAL OR WOOD FRAME, IMPACT-RATED	DOOR PULL HANDLE OR LEVER HANDLE W/ KEY LOCK, TEMPERED SAFETY GLASS	

WALL LEGEND

TYPE	DESCRIPTION
	8" CMU WALL WITH 2" FUR OUT ON INSIDE & STUCCO FINISH OUTSIDE
	INTERIOR LOAD BEARING WALL 2"x4" WOOD STUD @ 16" O.C. W/ 1/2" SHEET ROCK ON BOTH SIDES
	INTERIOR NON-LOAD BEARING WALL 2"x4" WOOD STUD @ 24" O.C. W/ 1/2" SHEET ROCK ON BOTH SIDES

AREA USAGE:

- TOTAL BUILDINGS AREA: = 2772.7 SQFT.
- LOT / LAND AREA: 11,325 SQFT.

PERCENTAGE OF LAND USAGE:
2,772.7 / 11,325 = 24.5% OK

CODE SUMMARY:

- APPLICABLE CODE FBC 2023, 8TH EDITION
- CONSTRUCTION TYPE B.
- TOTAL HEATED AREA: 5,943 SQFT
- OCCUPANCY TYPE: RESIDENTIAL - GROUP R3

APPLICABLE CODE:

- FLORIDA BUILDING CODE 2023, 8TH EDITION
- FLORIDA PLUMBING CODE 2023, 8TH EDITION
- FLORIDA MECHANICAL CODE 2023, 8TH EDITION
- NATIONAL ELECTRICAL CODE 2018
- FLORIDA FIRE PREVENTION CODE 2023

SCOPE OF WORK

- EXCAVATE AND PREPARE THE SITE FOR FOUNDATION WORK.
- CONSTRUCT CONCRETE FOOTINGS AND FOUNDATION WALLS FOR A THREE-STORY STRUCTURE.
- FRAME THE BUILDING USING CONVENTIONAL WOOD FRAMING TECHNIQUES.
- ENSURE ALL STRUCTURAL COMPONENTS COMPLY WITH LOCAL BUILDING CODES FOR SAFETY AND STABILITY.
- ENSURE PROPER CONNECTIONS AND DRAINAGE.
- WIRE THE BUILDING FOR ELECTRICAL SERVICE, INCLUDING OUTLETS, SWITCHES, AND LIGHTING FIXTURES.
- HANG DRYWALL, APPLY INTERIOR PAINT, AND FINISH FLOORING TO COMPLETE INTERIOR SPACES.
- INSTALL FIXTURES IN KITCHENS AND BATHROOMS.
- COMPLETE EXTERIOR FINISHES, INCLUDING ROOFING, AND EXTERIOR PAINT.
- CONDUCT INSPECTIONS AT CRITICAL PHASES TO ENSURE COMPLIANCE WITH ALL CONSTRUCTION CODES.

DRAWING INDEX

DWG	CONTENTS
A-01	CODES, SUMMARY & SCHEDULES
A-02	FIRST FLOOR PLAN
A-03	SECOND FLOOR PLAN
A-04	THIRD FLOOR PLAN
A-05	ROOF FLOOR PLAN
A-06	ROOF PLAN
A-07	FRONT & REAR ELEVATIONS
A-08	RIGHT & LEFT ELEVATIONS
A-09	SECTION
A-10	FLASHING DETAILS
A-11	WINDOWS & DOORS INSTALLATION DETAILS
S-01	SECOND FLOOR PLAN
S-01	CODES, SUMMARY & NOTES
S-02	FOUNDATION PLAN
S-03	FOUNDATION DETAILS
S-04	LOAD-BEARING WALL FRAMING PLAN - FIRST FLOOR
S-05	PROPOSED TRUSS PLACEMENT PLAN - SECOND FLOOR
S-06	LOAD-BEARING WALL FRAMING PLAN - SECOND FLOOR
S-07	PROPOSED TRUSS PLACEMENT PLAN - THIRD FLOOR
S-08	LOAD-BEARING WALL FRAMING PLAN - THIRD FLOOR
S-09	PROPOSED TRUSS PLACEMENT PLAN - ROOF FLOOR
S-10	STAIRCASE FRAMING DETAILS & SECTION (1)
S-11	STAIRCASE FRAMING DETAILS & SECTION (2)
S-12	STRUCTURAL CONNECTIONS DETAIL
S-13	WALL SECTION & DETAILS
S-14	FRAMING DETAILS
E-01	ELECTRICAL PLAN FIRST FLOOR
E-02	ELECTRICAL PLAN SECOND FLOOR
E-03	ELECTRICAL PLAN THIRD FLOOR
E-04	ELECTRICAL PLAN ROOF FLOOR

DWELLING-GARAGE OPENING AND PENETRATION PROTECTION NOTES:

1- OPENINGS BETWEEN THE GARAGE AND RESIDENCE SHALL BE EQUIPPED WITH SOLID WOOD DOORS NOT LESS THAN 13/8 INCHES (35 MM) IN THICKNESS, SOLID OR HONEYCOMB CORE STEEL DOORS NOT LESS THAN 13/8 INCHES (35 MM) THICK, OR 20-MINUTE FIRE-RATED DOORS.
2- DUCTS IN THE GARAGE AND DUCTS PENETRATING THE WALLS OR CEILINGS SEPARATING THE DWELLING FROM THE GARAGE SHALL BE CONSTRUCTED OF A MINIMUM NO. 26 GAGE (0.48 MM) SHEET STEEL, 1 INCH (25.4 MM) MINIMUM RIGID NONMETALLIC CLASS 0 OR CLASS 1 DUCT BOARD, OR OTHER APPROVED MATERIAL AND SHALL NOT HAVE OPENINGS INTO THE GARAGE.

DWELLING-GARAGE FIRE SEPARATION NOTE:

1- THE GARAGE SHALL BE SEPARATED AS FOLLOWS:
- FROM THE RESIDENCE AND ATTICS BY NOT LESS THAN 1/2-INCH GYPSUM BOARD OR EQUIVALENT APPLIED TO THE GARAGE SIDE.
- FROM HABITABLE ROOMS ABOVE THE GARAGE NOT LESS THAN 5/8-INCH TYPE X GYPSUM BOARD OR EQUIVALENT.
- STRUCTURE(S) SUPPORTING FLOOR/CEILING ASSEMBLIES USED FOR SEPARATION REQUIRED BY THIS SECTION NOT LESS THAN 1/2-INCH GYPSUM BOARD OR EQUIVALENT.
- GARAGES LOCATED LESS THAN 3 FEET FROM A DWELLING UNIT ON THE SAME LOT NOT LESS THAN 1/2-INCH GYPSUM BOARD OR EQUIVALENT APPLIED TO THE INTERIOR SIDE OF EXTERIOR WALLS THAT ARE WITHIN THIS AREA.
2- THE WALL SEPARATION PROVISIONS SHALL NOT APPLY TO GARAGE WALLS THAT ARE PERPENDICULAR TO THE ADJACENT DWELLING UNIT WALL.

AREA / SPACES TABULATION

	ROOM NAME	AREA SPECIFICATION	AREA (Sq Ft.)
1	LIVABLE HOUSE ROOMS	FINISHED ENCLOSED CONDITIONED SPACE	397 + 2,773 + 2,773 = 5,943 Sq Ft
2	ATTACHED GARAGE	FINISHED UNCONDITIONED SPACE	1668.8 Sq Ft
3			



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY SAMER ATTALLAH, P.E. ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. FAC 61G16-23.004

MAY STREET HOUSE

38 MAY ST.,
ST AUGUSTINE, FL 32084

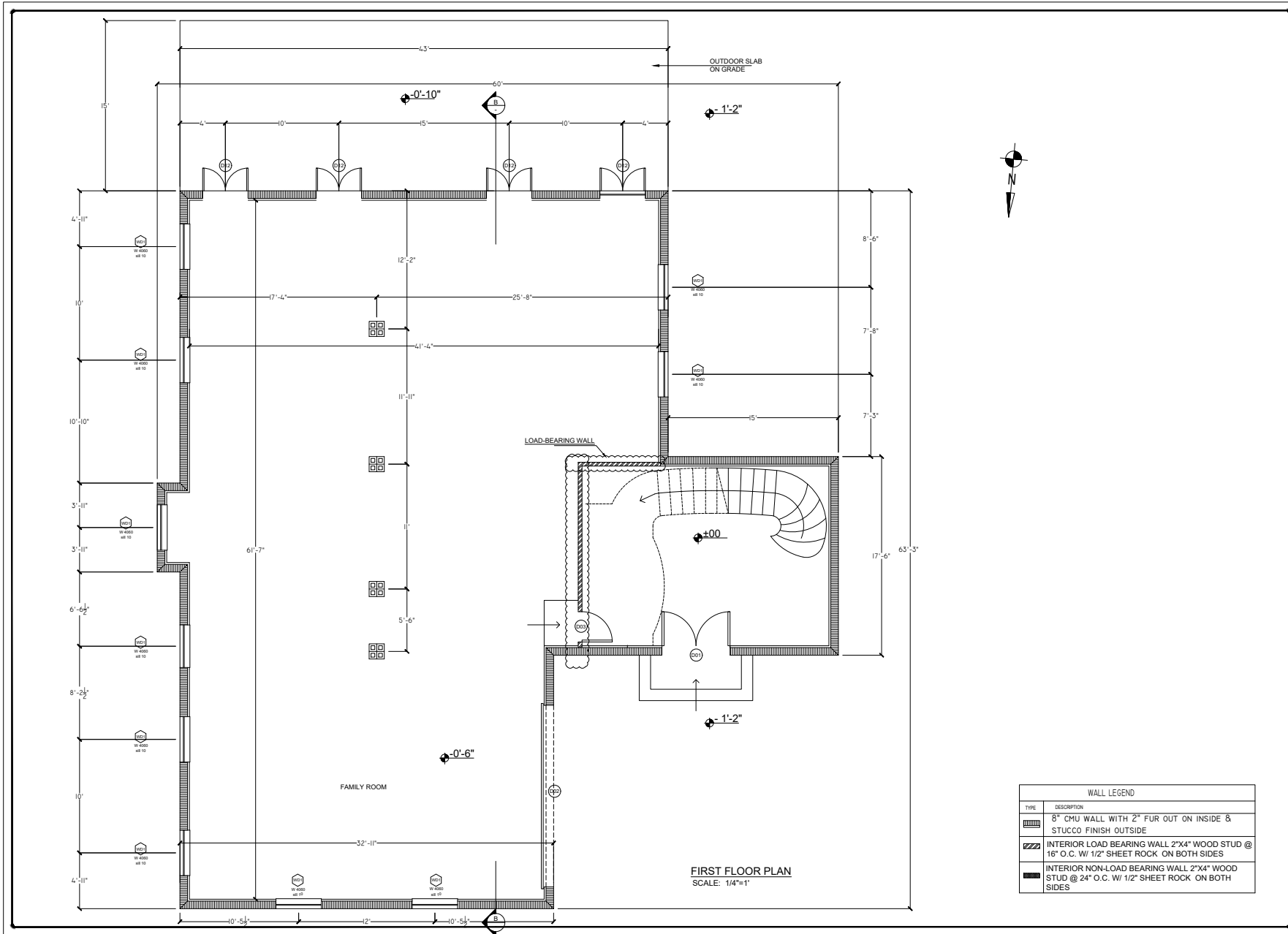
SEVEN GATES DESIGN LLC.
2916 UNIVERSITY BLVD W, Suite 200
JACKSONVILLE, FL 32217

A-01

CODES &
SCHEDULES

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-01





Seven Gates Design



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY SAMER ATTALLAH, P.E. ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. FAC 61G16-23.004

MAY STREET HOUSE

38 MAY ST.
ST AUGUSTINE, FL 32084

SEVEN GATES DESIGN LLC.
2916 UNIVERSITY BLVD W, Suite 200
JACKSONVILLE, FL 32217

A-02

FIRST FLOOR PLAN

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-02



WALL LEGEND	
TYPE	DESCRIPTION
	8" CMU WALL WITH 2" FUR OUT ON INSIDE & STUCCO FINISH OUTSIDE
	INTERIOR LOAD BEARING WALL 2"x4" WOOD STUD @ 16" O.C. W/ 1/2" SHEET ROCK ON BOTH SIDES
	INTERIOR NON-LOAD BEARING WALL 2"x4" WOOD STUD @ 24" O.C. W/ 1/2" SHEET ROCK ON BOTH SIDES



THIS ITEM HAS BEEN DIGITALLY SIGNED
AND SEALED BY SAMER ATTALLAH,
ON THE DATE ADJACENT TO THE SE
PRINTED COPIES OF THIS DOCUMENT
ARE NOT CONSIDERED SIGNED AND
SEALED AND THE SIGNATURE MUST
VERIFIED ON ANY ELECTRONIC COPY
FAC 61615-23 004

MAY STREET HOUSE

38 MAY ST,
ST AUGUSTINE FL 32084

SEVEN GATES DESIGN LLC
2916 UNIVERSITY BLVD W. Suite 200
JACKSONVILLE, FL 32217

A-03

SECOND FLOOR
PLAN

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam Samer Attallah
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-03



THIS ITEM HAS BEEN DIGITALLY SIGNED
AND SEALED BY SAMER ATTALLAH, P.E.
ON THE DATE ADJACENT TO THE SEAL.
PRINTED COPIES OF THIS DOCUMENT
ARE NOT CONSIDERED SIGNED AND
SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.
FAC 61G16-23.004

MAY STREET HOUSE
38 MAY ST.,
ST AUGUSTINE, FL 32084

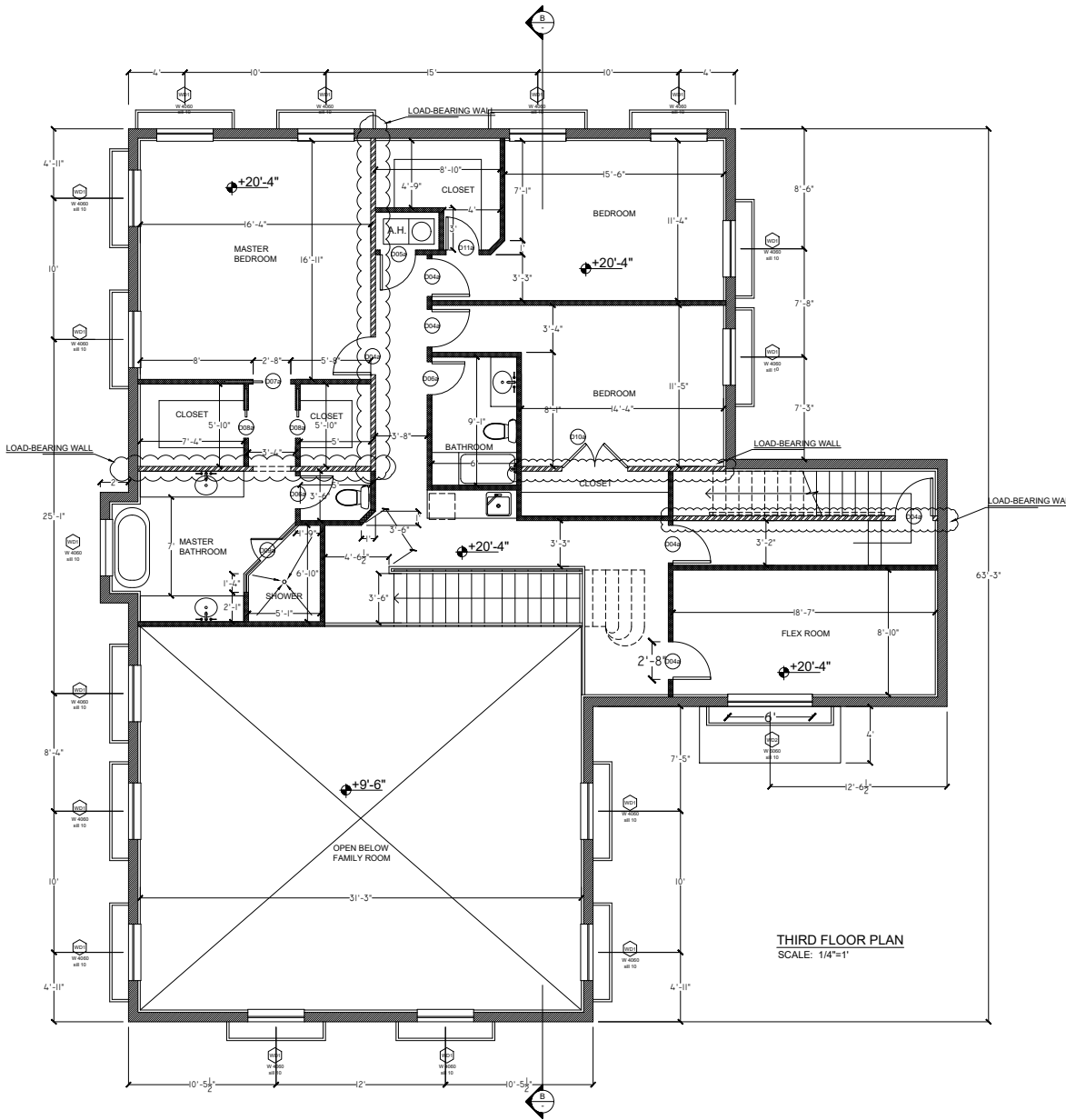
SEVEN GATES DESIGN LLC.
2916 UNIVERSITY BLVD W, Suite 200
JACKSONVILLE, FL 32217

A-04

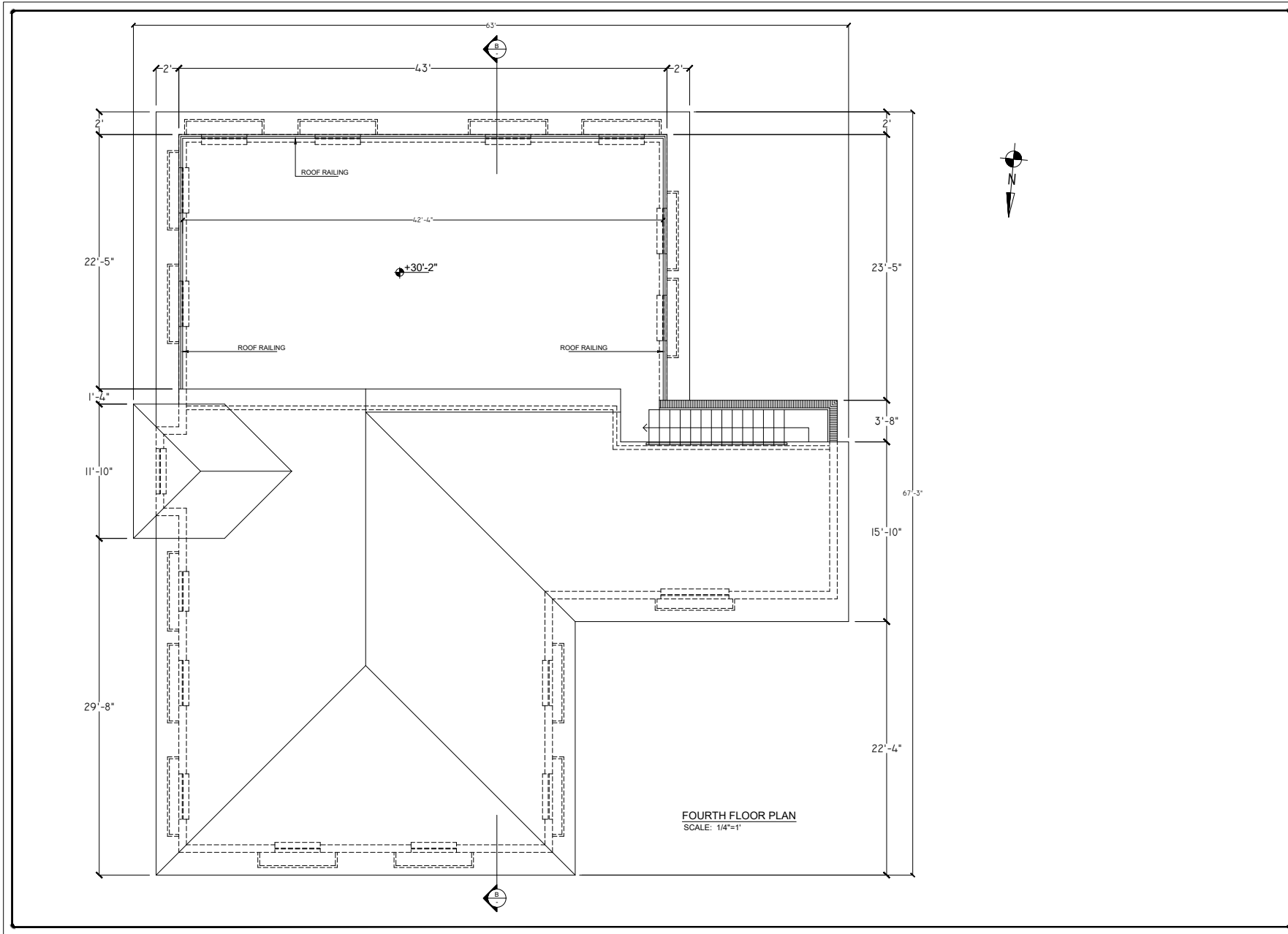
THIRD FLOOR PLAN

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam Samer Attallah
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-04



WALL LEGEND	
TYPE	DESCRIPTION
	8" CMU WALL WITH 2" FUR OUT ON INSIDE & STUCCO FINISH OUTSIDE
	INTERIOR LOAD BEARING WALL 2"x4" WOOD STUD @ 16" O.C. W/ 1/2" SHEET ROCK ON BOTH SIDES
	INTERIOR NON-LOAD BEARING WALL 2"x4" WOOD STUD @ 24" O.C. W/ 1/2" SHEET ROCK ON BOTH SIDES





**Seven
Gates
Design**



THIS ITEM HAS BEEN DIGITALLY SIGNED
AND SEALED BY SAMER ATTALLAH, P.E.
ON THE DATE ADJACENT TO THE SEAL.
PRINTED COPIES OF THIS DOCUMENT
ARE NOT CONSIDERED SIGNED AND
SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.
FAC 61G15-23.004

MAY STREET HOUSE

**38 MAY ST.,
ST AUGUSTINE, FL 32084**

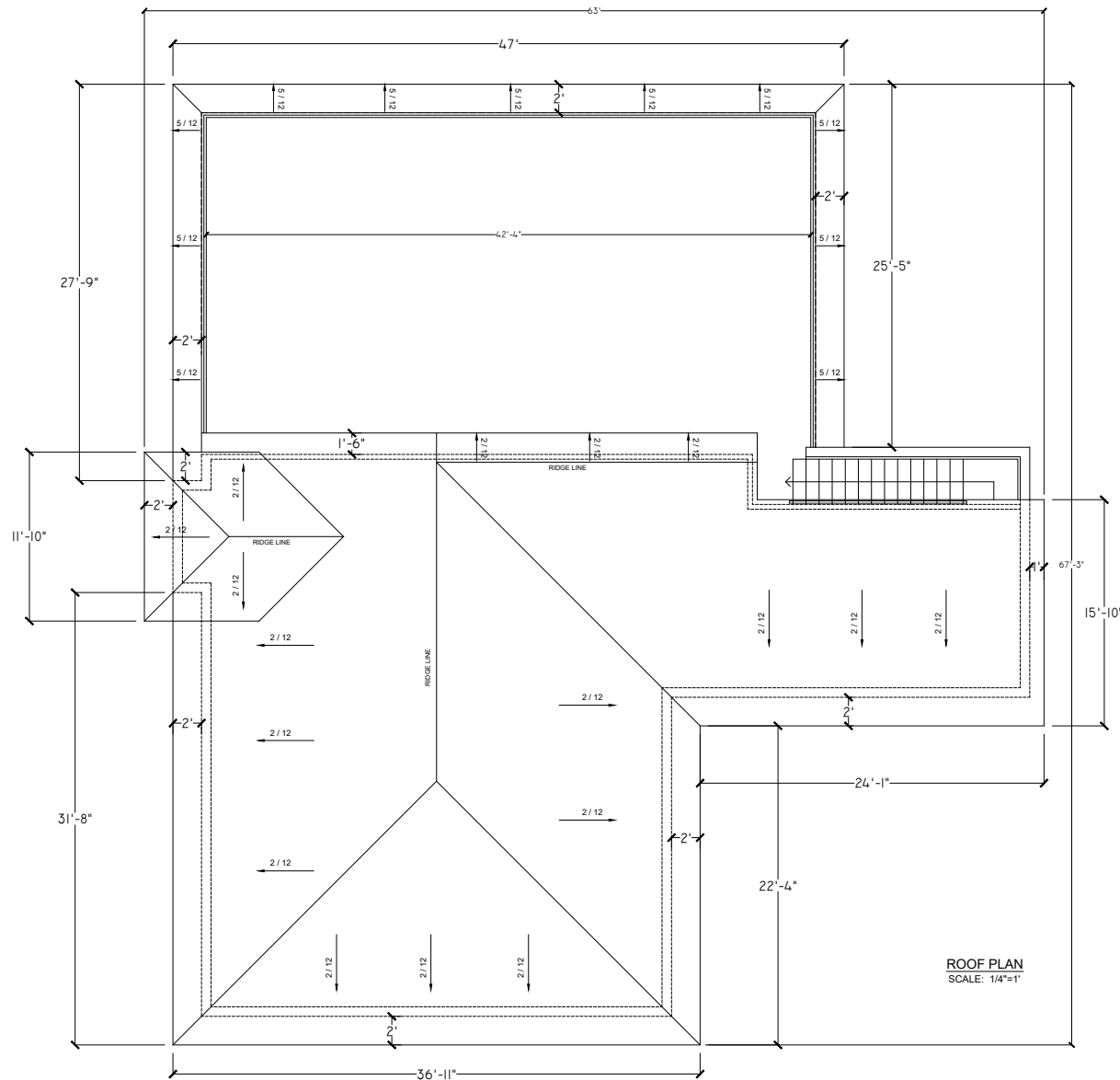
SEVEN GATES DESIGN LLC.
2916 UNIVERSITY BLVD W, Suite 200
JACKSONVILLE, FL 32217

