CITY OF ST. AUGUSTINE CITY COMMISSION

City Commission Meeting

MONDAY, JULY 27, 2026 - 5:00 PM

ALCAZAR ROOM

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1. CALL TO ORDER

- Roll Call
- Moment of Silence and Pledge of Allegiance

2. ADMINISTRATIVE ITEMS

- Modification and Approval of REGULAR AGENDA

3. SPECIAL PRESENTATIONS, RECOGNITIONS AND PROCLAMATIONS

4. PUBLIC COMMENTS FOR GENERAL PUBLIC COMMENTS OR FOR AGENDA ITEMS NOT REQUIRING A SEPARATE PUBLIC HEARING

- 3 minutes per individual

5. CONSENT AGENDA

6. APPEALS

7. GENERAL PUBLIC PRESENTATIONS, ITEMS OF GREAT PUBLIC IMPORTANCE, AND OTHER ITEMS REQUIRING PUBLIC HEARINGS

(PRESENTATIONS (MAXIMUM OF **10** MINUTES PER PRESENTATION). PRESENTATIONS FOR COMMISSION MEETINGS MUST BE PRESENTED TO THE CITY MANAGER FOR APPROVAL NO LATER THAN TEN (10) WORKING DAYS PRIOR TO THE NEXT CITY COMMISSION MEETING. A PRESENTATION SUPPORT SERVICES REQUEST (AVAILABLE ON THE CITY'S WEBSITE) MUST ACCOMPANY ALL PRESENTATIONS.

7.A. General Public Presentations

7.A.1. Funding Request by Lincolnville Historical Preservation and Restoration Society Inc. for Florida Main Street Program for the Lincolnville Neighborhood *(D. Birchim, City Manager)*

7.B. Items of Great Public Importance

7.C. Other Items Requiring Public Hearing

8. ORDINANCES AND RESOLUTIONS - PUBLIC HEARING REQUIRED

8.A. Ordinances - Second Reading

8.A.1. **Ordinance 2026-15:** Amending the Zoning Designation of Approximately 1.23 acres at 65 Lewis Boulevard from Abandoned PUD to Residential General Office (RGO) *(A. Skinner, Planning and Building Director)*

8.A.2. **Ordinance 2026-16:** Amending the Zoning Designation of Approximately 9.07 total acres at 69 Lewis Boulevard from Abandoned PUD to Residential General Office (RGO) for the upland acres and Open Land (OL) for the Waterward Acres *(A. Skinner, Planning and Building Director)*

8.A.3. **Ordinance 2026-17:** Amending the Future Land Use Designation of Approximately 0.51 acres at 18 and 20 Spring Street from Residential Low Density to Residential Medium Density *(A. Skinner, Planning and Building Director)*

8.A.4. **Ordinance 2026-18:** Amending the Zoning Designation of Approximately 0.51 acres at 18 and 20 Spring Street *(A. Skinner, Planning and Building Director)*

8.B. Ordinances - First Reading (only if required by law)

8.C. Resolutions - Public Hearing (only if required by law)

9. ORDINANCES AND RESOLUTIONS – NO PUBLIC HEARING REQUIRED

9.A. Ordinances - First Reading

9.A.1. **Ordinance 2026-19:** Amending the Parking Code to include language related to Shared Parking options in Section 28-372 of the Zoning Code *(A. Skinner, Planning and Building Director)*

9.B. Resolutions

9.B.1. **Resolution 2026-15:** Updating the Schedule of Fees for the Planning and Building Department including a Planning application fee schedule and Building permit fee schedule *(A. Skinner, Planning and Building Director)*

9.B.2. **Resolution 2026-16:** Granting an Ad Valorem Tax Exemption for a Historic Property Located at 66 Saragossa Street *(J. Courtney, Historic Preservation Officer)*

10. STAFF REPORTS AND PRESENTATIONS

10.A. City of St. Augustine Restrooms *(B. Moore, General Services Deputy Director)*

10.B. Neighborhood Grant Program Criteria Amendment *(J. Perkins, Community Services Director)*

11. ITEMS BY CITY ATTORNEY

11.A. Quarterly Report: 3rd Quarter FY 2025-2026 *(I. Lopez, City Attorney)*

12. ITEMS BY CITY CLERK

12.A. Request for One (1) appointment — Planning and Zoning Board (PZB) *(D. Galambos, City Clerk)*

12.B. Notification of two (2) upcoming term expirations — Planning and Zoning Board (PZB) *(D. Galambos, City Clerk)*

12.C. Reminder: Open Positions on Boards and Committees *(D. Galambos, City Clerk)*

13. ITEMS BY CITY MANAGER

14. ITEMS BY MAYOR AND COMMISSIONERS

15. ADJOURN

NOTICES: In accordance with Florida Statute 286.0105: "if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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; 1-800-955-8771 (TDB) or 1-800-955-8770 (V) via Florida Relay Services. 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.

CONSENT AGENDA -

CA.1 Preview of upcoming Commission meetings.

CA.2 **THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON August 10, 2026:**

- **Ordinance 2026-19:** Amending the Parking Code to include language related to Shared Parking options in Section 28-372 of the Zoning Code *(A. Skinner, Planning and Building Director)*

CA.3 **Reminder of Upcoming Meetings:**

- August 10, 2026, 5:00PM, Regular City Commission Meeting
- August 24, 2026, 5:00PM, Regular City Commission Meeting
- August 27, 2026, 8:30AM, Special City Commission Meeting — Round Table Discussion of FY 2027 Tentative CRA Budget
- August 27, 2026, Immediately Following CRA, Special City Commission Meeting — Round Table Discussion of FY 2027 Tentative Budget and Action Items

CA.4 **APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:**

- June 8, 2026, 5:00PM, Regular City Commission Meeting

CA.5 **RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S): NONE.**

CA.6 **PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION. (COMMISSION APPROVAL REQUIRED). (TO BE READ AT A SUBSEQUENT MEETING). NONE.**

CA.7 **NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.**

CA.8 Eminent Domain: Lake Maria Sanchez — Invoice for Professional Services (I. Lopez, City Attorney)

CA.9 Satisfaction and Release of Utility Mortgage — 323 S. Rodriguez Street *(I. Lopez, City Attorney)*

END CONSENT AGENDA

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor, Vice-Mayor, and Commissioners

DATE: July 27, 2026

RE: **Funding Request by Lincolnville Historical Preservation and Restoration Society Inc. for Florida Main Street Program for the Lincolnville Neighborhood**

Please see the attached letter from Ms. Madeline Wise, Secretary of the Lincolnville Historical Preservation and Restoration Society Inc., who is requesting funding for the Florida Main Street Program for the Lincolnville neighborhood.

This request is being placed under item 7.A, General Public Presentations on Monday, July 27, 2026, City Commission Meeting Agenda for your consideration.

If you have any questions, please let me know.

Respectfully,

David Birchim, AICP
City Manager

Lincolnville Historical Preservation & Restoration Society, Inc.
P.O. Box 4471
St. Augustine, FL 32085

July 15, 2026

City of St. Augustine
75 King St.
St. Augustine, Fl 32084

Dear City of St. Augustine:

We, the Lincolnville Historical Preservation and Restoration Society, Inc., would first like to inform you of our organization's history and mission. We began in February of 2017 because we felt that African American history in Lincolnville was being gradually destroyed, and we wanted to help save what was left of that history as well as keep African American families informed about what was going on in Lincolnville.

Some things we were successful with and some we were not. We did lose the Echo House and other Historic properties; however, we did gain the Lincolnville Festival (Historic Lincolnville Festival), where we share Lincolnville's history each year. We host Town Hall Meetings yearly. Tax Collector, Property Appraiser, Supervisor of Elections, Legal Aid Attorney, to name a few that attended over the years. We host community events to encourage families to come out and mingle. We purchase tickets for events in Lincolnville for residents to attend, among our missions. We also attend meetings around the city that will help keep the people of Lincolnville informed and not ignored by not knowing what's happening around the city that can have an impact on them.

With that said, we, the LHPRS, are asking for the City of St. Augustine's support and commitment in funding the Main Street program for the Lincolnville Neighborhood. The State of Florida's Main Street Program will help protect Lincolnville's history and give us the power and support to bring economic activity back to an area that was once vibrant and successful. The area went from having 65+ businesses to only a handful now. We not only lost most of our businesses, but we once had 500+ properties listed on the historic register, and now we have under 200. We feel that enough hasn't been done to help preserve the rich history of Lincolnville, and that is why we would like to have a Main Street Program in Lincolnville where the people will have some power in their community. The Main Street corridor will be Washington St. To Park Place, Washington & Bridge St. To M L King, M L King to Kings Ferry Way.

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE 1-800-LEPTP-FLA OR ONLINE AT www.FloridaConsumerHelp.com. REGISTRATION DOES NOT IMPLY INDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE REGISTRATION #CH53003.

We are asking the City of St. Augustine to fund a part-time Executive Director position for 3 years, approximately $120,000, in order for the State to approve us with having the Main Street they need a reliable source of funding, while we get established. We also have the support of some of the businesses in Lincolnville. To name a few, The Accord Museum, The Best Richardson Nonprofit Museum, Grandma Lou's Place, the Churches in Lincolnville, The McCall's, Dog Brewer, Becky and Paul Morrison, The Elks Lodge, and Nyk's Corner Market and The Corner Stone Cafe.

Thank you in advance for your continued support of Historic Lincolnville.

Sincerely,
Madeline Wise
Madeline Wise
Secretary
LHPRS

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: July 16, 2026

RE: Ordinance 2026-15 – Amending the Zoning Designation of Approximately 1.23 acres at 65 Lewis Boulevard from Abandoned PUD to Residential General Office (RGO) – Second Reading and Public Hearing

The property at 65 Lewis Boulevard is approximately 1.23 acres. The property had been included in a Planned Unit Development (PUD) project several years ago that has now expired. The site is an existing marina use with offices, and associated marina uses and parking. This specific property is generally associated with the adjacent property at 69 Lewis Boulevard. The surrounding area is generally commercial along Highway US 1 with some remaining residential uses to the north and the San Sebastian riverine environment to the east.

The city's current Future Land Use Map (FLUM) designates this property as Residential Medium Density Mixed Use. This is a request to rezone the property only. One of the zoning districts that is compatible with this future land use is Residential General Office (RGO). The request is to rezone to RGO. Please see the attached definition of Residential Medium Density Mixed Use land use category for clarification. The recommended RGO zoning district is consistent with this land use category.

On June 2, 2026, the Planning and Zoning Board (PZB) made a positive recommendation to amend the zoning of this property as noted above. On June 22, 2026, the City Commission passed this ordinance on First Reading. Attached you will find the Ordinance, and a map illustrating the existing zoning. The packet of information provided to the PZB is also included. Please note that processing this application shall not constitute City agreement with any legal description boundary that may include the City of St. Augustine's submerged lands.

Please place Ordinance 2026-15 on the City Commission July 27, 2026, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance. If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director, Planning and Building Department

Comprehensive Plan Land Use Categories

FLUE Policy 6.4.6

Residential Medium Density Mixed Use

This district is intended to apply to those neighborhoods designated for mixed residential and commercial uses so as to create a medium intensity residential and medium intensity commercial mix of uses. A maximum of fifty percent (50%) of the Residential Medium Density Mixed Use land use designation shall be allocated for nonresidential uses. Nonresidential uses shall be limited to low intensity industrial (light manufacturing, processing, packaging and fabricating), medium intensity commercial, public and institutional uses including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation) as appropriate. Low intensity industrial uses shall not be permitted near public schools unless a trade or technical school.

For Residential Uses a maximum of 16 units per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use.

To encourage mixed use developments:

- Residential uses shall occupy a minimum of 40% and a maximum of 75% of the development area, unless otherwise approved by the PZB.
- Commercial uses shall occupy a minimum of 35% and a maximum of 50% of the development area, unless otherwise approved by the PZB.

Future Land Use

City of St. Augustine

65 Lewis Blvd

Legend

Residential Medium Density / Mixed Use

Open Land

Parcel

Scale: 1:750

N

W E

S

0 25 50 100 Fee

Zoning Map

City of St. Augustine

65 Lewis Blvd

Legend

- Open Land (OL)
- Planned Unit Development (PUD)
- Abandoned PUD (APUD)
- Commercial Medium-Two (CM-2)
- Parcel

Scale: 1:1,000

N W E S

0 35 70 140 Feet

CITY OF ST AUGUSTINE. EST. 1565 NATION'S OLDEST CITY

Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of section 166.041(4), Florida Statutes. If one or more boxes are checked below under "Applicable Exemptions", this indicates that the City has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by section 166.041(4), Florida Statute will be provided in the "Business Impact Estimate" section below.

Proposed Ordinance Title/Reference:

Ordinance No.
ORDINANCE NO. 2026-15

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 1.23 ACRES; LOCATED AT 65 LEWIS BOULEVARD AS PORTIONS OF WILDWOOD PARK IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 1.23 ACRES FROM ITS CURRENT CLASSIFICATION OF ABANDONED PUD TO THE CITY CLASSIFICATION OF RESIDENTIAL GENERAL OFFICE (RGO); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☑ The proposed ordinance is enacted to implement the following:
  - ☐ Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243, Florida Statutes;
  - ☑ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  - ☐ Sections 190.005 and 190.046, relating to statutory Community Development Districts;
  - ☐ Section 553.73, relating to the Florida Building Code; or
  - ☐ Section 633.202, relating to the Florida Fire Prevention Code.

Note: The City's provision of information in the Business Impact Estimate section below, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions above shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Section 166.041(4), Florida Statute, Sec. 166.0411, Fla. Stat., or any other relevant provision of law.

Business Impact Estimate:

1. **Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

Ordinance 2026-15 amends the zoning of 65 Lewis Boulevard to be consistent with the existing land use of the property.

2. **An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St. Augustine, if any:**
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None

3. **Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

None

4. **Additional information the governing body determines may be useful (if any):**

Ordinance 2026-15 amends the zoning of 65 Lewis Boulevard to be consistent with the existing land use of the property.

Ordinance 2026-15

ORDINANCE NO. 2026-15

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 1.23 ACRES; LOCATED AT 65 LEWIS BOULEVARD AS PORTIONS OF WILDWOOD PARK IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 1.23 ACRES FROM ITS CURRENT CLASSIFICATION OF ABANDONED PUD TO THE CITY CLASSIFICATION OF RESIDENTIAL GENERAL OFFICE (RGO); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that property identified by the referenced legal description as containing a total of approximately 1.23 acres of land, located at 65 Lewis Boulevard as portions of Wildwood Park; being more fully described herein, should be rezoned;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. The following described property, containing a total of approximately 1.23 acres of land, located at 65 Lewis Boulevard as portions of Wildwood Park within the City of St. Augustine, and identified by the referenced legal description, is hereby rezoned as described herein; rezoning approximately 1.23 upland acres from its current classification of Abandoned PUD to the city classification of Residential General Office (RGO).

Section 2. Legal Description of Property. The following described property located as portions of Wildwood Park commonly known as 65 Lewis Boulevard with Parcel ID #119550-0000 within the City of St. Augustine, Florida. This legal description shall not constitute City agreement with any legal description boundary that may include the City of St. Augustine's submerged lands:

65 Lewis Boulevard
3-15 Wildwood Park Lots 4,5,6 & 7 BLK G OR369/562
& 564 & 435/182 & 1193/1457 & 3745/913
PARCEL ID 1195500000 totaling 1.23 acres

HERETO AND MADE A PART HEREOF.

Section 3. Authorization. The City Planning and Building Director is hereby authorized and directed to change the Zoning Atlas for the City of St. Augustine, Florida to reflect the rezonings of the above-described land.

Section 4. Repeal of Conflicting Ordinances and Provisions of Comprehensive Plan. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 6. Effective Date. This ordinance shall be effective ten (10) days after adoption.

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2026.

ATTEST:

_____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

PZB Packet from June 2, 2026

Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
June 2, 2026	9.a	PZB2026-0052
Request	**Address**	**Parcel ID**
Rezoning	65 Lewis Blvd.	119550-0000

Site & Background Information

Applicant:	Roy Campbell / San Sebastian Marine Inc. c/o River's Edge Marina
Owner:	San Sebastian Marine Inc. c/o River's Edge Marina
Property Class: (St. Johns County Property Appraiser)	2000 – Transit Terminals
Future Land Use Designation:	Commercial Medium Intensity
Zoning Designation:	Abandoned PUD
Acreage:	1.23
Neighborhood:	Oyster Creek
Archaeological Zone:	N/A

Request Summary

This application is a request to recommend a rezoning from abandoned PUD to Residential and General Office (RGO) to the City Commission at 65 Lewis Boulevard.