A-05

ROOF FLOOR PLAN

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-05



ATTIC VENTILATION CALCULATION:

- VENTILATION REQUIRED:
 ATTIC BUILDING ROOF AREA: $2002 / 150 = 13.35$ SQFT
 TOTAL VENTILATION REQUIRED: $13.35 \times 144 = 1922.4$ SQ/IN

- VENTILATION PROVIDED:
 * SOFFIT VENT: USE "CERTAINTEE UNIVERSAL VINYL"
 , PRODUCT APPROVAL # 13389
 * FREE AREA SPECIFIED: 8.85 SQ/IN PER SQ/FT
 * TOTAL SOFFIT AREA
 (overhang soffit): 254 SQ/FT

* VENT CALCULATION: $8.85 \times 254 = 2,247.9$ SQ/IN
 TOTAL VENTILATION PROVIDED:
 $2,247.9$ SQ/IN > $1,922.4$ SQ/IN OK



THIS ITEM HAS BEEN DIGITALLY SIGNED
 AND SEALED BY SAMER ATTALLAH, P.E.
 ON THE DATE ADJACENT TO THE SEAL.
 PRINTED COPIES OF THIS DOCUMENT
 ARE NOT CONSIDERED SIGNED AND
 SEALED AND THE SIGNATURE MUST BE
 VERIFIED ON ANY ELECTRONIC COPIES.
 PAC 61616-23.004

MAY STREET HOUSE

38 MAY ST.,
 ST AUGUSTINE, FL 32084

SEVEN GATES DESIGN LLC.
 2916 UNIVERSITY BLVD W, Suite 200
 JACKSONVILLE, FL 32217

A-06

ROOF PLAN

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam Samer Attallah
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-06



THIS ITEM HAS BEEN DIGITALLY SIGNED
AND SEALED BY SAMER ATTALLAH, P.E.
ON THE DATE ADJACENT TO THE SEAL.
PRINTED COPIES OF THIS DOCUMENT
ARE NOT CONSIDERED SIGNED AND
SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.
FAC 61G16-23.004

MAY STREET HOUSE

38 MAY ST.
ST AUGUSTINE, FL 32084

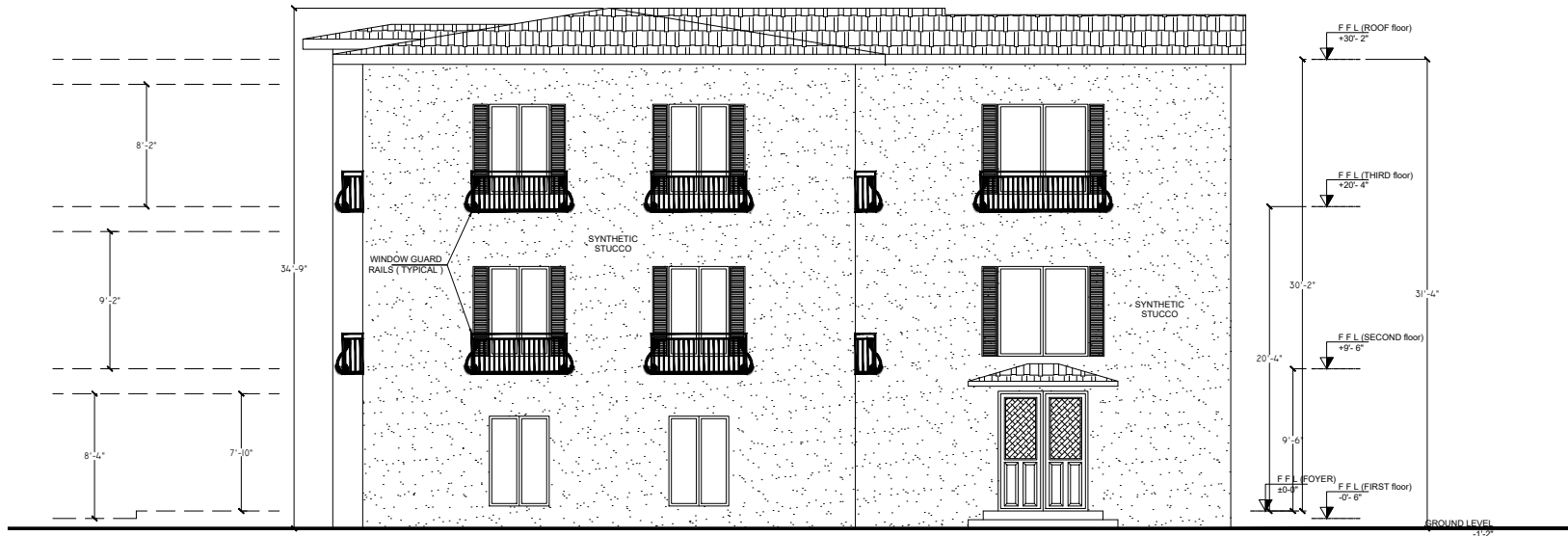
SEVEN GATES DESIGN LLC.
2916 UNIVERSITY BLVD W, Suite 200
JACKSONVILLE, FL 32217

A-07

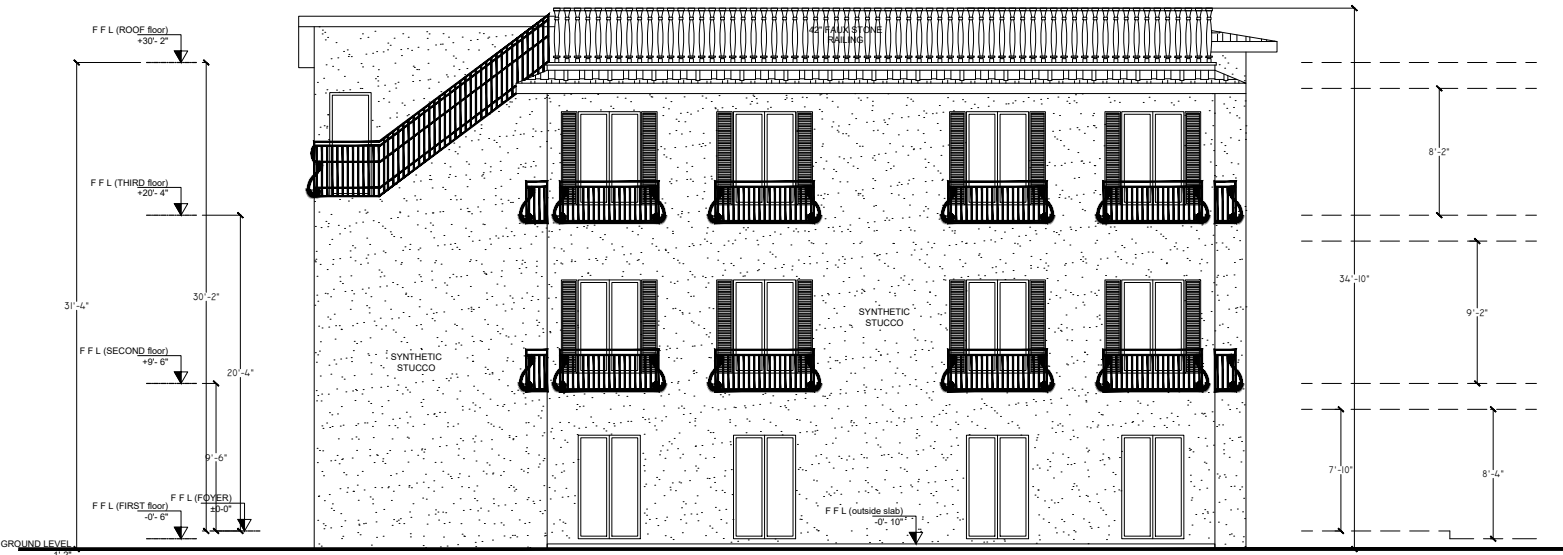
FRONT & REAR
ELEVATIONS

REV. #	DATE
0	05-13-2024

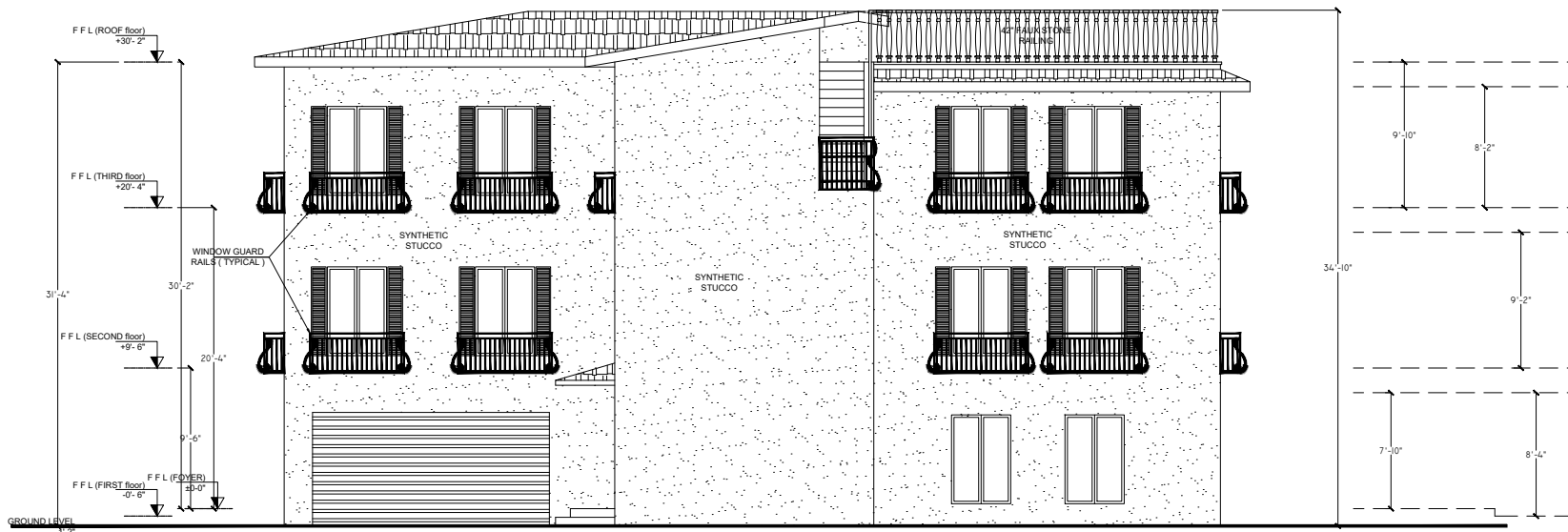
SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-07



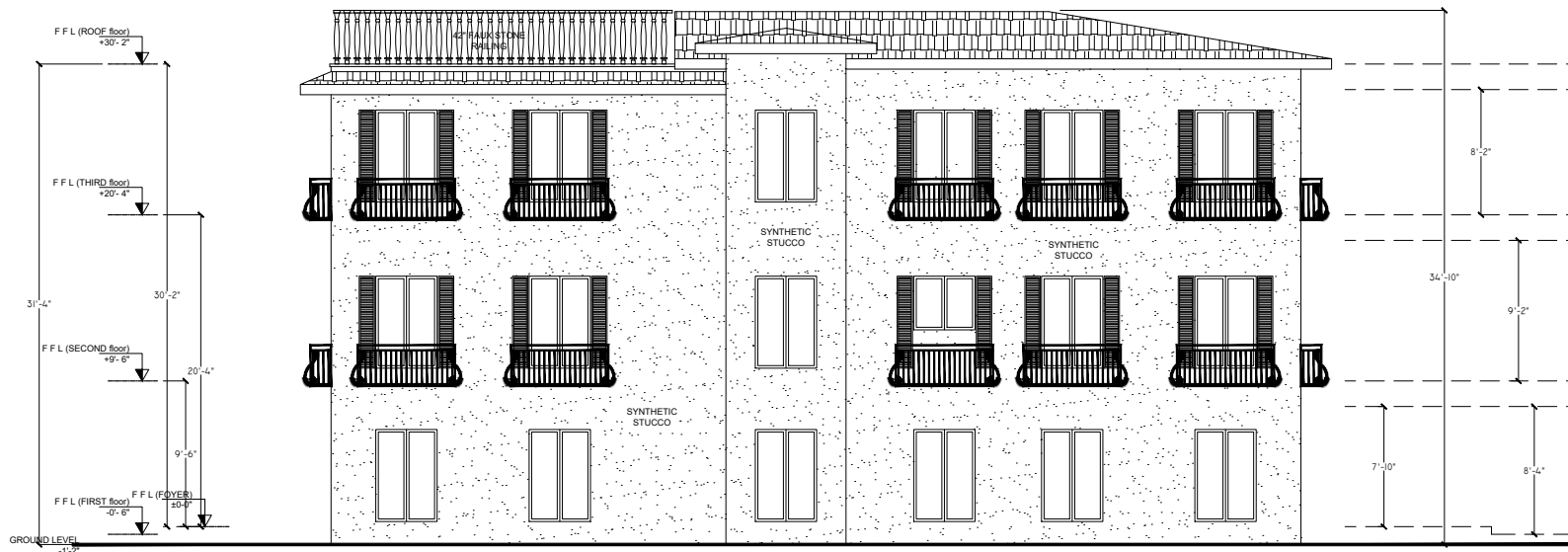
FRONT ELEVATION
SCALE: 1/4"=1'



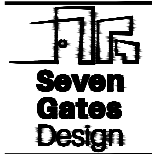
REAR ELEVATION
SCALE: 1/4"=1'



RIGHT SIDE ELEVATION
SCALE: 1/4"=1'



LEFT SIDE ELEVATION
SCALE: 1/4"=1'



THIS ITEM HAS BEEN DIGITALLY SIGNED
AND SEALED BY SAMER ATTALLAH, P.E.
ON THE DATE ADJACENT TO THE SEAL.
PRINTED COPIES OF THIS DOCUMENT
ARE NOT CONSIDERED SIGNED AND
SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.
FAC 61G15-23.004

MAY STREET HOUSE

38 MAY ST.
ST AUGUSTINE, FL 32084

SEVEN GATES DESIGN LLC.
2916 UNIVERSITY BLVD W, Suite 200
JACKSONVILLE, FL 32217

A-08

RIGHT & LEFT
ELEVATIONS

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam Samer Attallah
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-08



THIS ITEM HAS BEEN DIGITALLY SIGNED
AND SEALED BY SAMER ATTALLAH, P.E.
ON THE DATE ADJACENT TO THE SEAL.
PRINTED COPIES OF THIS DOCUMENT
ARE NOT CONSIDERED SIGNED AND
SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.
FAC 61G16-23.004

MAY STREET HOUSE

38 MAY ST.,
ST AUGUSTINE, FL 32084

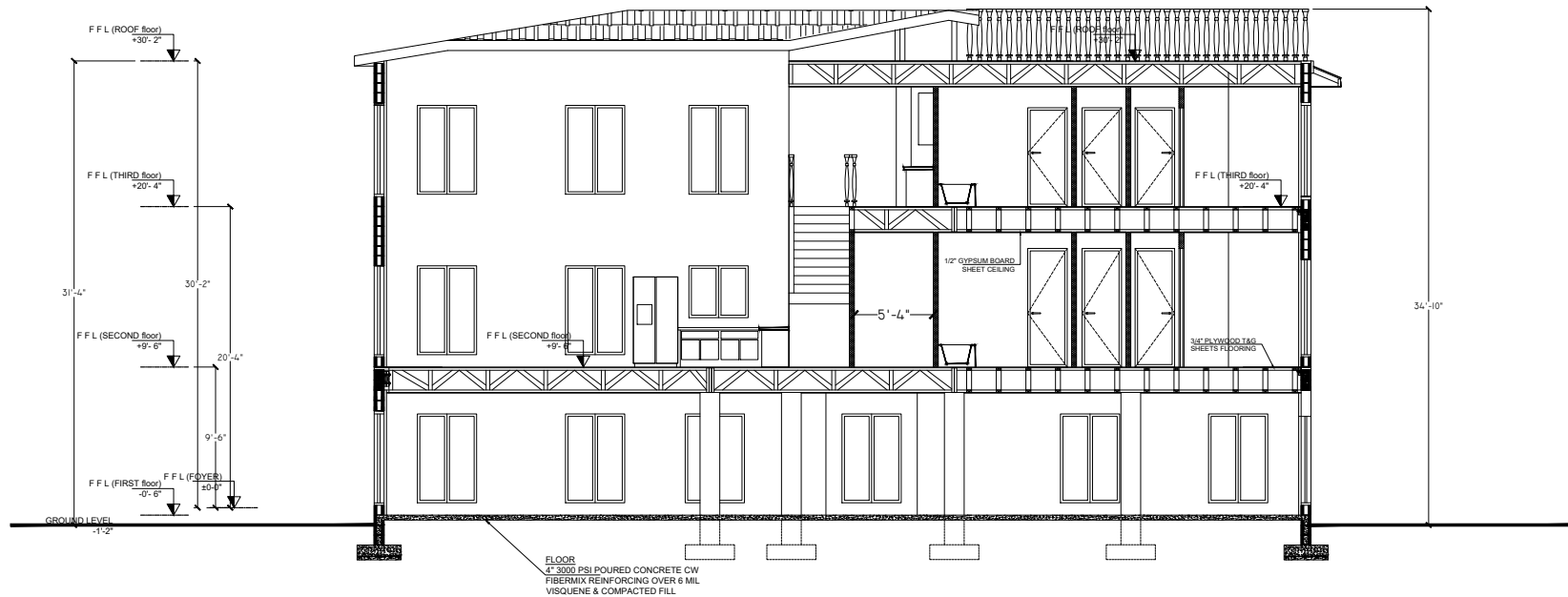
SEVEN GATES DESIGN LLC.
2916 UNIVERSITY BLVD W, Suite 200
JACKSONVILLE, FL 32217

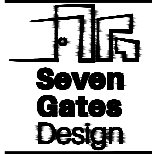
A-09

SECTION

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam
DRAWING BY	Samer Attallah
DATE	05-13-2024
DWG #	A-09





THIS ITEM HAS BEEN DIGITALLY SIGNED
AND SEALED BY SAMER ATTALLAH, P.E.
ON THE DATE ADJACENT TO THE SEAL.
PRINTED COPIES OF THIS DOCUMENT
ARE NOT CONSIDERED SIGNED AND
SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.
FAC 61G15-23.004

MAY STREET HOUSE

38 MAY ST.,
ST AUGUSTINE, FL 32084

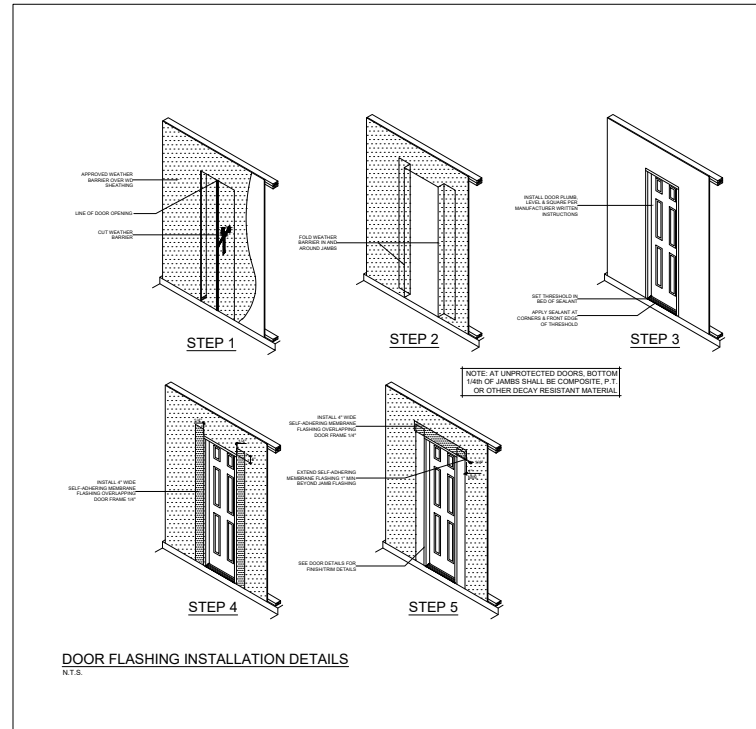
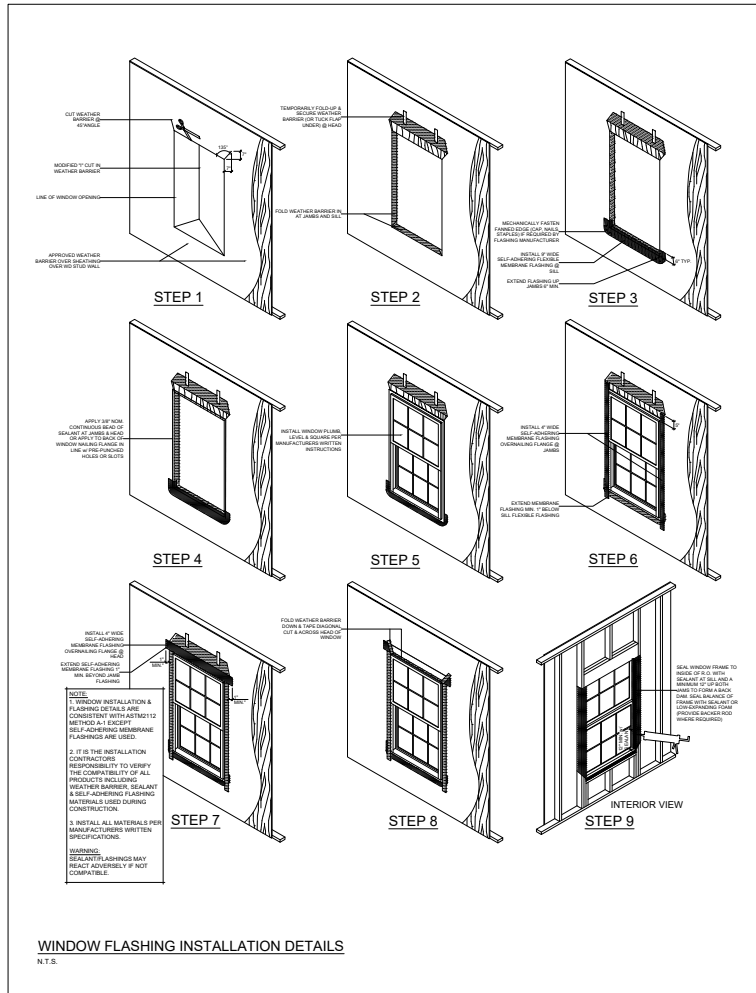
SEVEN GATES DESIGN LLC,
2916 UNIVERSITY BLVD W, Suite 200
JACKSONVILLE, FL 32217

A-11

WINDOWS & DOORS
INSTALLATION
DETAILS

REV. #	DATE
0	05-13-2024

SCALE	AS SHOWN
DESIGN BY	Sulaiman Sanam Samer Attallah
DRAWING BY	Sulaiman Sanam
DATE	05-13-2024
DWG #	A-11





Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
July 7, 2026	6.b.	PZB2026-0056
Request	Address	Parcel ID
Conservation Overlay	198 W King Street	111200-0000
Zone Development	212 W King Street	111220-0000
	W King Street	111225-0000
	39 N Ponce De Leon Boulevard	111225-0120

Site & Background Information

Applicant:	Tim O'Reilly c/o Prime AE
Owner:	Barry Broudy c/o Broudy Bros LTD
Property Class: (St. Johns County Property Appraiser)	1000-Vacant Commercial
Future Land Use Designation:	Mobility Oriented Development
Zoning Designation:	Mobility Oriented Development (MOD)
Acreage:	4.64
Neighborhood:	Ravenswood
Archaeological Zone:	N/A

Request Summary

This is a request for [Conservation Overlay Zone \(COZ\) development](#) for the removal of a total of seventeen (17) significant trees within Conservation Overlay Zone 3, located at the northwest corner of King Street and N Ponce De Leon Blvd to allow for the redevelopment of the property to accommodate a public parking garage.

Staff Analysis of Request and Consistency with the City of St. Augustine's Comprehensive Plan 2040

Comprehensive Plan Element	Goal, Policy, or Objective
Future Land Use	
Historic Preservation	
Conservation and Coastal Management	CCM Objective 2.6 The City shall commit to preservation of community trees and the urban forest to improve air quality, community health, quality of life, aesthetics, and energy conservation.
Recreation and Open Space	
Transportation and Mobility	
Housing	
Infrastructure	

Staff Analysis of Request and Applicable Sections from the City of St. Augustine's Code of Ordinances

The planning and zoning board is [authorized to impose limitations](#) in the nature and manner of construction and/or use so as to avoid damage to adjacent salt marshes and the vegetative communities contained therein, to eliminate any harm to the animal, fish or shellfish contained therein, to avoid blocking or disrupting vistas and scenic opportunities, and to enhance those vistas and scenic opportunities which are determined to benefit the public as a whole.

Review of (Sec. 11-29(d)(1))

Removal of significant trees shall be [reviewed by the Planning and Zoning Board](#), all significant trees removed shall be replaced in accordance with the requirements of [Chapter 25](#). The planning and zoning board is authorized to impose limitations on the nature and manner of construction and/or so as to avoid alteration of surface water hydrology which would increase the flood hazard potential and to [minimize the impact on existing trees and native vegetation](#). In determining whether or not a permit required by this section should be issued, the PZB shall [consider and base all decisions on the following](#):

- a. The condition of the tree with respect to disease, insect attack, danger of falling, proximity to existing or proposed structures and interferences with utility services.

The arborist report states:

Nine (9) of these Significant trees were healthy trees that are subject to regulation and six (6) of these trees were unhealthy trees with possible nutrient deficiency or significant arboricultural defects.

- b. The necessity of removing a tree to construct proposed improvements in order to allow reasonable economic use of the property.

This is the proposed site of the St. Augustine Gateway Parking Garage. The parking garage is part of the City of St. Augustine 2040 Mobility Plan with a vision of a dynamic parking management strategies to address future demand and a multimodal system focused on safely and conveniently moving people. The site is zoned MOD and will serve as a multimodal stop for visitors and residents. The Star Circulator is proposed to circulate from the parking garage, and the site has the future potential to serve as commuter rail stop with its location next to the railroad.

- c. The relief of the land where the tree is located and the effect removal of the tree would have on erosion, soil moisture retention, diversion, increased or decreased flow of surface waters and the city master drainage plan or similar plan adopted by the city commission.

The site will require Civil Plan Review and must demonstrate it meets City and State requirements for stormwater retention and erosion control standards.

- d. The number and density of trees existing in the neighborhood on improved or unimproved property. The planning and building division shall also be guided by the effect removal of a tree would have on property values in the neighborhood where the property is located and on other vegetation in the neighborhood.

The site is described by the arborist report as:

The site consists of undeveloped land with sparsely, scattered trees. The canopy consists of live oak, sand live oak (Quercus geminata), laurel oak, cabbage palm, and camphor tree (Cinnamomum camphora).

- e. Whether the tree has been designated a significant tree.

The arborist report states:

A total of sixty-five (65) trees were documented to be within the proposed project area. Of these 65 trees, fifteen (15) trees met the criteria of a significant tree based on their DBH. Nine (9) of these Significant trees were healthy trees that are subject to regulation and six (6) of these trees were unhealthy trees with possible nutrient deficiency or significant arboricultural defects.

The application lists 17 significant trees for removal however the arborist report lists 15 trees for removal. The applicant should clarify which is the final total of significant trees to be removed. The arborist report did note, Tree 38 on the original tree survey was not present on the site and was not included in the report.

- f. Impact upon the urban and natural environment, including:
 - 1. Ground and surface water stabilization.
 - 2. Water quality and aquifer recharge.
 - 3. Ecological impacts.
 - 4. Noise pollution.
 - 5. Air movement.
 - 6. Air quality.
 - 7. Wildlife habitat.

The site will require Civil Plan Review and must demonstrate it meets City and State requirements for stormwater retention and erosion control standards. The project has already received Corridor Review Committee approval for their landscaping plan meeting bufferyard requirements (HP2024-0032).

- g. The ease with which the property owner or agent can alter or revise the proposed development or improvements to accommodate existing trees, including the tree or trees proposed to be removed.

The size and scale of the parking garage with emphasis on multimodal transportation safety including pedestrian walkways, bus lanes, and automobile parking make accommodating the existing trees difficult.

Review of Sec. 25-53

(d) Tree mitigation.

- (1) Preservation and removal of trees on a site to be developed may result in the need for tree mitigation. Mitigation requirement is determined by the following calculation:

Tree saved credit—Trees removed deficit = Excess Tree Credits/Deficits

The application includes a tree mitigation table demonstrating -81 deficits and 136 credits for a total of 54 credits. The application will go through the Civil Plan review process, where Planning and Zoning staff will verify positive tree credits, buffer yard requirements and tree ratio requirements are met.

Staff Recommendation

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

Attachments

1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Arborist Report
5. Site Plan

Staff Report prepared by:

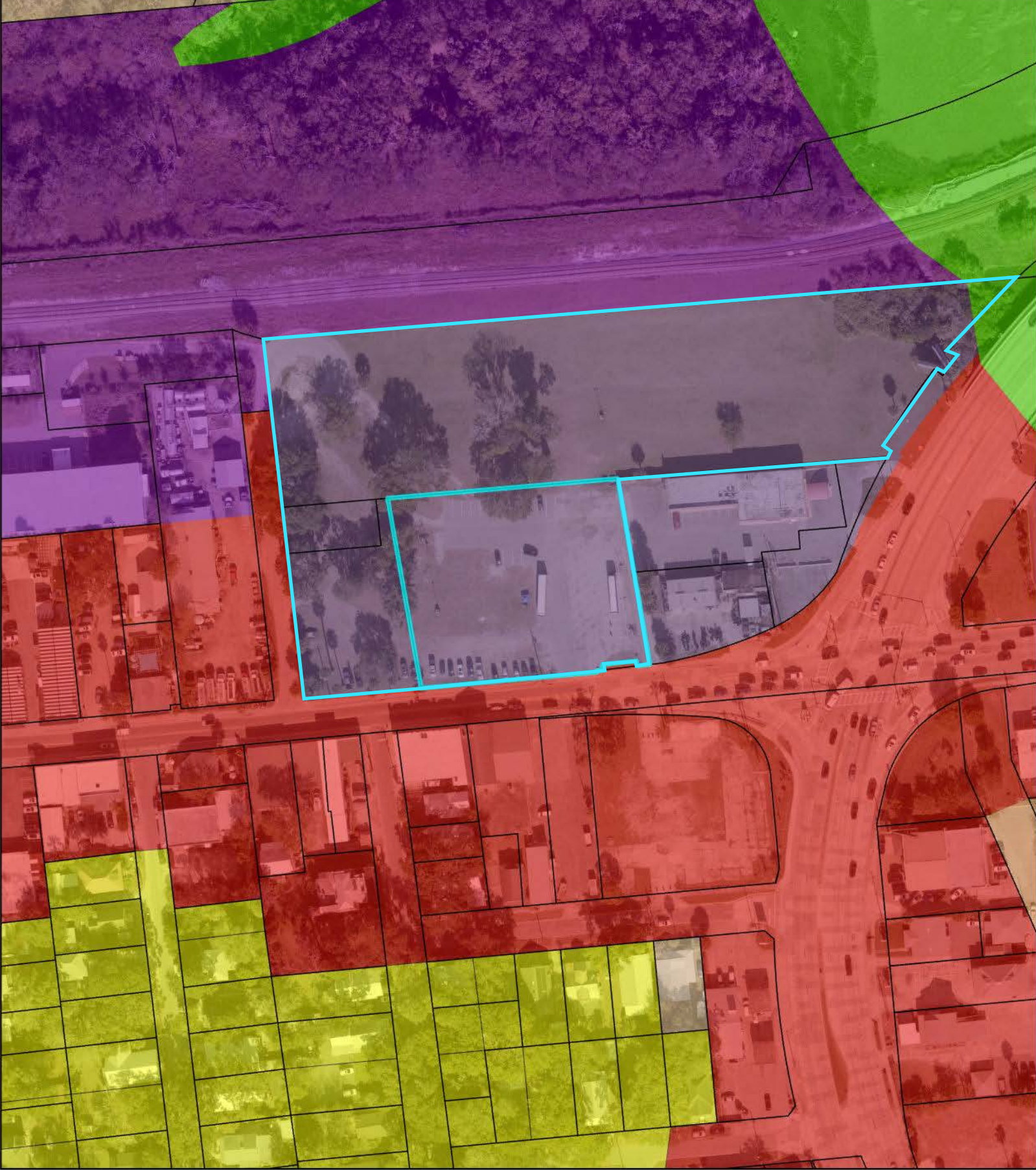
Sarah Daugherty
Planning Manager
Planning and Building Department

Attachment 1: Site Maps and Photos

King St Properties



© All EagleView Technology Corporation



Zoning Map

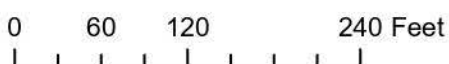
City of St. Augustine

King St. Properties

Legend

- | | |
|--------------------------------------|-------------------------------------|
| Residential Single-Family-Two (RS-2) | Commercial Medium-Two (CM-2) |
| Residential General-One (RG-1) | Industrial and Warehousing (IW) |
| Residential General Office (RGO) | Mobility Oriented Development (MOD) |
| Open Land (OL) | Parcel |

Scale: 1:1,600





Flood Zone & Ground Elevation
Contours (ft. NAVD88)
City of St. Augustine
King St. Properties

Legend

- Flood Zone AE
- Flood Zone VE
- Flood Zone X/X(S)
- 2018 Contours

Scale: 1:1,600

0 40 80 160 Feet
Page 176 of 293



Attachment 2: Application



CITY OF ST AUGUSTINE APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

Advertising Costs: \$ _____ Paid On: _____ Receipt Number: _____

1. NAME OF APPLICANT: Tim O'Reilly Contact Number: _____

Business (if applicable): PRIME AE

Address: 13901 Sutton Park Drive South Suite 200 City: Jacksonville State: FL Zip: 32224

E-Mail Address: _____

2. NAME OF PROPERTY OWNER: Barry Broudy Contact Number: _____

Business (if applicable): Broudy Bros LTD

Address: 35 N Ponce De Leon City: St. Augustine State: FL Zip: 32084

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: Parcels (1 & 2) - Lot A-6, Parcel (3) Lots A-5 & A-6, Parcel (4) - Lot 1A

Block: All Parcels are Block A

Subdivision: Dancy Tract Resubdivision of Block 1

Parcel Number: (1) 1112200000, (2) 1112250000,
(3) 1112000000, & (4) 1112250120

4. PROJECT STREET ADDRESS: 194 West King Street St. Augustine, FL 32084

5. SPECIFIC PROPOSED USE: Parking Garage

6. ACTION REQUESTED:

☐ Conservation Zone Development ☐ Appeal of Staff Determination

☐ Exception ☐ Land Use Plan Amendment

☐ Variance ☐ Rezoning

☒ Other: Significant Tree Removal

7. DESCRIPTION OF ACTION REQUESTED: We are requesting approval to remove seventeen (17) Significant Trees

to facilitate construction of the proposed public parking garage and associated site improvements located in the northwest quadrant of the intersection of W. King Street and

N. Ponce de Leon Boulevard. Six (6) of the proposed trees for removal have been identified as dead, diseased, or declining based on the attached arborist report.

8. JUSTIFICATION FOR ACTION REQUESTED: Removal of the identified Significant Trees is necessary

to construct the proposed public parking garage and associated access, circulation,
utility, and structural improvements. The project provides a public benefit by increasing
parking capacity within the downtown area. Six (6) of the trees proposed for removal
have been identified as dead, diseased, or declining by the project arborist. All required
tree mitigation will be provided in accordance with City requirements.

9. IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION:

(a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity: _____

(b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: _____

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: _____

(d) Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section: _____

10. PREVIOUS APPLICATIONS:

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

☐ Yes ☒ No If yes, please give date and final disposition below.

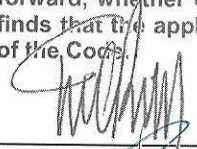
11. AGREEMENT:

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

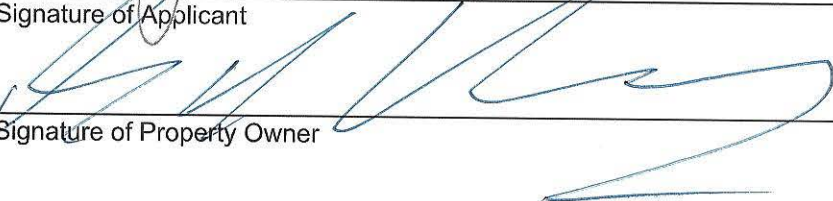
Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant, or a duly authorized representative with authority to bind, should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.


Signature of Applicant

06/01/2026

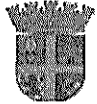
Date


Signature of Property Owner

06/01/2026

Date

04/18/2019



**CITY OF ST. AUGUSTINE
DEVELOPMENT PERMIT APPLICANT WAIVER**

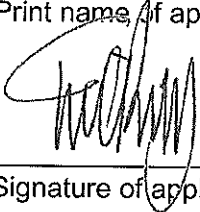
The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

Tim O'Reilly

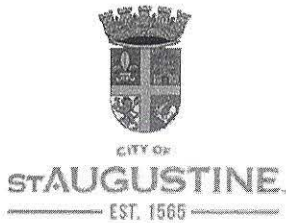
Print name of applicant



Signature of applicant

06/01/2026

Date



Owner's Authorization For Agent

PRIME AE is/are hereby authorized TO ACT ON BEHALF
OF Broudy Bros LTD, the owner(s) of those lands described within

☒ the attached application, or ☐ described within the previously filed

Application number: _____, and as described in the attached deed or
other such proof of ownership as may be required, in applying to the City
of St. Augustine's Planning & Zoning Board, located at:
RE #'s 1112200000, 1112250000, 1112000000, & 1112250120

BY: _____

Signature of Owner

BARRY B BROUDY
Print Name of Owner

904-417-2090
Telephone Number

State of Florida

County of St. Johns

Signed and sworn before me on this 2nd day of June, 2020

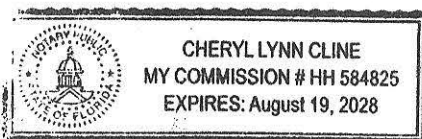
By Barry Broudy

Identification verified: FLDL

Oath sworn: ☒ Yes ☐ No

Notary Signature: _____

My Commission expires: _____



PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Rezoning: small scale	\$300.00 + ads & notices
Rezoning: large scale	\$1,000.00 + ads & notices
Land Use Plan Amendment: small scale	\$400.00 + ads & notices
Land Use Plan Amendment: large scale	\$1,400.00 + ads & notices
Planned Unit Development	\$400.00 or \$35.00/acre, whichever is greater, \$1,400 max + ads & notices
Zoning Variance	\$350.00 + ads & notices
Zoning Exception	\$250.00 + ads & notices
Conservation Overlay Zone Development	\$165.00 + ads & notices
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

194 West King Street St. Augustine, FL 32084

Project Address: _____

Tim O'Reilly

Applicant's Name: _____ Applicant's Signature: _____

Barry Broudy

Owner's Name: _____ Owner's Signature: _____



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Partnership
BROUDY BROS., LTD.

Filing Information

Document Number	A98000001015
FEI/EIN Number	59-3523108
Date Filed	04/24/1998
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	09/27/2001

Principal Address

35 N PONCE DE LEON
ST AUGUSTINE, FL 32084

Changed: 03/24/2008

Mailing Address

PO Box 1689
ST AUGUSTINE, FL 32085

Changed: 01/30/2014

Registered Agent Name & Address

BROUDY, BARRY B
35 NORTH PONCE DE LEON
ST AUGUSTINE, FL 32085-1689

Address Changed: 03/24/2008

General Partner Detail**Name & Address**

Document Number P98000016363

MARTIN BROUDY, INC.
35 NORTH PONCE DE LEON
ST AUGUSTINE, FL 32084

Annual Reports

Report Year	Filed Date
2024	01/18/2024
2025	01/03/2025
2026	01/09/2026

Document Images

01/09/2026 -- ANNUAL REPORT	View image in PDF format
01/03/2025 -- ANNUAL REPORT	View image in PDF format
01/18/2024 -- ANNUAL REPORT	View image in PDF format
01/06/2023 -- ANNUAL REPORT	View image in PDF format
01/08/2022 -- ANNUAL REPORT	View image in PDF format
02/16/2021 -- ANNUAL REPORT	View image in PDF format
01/14/2020 -- ANNUAL REPORT	View image in PDF format
04/22/2019 -- ANNUAL REPORT	View image in PDF format
03/09/2018 -- ANNUAL REPORT	View image in PDF format
01/11/2017 -- ANNUAL REPORT	View image in PDF format
03/01/2016 -- ANNUAL REPORT	View image in PDF format
01/12/2015 -- ANNUAL REPORT	View image in PDF format
01/30/2014 -- ANNUAL REPORT	View image in PDF format
03/14/2013 -- ANNUAL REPORT	View image in PDF format
04/23/2012 -- ANNUAL REPORT	View image in PDF format
04/08/2011 -- ANNUAL REPORT	View image in PDF format
03/05/2010 -- ANNUAL REPORT	View image in PDF format
04/09/2009 -- ANNUAL REPORT	View image in PDF format
03/24/2008 -- ANNUAL REPORT	View image in PDF format
04/13/2007 -- ANNUAL REPORT	View image in PDF format
01/11/2006 -- ANNUAL REPORT	View image in PDF format
05/06/2005 -- ANNUAL REPORT	View image in PDF format
04/27/2004 -- ANNUAL REPORT	View image in PDF format
03/05/2003 -- ANNUAL REPORT	View image in PDF format
02/04/2002 -- ANNUAL REPORT	View image in PDF format
09/27/2001 -- REINSTATEMENT	View image in PDF format

[10/01/1998 -- ANNUAL REPORT](#)

[View image in PDF format](#)

[04/24/1998 -- Domestic LP](#)

[View image in PDF format](#)

Florida Department of State, Division of Corporations

Attachment 3:
St. Johns County
Property Appraiser
Report

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

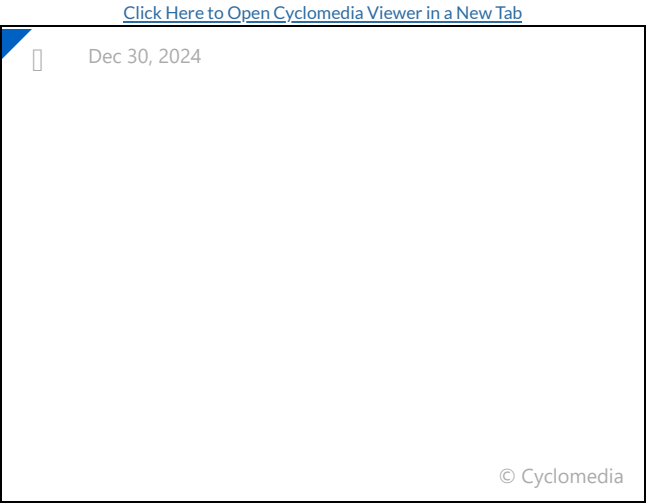
Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1112250120
Location	39 N PONCE DE LEON BLVD
Address	SAINT AUGUSTINE 32084-0000
Neighborhood	Ponce Boulevard North (COM) (681.01)
Tax Description*	(12) DANCY TRACT ALL LOT 1-A LYING W OF R/W US 1 BLK A (EX PT OF PARCEL 100 TO FDOT IN OR3410/444) OR784/852 &1344/309 *The Description above is not to be used on legal documents.
Property Use Code	Vacant Commercial (1000)
Subdivision	Dancy Tract Resubdivision of Block 1
Sec/Twp/Rng	37-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	2.960
Homestead	N



Owner Information

[BROUDY BROS LTD](#)
100%
PO BOX 1689
SAINT AUGUSTINE, FL 32085-1689

Map



Valuation Information

Assessed Year	2026
Building Value	\$0.00
Extra Features Value	\$0.00
Total Land Value	\$645,010.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$645,010.00
Total Deferred	\$456,139.00
Assessed Value	\$188,871.00
Total Exemptions	\$0.00
Taxable Value	\$188,871.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	\$0	\$0	\$516,008	\$0
2024	\$0	\$0	\$387,006	\$0
2023	\$0	\$0	\$258,004	\$0
2022	\$0	\$0	\$129,002	\$0
2021	\$0	\$0	\$129,002	\$0
2020	\$0	\$0	\$129,002	\$0
2019	\$0	\$0	\$129,002	\$0
2018	\$0	\$0	\$129,002	\$0
2017	\$0	\$0	\$129,002	\$0
2016	\$0	\$0	\$129,002	\$0
2015	\$0	\$0	\$129,002	\$0

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Commercial	0	0	129002	SF	\$645,010

Sale Information

By clicking the below links, you will leave the Property Appraiser's Website and be redirected to the St. Johns County Clerk of Court

Recording		Instrument							
Date	Sale Date	Sale Price	Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	8/24/1998	\$2,070,000.00	WARRANTY DEED	1344	309	U	V	BROUDY MARTIN D	BROUDY BROS LTD
	5/1/1988	\$0.00		784	852	U	V		BROUDY MARTIN D,MIRIAM

No data available for the following modules: Sales Questionnaire Form, Exemption Information, Building Information, Sketch Information, Extra Feature Information.

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Sales Questionnaire

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1112000000
Location	198 W KING ST
Address	SAINT AUGUSTINE 32084-0000
Neighborhood	W King from St Seb River to Palmer St (COM) (2287.03)
Tax	3-5 (9) DANCY TRACT PT OF LOTS A-5 & A-6 BLK A 233FT ON KING
Description*	ST & PT OF VACA ROW IN OR5809/1804 (EX R/W US 1) (EX DOT PARCEL 101 IN OR2821/829) OR105/396 & 1344/309
	*The Description above is not to be used on legal documents.
Property Use	Vacant Commercial (1000)
Code	
Subdivision	Dancy Tract Resubdivision of Block 1
Sec/Twp/Rng	37-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	1.160
Homestead	N



Owner Information

[BROUDY BROS LTD](#)
100%
PO BOX 1689
SAINT AUGUSTINE, FL 32085-1689

Map



Valuation Information

Assessed Year	2026
Building Value	\$0.00
Extra Features Value	\$12,769.00
Total Land Value	\$707,406.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$720,175.00
Total Deferred	\$37,924.00
Assessed Value	\$682,251.00
Total Exemptions	\$0.00
Taxable Value	\$682,251.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	\$0	\$13,880	\$606,348	\$0
2024	\$0	\$15,545	\$606,348	\$0
2023	\$0	\$17,211	\$561,504	\$0
2022	\$0	\$11,104	\$448,336	\$0
2021	\$0	\$11,104	\$448,336	\$0
2020	\$0	\$11,104	\$448,336	\$0
2019	\$0	\$11,104	\$374,336	\$0
2018	\$0	\$11,115	\$374,336	\$0
2017	\$0	\$8,073	\$374,336	\$0
2016	\$0	\$16,861	\$374,336	\$0
2015	\$19,993	\$19,449	\$374,336	\$0

Extra Feature Information

Code Description	Status	Value
Asphalt Paving (COM)		12769

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Commercial	185	200	50529	SF	\$707,406

Sale Information

By clicking the below links, you will leave the Property Appraiser's Website and be redirected to the St. Johns County Clerk of Court									
Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
8/15/2023	8/14/2023	\$0.00	VACATION OF R/W	5809	1804	U	V	CITY OF ST AUGUSTINE	BROUDY BROS LTD
	8/24/1998	\$2,070,000.00	WARRANTY DEED	1344	309	U	I	BROUDY MARTIN	BROUDY BROS LTD

No data available for the following modules: Exemption Information, Building Information, Sketch Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

| [User Privacy Policy](#) | [GDPR Privacy Notice](#)
[Last Data Upload: 6/10/2026, 3:52:44 AM](#)

Contact Us

Developed by
 **SCHNEIDER**
GEOSPATIAL

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1112200000
Location	212 W KING ST
Address	SAINT AUGUSTINE 32084-0000
Neighborhood	W King from St Seb River to Palmer St (COM) (2287.03)
Tax	3-5 (11) DANCY TRACT W127FT OF LOT A-6 (EX N50 OF W100FT)
Description*	BLK A OR961/777 & 1050/1262 & 1302/29(F/J) & 1360/1028(C/O) & 1360/1032
	*The Description above is not to be used on legal documents.
Property Use	Vacant Commercial (1000)
Code	
Subdivision	Dancy Tract Resubdivision of Block 1
Sec/Twp/Rng	37-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	0.470
Homestead	N



Owner Information

[BROUDY BROS LTD](#)
100%
PO BOX 1689
SAINT AUGUSTINE, FL 32085-1689

Map



Valuation Information

Assessed Year	2026
Building Value	\$0.00
Extra Features Value	\$464.00
Total Land Value	\$306,000.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$306,464.00
Total Deferred	\$66,852.00
Assessed Value	\$239,612.00
Total Exemptions	\$0.00
Taxable Value	\$239,612.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	\$0	\$464	\$306,000	\$0
2024	\$0	\$464	\$244,800	\$0
2023	\$0	\$464	\$244,800	\$0
2022	\$0	\$458	\$163,200	\$0
2021	\$0	\$458	\$163,200	\$0
2020	\$0	\$458	\$163,200	\$0
2019	\$0	\$458	\$163,200	\$0
2018	\$0	\$458	\$163,200	\$0
2017	\$0	\$458	\$163,200	\$0
2016	\$0	\$458	\$163,200	\$0
2015	\$0	\$458	\$163,200	\$0

Extra Feature Information

Code Description	Status	Value
Metal Fence - 4' (COM)		464

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Commercial	125	163	20400	SF	\$306,000

Sale Information

By clicking the below links, you will leave the Property Appraiser's Website and be redirected to the St. Johns County Clerk of Court

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	11/3/1998	\$0.00	OTHER INSTRUMENT	1360	1032	U	I	O'STEEN CLYDE EUGENE,BARBARA,EDMUND U ETAL	BROUDY BROS LTD
	11/3/1998	\$0.00	COURT ORDER	1360	1028	U	I	O'STEEN CLYDE EUGENE,BARBARA,EDMUND U	ORDER AUTH RECEIVER TO CONVEY CASE #95-1244
	3/6/1998	\$0.00	FINAL JUDGMENT	1302	29	U	I	O'STEEN CLYDE EUGENE	O'STEEN BARBARA JEAN (DISS OF MARRIAGE)
	4/21/1994	\$100.00	QUIT CLAIM DEED	1050	1262	U	I	O'STEEN EDMUND U	O'STEEN CLYDE EUGENE
	10/15/1992	\$214.00	WARRANTY DEED	961	777	U	I	ADAMS CORENE *** O'STEEN CLYDE E & EDMUND U	O'STEEN EDMUND U
	1/1/1982	\$0.00	LIFE ESTATE	525	546	U	I		ADAMS CORENE *** O'STEEN CLYDE E & EDMUND U

No data available for the following modules: Sales Questionnaire Form, Exemption Information, Building Information, Sketch Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

| [User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 6/10/2026, 3:52:44 AM

Contact Us

Developed by
 **SCHNEIDER**
GEOSPATIAL

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1112250000
Location	W KING ST
Address	SAINT AUGUSTINE 32084-0000
Neighborhood	W King from St Seb River to Palmer St (COM) (2287.03)
Tax Description*	3-5 (11-1) DANCY TRACT N50 OF W100FT OF LOT A-6 BLK A OR1097/402 & 1302/29(F/J) & 1360/1028 & 1360/1032 *The Description above is not to be used on legal documents.
Property Use	Vacant Commercial (1000)
Code	
Subdivision	Dancy Tract Resubdivision of Block 1
Sec/Twp/Rng	37-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	0.110
Homestead	N