Positive recommendations and approval of the request noted above by the PZB would allow the applicant to move forward and seek final approvals from the City of St. Augustine City Commission for the rezoning. The requested zoning category is a return to the previous zoning as the current zoning is a defunct PUD.

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

Goal, Policy, or Objective
Future Land Use Element
Future Land Use
FLUE Policy 6.5.2 Commercial Medium Intensity This district is intended to apply where adequate traffic circulation capacity is available to provide medium intensity automotive oriented commercial and service uses and related facilities, and to areas where adequate lot depth is available to provide meaningful development for service-oriented automotive uses, tourist accommodations, attractions and supporting facilities. Appropriate uses may include recreation, public and institutional uses, Open Land (Conservation), multi-family, and residential or non-residential mixed uses. Residential Uses Single or multi-family units to a maximum of 16 units per acre. • Not more than fifty percent (50%) of the Commercial Medium Intensity designation shall be permitted for residential use. Other uses maximum lot coverage of 70%; maximum height restriction of 35 feet. To encourage mixed use developments: • Residential uses included in mixed use developments shall occupy a minimum of 25% and a maximum of 50% of the development area, unless otherwise approved by the PZB. • Commercial uses included in a residential mixed-use development shall occupy a minimum of 30% and a maximum of 70% of the development area, unless otherwise approved by the PZB. • Mixed use commercial projects are encouraged

Goal, Policy, or Objective
Future Land Use Element
FLUE Goal 8 Preserving Sense of Place The City will promote its historic urban character, preserve its unique residential neighborhoods, and support adjacent, compact commercial areas, as well as, protect its natural, environmentally sensitive marsh and riverine environs, and significant tree canopy to preserve its sense of place that promotes the city's authentic character. The planning goals related to preserving a sense of place for the City are to: • Preserve the small town urban character while promoting a balance of economic activity; • Prevent urban sprawl by encouraging compatible infill and redevelopment within the city limits; • Provide continued opportunity for diverse forms of residential and commercial projects; • Create a preservation program that protects the historic Town Plan and promotes responsible tourism; • Provide protection of natural resources and ecological systems; • Reduce automobile trips in and through the downtown by promoting the City's mobility plan and alternative forms of transportation that work to protect the environment, reduce congestion, provide residents with a higher quality of life, and, neighborhoods with greater livability, and promote local businesses; • Provide a variety of housing types to support residents of diverse ages, incomes, family sizes, and lifestyles; • Create predictability and efficiency in planning and in the provision of infrastructure; • Recognize and preserve the historic skyline; • Balance livability and economic pressures; and • Proactively recognize increasing threats of sea level rise on the City's character and livability

Request for a Positive Recommendation of Land Use Plan Map Amendment and Rezoning

Based on Sec. 28-30 of the City's Code, the zoning atlas may from time to time be revised by the rezoning of land as provided in this section. [LINK TO CODE SECTION]

Proposals to amend the city's zoning atlas shall be submitted in writing, accompanied by all pertinent information which may be required for proper consideration of the matter. The PZB is required to review these types of requests and provide a report and recommendations to the city commission. At a minimum, the PZB shall show that they studied and considered:

1. The need and justification for the change,
   The current zoning is an abandoned PUD. The zoning request is to return to the previous zoning category which is consistent with the current use of a marina.

2. The relationship of the proposed amendment and rezoning to the city's general planning program and such comprehensive plans, and

The previous zoning of the property was Residential General Office (RGO). This rezoning request is consistent with the comprehensive plan and brings the zoning category back into compliance from the defunct PUD.

3. Consistency with the comprehensive plan.
The proposed zoning category of Residential and General Office is consistent with the current Future Land Use of Commercial Medium Intensity.

65 Lewis Blvd.
RGO
Permitted Uses
Permitted uses and structures: - Multiple-family dwellings. - Professional and business offices. - Restaurants, but not drive-in. - Retail sales such as specialty food stores and drugs (but not supermarkets), clothing and toy and hobby shops, pet shops (but not kennel or veterinarian), bookstore and newsstand, stationery and card shops, leather goods and luggage, jewelry (including repair but not pawn shops), art and photographic supplies, TV and stereo equipment (including incidental repairs), florist or gift shop, bake shop (but not wholesale bakery), sporting goods, sundries and notions, business office supplies, musical instruments, records and tapes, retail sale of alcohol and similar products, with no exterior display or storage of merchandise permitted. - Marina. - Museums. - Parking facilities and garages. - Bar/tavern. - Hotels, motels, conference centers, convention centers and spas. - Craft alcohol industry. - Home-based business. - Mobile food dispensing vehicle as per section 28-347(9).
Permissible Uses by Exception
Permitted uses by exception: - See section 28-347(1) and (2), special event venue as per section 28-347(8) only allowed as an accessory use to a principal use. - Light manufacturing, processing, packaging and fabricating. - Housing for the cognitively impaired. - Housing for the elderly.

65 Lewis Blvd.
RGO
- Single-family dwellings, with minimum yard requirements as defined for zoning district RS-2 and a maximum height of thirty-five (35) feet. - Retirement housing, which shall be defined as any building or buildings, section or distinct part of a building, private home, boarding house, home for the aged, or other residential facility, whether operated for profit or not, which undertakes through its ownership or management to provide housing, meals, and one (1) or more personal services for a period exceeding twenty-four (24) hours to one (1) or more adults who are not relatives of the owner or administrator. Retirement housing: may provide non-invasive services such as assistance with: (i) medication management including: with medication administration (topical, oral, and by injection (although only a licensed nurse may administer any such injection)) and ordering medications from a pharmacy; (ii) arranging for the provision of independent medical services (both off the property and as "home health care" on the property); (iii) diabetes testing; (iv) diet control and administration; and (v) wellness services, which include quarterly health assessments, weight monitoring, blood pressure checks, contracting with medical professionals, and coordinating any special services required by the resident (such as acquisition of medical equipment and supplies). The term "retirement housing" does not include the provision of medical, nursing, dental, or mental health services. The term "retirement housing" also does not include nursing homes. - Commercial recreational and entertainment facilities including outdoor sports or activities such as tennis, paddle tennis, handball, racquetball, shuffleboard, miniature golf, archery range and horseshoe games but not shooting gallery, skating rinks, pony rides or go-cart tracks.
Minimum lot requirements
- As per planning and zoning board site plan review.
Minimum yard setback requirements
- Front, fifteen (15) feet. - Side, ten (10) feet. - Rear, ten (10) feet.
Maximum lot coverage by all buildings
- Fifty (50) percent
Maximum height of structures
- Fifty (50) feet

Staff Recommendation

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 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, 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.

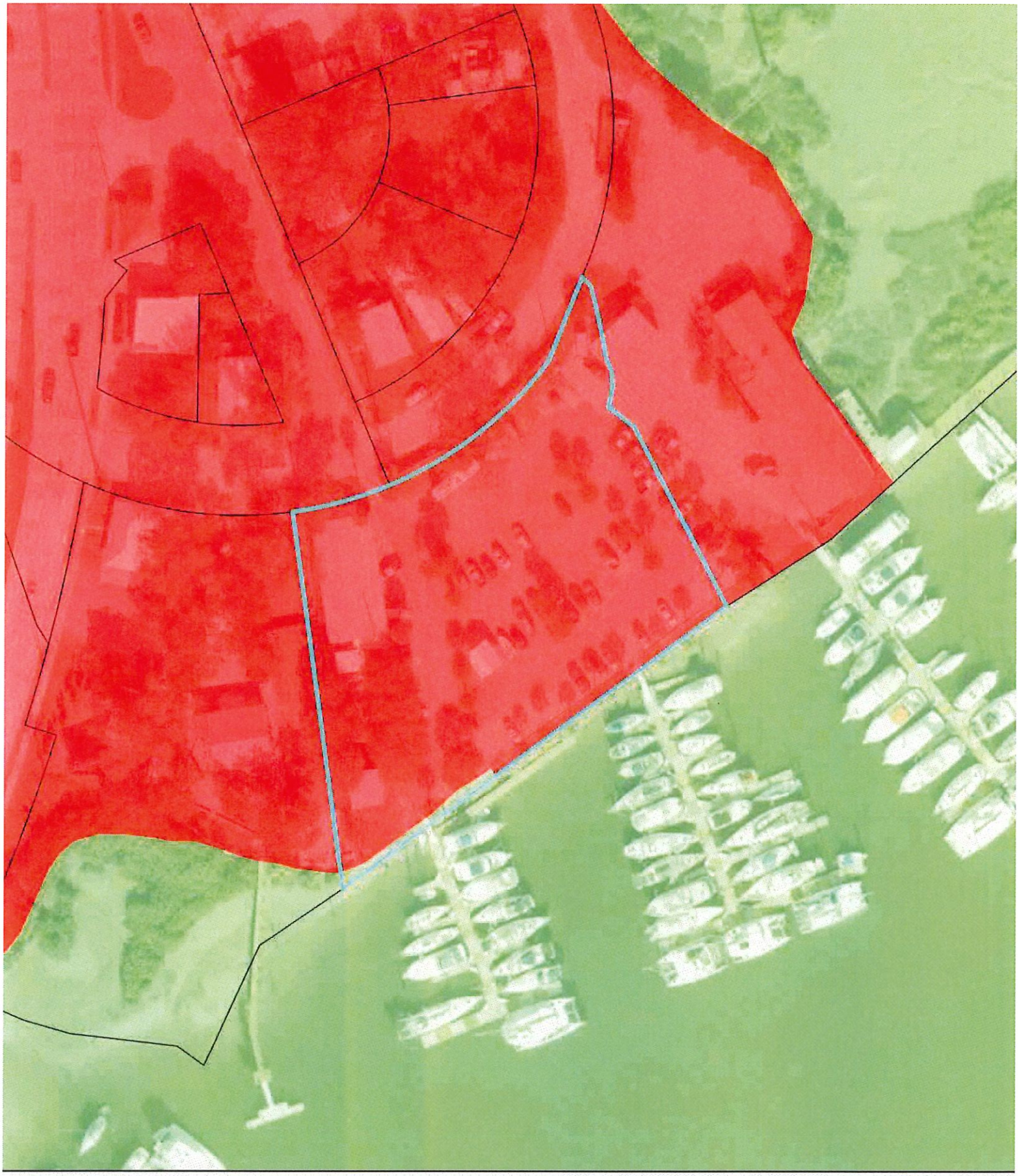
Attachments

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

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

65 Lewis Blvd

Legend

- Commercial Medium Intensity
- Open Land
- Parcel

Scale: 1:1,000

N W E S

0 30 60 120 Feet

Zoning Map

City of St. Augustine

65 Lewis Blvd

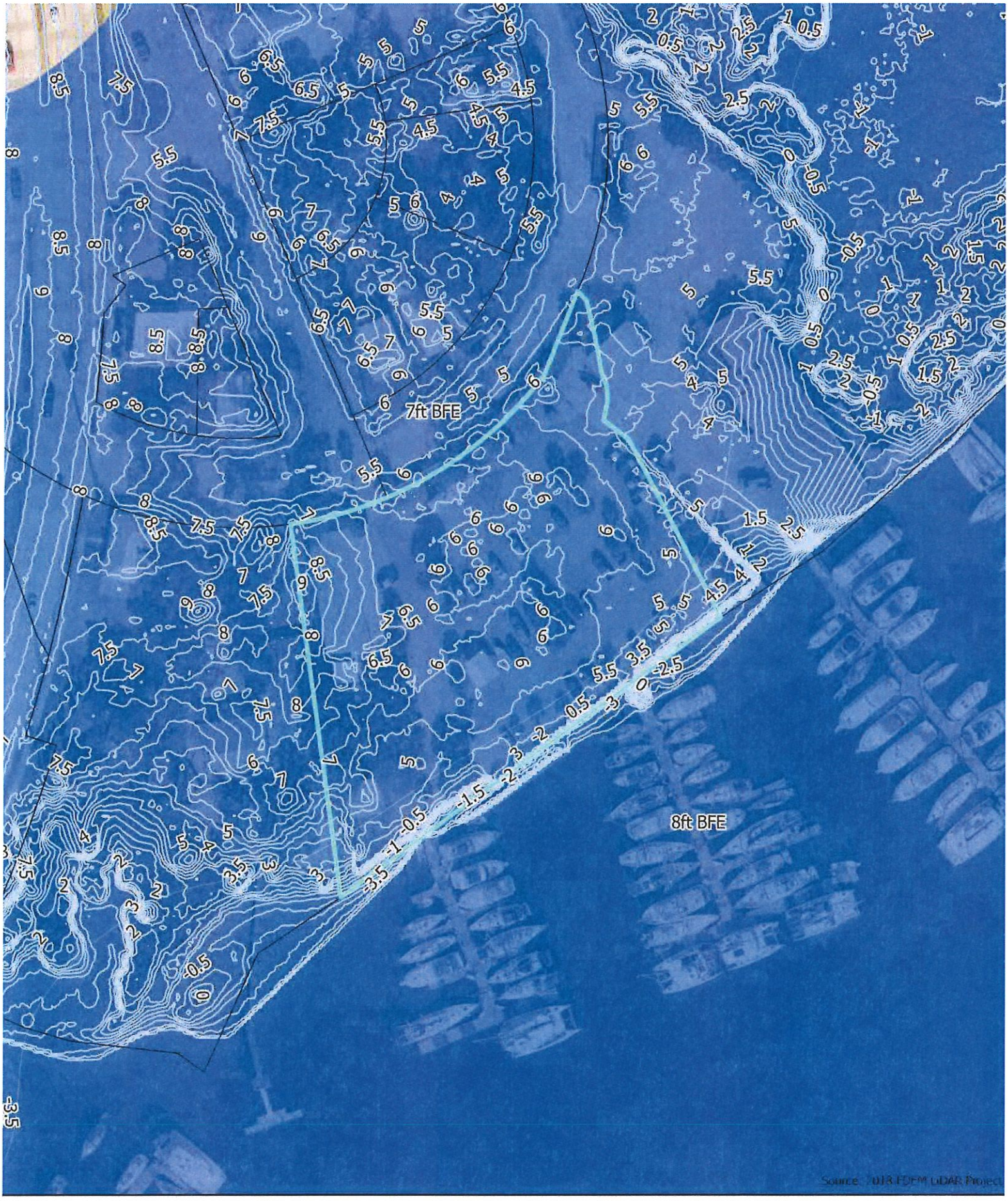
Legend

- Open Land (OL)
- Planned Unit Development (PUD)
- Abandoned PUD (APUD)
- Commercial Medium-Two (CM-2)
- Parcel

Scale: 1:1,000

N
W E
S

0 35 70 140 Feet



Flood Zone & Ground Elevation Contours (ft. NAVD88)
City of St. Augustine
65 Lewis Blvd

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

Scale: 1:1,000

N W E S

0 25 50 100 Feet

St Johns County Property Appraiser
Use Classification
City of St. Augustine
65 Lewis Blvd.

Legend

Parcel

Scale: 1:1,000

N
W E
S

0 30 60 120 Feet

65 Lewis Blvd

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: Roy Campbell / San Sebastian Marine, Inc. Contact Number: [redacted]
   Business (*if applicable*): River's Edge Marina
   Address: 65 Lewis Blvd. City: St. Augustine State: FL Zip: 32084
   E-Mail Address: [redacted]

2. NAME OF PROPERTY OWNER: San Sebastian Marine, Inc. Contact Number: 904-827-0520
   Business (*if applicable*): River's Edge Marina
   Address: 65 Lewis Blvd. City: St. Augustine State: FL Zip: 32084
   E-Mail Address: [redacted]

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
   Lot: 4, 5, 6, 7 Block: Block G
   Subdivision: Wildwood Park Parcel Number: 1195500000

4. PROJECT STREET ADDRESS: 65 Lewis Blvd.

5. SPECIFIC PROPOSED USE: Marina

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

7. DESCRIPTION OF ACTION REQUESTED: The proeprty owners are requesting to have the current zoning Expired PUD converted back to the original zoning: RGO

8. JUSTIFICATION FOR ACTION REQUESTED:
   The owners want to have this converted back to the original zoning --as the current zoning is: Expired PUD

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 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.

_____ 5/4/24

Signature of Applicant Date

_____ 5/4/24

Signature of Property Owner 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.