Owner Information

[BROUDY BROS LTD](#)
100%
PO BOX 1689
SAINT AUGUSTINE, FL 32085-1689

Map



Valuation Information

Assessed Year	2026
Building Value	\$0.00
Extra Features Value	\$0.00
Total Land Value	\$75,000.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$75,000.00
Total Deferred	\$64,935.00
Assessed Value	\$10,065.00
Total Exemptions	\$0.00
Taxable Value	\$10,065.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	\$0	\$0	\$75,000	\$0
2024	\$0	\$0	\$60,000	\$0
2023	\$0	\$0	\$60,000	\$0
2022	\$0	\$0	\$15,000	\$0
2021	\$0	\$0	\$6,250	\$0
2020	\$0	\$0	\$6,250	\$0
2019	\$0	\$0	\$6,250	\$0
2018	\$0	\$0	\$6,250	\$0
2017	\$0	\$0	\$6,250	\$0
2016	\$0	\$0	\$6,250	\$0
2015	\$0	\$0	\$6,250	\$0

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Commercial	50	100	5000	SF	\$75,000

Sale Information

By clicking the below links, you will leave the Property Appraiser's Website and be redirected to the St. Johns County Clerk of Court

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
	11/3/1998	\$0.00	OTHER INSTRUMENT	1360	1032	U	V	O'STEEN CLYDE EUGENE, BARBARA J, EDMUND U ETAL	BROUDY BROS., LTD
	11/3/1998	\$0.00	COURT ORDER	1360	1028	U	V	O'STEEN CLYDE EUGENE, BARBARA J, EDMUND U	ORD AUTH RECEIVER TO CONVEY CASE #95-1244
	3/6/1998	\$0.00	FINAL JUDGMENT	1302	29	U	V	O'STEEN CLYDE EUGENE	O'STEEN BARBARA JEAN (DISS OF MARRIAGE)
	2/22/1995	\$100.00	WARRANTY DEED	1097	402	U	V	O'STEEN CLYDE EUGENE	O'STEEN CLYDE EUGENE & BARBARA JEAN
	4/21/1994	\$100.00	QUIT CLAIM DEED	1050	1262	U	V	O'STEEN EDMUND U	O'STEEN CLYDE EUGENE
	10/15/1992	\$214.00	WARRANTY DEED	961	777	U	V	O'STEEN CLYDE EUGENE & O'STEEN EDMUND U - JTR	O'STEEN EDMUND U
	1/1/1982	\$0.00	LIFE ESTATE	525	546	U	V		O'STEEN CLYDE EUGENE & O'STEEN EDMUND U - JTR
	1/1/1977	\$0.00		345	397	U	V		

No data available for the following modules: Sales Questionnaire Form, Exemption Information, Building Information, Sketch Information, Extra Feature Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 6/10/2026, 3:52:44 AM

Contact Us

Developed by



Attachment 4:

Arborist Report

Arboricultural Assessment Report

West Augustine Gateway

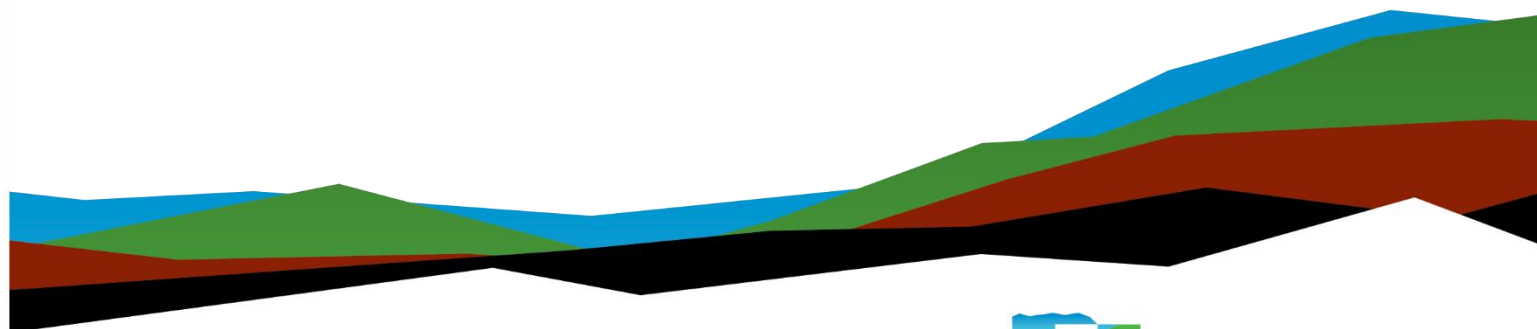
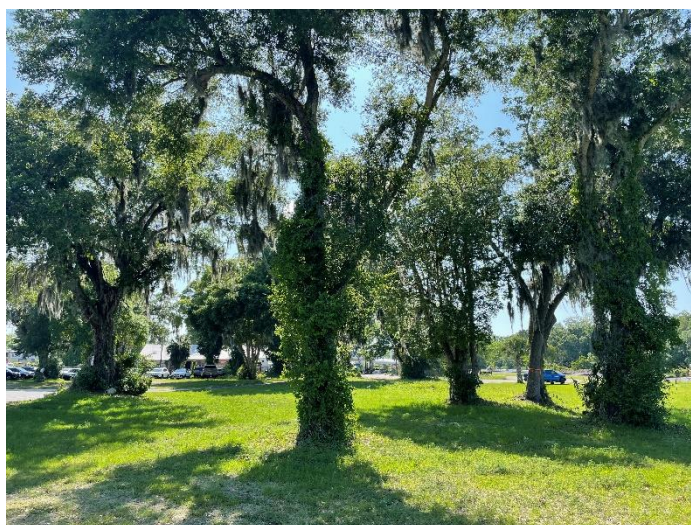
May 22, 2024 | Project Number: EQ237016

Prepared for:

West Augustine Gateway, LLC
3621 Hendricks Avenue
Jacksonville, Florida 32207

Site Address:

194 West King Street
St. Augustine, Florida



Explore with us

Nationwide
[Terracon.com](https://www.terracon.com)

- Facilities
- Environmental
- Geotechnical
- Materials



8001 Baymeadows Way, Suite 1
Jacksonville, Florida 32256
P (904) 900-6494
F (904) 268-5255
Terracon.com

May 22, 2024

Mr. Barry Broudy
West Augustine Gateway, LLC
3621 Hendricks Avenue
Jacksonville, Florida 32207

Phone: (404) 788-1945
E-mail: Barry@Broudys.com

RE: Arboricultural Assessment Report
West Augustine Gateway
194 West King Street
St. Augustine, St. Johns County, Florida
Terracon Project No. EQ237016

Dear Mr. Broudy:

Terracon Consultants, Inc. (Terracon) is pleased to submit the enclosed Arboricultural Report for the above-referenced site. The scope of this assessment included a protected tree health assessment.

This work was performed in general accordance with the scope of services outlined in the Agreement for Services April 22, 2024. This report was prepared for the exclusive reliance of West Augustine Gateway, LLC ("client"). Use or reliance by any other party is prohibited without the written authorization of the client and Terracon.

We trust that this information will assist you in your evaluation of the site. If you have questions concerning this report, or if we can assist you in other matters, please contact us.

Sincerely,
Terracon Consultants, Inc.

James Moody
ISA Certified Arborist #FL-6326A
(904) 470-2119
James.Moody@Terracon.com

Brett Anderson
Group Manager
(904) 470-2204
Brett.Anderson@Terracon.com

Table of Contents

1.0	Introduction	1
2.0	Methodology	1
2.1	Protected Tree Health Assessment	1
2.2	Land Cover.....	3
3.0	Desktop Assessment.....	3
3.1	Soil Survey	3
4.0	Site Reconnaissance	3
4.1	Existing Site Conditions	3
4.2	Health Assessment.....	4
5.0	Conclusions and Recommendations	5
6.0	Standard of Care.....	5
7.0	User Reliance.....	5
Appendix A Exhibits		
Appendix B Photos		
Appendix C Tables		
Appendix D Resumes		

1.0 Introduction

The site consists of seven (7) adjacent parcels totaling ±5.66-acres of both developed and undeveloped land located at the northwest corner of W King Street and N Ponce De Leon Boulevard (identified as St. Johns County Parcel Nos. 1112250120, 1112250000, 1112200000, 1112000000, 1111300000, 1111100000, and 1111900000 in St. Augustine, Florida (see Exhibit 1 in Appendix A). The site currently consists of a wine & spirits store, automotive service station, parking lot, and vacant, undeveloped land with mature trees sparsely scattered throughout. It is the understanding of Terracon that the site will be developed with a parking garage.

Protected trees on the site are regulated under the jurisdiction of the City of St Augustine Land Development Code (LDC), Chapter 11, Article II – Section 11-27. Terracon has been provided the tree locations on site to identify and conduct the health assessment on the correct trees. Therefore, the following sections provide Terracon’s methodologies and findings to conduct a tree health assessment of the site.

2.0 Methodology

2.1 Protected Tree Health Assessment

In compliance with the City of St. Augustine LDC, International Society of Arboriculture (ISA) Certified Arborist James Moody (Certified Arborist FL-6326A) performed a tree health assessment on all protected trees included in the original tree survey within the subject property. Pursuant to the City of St. Augustine LDC, protected trees cannot be removed without obtaining a tree removal permit from the city. All trees three (3) inch diameter-at-breast height (DBH) or larger are considered protected trees. Additionally, St. Augustine LDC Section 11-27, defines Significant trees be designated on the Site Plan. Significant trees are described in the following list below and removal of any tree that meets the criteria of this list requires an arborist’s report and review by the Planning and Zoning Board (Section 25-56.c.2).

Scientific Name	Common Name	Min. dbh to Max. dbh
<i>Acer rubrum</i> and <i>Acer spp.</i>	maple, red or other maples	18
<i>Betula nigra</i>	birch, river	24
<i>Carya glabra</i>	hickory, pignut	18
<i>Carya illinoensis</i>	pecan	18
<i>Carya tomentosa</i>	hickory, mockernut	18
<i>Catalpa binoniodes</i>	catalpa	18
<i>Celtis laevigata</i>	hackberry (sugarberry)	15 to 36
<i>Cercis canadensis</i>	red bud	10
<i>Chionanthus virginicus</i>	fringetree	10
<i>Fraxinus spp.</i>	ash	18
<i>Gordonia lasianthus</i>	loblolly bay	10
<i>Illex cassine</i>	holly, dahoon	10

Arboricultural Assessment Report

West Augustine Gateway ■ St. Augustine, Florida

May 22, 2024 ■ Terracon Project No. EQ237016



<i>Iopaca</i>	holly, American	10
<i>Illex x attenuate</i>	holly, "East Palatka"	10
<i>Juglans nigra</i>	walnut, black	18
<i>Juniperus silicicola</i>	red cedar, southern	8
<i>Juniperus virginiana</i>	red cedar, eastern	8
<i>Lagerstroemia indica</i>	crape myrtle - single trunk	10
<i>Liquidambar styracilua</i>	sweetgum	18
<i>Liriodendron tulipifera</i>	tulip-poplar	18
<i>Magnolia grandiflora</i>	magnolia, southern	18
<i>Magnolia grandiflora</i> var.	magnolia, southern v. "Little Gem"	10
<i>Magnolia virginiana</i>	magnolia, sweetbay	10
<i>Nyssa sylvatica</i>	blackgum, black tupelo	18
<i>Platanus occidentalis</i>	sycamore	18
<i>Prunus caroliniana</i>	cherry laurel	10
<i>Prunus serotina</i>	black cherry	18
<i>Quercus falcata</i>	oak, red (southern red oak)	18
<i>Quercus geminate</i>	oak, sand live	10
<i>Quercus hemispherica</i>	oak, laurel	15 to 36
<i>Quercus laevis</i>	oak, turkey	18
<i>Quercus laurifolia</i>	oak, laurel (swamp)	15 to 36
<i>Quercus nigra</i>	oak, water	15 to 36
<i>Quercus nuttallii</i>	oak, nuttall	18
<i>Quercus phellos</i>	oak, willow	18
<i>Quercus shumardii</i>	oak, shumard	18
<i>Quercus spp.</i>	oak, other unlisted species	18
<i>Quercus stellata</i>	oak, post	18
<i>Quercus virginiana</i>	oak, live (southern live oak)	18
<i>Taxodium distichum</i>	cypress, bald (pond cypress)	10
<i>Ulmus alata</i>	elm, winged	10
<i>Ulmus Americana</i>	elm, American	18
<i>Ulmus parvifolia</i>	elm, drake	10

The City of St. Augustine allows for the removal of any diseased or dying protected tree from the mitigation calculations so long as appropriate documentation is provided by a Certified Arborist and approved by the city. Terracon assessed every protected tree identified on the tree survey provided by the surveyor, and herein provides a list of trees meeting the ordinance criteria as a tree in Good, Fair, or Poor Condition (See Table 1 in Appendix C). Specific to this report, trees deemed to be in Good condition are considered healthy trees and trees in Fair or Poor condition are considered unhealthy trees. The unhealthy, protected trees were located in the field with red/white checkered flagging tape with species and DBH documented. Based on the provided tree location, both the healthy and unhealthy trees were overlaid onto an aerial (see Exhibit 1 in Appendix A). A review of each protected tree's health was performed with a report documenting defects observed on the trees deemed unhealthy (see Table 2 in Appendix C).

2.2 Land Cover

To better categorize on-site habitats, on-site areas are demarcated and classified using the Florida Land Use, Cover, and Forms Classification System (FLUCFCS).¹ Particular attention is allocated to undeveloped and natural areas. The current conditions are discussed in Section 4.0 of this report.

3.0 Desktop Assessment

3.1 Soil Survey

According to the Natural Resources Conservation Service (NRCS) Soil Survey for St. Johns County, mapped soil units on the site include the following:

- **53 – Immokalee-Urban land complex:** This soil type is mapped over the entire site. Immokalee-Urban land complex consists of poorly drained, nearly level Immokalee soils and urban land. Immokalee soils have a seasonal high water table at a depth of less than 10 inches. Typically, Immokalee soils have a surface layer that is very dark gray fine sand about six inches thick. The subsurface layer is fine sand, which extends to a depth of 37 inches. The upper five inches of the soil material is gray. The next 26 inches is light gray, and the lower 17 inches is mottled with very dark gray, dark gray, and dark grayish brown.

4.0 Site Reconnaissance

The site was reviewed by James Moody on May 17, 2024. The site was investigated for the presence of protected trees per the standards of the City of St. Augustine. In addition, a health assessment was performed on the protected trees located on the site. The following section outlines Terracon's observations during the site reconnaissance.

4.1 Existing Site Conditions

Based on the site inspection and review of the above resources, the following land uses were observed on the site:

- **Retail Sales and Services** (Mapped FLUCFCS Code – 141) ±2.12-acres: The site consists of commercial properties and a paved parking lot with scattered trees. The canopy consists of live oak (*Quercus virginiana*), laurel oak (*Quercus laurifolia*), and cabbage palm (*Sabal palmetto*).
- **Undeveloped Land within Urban Areas** (Mapped FLUCFCS Code – 191) ±3.54-acres: The site consists of undeveloped land with sparsely, scattered trees. The canopy consists of live oak, sand live oak (*Quercus geminata*), laurel oak, cabbage palm, and camphor tree

¹Florida Department of Transportation, Survey and Mapping Office Geographic Mapping Section. January 1999, Third Ed. Florida Land Use, Cover and Forms Classification System. Tallahassee, FL.

(*Cinnamomum camphora*). The groundcover consists of maintained St. Augustine grass (*Stenotaphrum secundatum*).

4.2 Health Assessment

In compliance with the City of St. Augustine LDC, Terracon performed a protected tree health assessment on the subject property utilizing the methodologies referenced in Section 2.1. Upon review of the protected tree survey provided to Terracon by the client, a total of sixty-five (65) trees were documented to be within the proposed project area. Of these 65 trees, fifteen (15) trees met the criteria of a Significant tree based on their DBH. Nine (9) of these Significant trees were healthy trees that are subject to regulation and six (6) of these trees were unhealthy trees with possible nutrient deficiency or significant arboricultural defects. The unhealthy trees may not be subject to mitigation regulation by the City of St. Augustine. Of the remaining 50 Protected trees, 1 (one) tree was deemed unhealthy and the remaining forty-nine (49) trees are healthy and subject to regulation. The following table summarizes Terracon's results of the health assessment.

Status	Total Trees	Total DBH
Significant Tree/Healthy	9	256
Significant Tree /Unhealthy	6	183
Protected Tree/Healthy	49	726
Protected Tree/Unhealthy	1	15
Total Healthy Trees	58	982
Total Unhealthy Trees	7	198

The total DBH of both healthy, Significant trees and Protected trees under consideration for city permitting is 982 inches; and the DBH of both unhealthy, Significant trees and Protected tree that may not be counted toward the mitigation calculations totals 198 inches. With proper protection during construction, healthy trees could be maintained if reasonable to the objectives of the project. The protected trees that cannot be avoided, preserved, or replaced through landscape plantings will likely need to be offset with a contribution to the City of St. Augustine tree fund. The contribution is determined by the City Manager and will be based on the value of the plantings not being replaced. Additionally, any tree that meets the criteria of a Significant Tree requires an arborist report and review by the Planning and Zoning Board. This arboricultural assessment report and attached Photo Essay in Appendix B serve as the arborist report requirement and should be submitted to the city of St. Augustine for review.

It should be noted that the tree identified as Tree 38 on the original tree survey provided by the client to Terracon was not present on the site. Therefore, the tree was not included in this report.

The tree condition map for the site is included as Exhibit 2 in Appendix A, and a table of the tree data is included in Appendix C.

5.0 Conclusions and Recommendations

The site was investigated to identify the potential presence of protected tree species and conduct a health assessment on the site. Based on the results of our assessment, Terracon makes the following conclusions and recommendations:

- Terracon identified and recorded 65 trees on the site. Of these trees, 58 trees were determined to be healthy, protected trees and 7 trees were determined to be unhealthy, protected trees.
- Of the 65 trees recorded on site, 15 trees met the criteria of a Significant Tree with 9 trees determined to be healthy and 6 trees determined to be unhealthy.
- Terracon recommends coordinating with the City of St. Augustine to obtain a tree removal permit for the protected trees that are proposed to be impacted. The tree removal permit may require a mitigation plan to account for the loss of healthy trees on the site. Additionally, the Significant trees identified in this report will require review by the Planning and Zoning Board.

6.0 Standard of Care

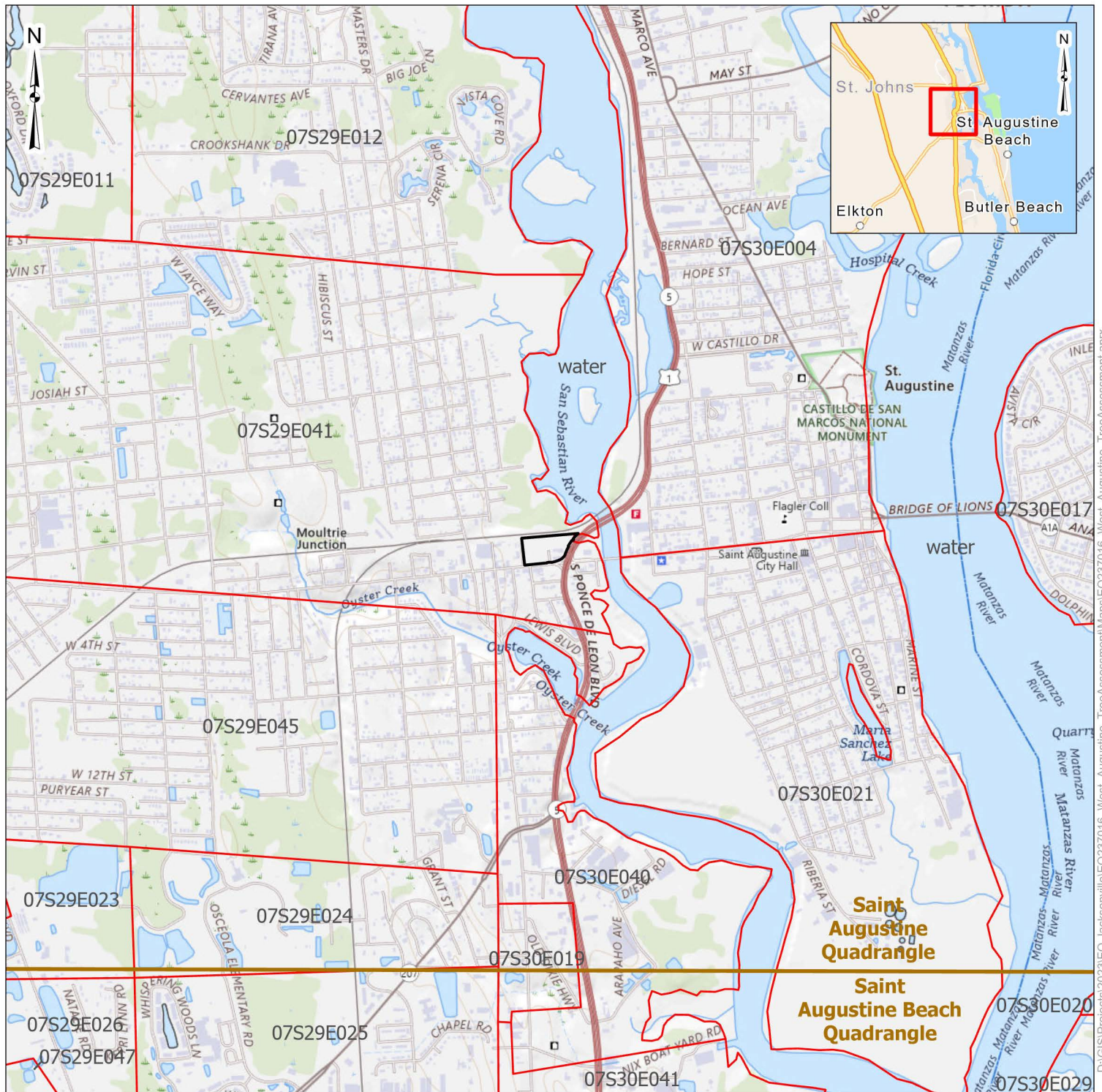
Terracon's services were performed in a manner consistent with generally accepted practices of the profession undertaken in similar studies in the same geographical area during the same time period. Terracon makes no warranties, express or implied, regarding the findings, conclusions or recommendations. Please note that Terracon does not warrant the work of laboratories, regulatory agencies or other third-party resources supplying information used in the preparation of the report. These services were performed in accordance with the scope of work agreed to by the client. Findings, conclusions, and recommendations resulting from these services are based upon information derived from the on-site activities and other services performed under this scope of work; such information is subject to change over time.

7.0 User Reliance

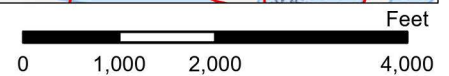
This report is prepared for the exclusive use and reliance of West Augustine Gateway, LLC. Use or reliance by any other party is prohibited without the written authorization of West Augustine Gateway, LLC and Terracon Consultants, Inc. (Terracon). Reliance on this report by the client and all authorized parties will be subject to the terms, conditions and limitations stated in the proposal and Terracon's Agreement for Services. The limitation of liability defined in the Agreement for Services is the aggregate limit of Terracon's liability to the client and all relying parties.