Roy Campbell

Print name of applicant

Signature of applicant

5/4/26

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 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: 65 Lewis Blvd

Applicant's Name: Roy Campbell Applicant's Signature: [signature]

Owner's Name: Roy Campbell Owner's Signature: [signature]

ST AUGUSTINE
EST. 1565

Owner's Authorization For Agent

Craig Cunningham is/are hereby authorized TO ACT ON BEHALF OF San Sebastian Marine Inc, the owner(s) of those lands described within ☐ the attached application, or ☒ described within the previously filed Application number: PZB2026-0052, 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: 65 Lewis Blvd., St Augustine, FL 32084

BY: Edwin K. Martin
Signature of Owner

Edwin K Martin
Print Name of Owner

904-827-0520
Telephone Number

State of Florida

County of St Johns

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

By Edwin K Martin

Identification verified: Known

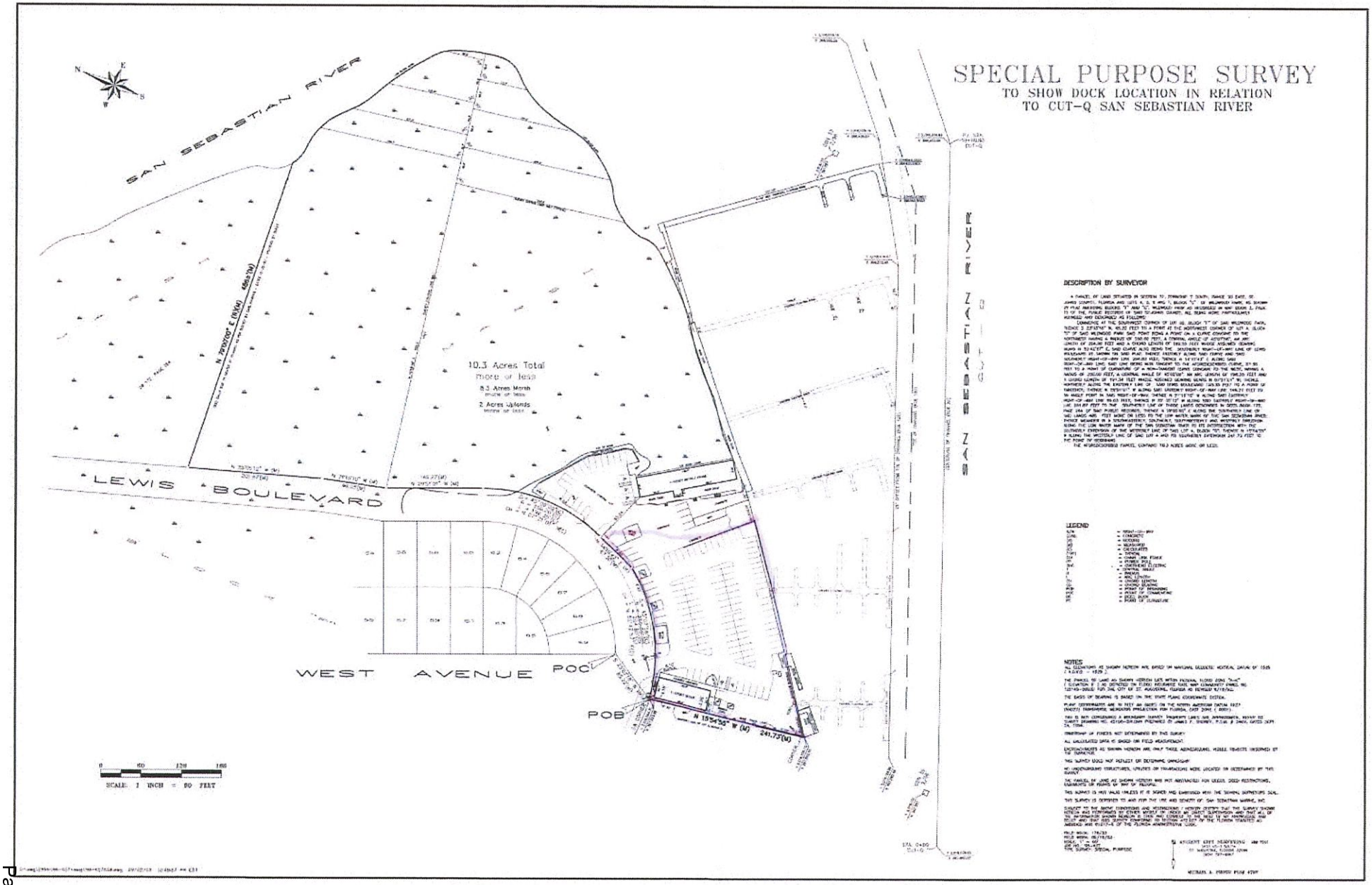
Oath sworn: _____ Yes ✓ No

Notary Signature: _____

My Commission expires: October 25, 2028

STEPHANIE JILL MANGUM
Notary Public - State of Florida
Commission # HH 585899
My Comm. Expires Oct 25, 2028
Bonded through National Notary Assn.

Rev:022117



SPECIAL PURPOSE SURVEY

TO SHOW DOCK LOCATION IN RELATION
TO CUT-Q SAN SEBASTIAN RIVER

DESCRIPTION BY SURVEYOR

LEGEND

NOTES

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

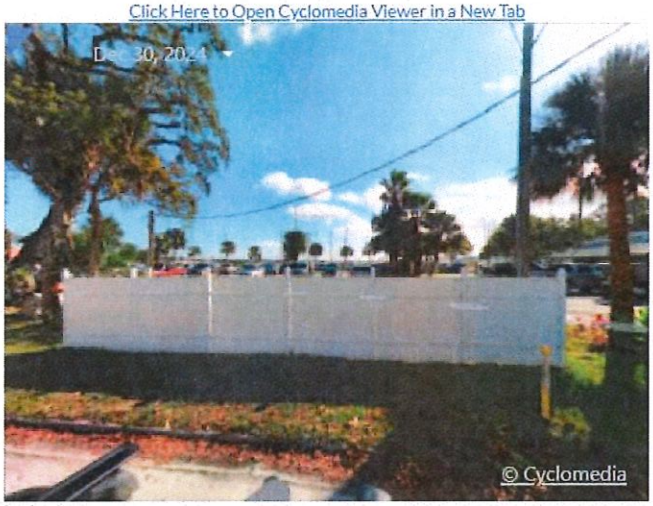
2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1195500000
Location	65 LEWIS BLVD
Address	SAINT AUGUSTINE 32084-0000
Neighborhood	Transit Terminal US-1 (COM) (681.11)
Tax Description*	3-15 WILDWOOD PARK LOTS 4 5 6 & 7 BLK G OR369/562 & 564 & 435/182 &1193/1457 &3745/913(Q/C) *The Description above is not to be used on legal documents.
Property Use Code	Transit Terminals (2000)
Subdivision	Wildwood Park, Plat Amending Blocks F &
Sec/Twp/Rng	37-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	1.230
Homestead	N

Click Here to Open Cyclomedia Viewer in a New Tab



Owner Information

SAN SEBASTIAN MARINE INC
100%
65 LEWIS BLVD
SAINT AUGUSTINE, FL 32084-4251

Map

Valuation Information

Assessed Year	2026
Building Value	$143,692.00
Extra Features Value	$36,585.00
Total Land Value	$1,071,560.00
Agricultural (Assessed) Value	$0.00
Agricultural (Market) Value	$0.00
Just Market	**$1,251,837.00**
Total Deferred	$5,639.00
Assessed Value	**$1,246,198.00**
Total Exemptions	
Taxable Value	**$1,246,198.00**

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	$129,548	$38,955	$964,404	$0
2024	$127,856	$42,172	$964,404	$0
2023	$131,673	$64,232	$910,826	$0
2022	$85,608	$44,607	$910,826	$0
2021	$88,325	$44,607	$910,826	$0
2020	$91,044	$44,607	$910,826	$0
2019	$64,527	$24,221	$910,826	$0
2018	$68,047	$24,221	$910,826	$0
2017	$70,394	$24,221	$910,826	$0
2016	$55,728	$14,945	$910,826	$0
2015	$58,661	$14,945	$910,826	$0

Building Information

Building	2	**Roof Cover**	Modular Metal
Building Value	$143,692	**Roof Structure**	Wood Truss
Year Built	1978	**Interior Flooring**	Carpet, Ceramic Tile
Actual Area	3274	**Interior Wall**	Drywall
Conditioned Area	2480	**Heating Type**	Air Duct
Use	Sales & Service (Automotive)	**Air Conditioning**	Central
Style	04	**Bedrooms**	
Exterior Wall	Concrete Block, Concrete Stucco	**Baths**	

Description	Square Footage
BASE AREA	2480
FINISHED STORAGE/UTILITY	80
FINISHED CANOPY	714
Total SqFt	3274

Sketch Information

PROPERTY APPRAISER

St. Johns County, FL

Overview

Legend

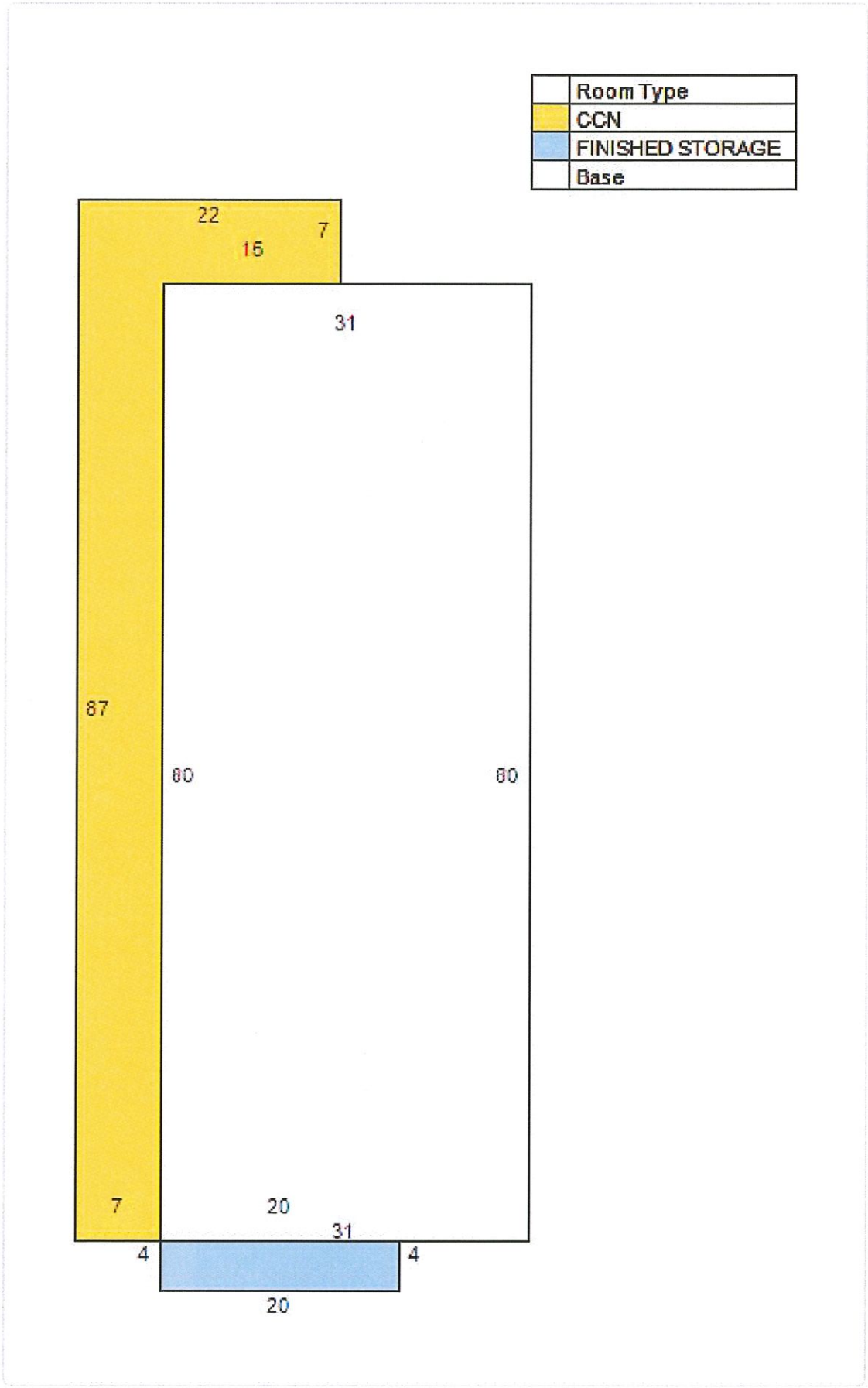
Parcels

Parcel ID	1195500000	Physical Address	65 LEWIS BLVD SAINT AUGUSTINE	Building Value	$143,692	Last 2 Sales			
Property Class	2000 - Transit Terminals	Mailing Address	SAN SEBASTIAN MARINE INC 65 LEWIS BLVD SAINT AUGUSTINE FL 32084-4251	Extra Feature Value	$36,585	Date	Price	Reason	Qual
Taxing District	City of St Augustine			Total Land Value	$1,071,560	8/28/1996	$285000	05	Q
Acres	1.23			Just Value	$1,251,837	1/1/1978	$130000	11	U
				Total Deferred	$5,639				
				Assessed Value	$1,246,198				
				Total Exemptions	N/A				
				Taxable Value	$1,246,198				

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.

Date created: 5/2/2026
Last Data Uploaded: 5/1/2026 3:58:13 AM

Developed by SCHNEIDER GEOSPATIAL


Room Type
CCN
FINISHED STORAGE
Base
22
7
15
31
87
80
80
7
20
31
4
4
20

Extra Feature Information

Code Description	Status	Value
Metal Fence - 6' (COM)		2092
Pavilion - Average (Mix)		2434
Boat Dock - Average (Mix)		2353
Bulkhead - Average (Mix)		20935
Bulkhead - Low (Mix)		4752
Steel Building (COM)		4019

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Transit Terminals	290	210	53578	SF	$1,071,560

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
6/13/2013	6/11/2013	$100.00	QUIT CLAIM DEED	3745	913	U	I	DOUGLAS DONALD C	SAN SEBASTIAN MARINE INC
	8/28/1996	$285,000.00	WARRANTY DEED	1193	1457	Q	I	EVANS JAMES A JR	SAN SEBASTIAN MARINE INC
	1/1/1979	$0.00		435	182	U	I		EVANS JAMES A JR
	1/1/1978	$130,000.00		369	562	U	I		

No data available for the following modules: Sales Questionnaire Form, Exemption 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

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: July 16, 2026

RE: Ordinance 2026-16 – Amending the Zoning Designation of Approximately 9.07 total acres at 69 Lewis Boulevard from Abandoned PUD to Residential General Office (RGO) for the upland acres and Open Land (OL) for the waterward acres – Second Reading and Public Hearing

The property at 69 Lewis Boulevard is approximately 9.07 total acres. The property had been included in a Planned Unit Development (PUD) project several years ago that has now expired. The site is an existing restaurant and parking. This specific property is generally associated with the adjacent property at 65 Lewis Boulevard. The surrounding area is generally commercial along Highway US 1 with some remaining residential uses to the west and the San Sebastian riverine environment to the east.

The city's current Future Land Use Map (FLUM) designates this property as Residential Medium Density Mixed Use and Open Land. This is a request to rezone the property only. One of the zoning districts that is compatible with the mixed-use future land use is Residential General Office (RGO). The request is to rezone the upland portion of approximately 0.77 acres to RGO and the property waterward of the most restrictive jurisdictional line as Open Land (OL) which is compatible with the existing Open Land land use.

Please see the attached definitions of both Residential Medium Density Mixed Use and Open Land land use categories for clarification. The recommended RGO and OL zoning districts are consistent with these land use categories.

On June 2, 2026, the Planning and Zoning Board (PZB) made a positive recommendation to amend the zoning of this property as noted above. On June 22, 2026 the City Commission passed this ordinance on first reading.

Attached you will find the Ordinance, and a map illustrating the existing zoning. The packet of information provided to the PZB is also included. Please note that processing this application shall not constitute City agreement with any legal description boundary that may include the City of St. Augustine's submerged lands.

Please place Ordinance 2026-16 on the City Commission July 16, 2026, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance. If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director
Planning and Building Department

Comprehensive Plan Land Use Categories

FLUE Policy 6.4.6

Residential Medium Density Mixed Use

This district is intended to apply to those neighborhoods designated for mixed residential and commercial uses so as to create a medium intensity residential and medium intensity commercial mix of uses. A maximum of fifty percent (50%) of the Residential Medium Density Mixed Use land use designation shall be allocated for nonresidential uses. Nonresidential uses shall be limited to low intensity industrial (light manufacturing, processing, packaging and fabricating), medium intensity commercial, public and institutional uses including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation) as appropriate. Low intensity industrial uses shall not be permitted near public schools unless a trade or technical school.