Appendix A

Exhibits



- Project Boundary
- USGS 24K Grid Quadrangle
- Public Land Survey System (TRS)



DATA SOURCES:
 USGS - Topographic Survey, St. Augustine Quadrangle;
 ESRI - World Topographic Basemap & World Navigation Map

Project No.:	EQ237016
Date:	May 2024
Drawn By:	CBM
Reviewed By:	JMM

8001 Baymeadows Way, Ste 1 Jacksonville, FL 32256

PH. (904) 900-6494

terracon.com

Project Location
Arboricultural Assessment West Augustine Gateway 194 West King Street St. Augustine, St. Johns County, FL 32084

Exhibit
1



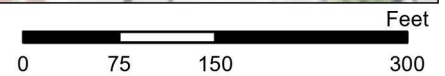
Project Boundary (5.66 ac.±)

Protected Trees

- Good (49)
- Poor (1)

Significant Trees

- Good (9)
- Fair (1)
- Poor (5)



DATA SOURCES:
 Terracon - Protected Tree Inventory and Health Assessment (05/2024); ESRI - World Imagery Hybrid Basemap and World Navigation Map

Project No.:	EQ237016
Date:	May 2024
Drawn By:	CBM
Reviewed By:	JMM



8001 Baymeadows Way, Ste 1 Jacksonville, FL 32256
 PH. (904) 900-6494 terracon.com

Tree Condition
Arboricultural Assessment West Augustine Gateway 194 West King Street St. Augustine, St. Johns County, FL 32084

Exhibit
2

Appendix B

Photos

Arboricultural Assessment West Augustine Gateway St. Augustine, St. Johns County, Florida

Tree 24 – 51" Live Oak (*Quercus virginiana*)

- co-dominant stem at base of tree is dead and decaying
- external and internal decay North and West face at base
- major branch-collar cavity North face at 15' and 20'

Below: note co-dominant stem



Below: note branch-collar cavities



Tree 25 – 30" Laurel Oak (*Quercus laurifolia*)
- tree covered in vines, otherwise good health

Below: note condition of tree



Tree 26 – 34" Laurel Oak (*Quercus laurifolia*)
- tree covered in vines, otherwise good health

Below: note condition of tree



Tree 27 – 24" Live Oak (*Quercus virginiana*)
- tree is in good health

Below: note stem condition of tree



Tree 28 – 27" Live Oak (*Quercus virginiana*)
- tree is in good health

Below: note condition of tree



Tree 29 – 34" Laurel Oak (*Quercus laurifolia*)

- major branch-collar cavity North face at 12' resulting in large hollow void in tree stem, otherwise tree is in fair health

Below: note condition of tree



Below: note branch-collar cavity



Tree 32 – 17" Laurel Oak (*Quercus laurifolia*)

- co-dominant stems are dying
- external decay on stems

Below: note condition of stems



Tree 40 – 23" Laurel Oak (*Quercus laurifolia*)
- tree is in good health

Below: note condition of tree



Tree 47 – 40" Live Oak (*Quercus virginiana*)
- tree is in good health

Below: note condition of tree



Tree 50 – 38" Live Oak (*Quercus virginiana*)
- tree is in good health

Below: note condition of tree



Tree 52 – 15" Live Oak (*Quercus virginiana*)

- main terminal topped at 25'
- major branch dieback
- severe canopy dieback

Below: note condition of canopy



Tree 59 – 23" Live Oak (*Quercus virginiana*)
- tree is in good health

Below: note condition of tree



Tree 62 – 21" Live Oak (*Quercus virginiana*)

- external decay North and West face at base – 15'
- significant canopy decline

Below: note decay on tree stem



Below: note condition of canopy



Tree 63 – 29" Live Oak (*Quercus virginiana*)

- major branch-collar cavity East face at 20'
- major branch dieback
- significant canopy decline

Below: note condition of tree



Below: note canopy decline



Tree 64 – 31" Live Oak (*Quercus virginiana*)

- major branch-collar cavity East face at 20'
- external decay North face 15' – 20'
- major branch dieback
- severe canopy decline

Below: note external decay on tree stem



Below: note canopy decline



Tree 66 – 17" x 11" Laurel Oak (*Quercus laurifolia*)

- tree forked at ground, otherwise in good health

-

Below: note condition of tree



Appendix C

Tables

Table 1. West Augustine Gateway - Tree Health Assessment

Tree ID	Tree Species	Tree Diameter at Breast Height (DBH)	Health Condition	Significant Tree
1	Laurel Oak (<i>Quercus laurifolia</i>)	7x5x5	Good	
2	Cabbage Palm (<i>Sabal palmetto</i>)	16	Good	
3	Sand Live Oak (<i>Quercus geminata</i>)	7	Good	
4	Sand Live Oak (<i>Quercus geminata</i>)	4	Good	
5	Sand Live Oak (<i>Quercus geminata</i>)	7	Good	
6	Sand Live Oak (<i>Quercus geminata</i>)	9	Good	
7	Laurel Oak (<i>Quercus laurifolia</i>)	14	Good	
8	Laurel Oak (<i>Quercus laurifolia</i>)	11	Good	
9	Laurel Oak (<i>Quercus laurifolia</i>)	4	Good	
10	Cabbage Palm (<i>Sabal palmetto</i>)	15	Good	
11	Laurel Oak (<i>Quercus laurifolia</i>)	12	Good	
12	Laurel Oak (<i>Quercus laurifolia</i>)	7	Good	
13	Cabbage Palm (<i>Sabal palmetto</i>)	17	Good	
14	Cabbage Palm (<i>Sabal palmetto</i>)	15	Good	
15	Cabbage Palm (<i>Sabal palmetto</i>)	15	Good	
16	Cabbage Palm (<i>Sabal palmetto</i>)	15	Good	
17	Cabbage Palm (<i>Sabal palmetto</i>)	13	Good	
18	Cabbage Palm (<i>Sabal palmetto</i>)	17	Good	
19	Cabbage Palm (<i>Sabal palmetto</i>)	17	Good	
20	Cabbage Palm (<i>Sabal palmetto</i>)	16	Good	
21	Cabbage Palm (<i>Sabal palmetto</i>)	16	Good	
22	Cabbage Palm (<i>Sabal palmetto</i>)	20	Good	
23	Cabbage Palm (<i>Sabal palmetto</i>)	20	Good	
24	Live Oak (<i>Quercus virginiana</i>)	51	Poor	Y
25	Laurel Oak (<i>Quercus laurifolia</i>)	30	Good	Y
26	Laurel Oak (<i>Quercus laurifolia</i>)	34	Good	Y
27	Live Oak (<i>Quercus virginiana</i>)	24	Good	Y
28	Live Oak (<i>Quercus virginiana</i>)	27	Good	Y
29	Laurel Oak (<i>Quercus laurifolia</i>)	34	Fair	Y
30	Laurel Oak (<i>Quercus laurifolia</i>)	11x14	Good	
31	Laurel Oak (<i>Quercus laurifolia</i>)	11	Good	
32	Laurel Oak (<i>Quercus laurifolia</i>)	17	Poor	Y
33	Laurel Oak (<i>Quercus laurifolia</i>)	13	Good	
34	Cabbage Palm (<i>Sabal palmetto</i>)	34	Good	
35	Live Oak (<i>Quercus virginiana</i>)	12	Good	
36	Laurel Oak (<i>Quercus laurifolia</i>)	10	Good	
37	Laurel Oak (<i>Quercus laurifolia</i>)	14	Good	
38	Tree Not Present	n/a	n/a	
39	Laurel Oak (<i>Quercus laurifolia</i>)	11x11	Good	
40	Laurel Oak (<i>Quercus laurifolia</i>)	23	Good	Y
41	Laurel Oak (<i>Quercus laurifolia</i>)	14	Good	
42	Laurel Oak (<i>Quercus laurifolia</i>)	14	Good	
43	Laurel Oak (<i>Quercus laurifolia</i>)	12	Good	
44	Cabbage Palm (<i>Sabal palmetto</i>)	18	Good	
45	Cabbage Palm (<i>Sabal palmetto</i>)	17	Good	
46	Cabbage Palm (<i>Sabal palmetto</i>)	13	Good	

Tree ID	Tree Species	Tree Diameter at Breast Height (DBH)	Health Condition	Significant Tree
47	Live Oak (<i>Quercus virginiana</i>)	40	Good	Y
48	Cabbage Palm (<i>Sabal palmetto</i>)	21	Good	
49	Cabbage Palm (<i>Sabal palmetto</i>)	11	Good	
50	Live Oak (<i>Quercus virginiana</i>)	38	Good	Y
51	Cabbage Palm (<i>Sabal palmetto</i>)	21	Good	
52	Live Oak (<i>Quercus virginiana</i>)	15	Poor	
53	Cabbage Palm (<i>Sabal palmetto</i>)	19	Good	
54	Cabbage Palm (<i>Sabal palmetto</i>)	18	Good	
55	Cabbage Palm (<i>Sabal palmetto</i>)	19	Good	
56	Cabbage Palm (<i>Sabal palmetto</i>)	17	Good	
57	Cabbage Palm (<i>Sabal palmetto</i>)	16	Good	
58	Cabbage Palm (<i>Sabal palmetto</i>)	12	Good	
59	Live Oak (<i>Quercus virginiana</i>)	23	Good	Y
60	Cabbage Palm (<i>Sabal palmetto</i>)	12	Good	
61	Cabbage Palm (<i>Sabal palmetto</i>)	13	Good	
62	Live Oak (<i>Quercus virginiana</i>)	21	Poor	Y
63	Live Oak (<i>Quercus virginiana</i>)	29	Poor	Y
64	Live Oak (<i>Quercus virginiana</i>)	31	Poor	Y
65	Laurel Oak (<i>Quercus laurifolia</i>)	14	Good	
66	Laurel Oak (<i>Quercus laurifolia</i>)	17x11	Good	Y

Table 2. West Augustine Gateway - Summary of Rationale for Determining Unhealthy Trees Pursuant to Chapter 11 of the City of St. Augustine Development Code

Tree ID	Tree Species	Tree Diameter (inches)	Defects
24	Live Oak (<i>Quercus virginiana</i>)	51	co-dominant stem at base of tree is dead and decaying, external and internal decay North and West face at base, major branch collar cavities North face at 15' and 20'
29	Laurel Oak (<i>Quercus laurifolia</i>)	34	major branch-collar cavity North face at 12' resulting in large void in tree stem
32	Laurel Oak (<i>Quercus laurifolia</i>)	17	co-dominant stems are dying, external decay on stems
52	Live Oak (<i>Quercus virginiana</i>)	15	main terminal topped at 25', major branch dieback, severe canopy dieback
62	Live Oak (<i>Quercus virginiana</i>)	21	external decay North and West face at base - 15', significant canopy decline
63	Live Oak (<i>Quercus virginiana</i>)	29	major branch-collar cavity East face at 20, major branch dieback, significant canopy decline
64	Live Oak (<i>Quercus virginiana</i>)	31	major branch-collar cavity North face at 15', external decay North face at 15' - 20' major branch dieback, severe canopy decline

Appendix D

Resumes

Brett Anderson

Group Manager

PROFESSIONAL EXPERIENCE

Brett has experience in a variety of ecological services wetland delineation, wetland permitting, endangered species surveys and relocations, water quality services, mitigation monitoring, Uniform Mitigation Assessment Methodology assessments, forestry services, Phase I site assessments, and NEPA Categorical Exclusions and Environmental Assessments for several federal agencies.

Prior to joining Terracon Consultants, Inc., Brett gained valuable experience in related fields. While working as an Environmental Specialist with the State of Florida Department of Health, he performed various duties involving the collection of GPS data, GIS analysis using ArcGIS, and groundwater sampling. Additionally, while working as a City Planner with the City of Jacksonville, Brett became well versed in various land use and zoning issues and the procedures involved for applying for land use and zoning changes.

Brett serves as a Group Manager with Terracon. As a Group Manager, he is responsible for the office's telecom related projects (FCC NEPA Screens, Environmental Assessments, and related services), along with a variety of ecological projects including due diligence assessments, wetland delineation as defined by state and federal agencies, wetland permitting, water quality assessments, endangered species surveys, wildlife surveying, and water quality projects.

PROJECT EXPERIENCE

Twin Creek Ranch Gopher Tortoise Recipient Site – Hawthorne, Florida

Managed the establishment of the Twin Creek Ranch Gopher Tortoise Recipient Site in Putnam County, Florida. This effort involved baseline surveying for the existing gopher tortoise population, establishment and monitoring of vegetation transects and plots, extensive coordination with Florida Fish and Wildlife Conservation Commission (FWC) staff to acquire the long- term recipient site permit and establish the site as a protected off-site recipient area meeting FWC's stringent standards.

Creek View Trail – Clay County, Florida

Creek View Trail is an ongoing ±700-acre residential development project in Clay County, Florida. The project has multiple facets including extensive wetland delineation, state and federal wetland delineation reviews, protected species assessments, phased permitting on both the state and federal level, and on- site and off-site mitigation services.

Cape Canaveral National Cemetery Environmental Assessment – Mims, Florida

Managed the preparation, coordination, and submission of an Environmental Assessment for the Cape Canaveral National Cemetery Phase 2 for Veteran's Affairs. This project involved multiple services, including wetland delineation, threatened species surveys, Section 106 coordination, NEPA services, and gopher tortoise relocation efforts.



EDUCATION

Bachelor of Science,
Environmental Studies;
Geography, Florida State
University, 2004

REGISTRATIONS/ CERTIFICATIONS

Authorized Gopher Tortoise
Relocation Agent (Permit #
GTA-14- 00044)

Stream Condition Index
Certification

YEARS EXPERIENCE: 19

Brett Anderson (continued)

Jacksonville Electric Authority (JEA) Circuit 909 – Jacksonville, Florida

Managed a multi service project establishing an approximate ± 8 -mile phased transmission line project in Duval and St. Johns Counties, Florida. The project required wetland delineation services, state and federal wetlands permitting, tree health and tree identification services, sovereign submerged land services, and a protected species assessment.

FCC NEPA Due Diligence – Throughout Florida

Managed dozens of FCC NEPA screens for various tower types (small cell 5G, monopole, self-support, guyed) throughout Florida. These projects involved compliance with Title 47 CFR, Part 1, Subpart I, rule sections 1.1301 to 1.1319. Additional services include wetland delineation, wetland permitting, endangered species surveying, endangered species permitting, and the filing of Environmental Assessments to the FCC.

Robert F. Munroe High School Environmental Assessment – Quincy, Florida

Prepared the required Environmental Assessment (EA) necessary for the construction of a new high school campus. The EA was necessary as the project relied on federal funding through the USDA's Loan and Grant Program. The EA involved the summarization of several ecological and cultural factors, including, but not limited to land use, floodplains, wetlands, protected species, and potential cultural and historic properties. The effort subsequently involved coordination with various state and federal agencies, tribes, and interested parties.

Love's Truck Stop and Convenience Store – St. Augustine, Florida

Managed the due diligence, field work, and associated state and federal wetland permitting associated with the development of a Love's Truck Stop and Convenience Store near St. Augustine, Florida. This effort involved addressing historic compliance issues related to unpermitted wetland fill, mitigation needs, and a review of potential protected species concerns.

Well's Creek – Jacksonville, Florida

Managed a wetland delineation of a ± 500 -acre residential development in Jacksonville, Florida. The effort included the establishment of a consistent methodology throughout the tract, flagged multiple miles of wetland line, and had the wetland boundaries reviewed and approved on the state level by St. Johns River Water Management District staff and on the federal level by the U.S. Army Corps of Engineers.

East Coast Regional Rails to Trails Phase 4B – Volusia County, Florida

Managed a multi-service project that involved the conversion of approximately 18 miles of old railbed to a multi-use bike path. Services included wetland delineation, wetland permitting, gopher tortoise surveying, gopher tortoise excavation, and on-site wetland mitigation establishment.

First Coast Technical Park – Jacksonville, Florida

First Coast Technical Park is an ongoing water quality services project that requires semi-annual water quality sampling services. Specific services include in-situ water quality readings, physical/chemical water quality collection and analysis, and macroinvertebrate sampling and analysis.

Seminole County Trail Feasibility Study – Longwood, Florida

Performed a detailed feasibility study for several proposed alignments of a future trail network in Seminole County Florida. The project involved estimating wetland impacts and associated mitigation for each alignment alternative, along with an assessment of the potential costs and benefits associated with different design and construction methods. Each alignment was evaluated for permitting feasibility and potential impacts to protected

James M. Moody

Senior Scientist

PROFESSIONAL EXPERIENCE

James is a senior scientist with skills, training, and experience in forestry and management of several aspects of natural resources. He has experience managing and performing timber inventories, protected tree inventories and arboricultural assessments, performing prescribed burns, managing timber resources, assessment of listed plant and wildlife populations including gopher tortoises, bald eagle and manatee monitoring, and performing GPS data collection. James has also worked on carbon development projects in the Southeastern U.S. and carbon verification/validation projects in Arizona, West Virginia, Wisconsin, and internationally in Belize, Kenya, and Uganda.

James also has experience with Phase I and Phase II environmental site assessments. Phase I assessments include historical research and on-site reconnaissance. Phase II environmental assessments include water quality and soil sampling, as well as conducting well surveys.

Within Terracon, James' responsibilities include meeting the client objectives in the fields of arboricultural assessments, ecological resource management, and environmental site assessment.

PROJECT EXPERIENCE

SR100/ Old Kings Road – Palm Coast Parcel, Flagler County, Florida

Certified Arborist on Protected Tree Inventory and Health Assessment project in the City of Palm Coast. James was project manager for the 3-month long project that covered 505-acre parcel and involved multiple team members. Deadlines for completion of field work and final report were met on time.

Brooks-Warnell Protected Tree Inventory, Bryan County, Georgia

Certified Arborist and project manager on Protected Tree Inventory and Health Assessment project in Bryan County, Georgia. James conducted five percent protected tree inventory and health assessment on 532-acre parcel. Provided sampling plan and final report that was approved by Bryan County.

Coquina Shores – SR100 Credit Trees, Flagler County, Florida

Certified Arborist and project manager on Credit Tree Inventory for City of Palm Coast. James coordinated with the city of Palm Coast to come up with approved credit tree sampling plan for client. Credit tree inventory report was submitted to client for city of Palm Coast approval.

Joyce/Crystal Springs, Duval County, FL

Arboricultural review/consultation

Alta Drive, Duval County, FL

Arboricultural review/consultation

Love's Travel Center, Duval County, FL

Arboricultural review/consultation



EDUCATION

Bachelor of Science, Forest Resource Management, Clemson University, 2001

AFFILIATIONS

International Society of Arboriculture – Florida Chapter

Xi Sigma Pi National Forestry Honor Society

CERTIFICATIONS

Certified Arborist FL6326A – International Society of Arboriculture (ISA)

ISA Tree Risk Assessment Qualification

Certified Prescribed Burn Manager #20124396 - Florida Forest Service

FWC Approved Level 2- Marine Species Observer

OSHA 40 Hour HAZWOPER Training

YEARS OF EXPERIENCE

20

YEARS AT FIRM

16

James Moody (continued)

Chaffee Road, Duval County, FL

Arboricultural review/consultation

RaceTrac DeBary Avenue, Volusia County, FL

Arboricultural review/consultation

Granada ALF, Volusia County, FL

Arboricultural review/consultation

Lennar – Mill Creek West, Duval County, FL

Arboricultural review/consultation

Lennar – Atlantic Boulevard, Duval County, FL

Arboricultural review/consultation

JEA – Racetrack Road, Duval County, FL

Arboricultural review/consultation

Mayo Clinic Roadway, Duval County, FL

Arboricultural review/consultation

Chick-fil-a, Volusia County, FL

Arboricultural review/consultation

Roosevelt Square, Duval County, FL

Arboricultural review/consultation

Nocatee, St. Johns County, FL

Specimen tree preservation plan

Toll Brothers, St. Johns County, FL

Specimen tree evaluation

Rivertown, St. Johns County, FL

Specimen tree evaluation

Oak Ridge Club, St. Johns County FL

Specimen tree evaluation

Arlington River Lots, Duval County, FL

Protected tree inventory

Meadow View at Twinn Creeks, St. Johns County, FL

Protected tree inventory

James Moody (continued)

Turnbull Trace, Volusia County, FL

Protected tree inventory update

Daytona ALF, Volusia County, FL

Protected tree inventory update

Atlantic Beach, Duval County, FL

Protected tree inventory

Tree Inventory, Clay County, FL

Protected tree inventory

Amelia Entitlement, Nassau County, FL

Protected tree inventory

Collins Road and SR17, Duval County, FL

Protected tree inventory

Pinehurst Cemetery, Duval County, FL

Protected tree inventory/risk assessment

Nocatee-Deep Creek, St. Johns County, FL

Credit tree inventory

Beacon Lake, St. Johns County, FL

Credit tree inventory.

Rivertown, St. Johns County, FL

Credit tree inventory

Trail Ridge Landfill for COJ, Duval County, FL

Timber cruise

Highlands Ranch, Clay County, FL

Timber analysis/management

Nocatee Greenway Upland/Wetland Enhancement, St. Johns County, FL

Timber analysis/management

City of Charlottesville, Charlottesville, VA

Timber analysis/management

Florida Memorial University, St. Johns County, FL

Timber management plan

James Moody (continued)

VanTrust, Duval County, FL

Timber management/timber cruise

Trailmark, St. Johns County, FL

Timber management plan/timber cruise

Amelia Walk, Nassau County, FL

Timber sale

Palm Coast – Tract 21, Flagler County, FL

Timber sale

Nine Mile Gang, St. Johns County, FL

Prescribed burning/fire management

FL State College at Jacksonville-Cecil Field Center, Duval County, FL

Prescribed burning/fire management

Town of Nocatee, St. Johns County, FL

Prescribed burning/fire management

Skinner, Clay County, FL

Prescribed burning/fire management

University of North Florida, Duval County, FL

Prescribed burning/fire management

Oglethorpe Power/Georgia Forestry Commission-Dixon Memorial Forest, Ware County, GA

Carbon project development

Blue Source Tracts, NC

Carbon project development

Bull Run Overseas, Belize

Carbon verification/validation

Clean Air Action Corporation, Uganda

Carbon verification/validation

Clean Air Action Corporation, Kenya

Carbon verification/validation

White Mountain Apache Tribe, AZ

Carbon verification

James Moody (continued)

Northwoods – Air Resource Board, WI

Carbon verification

Marmet – Air Resource Board, WV

Carbon verification

Traffic Engineering Data Solutions, Inc., Marion County and Sumter County, FL

Gopher tortoise survey and wetland delineation

Turkey Trot Landfill, AL

Gopher tortoise survey and relocation

San Pablo, Duval County, FL

Gopher tortoise survey and relocation

Jack Williams Property, Alachua County, FL

Gopher tortoise survey

E-Town Parcel, Duval County, FL

Gopher tortoise survey

Nocatee – HyDry, St. Johns County, FL

Indigo snake survey

Trail Ridge Landfill, Duval County, FL

Wetland permitting

Black Hammock Island, Duval County, FL

Wetland delineation

Wisteria Farms, Clay County, FL

Wetland delineation

Parcel 9 at Flagler Center, Duval County, FL

Wetland delineation and permitting

Bradley Creek, Clay County, FL

Wetland delineation

Bay Street Bridge, Duval County, FL

Manatee monitoring

Merritt Island Airport, Brevard County, FL

Manatee monitoring

James Moody (continued)



Black Creek, Clay County, FL

Eagle monitoring

Envision Environmental, Duval Country, FL

Contamination site assessment

JaxPort Former Gun Range, Duval County, FL

Remedial action/closure plan

Multiple Wilco Hess Gas Stations, NC

Phase I environmental site assessment

Rayonier, Clinch County, GA

Phase I environmental site assessment

Rayonier, Ware County, GA

Phase I environmental site assessment

Rayonier, Putnam County, GA

Phase I environmental site assessment

Rayonier, Gilchrist County, FL

Phase I environmental site assessment

JEA, Duval County, FL

Phase II environmental site assessment

Zipper Farms, Hendry County, FL

Phase II environmental site assessment

NRCS, Highlands County, FL

Phase II environmental site assessment

Goodwill, Duval County, FL

Phase II environmental site assessment

KB Homes, Duval County, FL

Phase II environmental site assessment

Love's Travel Center, Duval County, FL

Phase II environmental site assessment

Lennar-Tarragon, Duval County, FL

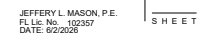
Phase II environmental site assessment

Robinson Trust, St. Johns County, FL

Phase II environmental site assessment

Attachment 5:

Site Plan



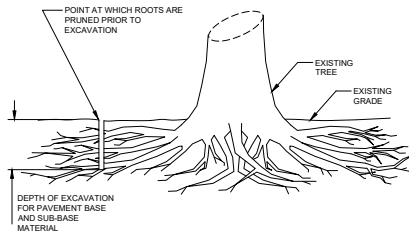
D:\Projects\Prosser\124\124001 01 St. Ann Gateway Print/Product/Drawings\Sheets\124001 01 L-1 01.dwg 11/01/2026 4:41:02 PM Tim C'Reilly

-
- Diagram illustrating the safety orange orange copolymer barrier fencing system. The diagram shows a cross-section of the fence and a top-down view of the post.
- Labels and Dimensions:**
- ONE FOOT FOR EACH RICH OF TRUNK DIAMETER (8 MIN.)
 - 4' C.C. MAX.
 - 4' GRADE
 - 2' X 4' RAIL
 - 2' X 4' POSTS
 - 4' MIN.
 - 4' MIN.
 - 4" DIA. MAX.
 - 2" MIN.
- SAFETY ORANGE ORANGE COPOLYMER BARRIER FENCING WITH WIRE FASTENED TO POSTS & RAIL**

- 1) THE TREE PROTECTION BARRIER SHALL BE AT LEAST THREE (3) FEET HIGH. THE BARRIER SHALL CONSIST OF EITHER A WOOD FENCE WITH 2X4 POSTS PLACED AT 6 FEET ON CENTER, OR A 4' HIGH WIRE FENCE WITH 1/2" GALVANIZED STEEL WIRE MESH FENCE, OR OTHER SIMILAR BARRIER WHICH WILL LIMIT ACCESS TO THE PROTECTED AREA.
- 2) THE BARRIER SHALL BE IN PLACE PRIOR TO LAND CLEARING AND CONSTRUCTION ACTIVITIES. OBTAIN CITY APPROVAL OF TREE BARRIERS BEFORE BEGINNING CLEARING OPERATIONS TO THE PROTECTED AREA.
- 3) THE PROTECTED TREES SHALL BE MAINTAINED AND PROVIDED WITH A PROTECTED TRUNK GUARD. THE TRUNK GUARD SHALL BE AT LEAST ONE FOOT IN DIAMETER FOR EACH INCH OF TRUNK DIAMETER. FOR TREES LESS THAN 12" DBH, THE MINIMUM BARRIER SHALL BE PLACED AT LEAST SIX (6) FEET AWAY FROM THE BASE OF THE TREE.
- 4) WHERE EXISTING TREES TO REMAIN ARE BEHIND SILL FENCE, TREE PROTECTION BARRIER NOT REQUIRED.
- 5) CONTRACTOR SHALL NOT WORK, STORE MATERIALS, OR DISTURB AREA BEHIND SILL FENCE & TREE PROTECTION BARRIER.