For Residential Uses a maximum of 16 units per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use.

To encourage mixed use developments:

- Residential uses shall occupy a minimum of 40% and a maximum of 75% of the development area, unless otherwise approved by the PZB.
- Commercial uses shall occupy a minimum of 35% and a maximum of 50% of the development area, unless otherwise approved by the PZB.

FLUE Policy 6.7.1

Open Land (Very Low Density)

This district is intended to apply to areas which are sparsely developed and including uses as normally found in environmentally sensitive areas away from urban activity, but landward of the most restrictive jurisdictional line. It is intended that substantial residential, commercial or industrial development shall not be permitted in the district.

Single Family dwellings including mobile homes are allowed at two dwelling units per acre; Appropriate activities and land uses within environmentally sensitive areas, include but are not limited to, water related activities and uses, and passive recreation activities and similar uses may occur. Other uses Maximum lot coverage of 20%; maximum height restriction of 35 feet.

Future Land Use

City of St. Augustine

69 Lewis Blvd

Legend

- Residential Medium Density / Mixed Use
- Residential Low Density / Mixed Use
- Open Land
- Parcel

Scale: 1:1,266

N W E S

0 40 80 160 Feet

Zoning Map

City of St. Augustine

69 Lewis Blvd

Legend

- Open Land (OL)
- Planned Unit Development (PUD)
- Abandoned PUD (APUD)
- Commercial Medium-Two (CM-2)
- Parcel

Scale: 1:1,266

N W E S

0 45 90 180 Feet

CITY OF
ST AUGUSTINE.
EST. 1565
NATION'S OLDEST CITY

Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of section 166.041(4), Florida Statutes. If one or more boxes are checked below under "Applicable Exemptions", this indicates that the City has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by section 166.041(4), Florida Statute will be provided in the "Business Impact Estimate" section below.

Proposed Ordinance Title/Reference:

Ordinance No.

ORDINANCE NO. 2026-16

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 9.07 ACRES; LOCATED AT 69 LEWIS BOULEVARD AS PORTIONS OF MARSH LAND LYING EAST OF LEWIS BOULEVARD IN WILDWOOD PARK AND SOUTH OF WORLEY SUBDIVISION IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 0.77 UPLAND ACRES FROM ITS CURRENT CLASSIFICATION OF ABANDONED PUD TO THE CITY CLASSIFICATION OF RESIDENTIAL GENERAL OFFICE (RGO) AND REZONING APPROXIMATELY 8.30 WATERWARD ACRES FROM ITS CURRENT CLASSIFICATION OF ABANDONED PUD TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
  - ☐ Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243, Florida Statutes;
  - ☑ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  - ☐ Sections 190.005 and 190.046, relating to statutory Community Development Districts;
  - ☐ Section 553.73, relating to the Florida Building Code; or
  - ☐ Section 633.202, relating to the Florida Fire Prevention Code.

Note: The City's provision of information in the Business Impact Estimate section below, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions above shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Section 166.041(4), Florida Statute, Sec. 166.0411, Fla. Stat., or any other relevant provision of law.

Business Impact Estimate:

1. **Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

This ordinance is a rezoning initiated by the property owner to reestablish the previous zoning for the property because the PUD has expired.

2. **An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St. Augustine, if any:**
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None

3. **Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

None

4. **Additional information the governing body determines may be useful (if any):**

This ordinance is a rezoning initiated by the property owner to reestablish the previous zoning for the property because the PUD has expired.

Ordinance 2026-16

ORDINANCE NO. 2026-16

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 9.07 ACRES; LOCATED AT 69 LEWIS BOULEVARD AS PORTIONS OF MARSH LAND LYING EAST OF LEWIS BOULEVARD IN WILDWOOD PARK AND SOUTH OF WORLEY SUBDIVISION IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 0.77 UPLAND ACRES FROM ITS CURRENT CLASSIFICATION OF ABANDONED PUD TO THE CITY CLASSIFICATION OF RESIDENTIAL GENERAL OFFICE (RGO) AND REZONING APPROXIMATELY 8.30 WATERWARD ACRES FROM ITS CURRENT CLASSIFICATION OF ABANDONED PUD TO THE CITY CLASSIFICATION OF OPEN LAND (OL); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that property identified by the referenced legal description as containing a total of approximately 9.07 acres of land, located at 69 Lewis Boulevard as portions of Marsh Land Lying East of Lewis Boulevard In Wildwood Park and South of Worley Subdivision; being more fully described herein, should be rezoned;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. The following described property, containing a total of approximately 9.07 acres of land, located at 69 Lewis Boulevard as portions of Marsh Land Lying East of Lewis Boulevard In Wildwood Park and South of Worley Subdivision within the City of St. Augustine, and identified by the referenced legal description, is hereby

rezoned as described herein; rezoning approximately 0.77 upland acres from its current classification of Abandoned PUD to the city classification of Residential General Office (RGO) and rezoning approximately 8.30 waterward acres from its current classification of Abandoned PUD to the city classification of Open Land (OL).

Section 2. Legal Description of Property. The following described property located as portions of Marsh Land Lying East of Lewis Boulevard in Wildwood Park and South of Worley Subdivision commonly known as 69 Lewis Boulevard with Parcel ID #1642800150 within the City of St. Augustine, Florida. This legal description shall not constitute City agreement with any legal description boundary that may include the City of St. Augustine's submerged lands:

See attached Exhibit "A"

Except for 65 Lewis Boulevard
3-15 Wildwood Park Lots 4,5,6 & 7 BLK G OR369/562
& 564 & 435/182 & 1193/1457 & 3745/913
PARCEL ID 1195500000 totaling 1.23 acres

HERETO AND MADE A PART HEREOF.

Section 3. Authorization. The City Planning and Building Director is hereby authorized and directed to change the Zoning Atlas for the City of St. Augustine, Florida to reflect the rezonings of the above-described land.

Section 4. Repeal of Conflicting Ordinances and Provisions of Comprehensive Plan. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 6. Effective Date. This ordinance shall be effective ten (10) days after adoption.

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2026.

ATTEST:

_____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

PZB Packet from June 2, 2026

Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
June 2, 2026	9.b	PZB2026-0045
Request	**Address**	**Parcel ID**
Land Use Plan Amendment, Rezoning, and Variance	69 Lewis Boulevard	164280-0150

Site & Background Information

Applicant:	RB63, Inc. c/o 2 Creeks Dockside
Owner:	San Sebastian Marine Inc. c/o River's Edge Marina
Property Class: (St. Johns County Property Appraiser)	2100 – Restaurants & Cafeterias
Future Land Use Designation:	Commercial Medium Intensity Open Land
Zoning Designation:	Abandoned PUD
Acreage:	9.3
Neighborhood:	Oyster Creek
Archaeological Zone:	N/A

Request Summary

This application is a request to recommend a rezoning from 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 the City Commission as well as a variance to reduce the number of required off-street parking spaces at 69 Lewis Boulevard.

Positive recommendations and approvals of the requests noted above by the PZB would allow the applicant to move forward and seek final approvals from the City of St. Augustine City Commission for the rezoning. The requested zoning category is a return to the previous zoning as the current zoning is a defunct PUD.

Processing this application shall not constitute City agreement with any legal description boundary that may include the City of St. Augustine's submerged lands.

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

Goal, Policy, or Objective
Future Land Use Element
Future Land Use
FLUE Policy 6.5.2 Commercial Medium Intensity This district is intended to apply where adequate traffic circulation capacity is available to provide medium intensity automotive oriented commercial and service uses and related facilities, and to areas where adequate lot depth is available to provide meaningful development for service-oriented automotive uses, tourist accommodations, attractions and supporting facilities. Appropriate uses may include recreation, public and institutional uses, Open Land (Conservation), multi-family, and residential or non-residential mixed uses. Residential Uses Single or multi-family units to a maximum of 16 units per acre. • Not more than fifty percent (50%) of the Commercial Medium Intensity designation shall be permitted for residential use. Other uses maximum lot coverage of 70%; maximum height restriction of 35 feet. To encourage mixed use developments: • Residential uses included in mixed use developments shall occupy a minimum of 25% and a maximum of 50% of the development area, unless otherwise approved by the PZB. • Commercial uses included in a residential mixed-use development shall occupy a minimum of 30% and a maximum of 70% of the development area, unless otherwise approved by the PZB. • Mixed use commercial projects are encouraged

Goal, Policy, or Objective
Future Land Use Element
FLUE Policy 6.7.1 Open Land (Very Low Density) This district is intended to apply to areas which are sparsely developed and including uses as normally found in environmentally sensitive areas away from urban activity, but landward of the most restrictive jurisdictional line. It is intended that substantial residential, commercial or industrial development shall not be permitted in the district. Single Family dwellings including mobile homes are allowed at two dwelling units per acre; Appropriate activities and land uses within environmentally sensitive areas, include but are not limited to, water related activities and uses, and passive recreation activities and similar uses may occur. Other uses Maximum lot coverage of 20%; maximum height restriction of 35 feet.
FLUE Goal 8 Preserving Sense of Place The City will promote its historic urban character, preserve its unique residential neighborhoods, and support adjacent, compact commercial areas, as well as, protect its natural, environmentally sensitive marsh and riverine environs, and significant tree canopy to preserve its sense of place that promotes the city's authentic character. The planning goals related to preserving a sense of place for the City are to: • Preserve the small town urban character while promoting a balance of economic activity; • Prevent urban sprawl by encouraging compatible infill and redevelopment within the city limits; • Provide continued opportunity for diverse forms of residential and commercial projects; • Create a preservation program that protects the historic Town Plan and promotes responsible tourism; • Provide protection of natural resources and ecological systems; • Reduce automobile trips in and through the downtown by promoting the City's mobility plan and alternative forms of transportation that work to protect the environment, reduce congestion, provide residents with a higher quality of life, and, neighborhoods with greater livability, and promote local businesses; • Provide a variety of housing types to support residents of diverse ages, incomes, family sizes, and lifestyles; • Create predictability and efficiency in planning and in the provision of infrastructure; • Recognize and preserve the historic skyline; • Balance livability and economic pressures; and • Proactively recognize increasing threats of sea level rise on the City's character and livability

Request for a Positive Recommendation of Rezoning

Based on Sec. 28-30 of the City's Code, the land use plan and land use map established by the comprehensive plan may also be amended and the zoning atlas may from time to time be revised by the rezoning of land as provided in this section. [LINK TO CODE SECTION]

Proposals to amend the city's zoning atlas shall be submitted in writing, accompanied by all pertinent information which may be required for proper consideration of the matter. The PZB is required to review these types of requests and provide a report and recommendations to the city commission. At a minimum, the PZB shall show that they studied and considered:

1. The need and justification for the change,
   The current zoning is an abandoned PUD. The zoning request is to return to the previous zoning category which is consistent with the current use of a restaurant.

2. The relationship of the proposed amendment and rezoning to the city's general planning program and such comprehensive plans, and
   The previous zoning of the property before it was zoned PUD was Residential General Office (RGO). This rezoning request to return to RGO for the upland portions and Open Land for the wetland portions is consistent with the comprehensive plan and brings the zoning category back into compliance from the defunct PUD.

3. Consistency with the comprehensive plan.
   The proposed zoning category of Residential and General Office and Open Land is consistent with the current Future Land Use of Commercial Medium Intensity and Open Land (Very Low Density).

69 Lewis Blvd.
RGO
Permitted Uses
Permitted uses and structures: - Multiple-family dwellings. - Professional and business offices. - Restaurants, but not drive-in. - Retail sales such as specialty food stores and drugs (but not supermarkets), clothing and toy and hobby shops, pet shops (but not kennel or veterinarian), bookstore and newsstand, stationery and card shops, leather goods and luggage, jewelry (including repair but not pawn shops), art and photographic supplies, TV and stereo equipment (including incidental repairs), florist or gift shop, bake shop (but not wholesale bakery), sporting goods, sundries and notions, business office supplies, musical instruments, records and tapes, retail sale of alcohol and similar products, with no exterior display or storage of merchandise permitted. - Marina. - Museums. - Parking facilities and garages. - Bar/tavern. - Hotels, motels, conference centers, convention centers and spas. - Craft alcohol industry. - Home-based business. - Mobile food dispensing vehicle as per section 28-347(9).

Permissible Uses by Exception
Permitted uses by exception: - See section 28-347(1) and (2), special event venue as per section 28-347(8) only allowed as an accessory use to a principal use. - Light manufacturing, processing, packaging and fabricating. - Housing for the cognitively impaired. - Housing for the elderly. - Single-family dwellings, with minimum yard requirements as defined for zoning district RS-2 and a maximum height of thirty-five (35) feet. - Retirement housing, which shall be defined as any building or buildings, section or distinct part of a building, private home, boarding house, home for the aged, or other residential facility, whether operated for profit or not, which undertakes through its ownership or management to provide housing, meals, and one (1) or more personal services for a period exceeding twenty-four (24) hours to one (1) or more adults who are not relatives of the owner or administrator. Retirement housing: may provide non-invasive services such as assistance with: (i) medication management including: with medication administration (topical, oral, and by injection (although only a licensed nurse may administer any such injection)) and ordering medications from a pharmacy; (ii) arranging for the provision of independent medical services (both off the property and as "home health care" on the property); (iii) diabetes testing; (iv) diet control and administration; and (v) wellness services, which include quarterly health assessments, weight monitoring, blood pressure checks, contracting with medical professionals, and coordinating any special services required by the resident (such as acquisition of medical equipment and supplies). The term "retirement housing" does not include the provision of medical, nursing, dental, or mental health services. The term "retirement housing" also does not include nursing homes. - Commercial recreational and entertainment facilities including outdoor sports or activities such as tennis, paddle tennis, handball, racquetball, shuffleboard, miniature golf, archery range and horseshoe games but not shooting gallery, skating rinks, pony rides or go-cart tracks.
Minimum lot requirements
- As per planning and zoning board site plan review.
Minimum yard setback requirements
- Front, fifteen (15) feet. - Side, ten (10) feet. - Rear, ten (10) feet.
Maximum Lot Coverage
- Fifty (50) percent
Maximum height of structures
- Fifty (50) feet
69 Lewis Blvd.

OL
Permitted Uses
Permitted uses and structures: - Marinas, bait and tackle shops. - Intermediate care facilities. - Outdoor market. - Commercial recreational facilities. - Game preserves, wildlife management areas, fish hatcheries and refuges, watershed, water reservoirs and wells. - Churches, monasteries, convents, temporary revival establishments, cemeteries, columbariums, crematories, mausoleums and memorial structures and monuments. - - Schools, colleges and universities with conventional academic curriculums. - Housing for the elderly. - Single-family dwellings on individual lots provided that no subdivision plat shall be recorded for such use in this district. - Day nurseries and kindergartens (see section 28-347(2)). - Governmental uses. - Professional and business offices. - Museums. - The sale of wine, vinous spirits or vinous liquors for religious or sacramental purposes; however, the sale of said wine, vinous spirits or vinous liquors shall be in compliance with F.S. § 564.03 and any rules or regulations of the Division of Alcoholic Beverages and Tobacco of the State of Florida Department of Business Regulation or its successor. - Home-based business.
Permissible Uses by Exception
Permitted uses by exception: - See section 28-347. - Radio or television broadcasting office, studio, transmitter, antenna and line-of-sight relay device. - Racetrack for vehicles or animals. - Animal hospital, veterinary clinic, animal boarding place, fur farm, dog kennel, provided no structure for the housing of animals shall be located within two hundred (200) feet of any residence. - Caretaker residence. - Commercial hunting or fishing camp. - Mobile home on individual lots provided that no subdivision plat shall be recorded for such use in this district. - Restaurant and refreshment stand (but not drive-in). - Public Airport, if not GU zoning. - Not-for-profit clubs. - Travel trailer park.

- Sale of antiques, gift, souvenir and craft shops. - Mobile food dispensing vehicle as per section 28-347(9). - Mobile food truck court as per section 28-347(9).
Minimum lot requirements
Single-family dwelling or mobile home on individual lot: - Minimum lot width, one hundred (100) feet. - Minimum lot area, one-half acre. Other permitted or permissible uses or structures. None.
Minimum yard setback requirements
- Front, fifteen (15) feet. - Side, twenty (20) feet. - Rear, twenty (20) feet.
Maximum Lot Coverage
- Single-family dwelling and mobile homes on individual lot and accessory building thereto, ten (10) percent. - Other permitted or permissible uses and accessory buildings thereto, twenty (20) percent.
Maximum height of structures
- Thirty-five (35) feet

Variance to the Minimum Number of Required Off-Street Parking Spaces

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

Sec. 28-373. Required off-street parking.

Current Parking Requirements:

Parking Requirement	Current Amount	Spaces Required
1 space per 200 sf of non-patron area	~900 sf non-patron area	4.5
1 space per 4 seats	150 seats	37.5

Total Spaces Required	**42**

Proposed Parking Requirements:

Parking Requirement	Proposed Amount	Spaces Required
1 space per 200 sf of non-patron area	~900sf non-patron area	**4.5**
1 space per 4 seats	**210 seats**	**52.5**
	Total Spaces Required	**57**

The applicant is requesting a variance to reduce the parking from 57 parking spaces to 42 parking spaces previously required.

Sec. 28-29. - Zoning exceptions, variances and appeals.

(b) Variances:

(1) *Requirements for grant of variance.* The 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; provided, however, that no variance may be granted for maximum lot coverage requirements within any historic preservation districts 1, 2 and 3, except variances may be obtained: 1) for school, church and governmental agency uses and 2) to provide for handicapped accessibility for buildings constructed prior to December 19, 2019. 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 site is currently a developed site that previously was used as a restaurant. The site has a limited amount of uplands and the restaurant itself is placed partially over the wetlands.

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

Expanding the restaurant seating capacity is difficult due to limited upland area available to expand the parking facilities.

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

The applicant recently leased the property to open a new restaurant, and the limited upland area conditions preceded the applicant.

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 there are 10 boat slips and 6 motorcycle spaces that would provide the necessary parking and would prevent the variance from creating a condition that would adversely affect other property in the vicinity.

Staff Recommendation

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 PUD 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 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.

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 Blvd.

- 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.

Attachments

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

Staff Report prepared by:

Sarah Daugherty
Planning Manager
Planning and Building Department

Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
June 2, 2026	9.b	PZB2026-0045
Request	**Address**	**Parcel ID**
Land Use Plan Amendment, Rezoning, and Variance	69 Lewis Boulevard	164280-0150

Site & Background Information

Applicant:	RB63, Inc. c/o 2 Creeks Dockside
Owner:	San Sebastian Marine Inc. c/o River's Edge Marina
Property Class: (St. Johns County Property Appraiser)	2100 – Restaurants & Cafeterias
Future Land Use Designation:	Commercial Medium Intensity Open Land
Zoning Designation:	Abandoned PUD
Acreage:	9.3
Neighborhood:	Oyster Creek
Archaeological Zone:	N/A

Request Summary

This application is a request to recommend a rezoning from 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 the City Commission as well as a variance to reduce the number of required off-street parking spaces at 69 Lewis Boulevard.

Positive recommendations and approvals of the requests noted above by the PZB would allow the applicant to move forward and seek final approvals from the City of St. Augustine City Commission for the rezoning. The requested zoning category is a return to the previous zoning as the current zoning is a defunct PUD.

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

Goal, Policy, or Objective
Future Land Use Element
Future Land Use
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FLUE Goal 8 Preserving Sense of Place The City will promote its historic urban character, preserve its unique residential neighborhoods, and support adjacent, compact commercial areas, as well as, protect its natural, environmentally sensitive marsh and riverine environs, and significant tree canopy to preserve its sense of place that promotes the city's authentic character. The planning goals related to preserving a sense of place for the City are to: • Preserve the small town urban character while promoting a balance of economic activity; • Prevent urban sprawl by encouraging compatible infill and redevelopment within the city limits; • Provide continued opportunity for diverse forms of residential and commercial projects; • Create a preservation program that protects the historic Town Plan and promotes responsible tourism; • Provide protection of natural resources and ecological systems; • Reduce automobile trips in and through the downtown by promoting the City's mobility plan and alternative forms of transportation that work to protect the environment, reduce congestion, provide residents with a higher quality of life, and, neighborhoods with greater livability, and promote local businesses; • Provide a variety of housing types to support residents of diverse ages, incomes, family sizes, and lifestyles; • Create predictability and efficiency in planning and in the provision of infrastructure; • Recognize and preserve the historic skyline; • Balance livability and economic pressures; and • Proactively recognize increasing threats of sea level rise on the City's character and livability

Request for a Positive Recommendation of Rezoning

Based on Sec. 28-30 of the City's Code, the land use plan and land use map established by the comprehensive plan may also be amended and the zoning atlas may from time to time be revised by the rezoning of land as provided in this section. [LINK TO CODE SECTION]

Attachment 1:
Site Maps
and Photos

Future Land Use

City of St. Augustine

69 Lewis Blvd

Legend

- Commercial Medium Intensity
- Open Land
- Residential Low Density
- Residential Low Density / Mixed Use
- Residential Medium Density / Mixed Use
- Parcel

Scale: 1:2,500

N W E S

0 85 170 340 Fee

Zoning Map

City of St. Augustine

69 Lewis Blvd

Legend

- Open Land (OL)
- Planned Unit Development (PUD)
- Abandoned PUD (APUD)
- Commercial Medium-Two (CM-2)
- Parcel

Scale: 1:1,266

N W E S

0 45 90 180 Feet

Flood Zone & Ground Elevation Contours (ft. NAVD88)

City of St. Augustine

69 Lewis Blvd

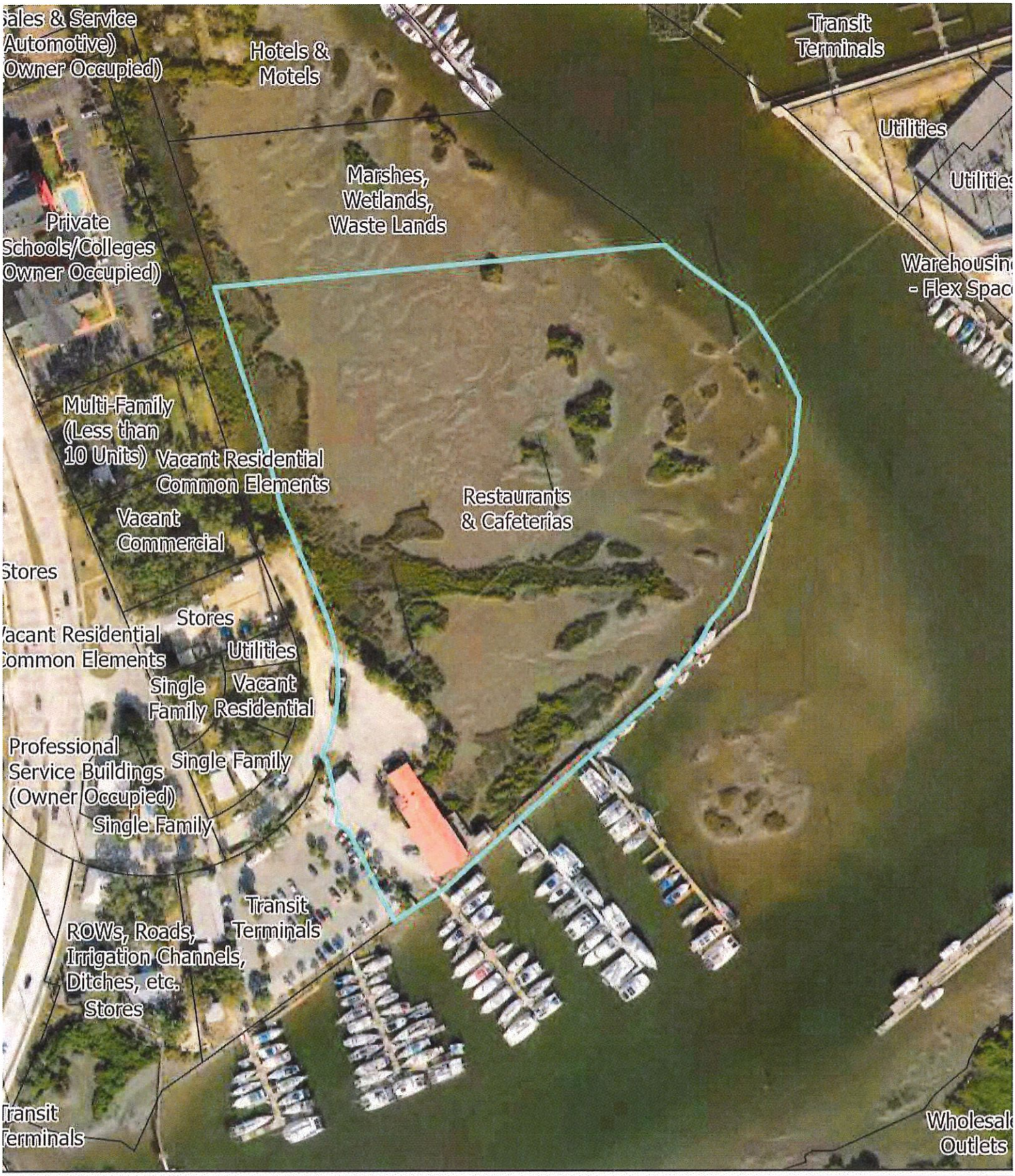
Legend

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

Scale: 1:2,500

N W E S

0 62.5 125 250 Feet



St Johns County Property Appraiser

Use Classification

City of St. Augustine

69 Lewis Blvd.

Legend

Parcel

Scale: 1:2,000

N W E S

0 65 130 260 Feet

69 Lewis Blvd

12/13/2025

Attachment 2:
Application

CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD

Application Fee: 350.00 (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

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

1. NAME OF APPLICANT: RB63, Inc. Contact Number: [redacted]
   Business *(if applicable)*: 2 Creeks Dockside
   Address: 69 Lewis Blvd. City: St. Augustine State: FL Zip: 32084
   E-Mail Address: [redacted]
2. NAME OF PROPERTY OWNER: San Sebastian Marine, Inc. Contact Number: [redacted]
   Business *(if applicable)*: River's Edge Marina
   Address: 65 Lewis Blvd. City: St. Augustine State: FL Zip: 32084
   E-Mail Address: [redacted]
3. LEGAL DESCRIPTION OF PROJECT PROPERTY:
   Lot: _____ Block: _____
   Subdivision: _____ Parcel Number: 1642800150
4. PROJECT STREET ADDRESS: 69 Lewis Blvd., St. Augustine, FL 32084
5. SPECIFIC PROPOSED USE: Restaurant
6. ACTION REQUESTED:
   - ☐ Conservation Zone Development
   - ☐ Appeal of Staff Determination
   - ☐ Exception
   - ☐ Land Use Plan Amendment
   - ☐ Variance
   - ☒ Rezoning
   - ☐ Other: _____
7. DESCRIPTION OF ACTION REQUESTED: Rezone to RGO
   Requesting parking variance. There are currently 50 car parking spots, 6 motorcycle parking spots, and 10 transient boat slips.
   Request that the boat slips be used in calculation for needed parking spots as many patrons will be arriving by boat. Also, most of the live aboard patrons in the marina will be patrons of the restaurant.
   Increase number of seats from approved 150 to actual number of seats on premises, 210.
   Approval to build a dock/deck within Conservation Overlay Zones 1&2
8. JUSTIFICATION FOR ACTION REQUESTED: Property is currently in a defunct PUD status
   This proposed rezoning would bring it back to an active zoning designation of RGO.
   The restaurant previously operated with over 200 seats, but only approved for 150.
   Build additional dock/deck (plans included) requires rezoning
   New signage request requires rezoning of 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
Limited on uplands - adjacent to marsh

(b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: Inherited the building with more than 150 seats. Previous BTR approved for 150 seats

(c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: Existed before I leased property

(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: Granting the variance will allow applicant to restore restaurant to serve the public with great quality food in a first class facility which showcases the natural beauty of St. Augustine. Also brings property up to code and back to an active zoning classification

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 5-4-26

Signature of Property Owner — Date 5-4-26

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.

Rich McCann For RB63, Inc.
Print name of applicant

Signature of applicant

5-4-22
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 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: 69 Lewis Blvd

Applicant's Name: Richard E. McGee Applicant's Signature:

Owner's Name: Roby Campbell 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

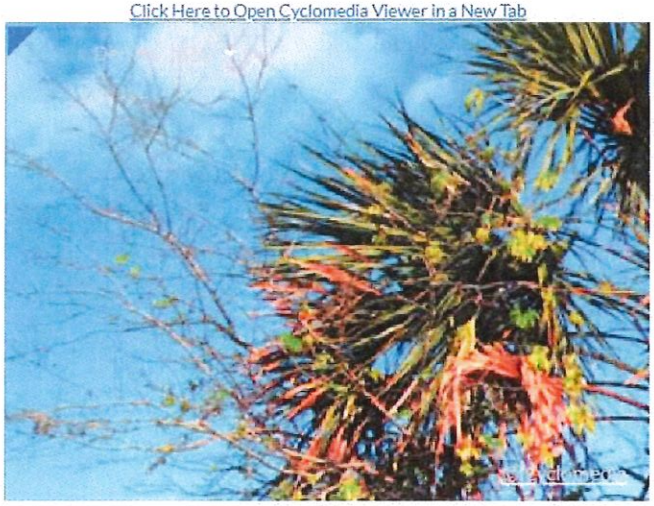
2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	1642800150
Location	69 LEWIS BLVD
Address	SAINT AUGUSTINE 32084-0000
Neighborhood	US-1 South to Wildwood Dr (COM) (647.5)
Tax Description*	15 MARSH LAND LYING E OF LEWIS BLVD IN WILDWOOK PARK & S OF WORLEY SUB TO WATERS OF ST SEBASTIAN RIVER (EX N525FT) OR372/88 & 1193/1457 &3745/913(Q/C) *The Description above is not to be used on legal documents.
Property Use Code	Restaurants & Cafeterias (2100)
Subdivision	N/A
Sec/Twp/Rng	37-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	9.300
Homestead	N

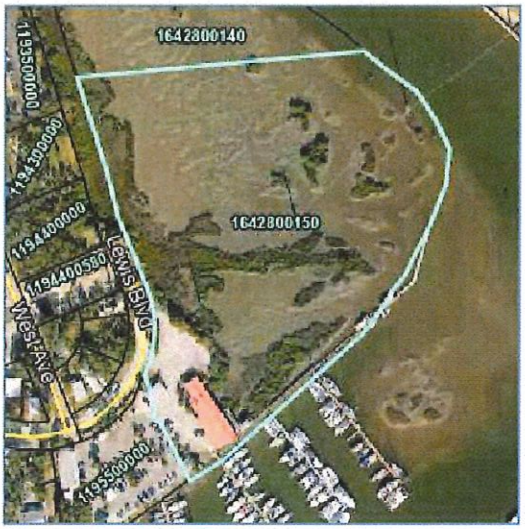
Click Here to Open Cyclomedia Viewer in a New Tab



Owner Information

SAN SEBASTIAN MARINE INC
100%
65 LEWIS BLVD
SAINT AUGUSTINE, FL 32084-4251

Map



Valuation Information

Assessed Year	2026
Building Value	$436,607.00
Extra Features Value	$158,279.00
Total Land Value	$1,021,530.00
Agricultural (Assessed) Value	$0.00
Agricultural (Market) Value	$0.00
Just Market	$1,616,416.00
Total Deferred	$420,099.00
Assessed Value	$1,196,317.00
Total Exemptions	
Taxable Value	$1,196,317.00