TREE MITIGATION NOTES & DETAILS

TREES TO BE REMOVED					
MITIGATION TABLE					
TREE SPECIES >3" DBH					
3" OR MORE BUT LESS THAN 12" = 0.5 DEFICIT					
12" OR MORE BUT LESS THAN 12" = 1.0 DEFICIT					
17" OR MORE BUT LESS THAN 20" = 1.5 DEFICIT					
20" OR MORE = 2 DEFICIT					
CABBAGE PALMS OVER 12' HT = 1 DEFICIT					
OAKS REMOVED = +25% DEFICIT					
TREE #	TREE SPECIES	INCHES (DBH)	HEALTH	DEFICIT	
31	Laurel Oak	11	Good	1.25	
33	Laurel Oak	13	Good	1.875	
34	Palm	15	Good	2.5	
35	Live Oak	12	Good	1.25	
36	Laurel Oak	10	Good	1.25	
37	Laurel Oak	14	Good	1.875	
41	Laurel Oak	14	Good	1.875	
42	Laurel Oak	12	Good	1.875	
43	Laurel Oak	12	Good	1.25	
44	Palm	18	Good	2.5	
45	Palm	17	Good	2.5	
46	Palm	13	Good	2.5	
48	Palm	21	Good	3	
49	Palm	11	Good	2	
51	Palm	21	Good	3	
52	Live Oak	15	Poor	1.875	
53	Palm	19	Good	2.5	
54	Palm	18	Good	2.5	
55	Palm	19	Good	2.5	
56	Palm	17	Good	2.5	
57	Palm	16	Good	2.5	
58	Palm	12	Good	2	
60	Palm	12	Good	2	
61	Palm	13	Good	2.5	
65	Laurel Oak	14	Good	1.875	
Totals			371	53.25	
Dead, Diseased, Dying			15	1.875	
Total Removed Protected Tree Inches & Deficits minus Dead & Diseased Trees			356	51.375	



WHEN TRENCHING DOES OCCUR WITHIN THE DRIPLINE OF THE TREE THESE STEPS NEED TO BE

- | SIGNIFICANT TREES TO BE REMOVED | | | | |
|--|--------------|--------------|--------|---------|
| MITIGATION TABLE | | | | |
| TREE SPECIES >3" DBH | | | | |
| 3" OR MORE BUT LESS THAN 7" = 0.5 DEFICIT | | | | |
| 7" OR MORE BUT LESS THAN 12" = 1.0 DEFICIT | | | | |
| 12" OR MORE BUT 20" = 1.5 DEFICIT | | | | |
| 20" OR MORE = 2 DEFICIT | | | | |
| CABBAGE PALMS OVER 12" H = 1 DEFICIT | | | | |
| OAKS REMOVED = +25% DEFICIT | | | | |
| TREE # | TREE SPECIES | INCHES (DBH) | HEALTH | DEFICIT |
| 24 | Live Oak | 51 | Poor | 2.5 |
| 25 | Laurel Oak | 30 | Good | 2.5 |
| 26 | Laurel Oak | 34 | Good | 2.5 |
| 27 | Live Oak | 24 | Good | 2.5 |
| 28 | Live Oak | 27 | Good | 2.5 |
| 29 | Laurel Oak | 34 | Fair | 2.5 |
| 30 | Laurel Oak | 25 | Good | 2.5 |
| 32 | Laurel Oak | 17 | Poor | 1.875 |
| 39 | Laurel Oak | 22 | Good | 2.5 |
| 40 | Laurel Oak | 23 | Good | 2.5 |
| 47 | Live Oak | 40 | Good | 2.5 |
| 50 | Live Oak | 38 | Good | 2.5 |
| 59 | Live Oak | 23 | Good | 2.5 |
| 62 | Live Oak | 21 | Poor | 2.5 |
| 63 | Live Oak | 29 | Poor | 2.5 |
| 64 | Live Oak | 31 | Poor | 2.5 |
| 66 | Laurel Oak | 28 | Good | 2.5 |
| Total Removed Significant Tree Inches & Deficits | | | 497 | 41.875 |
| Dead, Diseased, Dying | | | 149 | 11.875 |
| Total Removed Significant Tree Inches & Deficits minus Dead & Diseased Trees | | | 348 | 30 |

TREE MITIGATION FEE CALCULATION	
TREES REMOVED DEFICITS:	81.375
TREES PLANTED/SAVED CREDITS:	136.00
136 CREDITS - 81.375 DEFICITS =	54.625 CREDITS
AMOUNT TO BE PAID TO CITY OF ST. AUGUSTINE TREE MITIGATION FUND = \$300/TREE (DEFICIT)	
(DEFICITS) X \$300 =	\$0.00

NineOaks

[illegible]

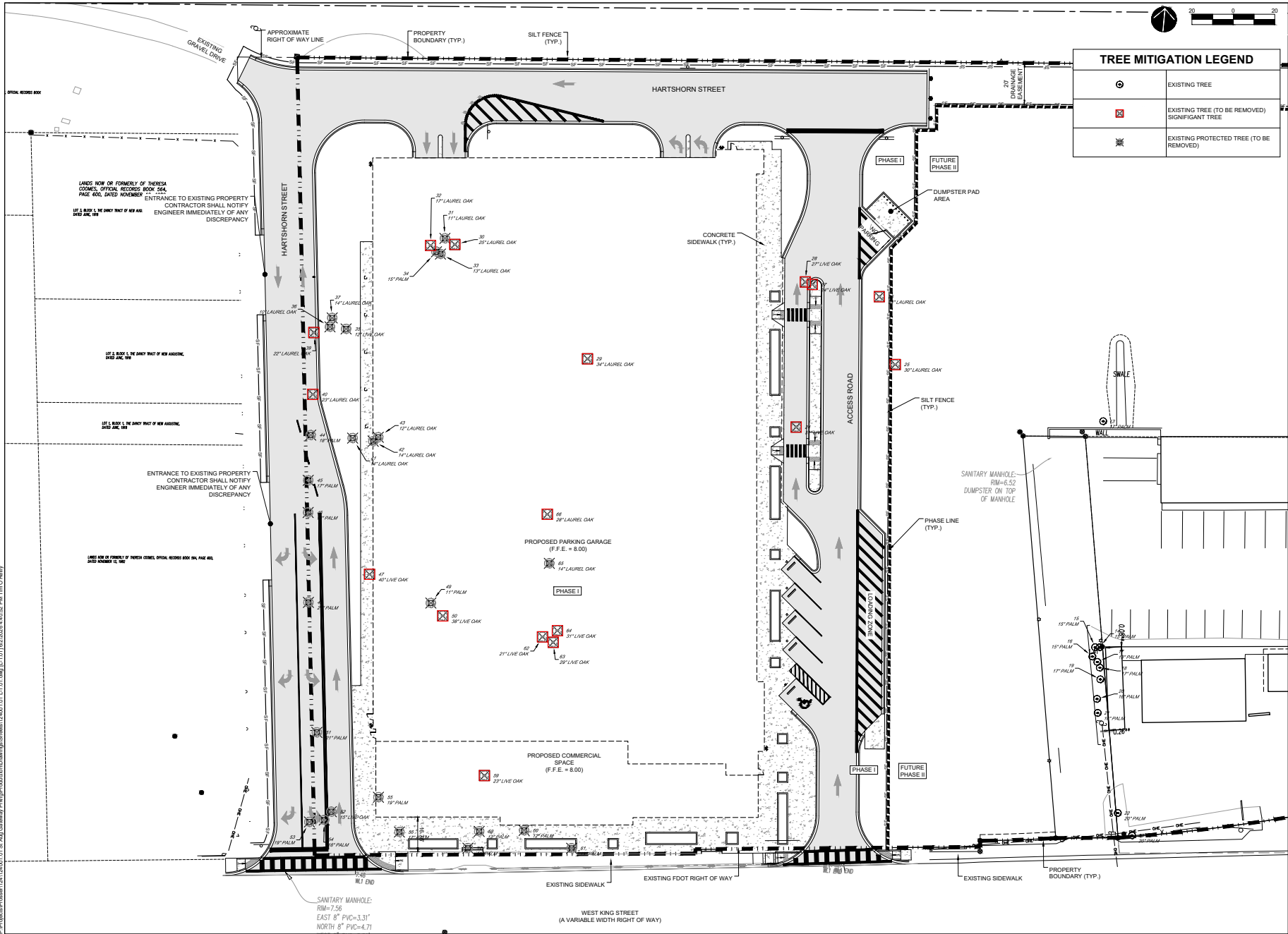
THIS DRAWING NOT RELEASED FOR
CONSTRUCTION UNLESS SO NOTED ABOVE

SHEET TITLE

L-1.01

TIMOTHY D. O'REILLY
FL Lic. No. LA 6867317

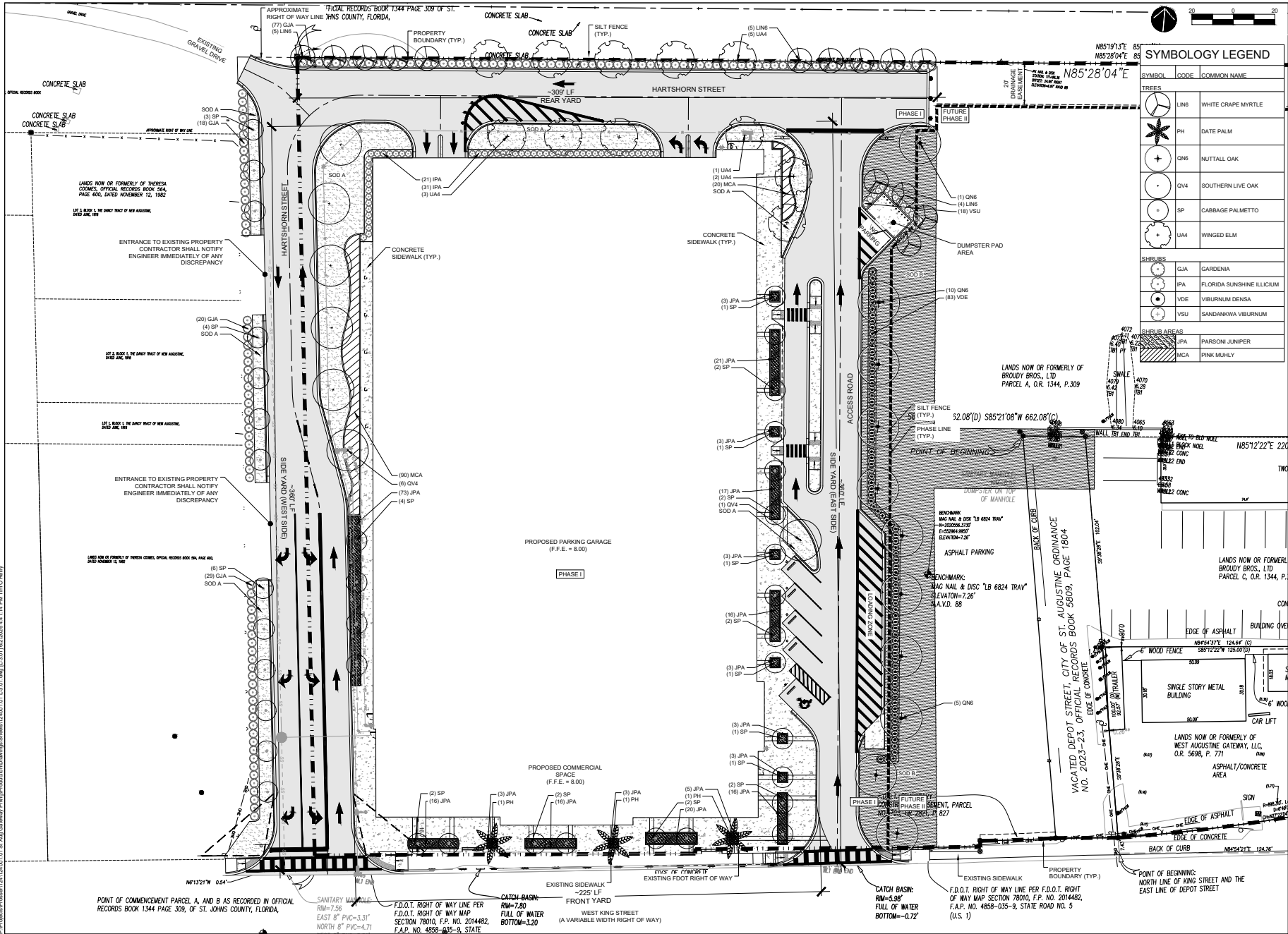
SHEET



No.	Date	Revision
1	04/26/2024	SCHEMATIC DESIGN
2	06/03/2024	CRK SUBMITTAL
3	08/01/2024	CD/CRC SUBMITTAL
4	02/27/2025	50% PLANS

THIS DRAWING NOT RELEASED FOR CONSTRUCTION UNLESS SO NOTED ABOVE.

TREE MITIGATION PLAN



No.	Date	Revision
1	04/26/2024	SCHEMATIC DESIGN
2	06/03/2024	CDC SUBMITTAL
3	08/01/2024	CD/CDC SUBMITTAL
4	02/27/2025	50% PLANS

THIS DRAWING NOT RELEASED FOR CONSTRUCTION UNLESS SO NOTED ABOVE.

SHEET TITLE

LANDSCAPE PLAN

L-2.02

TIMOTHY D. O'REILLY
P.L.L.C. No. LA 566737
DATE: 01-16-2024



Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
July 7, 2026	6.c.	PZB2026-0057
Request	Address	Parcel ID
Conservation Overlay Zone Development	1006 Pantano Drive	073433-0950

Site & Background Information

Applicant:	Ryan Carter c/o Carter Environmental Services
Owners:	Toll Southeast LP Company Inc.
Property Class: (St. Johns County Property Appraiser)	0000 – Vacant Residential
Future Land Use Designation:	Residential Medium Density/Mixed Use
Zoning Designation:	Planned Unit Development: PUD (Ordinance No. 2001-12 & Ordinance No. 2015-34)
Acreage:	.45
Neighborhood:	N/A
Archaeological Zone:	N/A

Request Summary

This is a request for [Conservation Overlay Zone \(COZ\) development](#) for significant tree and significant tree canopy removal within [COZ 3](#) for the construction of a single-family home at 1006 Pantano Dr. The approval of this request would allow for the removal of 15 trees (1 significant) and retain 16 trees (1 significant).

Ordinance No. 2015-34, an ordinance modifying Ordinance 2001-12, the Ponce de Leon Resort and Convention Center PUD, creating the Madeira Planned Unit Development (PUD), includes Exhibit “A” which is a list of modifications that were agreed to by the developer. Relevant modifications are included below.

19. The side setbacks on lots over 85 feet wide will be increased from 7.5 to 10 feet with flexibility to allow the setback to be reduced to 5 feet in order to save existing trees provided adjacent lot setback is increased to 15 feet to maintain a 20-foot combined setback.
20. Every lot will have a minimum of one tree for every ten feet of road frontage.
30. Development covenants shall require 'stem wall construction" for all construction in forested areas consisting of hardwoods within the northeast corner of the property and the lots adjacent to Robinson Creek.
32. Lots will not be cleared as part of the development of infrastructure. Lots will be cleared by residential builders in compliance with the City's tree ordinance.
38. Expand the 25-foot buffer along the ICW marsh where there is sufficient depth on a lot to allow for increasing the buffer without compromising the ability to place a home on the lot which meets prescribed set back requirements while maximizing tree preservation. In any event the overall average of the entire length of the ICW buffer shall not be less than 35 feet.
39. Language will be inserted into the Covenants and Restrictions to be recorded for the project, which will protect this buffer and prohibit its disturbance or elimination

The Planning and Zoning Board (PZB) is tasked with reviewing this application and its requests for tree removal and ensure that it complies with the City of St. Augustine’s ordinances related to trees and landscaping.

This property previously appeared before the Planning and Zoning Board on February 3, 2026 (PZB2026-0003) was approved to remove 18 trees (1 significant).

Consistency with the City of St. Augustine Comprehensive Plan 2040

Goal, Policy, or Objective	Staff Analysis
Future Land Use Element [LINK TO DOCUMENT]	
Policy 8.1.5 Continue to value the existing tree canopy and promote healthy urban forestry practices.	The Board is tasked with the evaluation of this request and its compliance with the city’s policy to continue valuing the existing tree canopy.
Historic Preservation Element [LINK TO DOCUMENT]	

Conservation and Coastal Management Element [LINK TO DOCUMENT]	
Objective 2.6 The City shall commit to preservation of community trees and the urban forest to improve air quality, community health, quality of life, aesthetics, and energy conservation.	The Board is authorized, by city ordinances, to impose limitations on the nature and manner of construction to ensure that this proposal is consistent with the city's objectives to improve air quality, community health, quality of life, aesthetics, and energy conservation by preserving the urban forest.
Recreation and Open Space Element [LINK TO DOCUMENT]	
Transportation and Mobility Element [LINK TO DOCUMENT]	
Housing Element [LINK TO DOCUMENT]	
Infrastructure Element [LINK TO DOCUMENT]	

Staff Analysis of Request and Applicable Sections from the City of St. Augustine's Code of Ordinances

Based on **Sec. 11-27** of the City's Code,

Conservation Overlay Zone 3 is comprised of uplands and urban/residential areas which are inland from Zones 1 and 2, and which require special environmental consideration. Zone 3 is comprised of those undeveloped areas considered to be special flood hazard areas and significant tree canopy areas.

Conservation overlay zone development means any construction or use which requires a permit from the city, physically located or taking place within a conservation overlay zone.

Significant tree means a tree described in the following list:

Significant tree canopy areas are defined as clusters of trees which form at least twenty-five (25) percent cover and include a variety of oak species and softwood species. [[LINK TO CODE SECTION](#)]

Section 11-29 (d)

In addition, based on **Sec. 11-29(d)** of the City's Code, permits for structures and uses located within Conservation Overlay Zone 3 shall be issued only for those structures and uses which do not significantly alter the surface water hydrology or tree canopy cover, or cause the removal of significant trees. **The PZB is authorized to impose limitations on the nature and manner of construction** and/or so as to avoid alteration of surface water hydrology which would increase the flood hazard potential and to minimize the impact on existing trees and native vegetation.

The city PZB shall consider and base all decisions on the following considerations. Staff analysis is in **BOLD** text. [[LINK TO CODE SECTION](#)]

- a. The condition of the tree with respect to disease, insect attack, danger of falling, proximity to existing or proposed structures and interferences with utility services.

The condition of trees with respect to disease, insect attack, and danger of falling is unknown as an arborist report has not been provided by the applicant.

- b. The necessity of removing a tree to construct proposed improvements in order to allow reasonable economic use of the property.

The trees proposed to be removed are within close proximity to the footprint of the house or driveway.

- c. The relief of the land where the tree is located and the effect removal of the tree would have on erosion, soil moisture retention, diversion, increased or decreased flow of surface waters and the city master drainage plan or similar plan adopted by the city commission.

The lot is able to drain to the street or to the drainage easement and storm water pond at the rear of the property.

- d. The number and density of trees existing in the neighborhood on improved or unimproved property. The planning and building division shall also be guided by the effect removal of a tree would have on property values in the neighborhood where the property is located and on other vegetation in the neighborhood.

Much of the Madeira community has been clear cut due to the remediation efforts to remove arsenic contamination. The importance of keeping the trees within the areas that were not part of remediation efforts is heightened to maintain existing vegetation and to decrease overall impacts of large-scale tree removal.

- e. Whether the tree has been designated a significant tree.

Lot 95 has two (2) significant trees on site. One significant tree will be retained, and one significant tree will be removed and is highlighted below.

Significant Trees

- **Tree #1 – 26 DBH Live Oak (LIO)**
- **Tree # 2- DBH 23 DBH Live Oak (LIO)(removed)**

- f. Impact upon the urban and natural environment, including:

1. Ground and surface water stabilization.
2. Water quality and aquifer recharge.
3. Ecological impacts.
4. Noise pollution.
5. Air movement.
6. Air quality.
7. Wildlife habitat.

Madeira Phase 3 is south of the Northeast Florida Regional Airport. Retaining trees will help mitigate noise pollution from the airport.

- g. The ease with which the property owner or agent can alter or revise the proposed development or improvements to accommodate existing trees, including the tree or trees proposed to be removed.

The house placement appears to be strategic to preserve significant trees. The previously approved application PZB2026-0003 allowed the applicant to remove 18 trees (1 significant). This new application is preserving some of the previously approved trees for removal and requesting to remove 15 trees (1 significant) instead. Staff notes the PUD does allow lots over 85 feet wide to decrease the side setback from 7.5 to five feet if the combined side setbacks total twenty feet. This lot is approximately 85 feet wide and eligible for a flexible side yard setback to retain trees.

Sec. 11-28. – Issuance of building permits.

(d) Removal of significant trees shall be [reviewed by the Planning and Zoning Board](#), all significant trees removed shall be replaced in accordance with the requirements of [Chapter 25](#).

Sec. 25-53 (d) Tree mitigation requires the credits for trees retained to be in excess of deficits of trees removed. The tree mitigation table in the application shows -19.5 deficits for tree removal and 32 credits for trees retained or relocated. The applicant has a positive number of tree credits which are consistent with the requirements of Chapter 25.

Staff Recommendation

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 1006 Pantano Dr.

Attachments

1. Site Maps & Photos
2. Application
3. St. Johns County Property Appraiser Report
4. Supplemental Information

Staff Report prepared by:

Jennifer Thompson, AICP
Senior Planner
Planning and Building Department

Attachment 1: Site Maps and Photos



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, SJCPA

Future Land Use
City of St. Augustine
1006 Pantano Dr.

Legend

Residential Medium Density / Mixed Use

Scale: 1:1,000

03060120 Feet

Page 253 of 293

N

W

E

S



Zoning Map

City of St. Augustine

1006 Pantano Dr.

Legend

Planned Unit Development (PUD)

Scale: 1:1,000

0

35

70

140 Feet

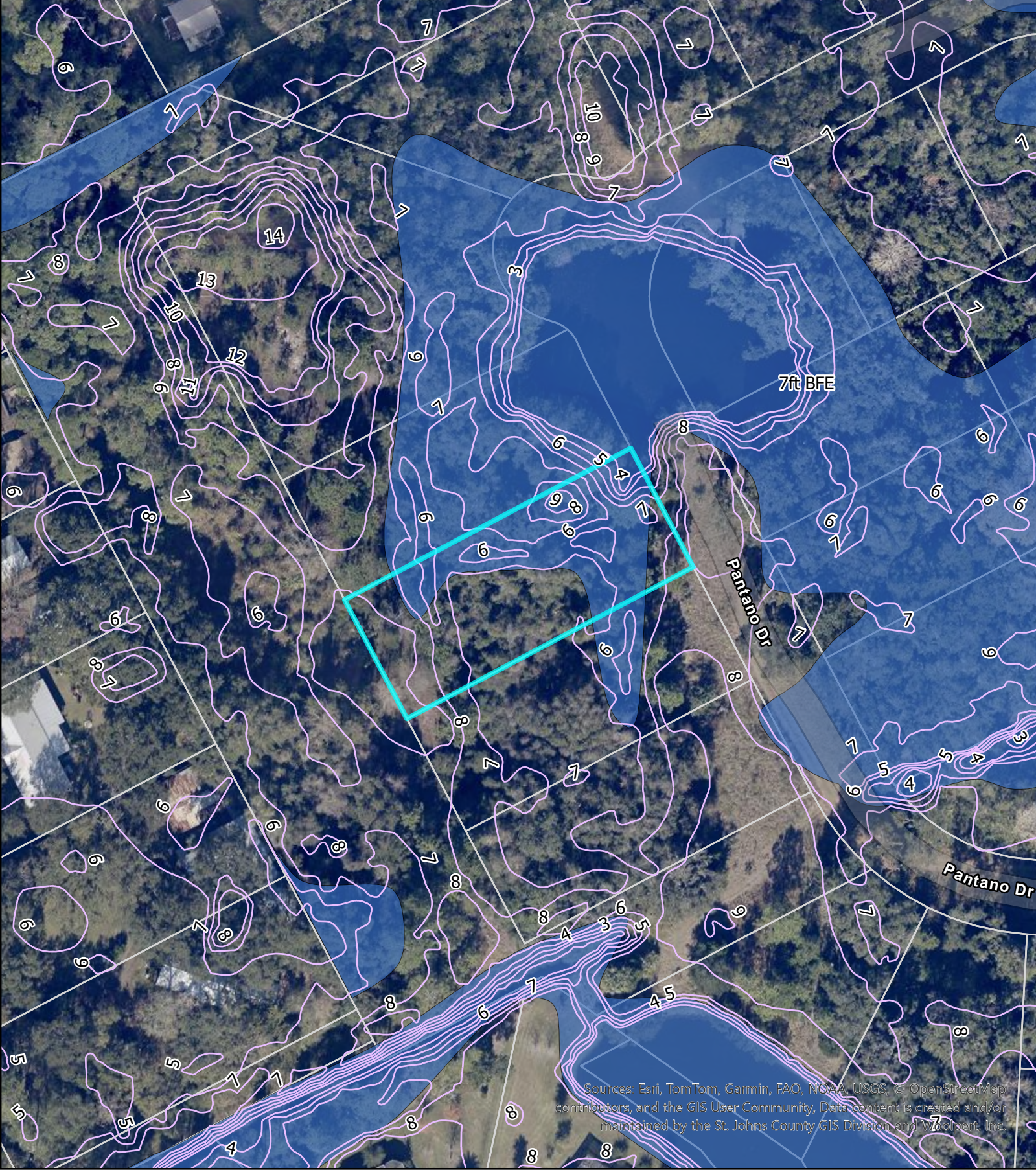
N

W

E

S

Page 254 of 293



FEMA Flood Zones

City of St. Augustine

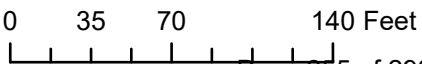
1006 Pantano Dr.

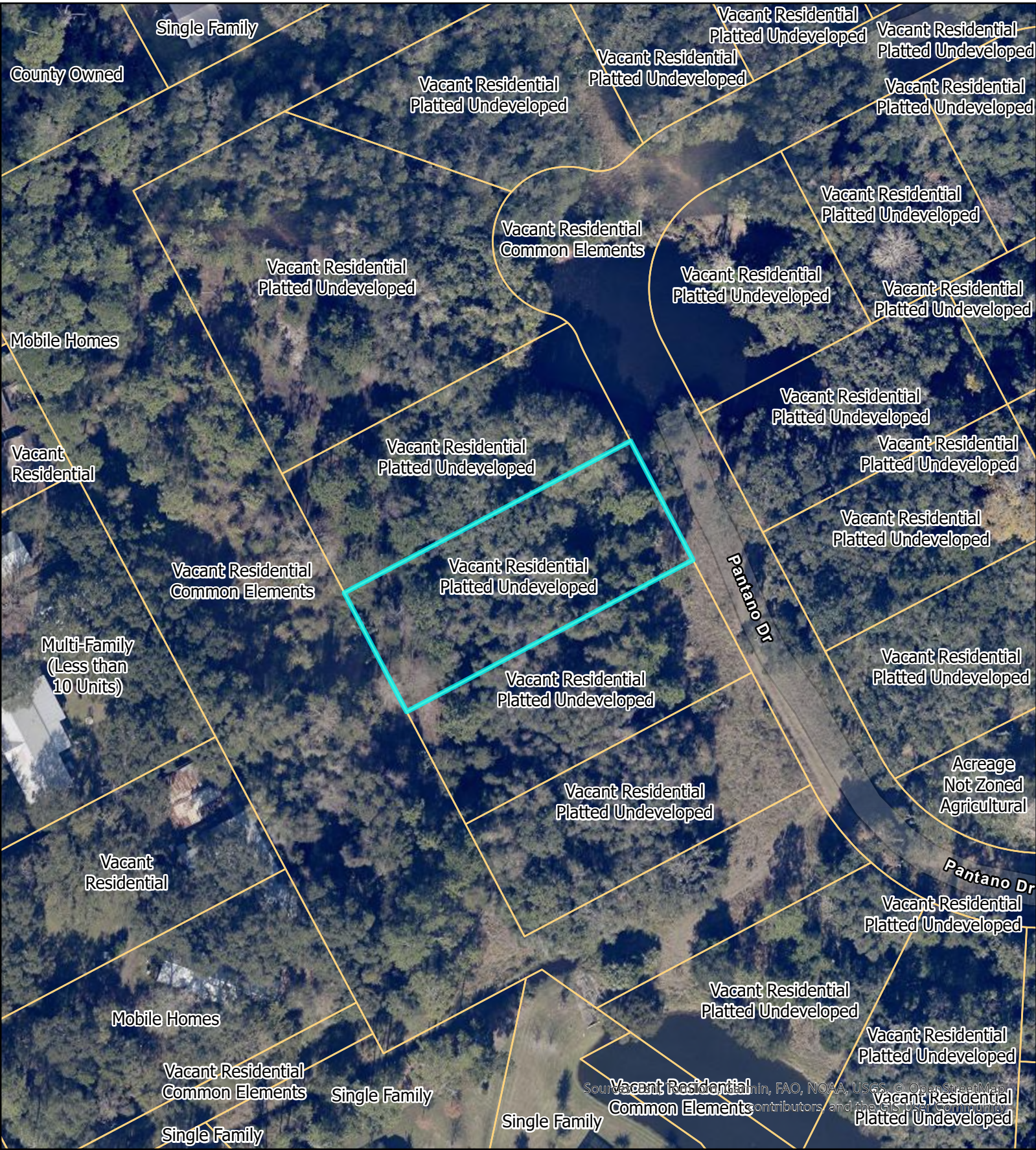
Legend

Flood Zone

 AE

Scale: 1:1,000





St Johns County Property Appraiser
Use Classification
City of St. Augustine
1006 Pantano Dr.