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

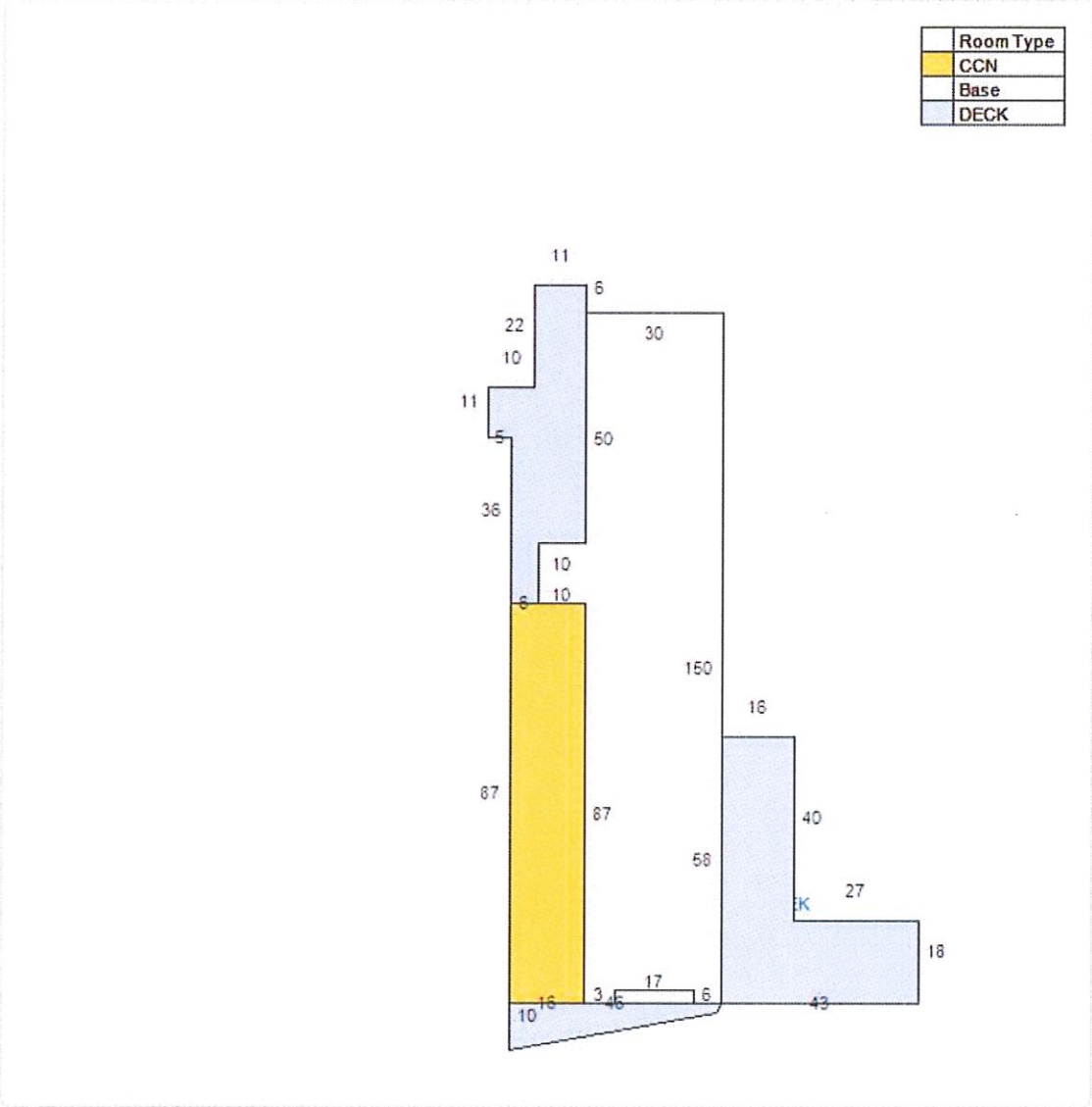
Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	$447,028	$168,631	$919,600	$0
2024	$358,418	$177,980	$919,600	$0
2023	$277,176	$93,357	$868,635	$0
2022	$239,839	$60,739	$579,772	$0
2021	$217,474	$60,800	$579,772	$0
2020	$224,379	$60,860	$579,772	$0
2019	$233,258	$40,685	$579,772	$0
2018	$240,221	$40,746	$579,772	$0
2017	$247,184	$40,807	$579,772	$0
2016	$101,509	$9,453	$579,772	$0
2015	$101,509	$9,453	$579,772	$0

Building Information

Building	1	Roof Cover	Modular Metal
Building Value	$436,607	Roof Structure	Wood Truss
Year Built	1920	Interior Flooring	
Actual Area	8575	Interior Wall	Wall Board
Conditioned Area	4579	Heating Type	Air Duct
Use	Restaurants & Cafeterias	Air Conditioning	Central
Style	05	Bedrooms	
Exterior Wall	Wood	Baths	

Description	Square Footage
FINISHED DECK	919
BASE AREA	4579
FINISHED CANOPY	1392
FINISHED DECK	1414
FINISHED DECK	271
Total SqFt	8575

Sketch Information



Extra Feature Information

Code Description	Status	Value
Handicap Ramp (COM)		2106
Concrete Paving - Under 8" (COM)		88279
Pool House (Mix)		4463
Wood Fence - 6' and Above (COM)		387
Boat Dock - Average (Mix)		63044

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Restaurants & Cafeterias	0	0	50965	SF	$1,019,300
Marshes & Tidal Lands	0	0	8.92	AC	$2,230

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
6/13/2013	6/11/2013	$100.00	QUIT CLAIM DEED	3745	913	U	I	DOUGLAS DONALD C	SAN SEBASTIAN MARINE INC
	8/28/1996	$285,000.00	WARRANTY DEED	1193	1457	Q	V	EVANS JAMES R JR	SAN SEBASTIAN MARINE INC
	1/1/1979	$0.00		435	182	Q	V		EVANS JAMES R JR
	1/1/1978	$100,000.00		372	88	Q	V		

No data available for the following modules: Sales Questionnaire Form, Exemption 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.

Contact Us

Developed by SCHNEIDER GEOSPATIAL

User Privacy Policy | GDPR Privacy Notice

Last Data Upload: 5/7/2026, 3:02:10 AM

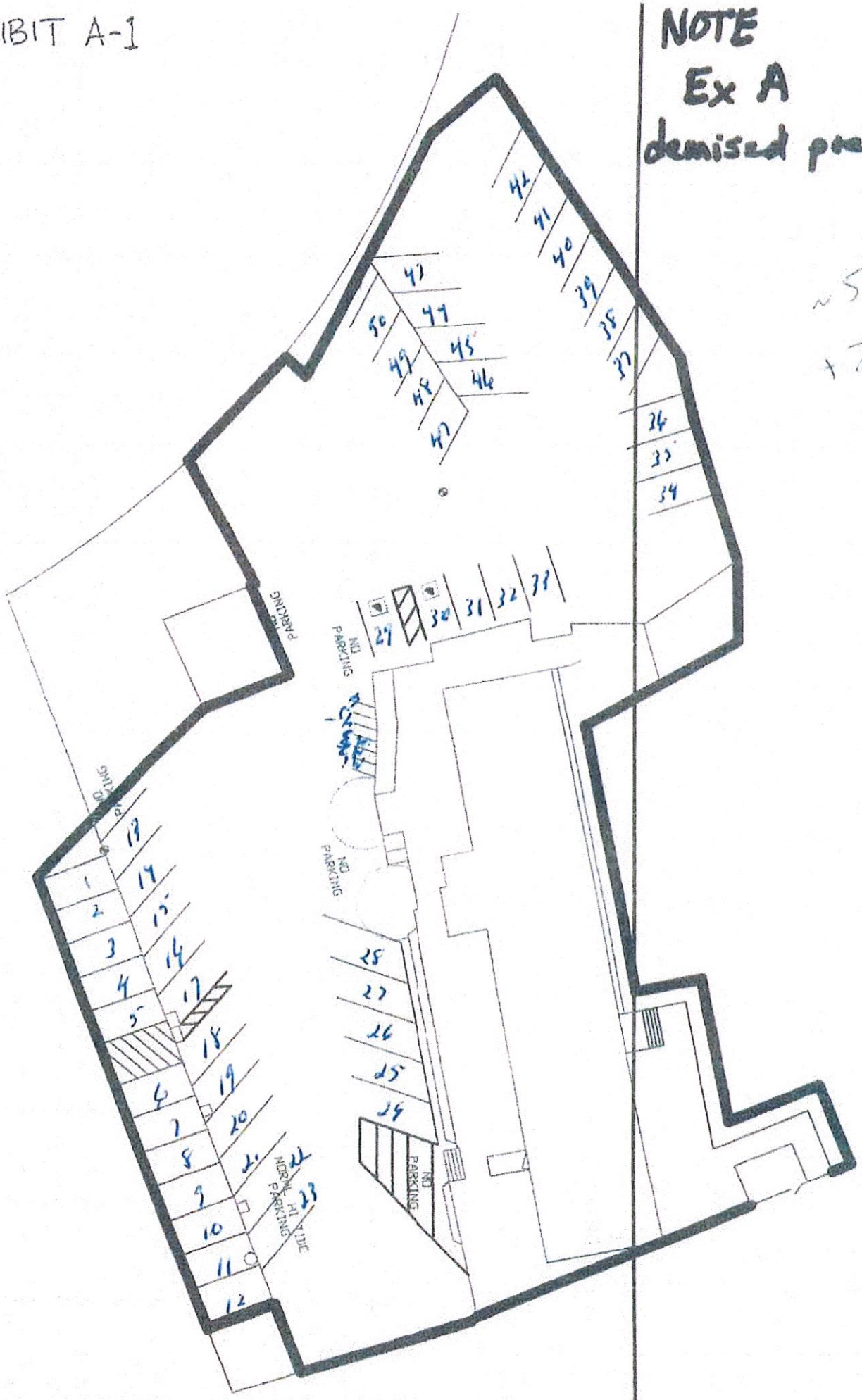
Attachment 4:

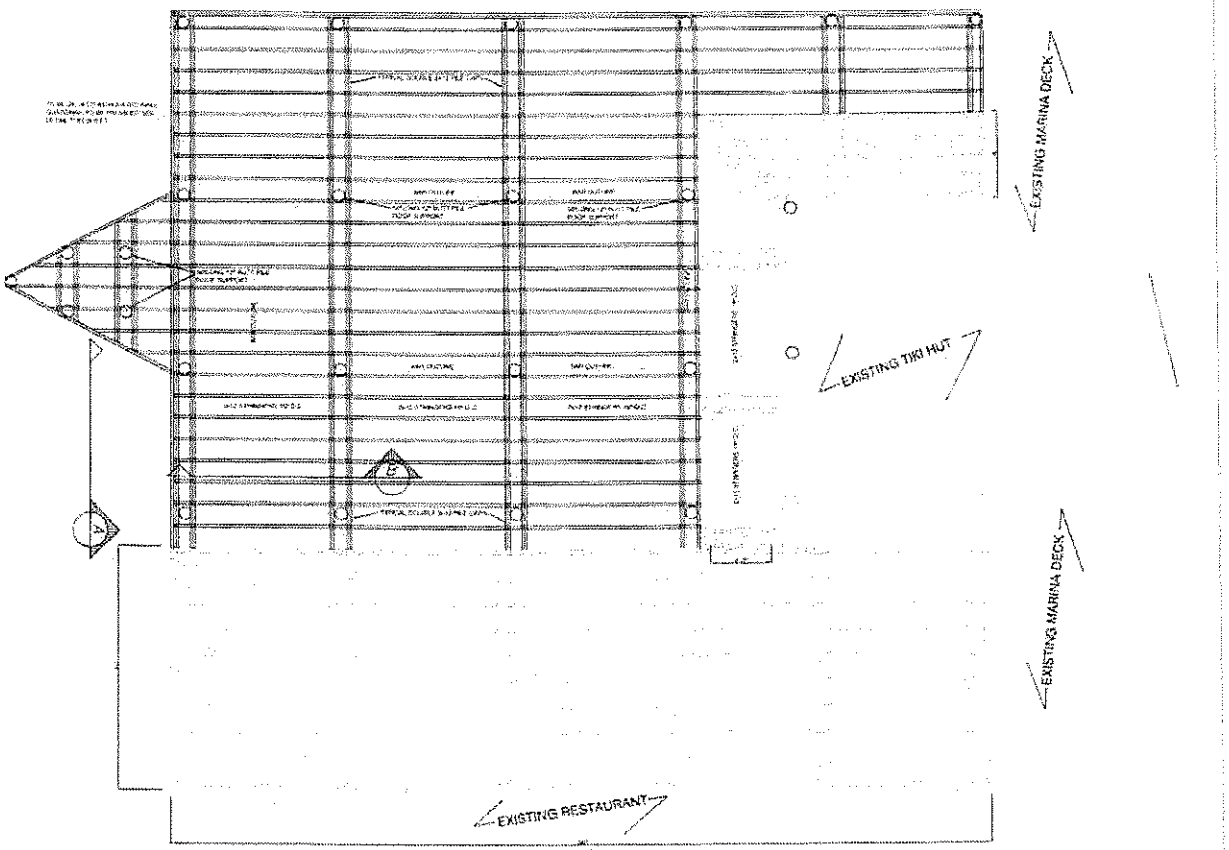
Supplemental Information

EXHIBIT A-1

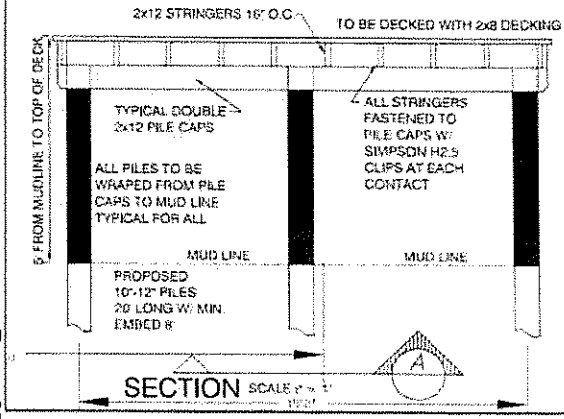
NOTE
Ex A
demised premesis

~50 +/-
+2 handic
spots

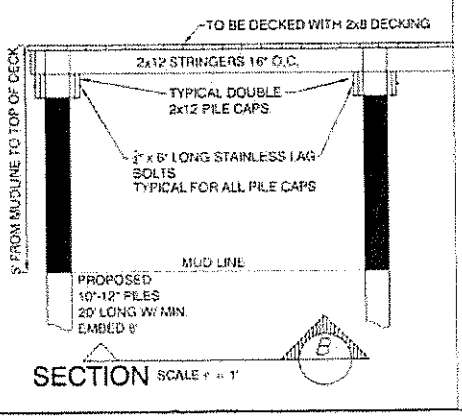




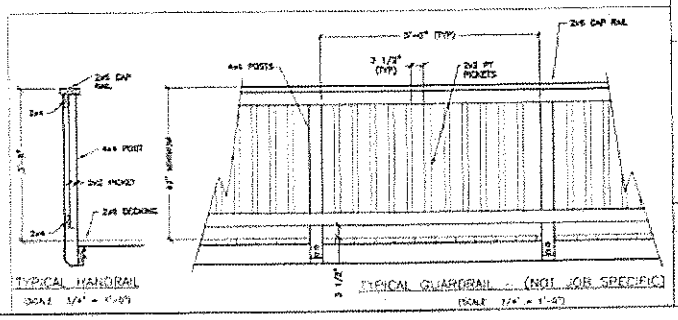
PLAN VIEW SCALE 1" = 1'



SECTION SCALE 1" = 1'



SECTION SCALE 1" = 1'



TYPICAL HANDRAIL SCALE 3/4" = 1'-0"

TYPICAL GUARDRAIL (NOT JOB SPECIFIC) SCALE 3/4" = 1'-0"

RGM ENGINEERING, INC.
95 LEWIS BLVD
ST. AUGUSTINE, FLORIDA 32084
904-814-7833

Date
Revisions

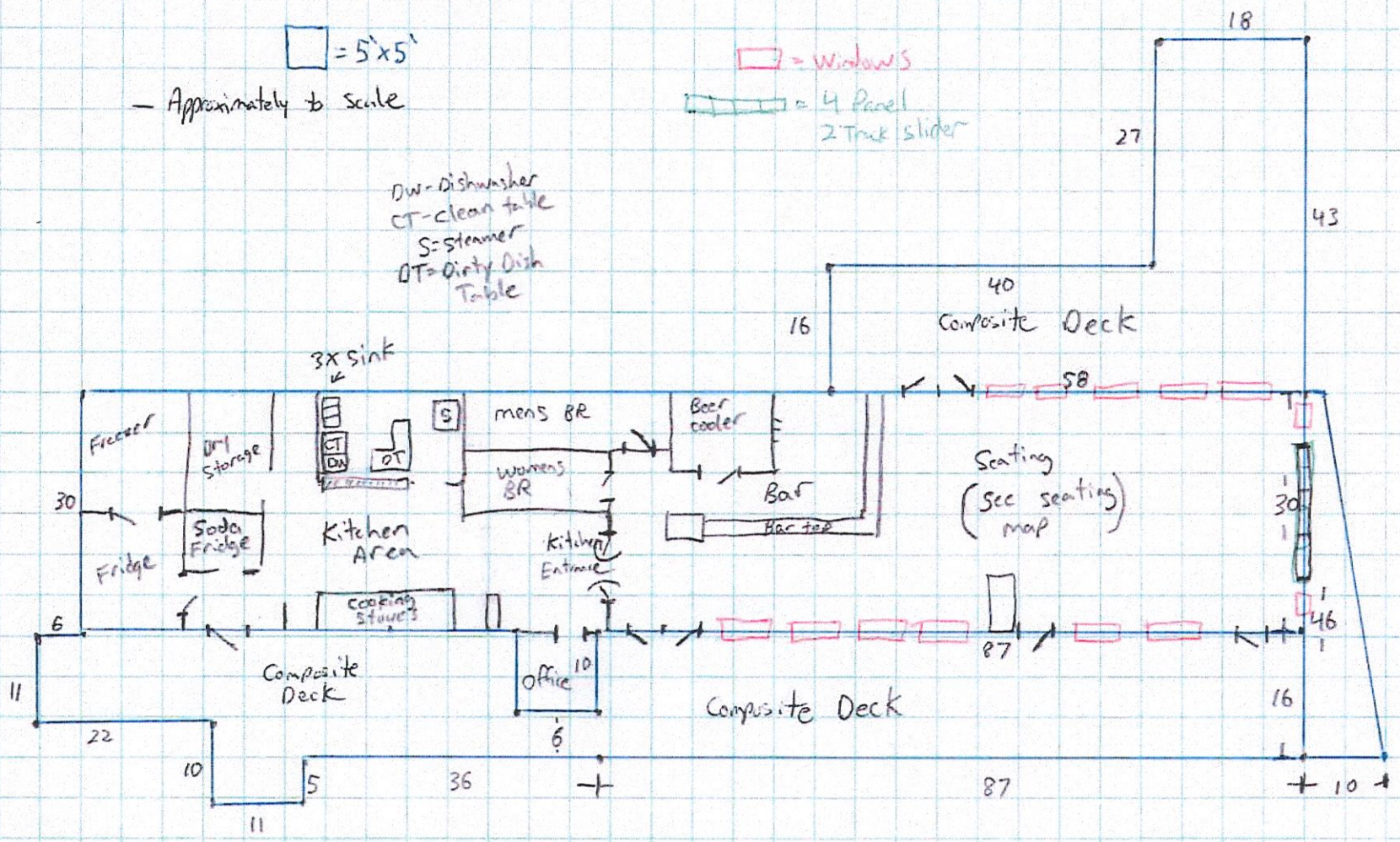
2 CREEKS DOCKSIDE DECK ADDITION

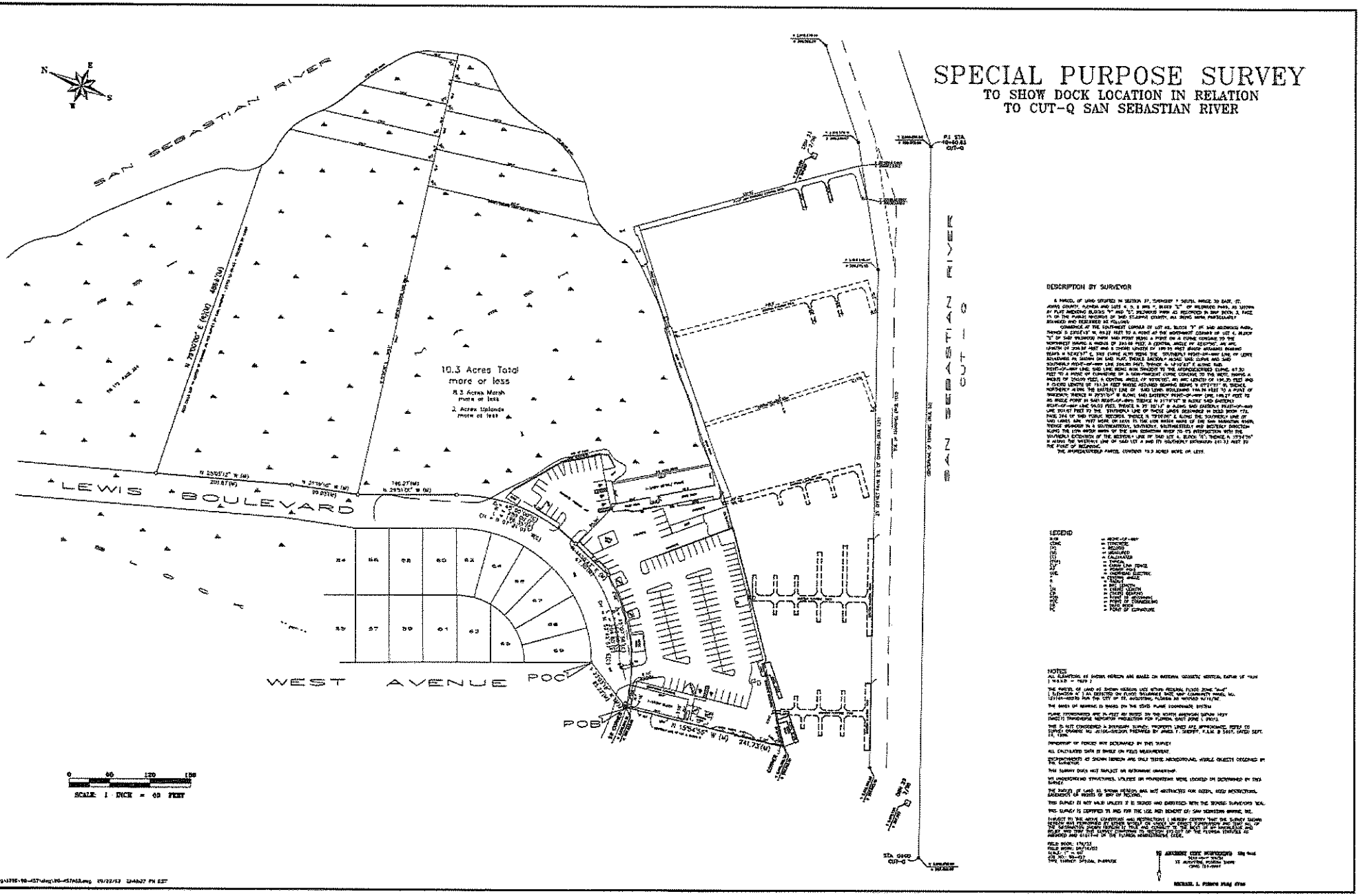
DECK PLAN

2-16-26

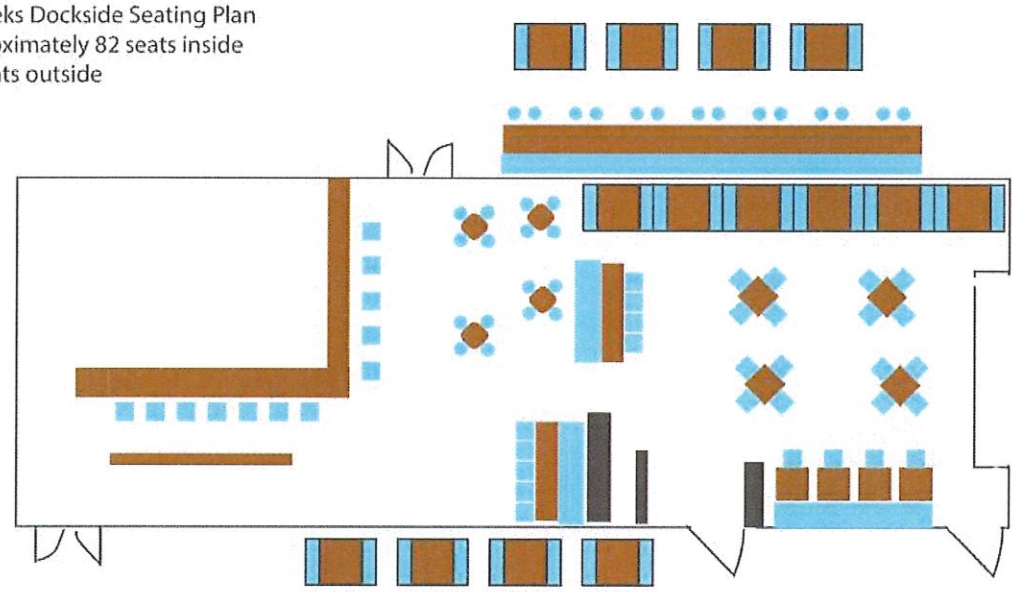
S-1

2 Creeks Dockside




SPECIAL PURPOSE SURVEY
TO SHOW DOCK LOCATION IN RELATION
TO CUT-Q SAN SEBASTIAN RIVER
SAN SEBASTIAN RIVER
10.3 Acres Total
more or less
8.3 Acres Marsh
more or less
2 Acres Uplands
more or less
LEWIS BOULEVARD
WEST AVENUE
POC
POB
SAN SEBASTIAN RIVER
CUT-Q
DESCRIPTION BY SURVEYOR
LEGEND
NOTES
SCALE: 1 INCH = 60 FEET

2 Creeks Dockside Seating Plan
Approximately 82 seats inside
68 seats outside



CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: July 16, 2026

RE: Ordinance 2026-17 – Amending the Future Land Use Designation of Approximately 0.51 acres at 18 and 20 Spring Street from Residential Low Density to Residential Medium Density – Second Reading and Public Hearing

The property at 18 and 20 Spring Street is approximately 0.51 acres. The property was used as a church from 1988 to 2024. The property is proposed to be sold to the Habitat for Humanity St. Johns County, Inc for their office use. The surrounding area is generally low-density residential development.

The city's Future Land Use Map (FLUM) identifies Residential Low Density as the current land use category for the property. The request is to change the existing land use on the property to Residential Medium Density with an Asterisk limitation on the future land use map limiting the development to a business office for the applicant Habitat for Humanity St. Johns County, Inc for its operations only as described for the use by exception and does not run with the land.

In the event the property is no longer used for the purposes proffered by the applicant at the public hearing and described in the applicant's legal memorandum, attached to the ordinance as Exhibit "A", and therefore is no longer in the public interest, the property's future land use map designation will revert back to the FLUM designation it held prior to this amendment.

A companion application to rezone the property to Residential General-One (RG-1) including the specific limitation for the office for the Habitat for Humanity St. Johns County, Inc and is consistent with the proposed land use category has also been submitted.

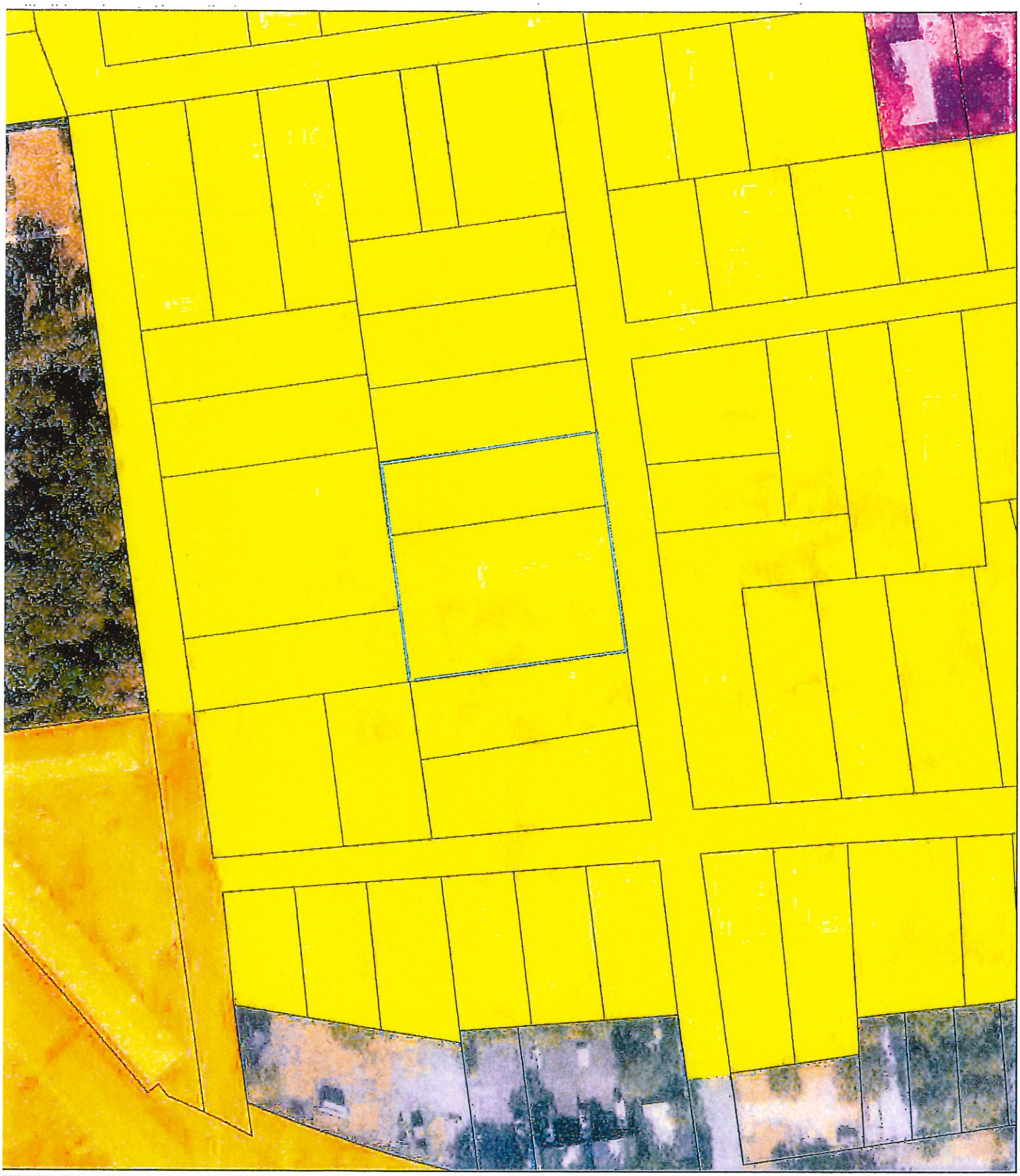
On June 2, 2026, the Planning and Zoning Board (PZB) made a positive recommendation to amend the future land use of this property as noted above. On June 22, 2026 the City Commission passed this ordinance on First Reading.

Attached you will find the Ordinance, a map illustrating the existing future land use, and the packet of information regarding this application and the compatible rezoning provided to the PZB.

Please place Ordinance 2026-17 on the City Commission July 27, 2026, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance.

If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director
Planning and Building Department



Future Land Use

City of St. Augustine

18 & 20 Spring St.

Legend

- Commercial Low Intensity
- Industrial
- Residential Low Density
- Residential Medium Density
- Parcel

Scale: 1:1,000

N W E S

0 30 60 120 Feet

CITY OF ST AUGUSTINE. EST. 1565 NATION'S OLDEST CITY

Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of section 166.041(4), Florida Statutes. If one or more boxes are checked below under "Applicable Exemptions", this indicates that the City has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by section 166.041(4), Florida Statute will be provided in the "Business Impact Estimate" section below.

Proposed Ordinance Title/Reference:

Ordinance No.

ORDINANCE NO. 2026-17

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 0.51 ACRES; LOCATED AT 18 AND 20 SPRING STREET AS PORTIONS OF GREENO TRACT A RESUBDIVISION OF RAVENS IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 0.51 ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL LOW DENSITY TO RESIDENTIAL MEDIUM DENSITY INCLUDING A FUTURE LAND USE MAP AMENDMENT (FLUM) ASTERISK LIMITING THE DEVELOPMENT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
  - ☐ Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243, Florida Statutes;
  - ☑ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  - ☐ Sections 190.005 and 190.046, relating to statutory Community Development Districts;
  - ☐ Section 553.73, relating to the Florida Building Code; or
  - ☐ Section 633.202, relating to the Florida Fire Prevention Code.

Note: The City's provision of information in the Business Impact Estimate section below, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions above shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Section 166.041(4), Florida Statute, Sec. 166.0411, Fla. Stat., or any other relevant provision of law.

Business Impact Estimate:

1. **Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

This ordinance is a land use plan amendment initiated by the property owner.

2. **An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St. Augustine, if any:**
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None

3. **Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

None

4. **Additional information the governing body determines may be useful (if any):**

This ordinance is a land use plan amendment initiated by the property owner.