Legend

 Parcel

Scale: 1:1,000

0 30 60 120 Feet

Page 256 of 293



1006 Pantano Dr



© All EagleView Technology Corporation

12/13/2025

Attachment 2: Application



CITY OF ST AUGUSTINE

APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

Advertising Costs: \$ _____ Paid On: _____ Receipt Number: _____

1. NAME OF APPLICANT: Ryan Carter Contact Number: _____

Business (if applicable): Carter Environmental Services

Address: 42 Masters Drive City: St. Augustine State: FL Zip: 32084

E-Mail Address: _____

2. NAME OF PROPERTY OWNER: _____ Contact Number: _____

Business (if applicable): Toll Southeast LP Company Inc

Address: 40 Everest Ln City: St. Johns State: FL Zip: 32259

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: 95

Block: _____

Subdivision: JACKSON PARK REVISED PLAT OF NORTH ST. A

Parcel Number: 0734330950

4. PROJECT STREET ADDRESS: 1006 Pantano Drive

5. SPECIFIC PROPOSED USE: CONSTRUCTION OF SINGLE FAMILY HOMES DEVELOPMENT PHASE

6. ACTION REQUESTED:

☒ Conservation Zone Development

☐ Appeal of Staff Determination

☐ Exception

☐ Land Use Plan Amendment

☐ Variance

☐ Rezoning

☐ Other: _____

7. DESCRIPTION OF ACTION REQUESTED: CONSERVATION OVERLAY ZONE 3 APPROVAL FOR TREE REMOVAL

8. JUSTIFICATION FOR ACTION REQUESTED: PLEASE SEE ATTACHED NARRATIVE AND GRAPHICS.

9. IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION:

(a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity: _____

(b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: _____

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: _____

(d) Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section: _____

10. PREVIOUS APPLICATIONS:

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

☐ Yes ☒ No If yes, please give date and final disposition below.

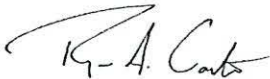
11. AGREEMENT:

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant, or a duly authorized representative with authority to bind, should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.



Signature of Applicant

2-27-26

Date



Signature of Property Owner

3/2/26

Date



**CITY OF ST. AUGUSTINE
DEVELOPMENT PERMIT APPLICANT WAIVER**

The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

RYAN CARTER

Print name of applicant

A handwritten signature in black ink, appearing to read "Ryan Carter".

Signature of applicant

3-2-26

Date



Owner's Authorization For Agent

CARTER ENVIRONMENTAL SERVICES is/are hereby authorized TO ACT ON BEHALF
OF Toll Bros., the owner(s) of those lands described within
☐ the attached application, or ☐ described within the previously filed
Application number: _____, and as described in the attached deed or
other such proof of ownership as may be required, in applying to the City
of St. Augustine's Planning & Zoning Board, located at:

BY: [Signature]
Signature of Owner
Nate Beidle
Print Name of Owner
904-217-3852
Telephone Number

State of Florida

County of St. Johns

Signed and sworn before me on this 2 day of March, 2024

By Nate Beidle, VP

Identification verified:

Oath sworn: ☒ Yes ☐ No

Notary Signature: Jessica Smith

My Commission expires: Jun 6, 2027



PZB APPLICATION FEE SCHEDULE

Planning and Zoning Board fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Rezoning: small scale	\$300.00 + ads & notices
Rezoning: large scale	\$1,000.00 + ads & notices
Land Use Plan Amendment: small scale	\$400.00 + ads & notices
Land Use Plan Amendment: large scale	\$1,400.00 + ads & notices
Planned Unit Development	\$400.00 or \$35.00/acre, whichever is greater, \$1,400 max + ads & notices
Zoning Variance	\$350.00 + ads & notices
Zoning Exception	\$250.00 + ads & notices
Conservation Overlay Zone Development	\$165.00 + ads & notices
Significant Tree Removal or Appeal of Tree Removal Permit Denial	\$165.00 + ads & notices
Appeal of Staff Determination	\$200.00 + ads & notices
Application to Amend Zoning Code	\$600.00 + ads & notices
Subdivision Plat Review	\$275.00 + ads, notices & additional associated costs

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

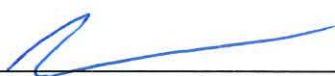
I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

4000 US HIGHWAY 1

Project Address: _____

RYAN CARTER

Applicant's Name: _____ Applicant's Signature: 

Owner's Name: Nate Biddle Owner's Signature: 

Attachment 3:
St. Johns County
Property Appraiser
Report

St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Homestead Compliance

This form is not a Homestead Exemption application. To apply online for homestead and related exemptions, please click [here](#).

Homestead Compliance

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Sales Questionnaire

Summary

Parcel ID	0734330950	
Location Address	1006 PANTANO DR SAINT AUGUSTINE 32095-0000	No Image Available
Neighborhood	MADEIRA EAST MARSH/POND (2200.06)	
Tax Description*	129/24-31 MADEIRA AT ST AUGUSTINE PHASE 3 LOT 95 OR6168/875 *The Description above is not to be used on legal documents.	
Property Use Code	Vacant Residential (0000)	
Subdivision	MADEIRA AT ST AUGUSTINE PHASE 3	
Sec/Twp/Rng	54-6-29	
District	Madeira Community Development District City (District 457)	
Millage Rate	19.5552	
Acreage	0.450	
Homestead	N	

Owner Information

[TOLL SOUTHEAST LP COMPANY INC](#)
100%
40 EVEREST LN
SAINT JOHNS, FL 32259-0000

Map



Valuation Information

Assessed Year	2026
Building Value	\$0.00
Extra Features Value	\$0.00
Total Land Value	\$175,000.00
Agricultural (Assessed) Value	\$0.00
Agricultural (Market) Value	\$0.00
Just Market	\$175,000.00
Total Deferred	\$0.00
Assessed Value	\$175,000.00
Total Exemptions	\$0.00
Taxable Value	\$175,000.00

Values listed are from our working tax roll and are subject to change. Exemption and taxable values shown reflect County-level assessment.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	\$0	\$0	\$5,000	\$0

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	0	0	1	UT	\$175,000

Sale Information

By clicking the below links, you will leave the Property Appraiser's Website and be redirected to the St. Johns County Clerk of Court

Recording		Instrument									
Date	Sale Date	Sale Price	Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee		
6/17/2025	6/12/2025	\$7,545,000.00	WARRANTY DEED	6168	875	Q	V	PONCE ASSOCIATES LLC	TOLL SOUTHEAST LP COMPANY INC		

No data available for the following modules: 2025 TRIM Notice, 2024 TRIM Notice, Exemption Information, Building Information, Sketch Information, Extra Feature Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
| [User Privacy Policy](#) | [GDPR Privacy Notice](#)
[Last Data Upload: 6/10/2026, 3:52:44 AM](#)

Contact Us



Attachment 4:

Supplemental Information



42 Masters Drive
St. Augustine, FL 32084
Tel: 904.540.1786
www.carterenv.com

May 29, 2026

City of St. Augustine
Planning and Zoning Board
75 King Street
St. Augustine, FL 32084

RE: Conservation Overlay Zone 3 – Modified Tree Removal Request
Lot 95 – Estuary at Madeira
1006 Pantano Drive
Parcel No. 0734330950

To Whom it May Concern,

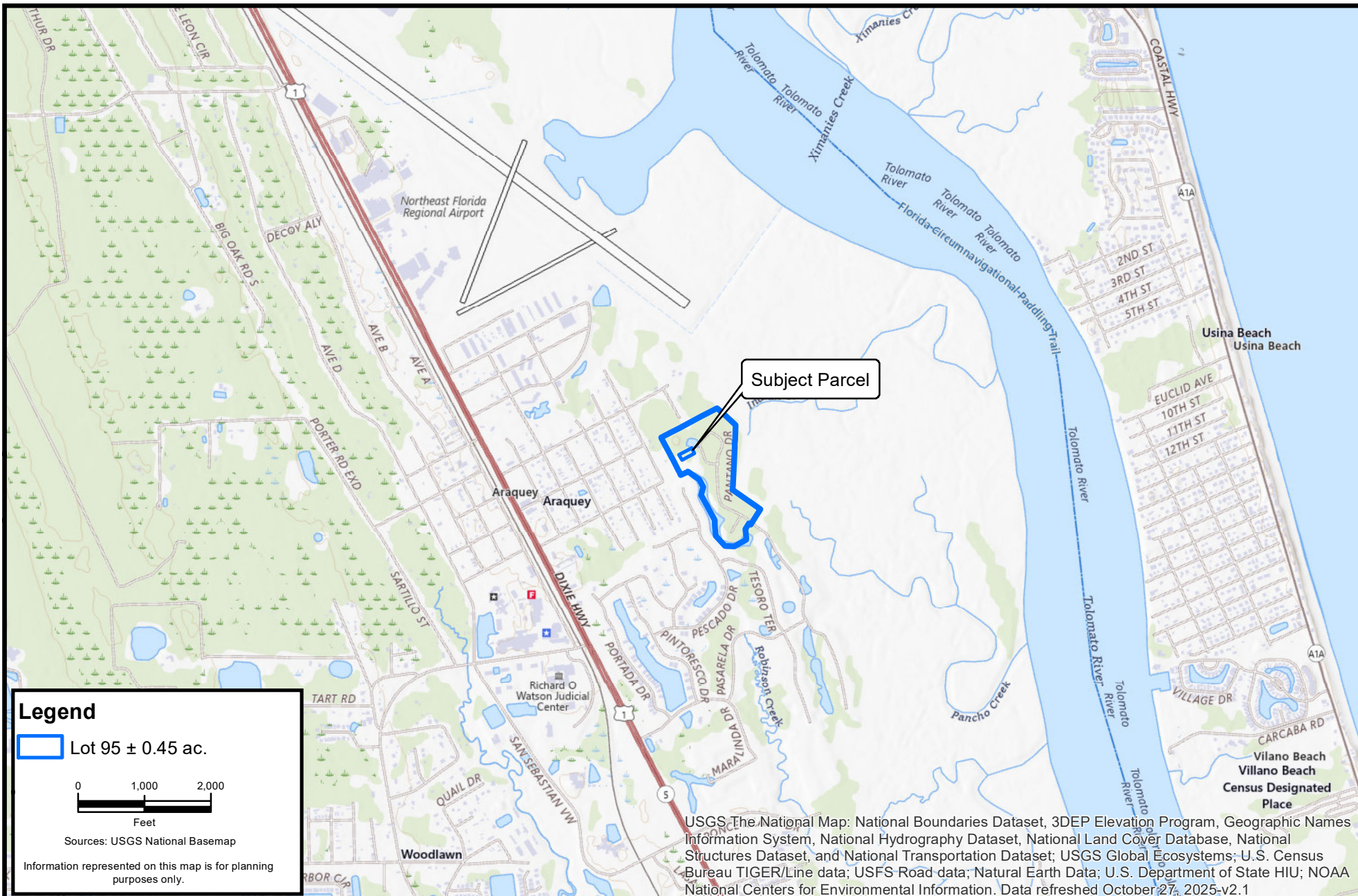
On behalf of the property owner, we respectfully submit this Conservation Overlay Zone 3 modification application for Lot 95 within Estuary at Madeira.

Lot 95 was previously approved for the removal of seventeen (17) protected trees and one (1) significant tree. Based on the finalized home layout and site improvements for lot 95, we are requesting authorization for the removal of fourteen (14) protected trees and one (1) significant tree, as reflected in the enclosed revised tree removal plan and credit/debit summary. The change in tree removal is necessary due to the house shifting towards the eastern property boundary. With this modification, the applicant was able to preserve one (1) significant trees and fifteen (15) protected trees on site. This effort demonstrates the applicant's continued commitment to working within the site constraints to retain as many existing trees as possible while accommodating the proposed development.

All tree data was collected and verified in accordance with City standards and supporting documentation including the signed and sealed tree survey, exhibits, and credit/debit calculations are included for your review. We respectfully request approval of this modified tree removal application. Please feel free to contact me if additional information or clarification is needed.

A handwritten signature in black ink, appearing to read "Ryan Carter".

Ryan Carter
Carter Environmental Services
42 Masters Drive
St. Augustine, FL 32084904-540-1786
ryan@carterenv.com



**CARTER ENVIRONMENTAL
SERVICES, INC.**



42 Masters Drive
St. Augustine, FL 32084
904-540-1786

www.carterenv.com

Location Map

Lot 95 - Estuary Maderia

Project: 5.24637

St. Augustine, FL

Date: May 29 2026

Figure:

1





**CARTER ENVIRONMENTAL
SERVICES, INC.**



42 Masters Drive
St. Augustine, FL 32084
904-540-1786

www.carterenv.com

Maderia Overview

Lot 95 - Estuary Maderia

Project: 5.24637

St. Augustine, FL

Date: May 29 2026

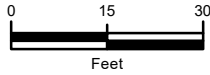


Figure:

2

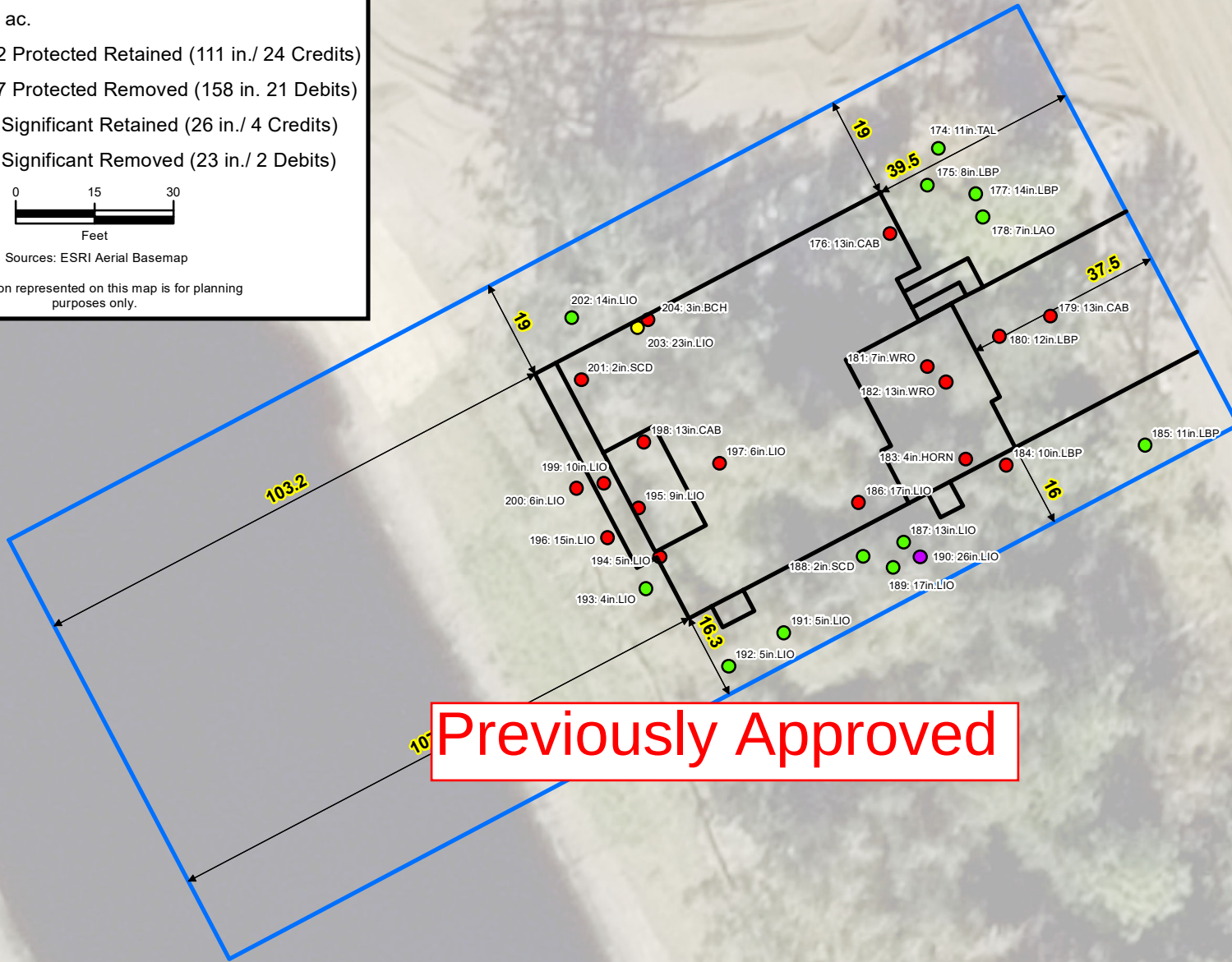
Previously Approved Tree Removal

- Lot 95: 0.45 ac.
- Proposed 12 Protected Retained (111 in./ 24 Credits)
- Proposed 17 Protected Removed (158 in. 21 Debits)
- Proposed 1 Significant Retained (26 in./ 4 Credits)
- Proposed 1 Significant Removed (23 in./ 2 Debits)



Sources: ESRI Aerial Basemap

Information represented on this map is for planning purposes only.



Previously Approved

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

**CARTER ENVIRONMENTAL
SERVICES, INC.**



42 Masters Drive
St. Augustine, FL 32084
904-540-1786

www.carterenv.com

Previously Approved Tree Removal Lot 95 - Estuary Maderia

Project: 5.24637

St. Augustine, FL

Date: Dec 16 2025

Figure:

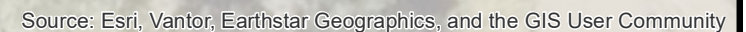
3

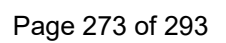


☐ Lot 95 ± 0.45 ac.

-

Information represented on this map is for planning purposes only.





FID	Species Name	Common Name	DBH	Debit	Lot
204	BCH	BLACK CHERRY	3	-0.5	95
176	CAB	CABBAGE PALM	13	-2.5	95
179	CAB	CABBAGE PALM	13	-2.5	95
183	HORN	AMERICAN HORNBEAM	4	-0.5	95
178	LAO	LAUREL OAK	7	-1	95
175	LBP	LOBLOLLY PINE	8	-1	95
177	LBP	LOBLOLLY PINE	14	-1.5	95
180	LBP	LOBLOLLY PINE	12	-1.5	95
184	LBP	LOBLOLLY PINE	10	-1	95
186	LIO	LIVE OAK	17	-1.5	95
197	LIO	LIVE OAK	6	-0.5	95
203	LIO	LIVE OAK	23	-2	95
174	TAL	CHINESE TALLOW	11	-1	95
181	WRO	WATER OAK	7	-1	95
182	WRO	WATER OAK	13	-1.5	95
15			161	-19.5	

FID	Species Name	Common Name	DBH	Credit	Lot
198	CAB	CABBAGE PALM	13	3	95
185	LBP	LOBLOLLY PINE	11	2	95
187	LIO	LIVE OAK	13	3	95
189	LIO	LIVE OAK	17	3	95
190	LIO	LIVE OAK	26	4	95
191	LIO	LIVE OAK	5	1	95
192	LIO	LIVE OAK	5	1	95
193	LIO	LIVE OAK	4	1	95
194	LIO	LIVE OAK	5	1	95
195	LIO	LIVE OAK	9	2	95
196	LIO	LIVE OAK	15	3	95
199	LIO	LIVE OAK	10	2	95
200	LIO	LIVE OAK	6	1	95
202	LIO	LIVE OAK	14	3	95
188	SCD	SOUTHERN CEDAR	2	1	95
201	SCD	SOUTHERN CEDAR	2	1	95
16			157	32	

Tree Credit and Debit Summary

Credits:

Count	DBH	PTS
16	157	32

Debits:

Count	DBH	PTS
15	161	-20
1	-4	13



42 Masters Drive, St. Augustine, FL 32084
Tel: 904.540.1786
www.carterenv.com

October 3, 2025

Carter Environmental Services (CES) Arborist Tree Inventory Practices

CES performed a comprehensive tree inventory in conjunction with the City of St. Augustine Land Development Code. Trees are identified using a dichotomous key to specify exact species botanical and common name. Trees are then measured for DBH (Diameter at Breast Height) at the standard 4.5 feet above natural grade. Each tree is given a unique tree identification number and located with a sub-meter accurate GPS unit. Once all the data is collected, we compiled it in GIS (Geographic Information Systems) and provide a georeferenced pdf map overlaying current color aerial imagery. An excel spreadsheet is also provided giving the tree identification number, DBH, common name, and latitude and longitude coordinates for each tree inventoried. Then a licensed land surveyor located the trees.

If you have any questions, please do not hesitate to contact me.

Sincerely,

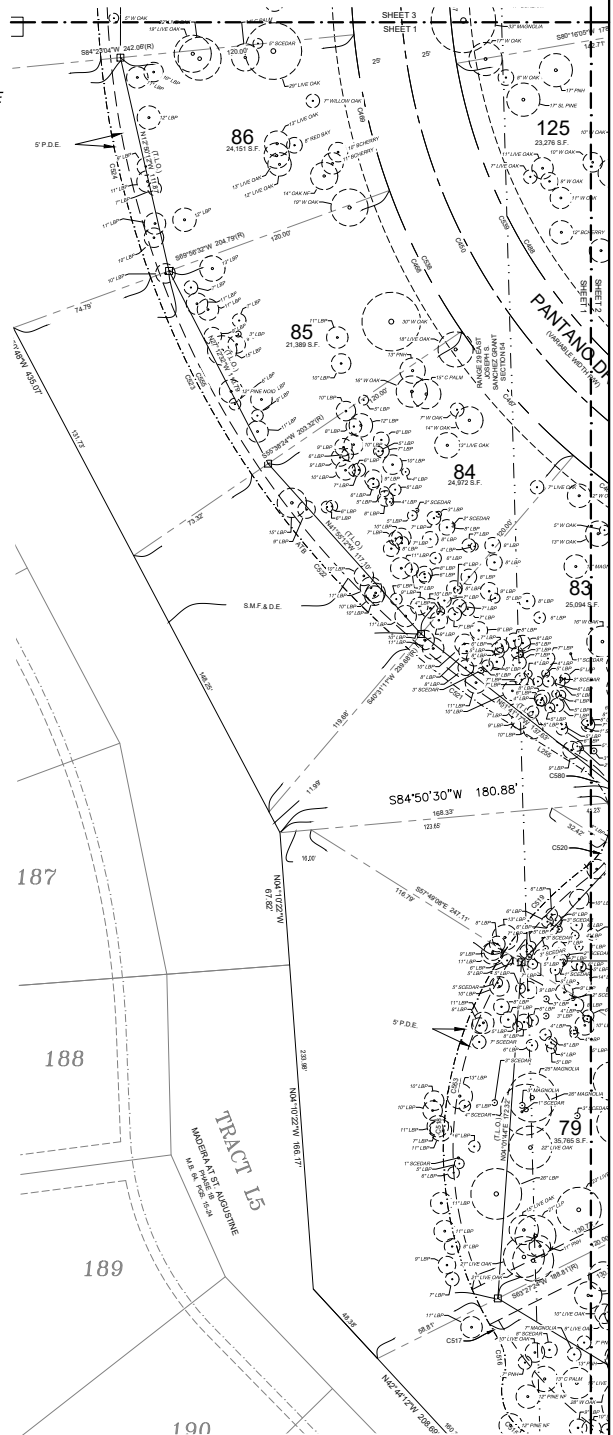
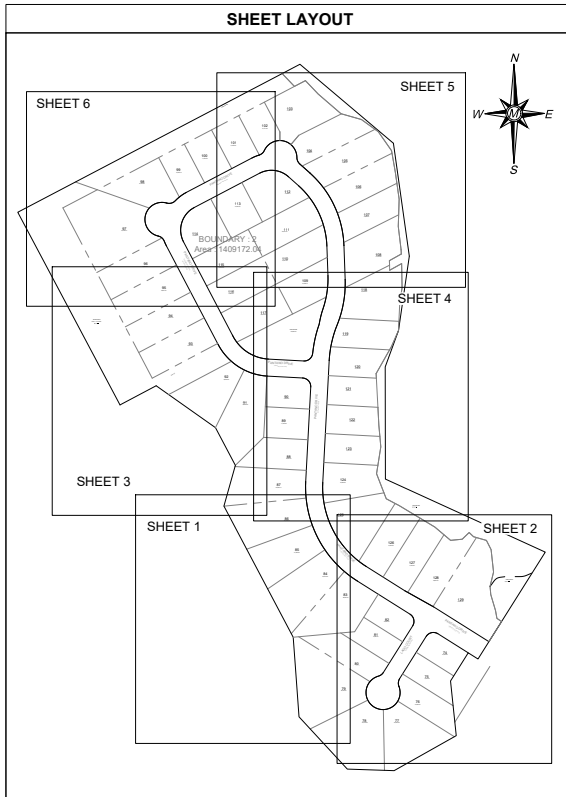
A handwritten signature in black ink, appearing to read "Chris Walls".

Chris Walls
ISA Certified Arborist® FL-9985A



SIGNED & SEALED TREE SURVEY

A PORTION OF THE PLAT OF NORTH ST. AUGUSTINE AS RECORDED IN MAP BOOK 3, PAGE 20, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, A PORTION OF OCEAN BOULEVARD (VACATED BY OFFICIAL RECORDS 833, PAGE 1519, SAO PUBLIC RECORDS) A PORTION OF UNSURVEYED SECTION 26, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GART, SECTION 34, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GART, SECTION 42, TOWNSHIP 6 SOUTH, RANGE 30 EAST, AND A PORTION OF UNSURVEYED SECTIONS 30, TOWNSHIP 6 SOUTH, RANGE 30 EAST, BEING MORE PARTICULARLY DESCRIBED AS THE UNRECORDED PRELIMINARY PLAT OF MADEIRA AT ST. AUGUSTINE PHASE 3 CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA



1. THIS IS A SPECIAL PURPOSE SURVEY FOR TREE LOCATION.
2. BEARINGS ARE BASED THE UNRECORDED PRELIMINARY PLAT FOR "Madreria Al St. Augustine Phase 3".
3. NO FLOOD INSURANCE RATE MAP INFORMATION DISPLAYED ON THE SURVEY.
4. TREES AS SHOWN ON THIS SURVEY WERE IDENTIFIED BY CARTER ENVIRONMENTAL SERVICES, INC. DATED JULY 3RD, 2023. PROJECT # 134637. EXCEPT THOSE IDENTIFIED AS "N" (NO FLAG).
5. THOSE TREES LABELED THAT INCLUDE "N" (NO FLAG) WERE NOT IDENTIFIED BY AN ARBORIST AND NOT IDENTIFIED BY THIS SURVEY.
6. ALL TREE HORIZONTAL LOCATIONS WERE LOCATED BY A SURVEY GRADE "TRIMBLE R12" GNSS RECEIVER RUNNING TRIMBLE ACCESS SOFTWARE VERSION 2024.10.
7. ALL BEARING CALLS, TRACTS AND LABELLED EASEMENTS ARE PER PRELIMINARY PLAT. SEE PLAT FOR LINE, CURVE AND ABREVIATION INFORMATION. (SHOWN FOR REFERENCE PURPOSES ONLY.)
8. 2002 TOTAL TREES LOCATED, 121 TREES LOCATED THAT DID NOT HAVE NUMBERED FLAGS.

ABBREVIATION LEGEND	
LBP	LOBLOLLY PINE
S CEDAR	SOUTHERN CEDAR
E CEDAR	EASTERN CEDAR
L.P	LONGLEAF PINE
C PALM	CABBAGE PALM
SL PINE	SLASH PINE
FWH	PIGMY HICKORY
SBERRY	SUGAR BERRY
BCERRY	BLACK CHERRY
CLAUREL	CHERRY LAUREL
W OAK	WATER OAK
RMB	RED MULBERRY
NF	NO FLAG
NEW	NEARLY PLANTED TREE

JEREMY A HEWITT, P.S.M.
FLORIDA LICENSED SURVEYOR AND MAPPER No. LS 7413
FLORIDA LICENSED SURVEYING AND MAPPING BUSINESS No. LB 8590



SPECIAL PURPOSE SURVEY

**ESTUARY MADERIA
TREE SURVEY**

SECTION 25, TOWNSHIP 6 SOUTH
RANGE 29 EAST, ST. AUGUSTINE
ST. JOHNS COUNTY, FLORIDA

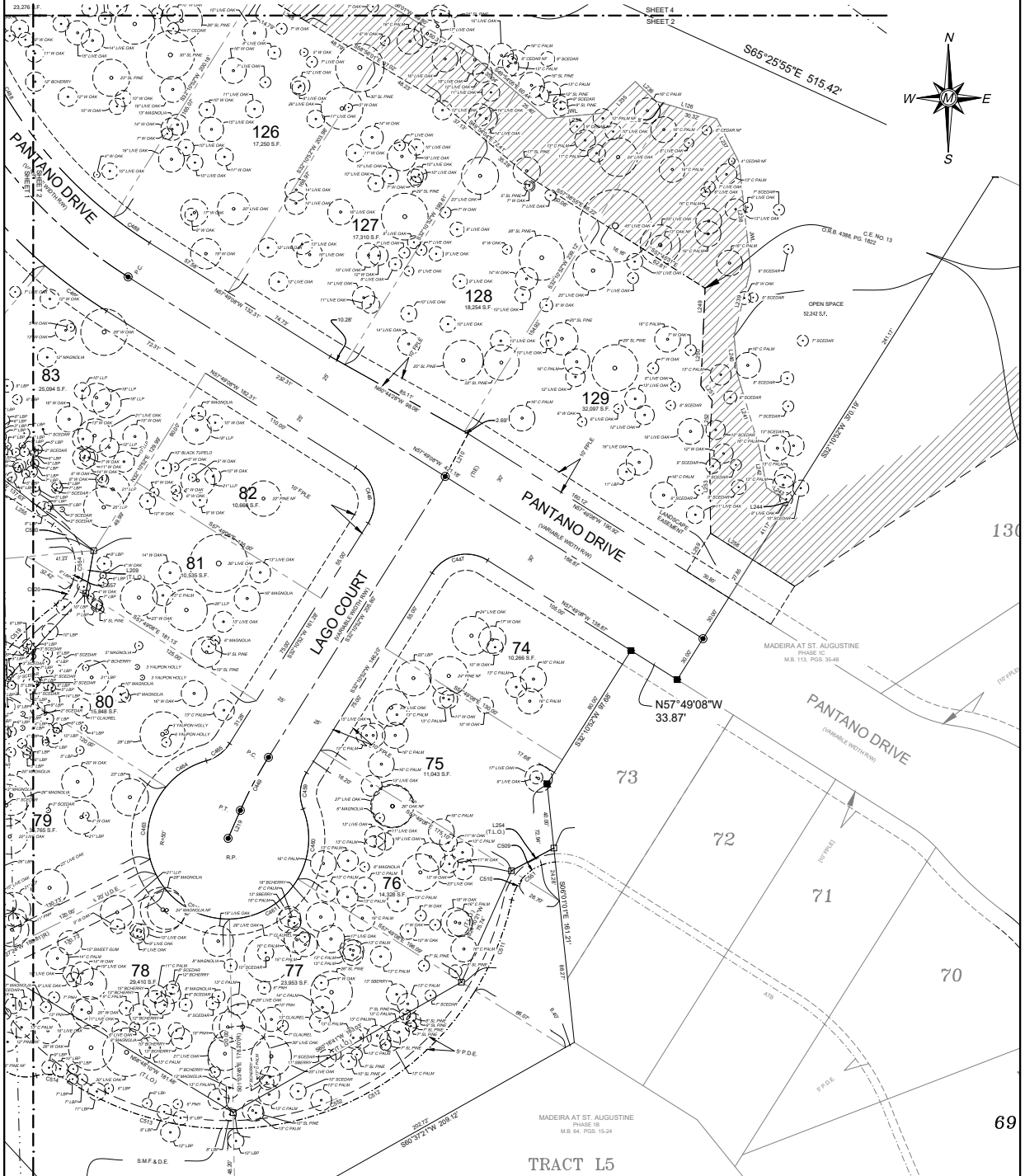
Matthews | DCCM
P.O. BOX 3126, 7 WALDO STREET
ST. AUGUSTINE, FL 32084
PHONE: 904.826.1334 • FAX: 904.826.4547
INFO@MDGINC.COM

DATE	9/5/25	NO.		DATE	REVISIONS	
SCALE	1"=30'				DESCRIPTION	
JOB NO.	25169					
DRAWN BY:	TM/JAH					
DWG NO.	1					

SHEET 1 of 6

MAP SHOWING SURVEY OF

A PORTION OF THE PLAT OF NORTH ST. AUGUSTINE AS RECORDED IN MAP BOOK 3, PAGE 20, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, A PORTION OF OCEAN BOULEVARD (VACATED BY OFFICIAL RECORDS 833, PAGE 1519, SAID PUBLIC RECORDS) A PORTION OF UNSURVEYED SECTION 26, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 54, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 42, TOWNSHIP 6 SOUTH, RANGE 30 EAST, AND A PORTION OF UNSURVEYED SECTIONS 30, TOWNSHIP 6 SOUTH, RANGE 30 EAST, BEING MORE PARTICULARLY DESCRIBED AS THE UNRECORDED PRELIMINARY PLAT OF MADERA AT ST. AUGUSTINE, PHASE 3 CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA



ABBREVIATION LEGEND	
LBP	LOBLOCKY PINE
S CEDAR	SOUTHERN CEDAR
E CEDAR	EASTERN CEDAR
LLP	LONGLEAF PINE
C PALM	CABBAGE PALM
SL PINE	SLASH PINE
PNH	PIGNOT HICKORY
SBERRY	SPURRY BERRY
SBERRY	BLACK CHERRY
CLAUREL	CHERRY LAUREL
W OAK	WATER OAK
RMB	RED MULBERRY
NF	NO FLAG
NEW	NEWLY PLANTED TREE



SPECIAL PURPOSE SURVEY
**ESTUARY MADERA
TREE SURVEY**
SECTION 26, TOWNSHIP 6 SOUTH
RANGE 29 EAST, ST. AUGUSTINE,
ST. JOHNS COUNTY, FLORIDA

Matthews DCCM
P.O. BOX 3126, 7 WALDO STREET
ST. AUGUSTINE, FL 32084
PHONE: 904.826.1334 • FAX: 904.826.4547
INFO@MDGINC.COM

DATE	NO.	DATE	REVISIONS
9/5/25			DESCRIPTION
SCALE	1"=30'		
JOB NO.	25169		
DRAWN BY	TMJAH		
DWG NO.	1		

0 1 2 3 4 5 6 7 8 9 10

A PORTION OF THE PLAT OF NORTH ST. AUGUSTINE AS RECORDED IN MAP BOOK 3, PAGE 20, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, A PORTION OF OCEAN BOULEVARD (VACATED BY OFFICIAL RECORDS 833, PAGE 1519, SAID PUBLIC RECORDS) A PORTION OF UNSURVEYED SECTION 25, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 54, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 42, TOWNSHIP 6 SOUTH, RANGE 30 EAST, AND A PORTION OF UNSURVEYED SECTIONS 30, TOWNSHIP 6 SOUTH, RANGE 30 EAST, BEING MORE PARTICULARLY DESCRIBED AS THE UNRECORDED PRELIMINARY PLAT OF MADEIRA AT ST. AUGUSTINE PHASE 3 CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA



SPECIAL PURPOSE SURVEY

**ESTUARY MADERIA
TREE SURVEY**

SECTION 25, TOWNSHIP 6 SOUTH
RANGE 29 EAST, ST. AUGUSTINE
ST. JOHNS COUNTY, FLORIDA

Matthews | DECM
P.O. BOX 3126, 7 WALDO STREET
ST. AUGUSTINE, FL 32084
PHONE: 904.826.1334 • FAX: 904.826.4547
INFO@MDGINC.COM

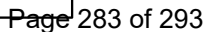
DATE	9/5/25	NO.		DATE	REVISIONS DESCRIPTION
SCALE	1"=30'				
JOB NO.	25169				
DRAWN BY:	TMJAH				
DWG NO.	1				

၈ ၃ ၆

A PORTION OF THE PLAT OF NORTH ST. AUGUSTINE A RECORDED IN MAP BOOK 3, PAGE 20, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, A PORTION OF OCEAN BOULEVARD (VACATED BY OFFICIAL RECORDS 833, PAGE 1519, SAID PUBLIC RECORDS) A PORTION OF UNSURVEYED SECTION 25, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 54, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 42, TOWNSHIP 6 SOUTH, RANGE 30 EAST, AND A PORTION OF UNSURVEYED SECTIONS 30, TOWNSHIP 6 SOUTH, RANGE 30 EAST, BEING MORE PARTICULARLY DESCRIBED AS THE UNRECORDED PRELIMINARY PLAT OF MADEIRA AT ST. AUGUSTINE PHASE 3 CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA



A PORTION OF THE PLAT NORTH ST. AUGUSTINE AS RECORDED IN MAP BOOK 3, PAGE 20, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, A PORTION OF OCEAN BOULEVARD (VACATED BY OFFICIAL RECORDS 833, PAGE 1519, SAID PUBLIC RECORDS) A PORTION OF UNSURVEYED SECTION 25, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 54, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 42, TOWNSHIP 6 SOUTH, RANGE 30 EAST, AND A PORTION OF UNSURVEYED SECTIONS 30, TOWNSHIP 6 SOUTH, RANGE 30 EAST, BEING MORE PARTICULARLY DESCRIBED AS THE UNRECORDED PRELIMINARY PLAT OF MADEIRA AT ST. AUGUSTINE PHASE 3 CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA



A PORTION OF THE PLAT OF NORTH ST. AUGUSTINE AS RECORDED IN MAP BOOK 3, PAGE 20, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, A PORTION OF OCEAN BOULEVARD (VACATED BY OFFICIAL RECORDS 833, PAGE 1519, SAID PUBLIC RECORDS) A PORTION OF UNSURVEYED SECTION 25, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 54, TOWNSHIP 6 SOUTH, RANGE 29 EAST, A PORTION OF THE JOSEPH S. SANCHEZ GRANT, SECTION 42, TOWNSHIP 6 SOUTH, RANGE 30 EAST, AND A PORTION OF UNSURVEYED SECTIONS 30, TOWNSHIP 6 SOUTH, RANGE 30 EAST, BEING MORE PARTICULARLY DESCRIBED AS THE UNRECORDED PRELIMINARY PLAT OF MADEIRA AT ST. AUGUSTINE PHASE 3 CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA





Planning and Zoning Board

Planning Division Memorandum
Planning and Building Department

TO: Planning and Zoning Board

DATE: July 7, 2026

RE: Review and recommendation of the Planning and Building Department fee schedule for 2027

In 2017 the Planning and Building Department raised fees on applications, other requests and building permits for the first time in practically 30 years. The intent at that time was to review the fee schedule every five (5) years. In 2022 the city did adjust building permit fees but did not review other application fees.

This year the city is required by Florida Statutes to review and establish building permit fees based on actual costs. This has prompted us to look at our other fees again as well. The idea is that the general city taxpayers should not absorb the costs of development for those that need or use the services.

The city is currently reviewing these fees as part of the budget process. Amending the fees or adding additional fees is considered an amendment to the Land Development Code. A review of the fee schedules is necessary given the volume of applications, the required staff support related to any applications, advertising, and notification costs related to applications, and more current permitting practices and building code permitting stipulations.

Find attached tables with updated fee schedules. These fees should be reviewed and updated from time to time. As the land planning agency for the city the PZB is charged with this review and recommendation. The updated fee schedule will be adopted by Resolution of the City Commission during the budget process. Thank you for your attention to this matter. If you have any questions or require additional information, please do not hesitate to call me at (904) 209-4320 or email at askinner@citystaug.com.

Amy McClure Skinner, AICP
Director, Planning and Building Department

Planning Fee Schedule			
General Planning Services		Fee	
<u>Alcohol Licensing</u>		<u>\$50.00</u>	
<u>Temporary/Event Alcohol Licensing</u>		<u>\$25.00</u>	
Zoning Verification Letter		\$50.00	
Lien Search		\$50.00	
Development Review Committee (Friday Review)		\$20.00 <u>\$50.00</u>	
Subdivisions (Plus consultant/recording fees)		Initial Fee	Resubmittal Fee
Plat Review		\$275.00 <u>+\$10.00 per lot</u>	<u>\$100.00</u>
Permit Fees			
<u>Land Development Application Review Fees</u>			
Tier	Description	Initial Fee	Resubmittal Fee
<u>Tier 1</u>	<u>1-2 review types</u>	<u>\$100.00</u>	<u>\$50.00</u>
<u>Tier 2</u>	<u>3-4 review types</u>	<u>\$125.00</u>	<u>\$75.00</u>
<u>Tier 3</u>	<u>5+ review types</u>	<u>\$150.00</u>	<u>\$100.00</u>
<u>Miscellaneous Land Development Application Fees</u>			
<u>General Inspection Fee</u>		<u>Refer to Inspection/Reinspection fee in Building Fee Schedule</u>	
<u>After-the-fact Fee</u>		<u>Double permit fees.</u>	
Sign Permit Fees			
Sign Permit		\$50.00	
Temporary Sign Permit/Change of Copy		\$25.00	

Code Enforcement Fees	
Tree removal permits	\$30.00 <u>\$50.00</u>
Appeal applications to the Code Enforcement Board (CEAB) <u>Nuisance, Appeals and Adjustment Board</u>	\$100.00 <u>\$200.00</u>
Planning and Zoning Board Fees (Plus Advertising Costs)	
Variances and <u>Exceptions</u>	\$350.00
Conservation Overlay Zone	\$165.00 <u>\$350.00</u>
Rezoning and Future Land Use (Small scale)	\$300.00 <u>\$350.00</u>
Rezoning and Future Land Use (Large Scale)	\$1,400.00
Rezoning to PUD	
a. Per acre or part thereof	\$35.00
b. Minimum fee	\$400.00
c. Maximum fee	\$1,400.00
Application for Appeal	\$200.00
Application to Amend a Zoning Category	\$600.00
Historic Architectural Review Board (HARB) Fees (Plus Advertising Costs)	
Certificate/Opinion alteration to single-family home	\$50.00 <u>\$250.00</u>
Certificate/Opinion for new single-family home	\$150.00 <u>\$350.00</u>
Certificate /Opinion for alterations to all other buildings	\$100.00 <u>\$250.00</u>
Certificate/Opinion new construction except single-family homes	\$200.00 <u>\$350.00</u>
Certificate of Demolition (Partial)	\$150.00 <u>\$250.00</u>
Certificate of Demolition (Full)	\$300.00 <u>\$350.00</u>
Demolition mitigation (Florida Master Site File update)	\$125.00
Certificate of Demolition extension to expiration date	\$50.00
Appeal of staff determination	\$200.00
Corridor Review Committee Fees (Plus Advertising Costs)	
Modification of standards, neon or color lighting, review of non-preapproved colors	\$100.00
Development exceeding size in acres, size in gross floor area, and new construction that includes structured parking	\$350.00
Appeal of staff determination	\$200.00

Note: The Cost of newspaper notice and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All fees must be paid prior to the hearing date.

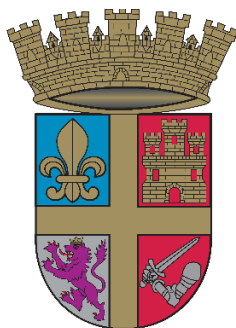
The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing or continuances agreed to by the applicant.

Double application fees for any HARB or CRC applications submitted after-the-fact if a code enforcement proceeding was initiated or unpermitted construction was done on the property.

Building Service Fee F.S. 553-80	
Permit fees	Minimum of \$50 for the first \$1,000 plus \$5 for each additional thousand, or fraction thereof, of valuation.
Administrative fee: 50% permit fee	
Inspection fee: 50% permit fee	
Tier 1 – over the counter / stand-alone MEP, simple permits	\$50
Tier 2 – requires a plan review but is not a new structure	\$100
Tier 3 – new structure	\$200
Tier 4 – private provider permit (requires oversight within permitting software)	\$400
Building permit valuation: The value of construction for permits will be determined by the most recent published August edition of the International Code Council building valuation data, or actual cost of construction, whichever is greater. — New construction and additions: 100% valuation. — Shell buildings: 60% of valuations. — Build-outs, alterations, and repairs: 40% of valuation. Building valuation data location: https://www.iccsafe.org/codes-tech-support/codes/code-development-process/building-valuation-data/	
Inspection Fee by Permit Type (Avg. Inspections/Permit × \$136.78 Cost per Inspection)	
Accessary Structure (avg 22.97 insp.)	\$3141.84
Addition (avg. 18.27 insp.)	\$2,498.97
Addition (Commercial) (avg. 18.83 insp.)	\$2,575.57
Bulkhead / Retaining Wall (avg. 1.88 insp.)	\$257.15
Car Port (avg. 1.00 insp.)	\$136.78
Deck (avg. 3.89 insp.)	\$532.07
Demolition (avg. 1.10 insp.)	\$150.46
Dock (avg. 2.77 insp.)	\$378.88
Door / Window (avg. 1.40 insp.)	\$191.49
Electrical (avg. 1.83 insp.)	\$250.31
Floodplain (avg. 1.00 insp.)	\$136.78
Foundation (avg. 1.94 insp.)	\$265.35
Gas (avg. 3.16 insp.)	\$432.22
General (avg. 2.65 insp.)	\$362.47
Generator (avg. 4.27 insp.)	\$584.05
Grease Trap (avg. 1.41 insp.)	\$192.86
Mechanical (avg. 1.09 insp.)	\$149.09
New Commercial (avg. 30.21 insp.)	\$4,132.12
New Commercial Pool (avg. 7.00 insp.)	\$957.46
New Garage (avg. 14.82 insp.)	\$2,027.08
New Multi-Family (avg. 32.30 insp.)	\$4,417.99
New Residential Pool (avg. 4.71 insp.)	\$644.23
New Screen Enclosure (avg. 1.50 insp.)	\$205.17
New Single Family (avg. 22.97 insp.)	\$3,141.84
Plumbing (avg. 1.44 insp.)	\$196.96
Renovation (avg. 11.76 insp.)	\$1,608.53
Renovation (Commercial) (avg. 12.30 insp.)	\$1,682.39
Roof (avg. 2.34 insp.)	\$320.07

<u>Shed (avg. 2.81 insp.)</u>	<u>\$384.35</u>
<u>Solar (avg. 2.98 insp.)</u>	<u>\$407.60</u>
<u>Storm Damage (avg. 7.67 insp.)</u>	<u>\$1,049.10</u>
Permit re-instatement/extension fee	\$50
Plan review fee:	1/2 of the permit fee
<u>Tier 1 – ≤3.0 average inspections</u>	<u>\$225</u>
<u>Tier 2 – 3.1–8.0 average inspections</u>	<u>\$400</u>
<u>Tier 3 – 8.1–16.0 average inspections</u>	<u>\$950</u>
<u>Tier 4 – 16.1+ average inspections</u>	<u>\$1800</u>
- 3 or more reviews of same code violation	4X the plan review fee
(items not addressed in resubmission shall be considered another review)	
If a private provider is used for plan review, a plan review fee will not be assessed. (F.S. 553.791(2)(b))	
If a private provider is used for building inspections, only the administrative fee will be assessed. (F.S. 553.791(2)(b))	
Transfer permit to new contractor	\$50
Moving of building application fee	\$100
Change of Occupancy inspection and new certificate	\$100
Refund of active building permits	
- Prior to first inspection	50% of permit fee
- After first inspection	0% Refund
Demolition fee	\$100
Inspection / Re-inspection fee	\$50- \$136.78
2nd re-inspection fee and each re-inspection thereafter	4X the inspection fee
Temporary Certificate of Occupancy (maximum length of 90 days, may be extended for additional fee)	
- Residential	\$75
- Non-residential	\$150
After hours inspection - Building Official approval only	\$200
Starting work without a permit	Double the permit fee
Mechanical permit	-
—Residential	\$50
—Non-residential	\$100 or 10% of Bldg permit fee— whichever is greater
-	-

Electrical permit	-
— Residential	\$50
— Non-residential	\$100 or 10% of Bldg permit fee— whichever is greater
-	-
Plumbing permit	-
— Residential	\$50
— Non-residential	\$100 or 10% of Bldg permit fee— whichever is greater



Planning and Zoning Board

Planning Division Memorandum
Planning and Building Department

TO: Planning and Zoning Board

DATE: July 7, 2026

SUBJECT: Discussion related to updating the Shared Parking section of the City's Parking Code

Purpose:

This memorandum is to inform the Planning and Zoning Board on the status of the update to the "Shared Parking" section of the code.

Background:

As you may recall, in 2023 and early 2024 staff worked with the PZB, a consultant, the public and stakeholders to develop a revised Parking Code that was an update to the code and also promoted the city's Mobility Plan. Ultimately the City Commission tabled the proposed ordinance. The proposed update did include significant changes since the Code had not been updated since 1988 and it also included many new concepts based on more modern lifestyle options. The Shared Parking update was presented to the Board at the December 2025 PZB meeting. The Board asked Staff to simplify the language.

Action Requested:

Since so much time has passed and this item has not been presented to the City Commission yet, staff requests that the PZB please review the attached updated "Shared Parking" amendment to the Parking code language.

If the Board chooses, they can make a recommendation for Staff to present the updated Shared Parking amendment to the City Commission.

Next Steps:

Staff would also like guidance from the PZB on the next steps, if any, to be taken regarding updating the Parking Code.

Staff highlights [Sec. 28-373. – Required off-street parking](#) as a potential section to review for updates, as well as potentially providing parking relief for West King Street as Broudy's garage comes online as another potential update to the Parking code.

If you have any questions or require additional information, please do not hesitate to call me at (904) 209-4213 or email at sdaugherty@citystaug.com.



Sarah Daugherty
Planning Manager
Planning and Building Department

Sec. 28-372. Joint use of parking facilities.

(a) Nothing in this chapter shall be construed to prevent the joint contractual use of off-street parking facilities by two (2) or more structures or uses when such facilities provide the number of spaces required for all uses or structures.

(b) Shared Parking is the shared use of off-street parking facilities by two (2) or more mixed use/commercial uses or structures meeting the criteria outlined below.

1. The Planning and Building Division may issue permits for Shared Parking when the following conditions are met:

- a. The structures or parking facilities must be within four hundred (400) feet of each other.
- b. The hours of operation of the proposed uses shall not overlap by more than one hour.
- c. The combination of parking spaces of the two or more uses shall meet the minimum space requirements in Sec. 28-373 (d) of the use with the highest parking requirements.
- d. Pedestrians can safely move from one structure to the other and pedestrian activity is generally appropriate to the area.

2. The Planning and Zoning Board shall review shared parking as a use by exception when the above criteria are not met. Such approval by the Planning and Zoning Board shall be required after a public hearing as required by Chapter 28.

(Code 1964, § 33-122)