Ordinance 2026-17

ORDINANCE NO. 2026-17

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA AMENDING THE FUTURE LAND USE MAP (FLUM) DESIGNATION OF A TOTAL OF APPROXIMATELY 0.51 ACRES; LOCATED AT 18 AND 20 SPRING STREET AS PORTIONS OF GREENO TRACT A RESUBDIVISION OF RAVENS IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; CHANGING APPROXIMATELY 0.51 ACRES OF PROPERTY FROM ITS CURRENT LAND USE DESIGNATION OF RESIDENTIAL LOW DENSITY TO RESIDENTIAL MEDIUM DENSITY INCLUDING A FUTURE LAND USE MAP AMENDMENT (FLUM) ASTERISK LIMITING THE DEVELOPMENT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that a parcel or parcels of property containing a total of approximately 0.51 acres of land, located at 18 and 20 Spring Street as portions of Greeno Tract a Resubdivision of Ravens in the City of St. Augustine more fully described herein, that approximately 0.51 acres of the Future Land Use Map (FLUM) designation should be amended from City of St. Augustine Residential Low Density to City Residential Medium Density with a future land use map amendment (FLUM) asterisk limiting the development to a business office for the applicant Habitat for Humanity St. Johns County, Inc for its operations only as described for the use by exception and does not run with the land.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. Amending Comprehensive Plan, Future Land Use Map. The following described property, containing approximately 0.51 acres in total commonly known as 18 and 20 Spring Street as portions of Greeno Tract a Resubdivision of Ravens; and identified on the Future Land Use Map (FLUM) of City of St. Augustine as Residential Low Density, is hereby amended to the city classification of Residential Medium Density with a future land use map amendment (FLUM) asterisk limiting the development to a business office for the applicant Habitat for Humanity St. Johns County, Inc for its operations only as described for the use by exception and does not run with the land. This property is more fully described below. In the event the property is no longer used for the purposes proffered by the applicant at the public hearing and described in the applicant's legal memorandum, attached as Exhibit "A", and therefore is no longer in the public interest, the property's future land use map designation will revert back to the FLUM designation it held prior to this amendment.

Section 2. Legal Description of Property. The following described property commonly known as 18 and 20 Spring Street with Parcel ID #103940-0000, and Parcel ID #103910-0010 within the City of St. Augustine, Florida:

18 Spring Street
(18) & (20) Greeno Tract S100 ft of N300 ft of Lot 11
BLK 6 OR185/209
PARCEL ID 103940-0000

20 Spring Street
(15-1) Greeno Tract S50 ft of N200 ft of Lot 11 BLK 6
OR862/1995
PARCEL ID 103910-0010

HERETO AND MADE A PART HEREOF.

Section 3. Authorization. The City Planning and Building Director is hereby authorized and directed to amend the Future Land Use Map (FLUM) of the City's Comprehensive Plan for the City of St. Augustine, Florida to reflect the FLUM amendments of the above-described land.

Section 4. Repeal of Conflicting Ordinances and Provisions of Comprehensive Plan. All ordinances or parts of ordinances in conflict herewith are hereby repealed. The remaining portions of said Comprehensive Plan for the City of St. Augustine, Florida and any associated ordinances which are not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 5. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 6. Effective Date. This ordinance shall be effective thirty-one (31) days after adoption or, if challenged within thirty (30) days after adoption, effective upon issuance of a final order by the State Bureau of Comprehensive Planning or the Administration Commission.

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2026.

ATTEST: _____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

Exhibit "A"

UPCHURCH BAILEY AND UPCHURCH
A FISHER TOUSEY FIRM
ATTORNEYS AT LAW

780 North Ponce de Leon Boulevard
St. Augustine, Florida 32084
www.UBULaw.com
Telephone (904) 829-9066
Facsimile (904) 825-4862

June 8, 2026

VIA EMAIL DELIVERY
ilopez@citystaug.com

Isabelle C. Lopez, Esq
City Attorney
City of St. Augustine
Post Office Box 210
St. Augustine, Florida 32085-210

Re: Applicant: Habitat for Humanity for St. Johns County, Inc.
Owner: St. Luke Alpha and Omega Pentecostal Church of Florida, Inc.
18 and 20 Spring Street
Land Use Plan Amendment, Rezoning & Special Use by Exception

Dear Ms. Lopez:

I write to follow up on our discussions at and following the June 2, 2026, Planning and Zoning Board (PZB) consideration of the above-noted item. As you know, Habitat has the property at 18 and 20 Spring Street under contract. We are looking to move Habitat's office from the current location, which is on School Board land across the street from the Gaines Alternative School, and which we share with the St. Johns Food Pantry and Gaines parent pick-up. The associate pastor of the longtime former church on the Spring Street site approached our Executive Director, Melinda Everson, asking if we wanted to purchase the property. The St. Luke Alpha and Omega Pentecostal Church built the church building on-site, which the church used from 1988 through 2024.

You and I previously spoke at length about the steps required to accommodate our faith-based non-profit's office. Habitat intends to use the same envelope, with no external modifications except signage and whatever code requirements may exist. (parking, ADA, etc.).

We initially discussed whether the City might consider application of the Religious Land Use and Institutional Persons Act (RLUIPA). You believed that would open Pandora's Box. While Habitat is a fifty-year established faith-based non-profit, you feared who next might assert RLUIPA.

I determined that the most conservative, least intrusive land use and zoning step would require: (1) Small Scale Future Land Use Map Amendment under s. 163.3187, Fla. Stat., from Residential Low Density to Residential Medium Density; (2) implementing rezoning from Residential Single Family-Two (RS-2) to Residential General-One (RG-1); and (3) zoning exception to authorize a business office. The staff report seemingly agreed

that is the least intensive increase that the City could authorize to accommodate the Habitat office use there.

The Planning and Zoning Board members expressed concern about the potential "island" of a more intensive use than the surrounding RLD/RG-1, albeit that their concern was more about successors.

We provided testimony that Habitat has a relatively small number of employees, who serve a small number of clients in-person. The vast majority of Habitat's clients use our on-line services. The general consensus seemed to be the scale of Habitat's use within the existing church building was consistent with the intensity and density of the neighborhood.

After discussion, Habitat proffered limiting the use to Habitat. We note:

The PZB unanimously voted for the FLUM amendment, rezoning, and special exception, all with the limitation of use to Habitat.

1. S. 163.3187(1)(b), Fla. Stat., authorizes site specific text changes accompanying the small scale FLUM amendment. This statute authorizes a "text note" or "asterisk" that limits the FLUM amendment, and implementing development orders (including the rezoning and the exception)[1].

2. *Walberg v. Metropolitan Dade County*, 296 So.2d 509 (Fla. 3d DCA 1974), is the most-cited case finding that a landowner's self-imposed condition proffered at the public hearing on a zoning application constitutes permissible conditional zoning where the condition is in the public interest.

3. As you know, your code, and the general law of special exceptions and zoning special use permits, provide that such authorizations are appropriate for uses that are consistent with the surrounding area if reasonably limited in number and subject to reasonable conditions. *See, e.g., Cap's-on-the-Water, Inc. v. St. Johns County,* 814 So.2d 507 (Fla. 5th DCA 2003) (same).

Sincerely,

Sidney F. Ansbacher

Sidney F. Ansbacher

SFA/cs

[1] As we discussed, s. 163.3215, Fla. Stat., requires all such development orders to be consistent with the comprehensive land use plan.

Planning and Zoning Board (PZB)

June 2, 2026, Staff Report

Planning and Zoning Board

Planning Division Staff Report
Planning and Building Department

Public Hearing Date	Agenda Item	Application Number
June 2, 2026	8.a	PZB2026-0053
Request	**Address**	**Parcel ID**
Land Use Plan Amendment, Rezoning, and Use by Exception	18 Spring Street	103940-0000
	20 Spring Street	103910-0010

Site & Background Information

Applicant:	Habitat for Humanity of St. Johns County, Inc.
Owner:	St. Luke Alpha and Omega Pentecostal Church of Florida, Inc.
Property Class: (St. Johns County Property Appraiser)	7100 - Churches 2815 – Parking Lots (Owner Occupied)
Future Land Use Designation:	Residential Low Density
Zoning Designation:	Residential Single-Family-Two: RS-2
Acreage:	.51
Neighborhood:	Ravenswood
Archaeological Zone:	N/A

Request Summary

This application is a request to recommend an amendment to the city's Future Land Use Map to amend the future land use designation from Residential Low Density to Residential Medium Density and a request to recommend a rezoning from Residential Single-Family-Two (RS-2) to Residential General One (RG-1) to the City Commission and a use by exception for a business office in RG-1 zoning at 18 and 20 Spring Street.

Positive recommendations and approvals of the requests noted above by the PZB would allow the applicant to move forward and seek final approvals from the City of St. Augustine City Commission for the future land use amendment and rezoning.

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

Goal, Policy, or Objective
Future Land Use Element
Existing Future Land Use
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.
Requested Future Land Use
FLUE Policy 6.4.4 Residential Medium Density This district is intended to apply to those neighborhoods designated for single and multiple family dwellings and uses, as well as those nonresidential uses compatible and complementary with medium density residential uses, so as to create and maintain a diverse medium intensity residential character. A maximum of thirty percent (30%) of the Residential Medium Density land use designation shall be allocated for nonresidential uses. Nonresidential uses shall be limited to low intensity commercial, public and institutional uses including schools consistent with the Public Schools Facilities Element, recreation and Open Land (Conservation), as appropriate. For Residential Uses a maximum of 16 units per acre; public and institutional uses are limited to the density and intensity of the most restrictive adjacent land use.

Goal, Policy, or Objective
Future Land Use Element
FLUE Goal 8 Preserving Sense of Place The City will promote its historic urban character, preserve its unique residential neighborhoods, and support adjacent, compact commercial areas, as well as, protect its natural, environmentally sensitive marsh and riverine environs, and significant tree canopy to preserve its sense of place that promotes the city's authentic character. The planning goals related to preserving a sense of place for the City are to: • Preserve the small town urban character while promoting a balance of economic activity; • Prevent urban sprawl by encouraging compatible infill and redevelopment within the city limits; • Provide continued opportunity for diverse forms of residential and commercial projects; • Create a preservation program that protects the historic Town Plan and promotes responsible tourism; • Provide protection of natural resources and ecological systems; • Reduce automobile trips in and through the downtown by promoting the City's mobility plan and alternative forms of transportation that work to protect the environment, reduce congestion, provide residents with a higher quality of life, and, neighborhoods with greater livability, and promote local businesses; • Provide a variety of housing types to support residents of diverse ages, incomes, family sizes, and lifestyles; • Create predictability and efficiency in planning and in the provision of infrastructure; • Recognize and preserve the historic skyline; • Balance livability and economic pressures; and • Proactively recognize increasing threats of sea level rise on the City's character and livability

Request for a Positive Recommendation of Land Use Plan Map Amendment and Rezoning

Based on Sec. 28-30 of the City's Code, the land use plan and land use map established by the comprehensive plan may also be amended and the zoning atlas may from time to time be revised by the rezoning of land as provided in this section. [LINK TO CODE SECTION]

Proposals to amend the city's zoning atlas shall be submitted in writing, accompanied by all pertinent information which may be required for proper consideration of the matter. The PZB is required to review these types of requests and provide a report and recommendations to the city commission. At a minimum, the PZB shall show that they studied and considered:

1. The need and justification for the change,
   The current use of the property is a church which is an allowable use by exception in the current RS-2 zoning district. The applicant would like to change the use from a church to a business office of a faith based nonprofit. The current zoning and future land use do not allow a business office. The proposed zoning category would allow a business office as a use by exception.

2. The relationship of the proposed amendment and rezoning to the city's general planning program and such comprehensive plans, and
Surrounding properties within 300 feet of the 18 and 20 Spring are predominately designated RS-2 zoning and Residential Low Density future land. Southwest of the property is a multi-family use on North Whitney Street which is zoned RG-1 with a Future Land Use of Residential Medium Density. The St. Johns County Property Appraiser reports the surrounding uses are predominately single-family residential with three multi-family uses, a cemetery and several vacant lots within a 300 feet area of the subject property. The applicant's request for the use of a faith based nonprofit office is a similar use to the previous use as a church. However, it is not allowed by the current zoning designation of RS-2. The applicant is minimizing the intensity of change in their rezoning request by requesting a zoning category of Residential General-One that allows their requested use only by a use by exception. Residential General-One is the next step up in intensity in zoning categories. This request, however, would be an island within the current zoning and future land use designations.

3. Consistency with the comprehensive plan.
Residential Medium Density future land use is intended to apply to those neighborhoods designated for single and multiple family dwellings and uses, as well as those nonresidential uses compatible and complementary with medium density residential uses, so as to create and maintain a diverse medium intensity residential character. The proposed changes in Future Land Use would allow a modest increase in density and intensity. The proposed Future Land Use and zoning changes would seem more compatible if contiguous to the CL-1 commercial corridor along Masters and Palmer Streets or another similar zoning and Future Land Use designation in the Ravenswood neighborhood.

Below is a table comparing the RG-1 zoning district, the requested zoning designation of this application, and the RS-2 zoning district, the current zoning designation of the subject property.

18 and 20 Spring Street	
RS-2	**RG-1**
Permitted Uses	
Permitted uses and structures: - Single-family dwellings - home-based business.	*Permitted uses and structures*: - Single-family dwellings. - Multiple-family dwellings. - Housing for the elderly. - Roominghouses and boardinghouses. - Tourist homes and bed and breakfast inns. - Neighborhood recreational facility. - Accessory apartments. - Home-based business.
Permissible Uses by Exception	
Permissible uses by exception: See section 28-347	*Permissible uses by exception*:

18 and 20 Spring Street	
RS-2	**RG-1**
In addition to the permissible uses by exception listed in the schedule of district regulations, (article III), the following uses shall be permissible by exception in the districts indicated; and, unless specific provision is made otherwise in the grant of exception, such uses, whether permitted or permissible by exception, shall conform to all supplementary regulations listed under such use: - Home occupations and home office, private - Day nurseries - Parking lots - Railroads - Schools - Churches - Bar, cocktail lounge, saloon, tavern and /or restaurant in connection with hotel or motel. - Special Event Venue - Mobile food dispensing vehicle	- See section 28-347, special event venue as per section 28-347(8) only allowed as an accessory use to a principal use. - Hospitals and medical clinics, medical and dental offices, and intermediate care facilities. - Professional offices, such as accountant, architect, attorney, engineer, land surveyor, optometrist and similar uses. - Business offices, such as real estate broker, insurance agent, stockbroker, manufacturer's agent and similar uses. - Radio or television broadcasting office. - Marinas, including food service incident to operation of a marina. - Hotels and motels with or without kitchenettes (maximum thirty (30) units). - Restaurants and/or bars in connection with hotels or motels, with a maximum of three (3) seats per hotel or motel unit. - Hair salons, barbershops, interior decorators, photographic and art studios, and dance and music studios. - Mobile food dispensing vehicle as per section 28-347(9).
Minimum lot requirements (width and area)	
Single-family dwellings: - Minimum lot width, fifty (50) feet. - Minimum lot area, one-eight acre (5,450 square feet).	*Nonresidential uses:* - Minimum lot width, fifty (50) feet. - Minimum lot area, five thousand four hundred fifty (5,450) square feet.
Minimum yard setback requirements	
Residential uses: - Front, fifteen (15) feet. - Side, ten (10) feet. - Rear, ten (10) feet.	*Nonresidential uses:* - Front, fifteen (15) feet. - Side, ten (10) feet. - Rear, ten (10) feet.
Maximum lot coverage by all buildings	
Thirty (30) percent.	Fifty (50) percent.

18 and 20 Spring Street	
RS-2	**RG-1**
Maximum height of structures	
Thirty-five (35) feet.	Thirty-five (35) feet.

Use by Exception for a Business Office

The applicant is also requesting a Use by Exception for a Business Office. The granting of this approval would allow the applicant to open the office for Habitat for Humanity of St. Johns County at 18 and 20 Spring Street. This Use by Exception could only be given on the condition of securing the requested Future Land Use and Zoning changes.

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

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

Exception means a use that would not be appropriate generally or without restriction throughout the zoning district but which, if controlled as to number, area, location or relation to the neighborhood would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare. Such uses may be permitted in such zoning district as exceptions, if specific provision for such exception is made in the district regulations of this chapter.

Sec. 28-29. - Zoning exceptions, variances and appeals. [LINK TO SECTION]

(a) Zoning exceptions:
  (1) In general. In the granting of zoning exceptions, the planning and zoning board may provide such conditions and safeguards as may be appropriate of this chapter (see section 28-2, Exception).
  (2) Written applications. All applications for an exception under this chapter shall be in writing in such form as may be prescribed by the board.
  (3) Public hearing. Unless a longer time shall be agreed upon by the applicant and the board in the particular case, a public hearing shall be held by the board to consider any application for a zoning exception within not more than thirty (30) days from the date of filing of the completed application. Notice of public hearing shall be made as provided in section 28-59(a) and (b), and any party shall be heard in person or by agent or attorney.
  (4) Violations of exceptions. The violation of the terms of an exception, including any conditions and safeguards which may be made a part thereof, shall be deemed a violation of this chapter and punishable as provided in this chapter.

The proposed use is similar to the previous use of a church and may be similar in intensity and traffic generation.

The requested use is the business office of a faith-based nonprofit that provide houses for low income residents and would be considered to promote the health, safety, welfare, morals, and general welfare of the neighborhood. Staff recommend approval with conditions if the Board were to give a positive recommendation of the Future Land Use amendment and zoning change.

Staff Recommendation

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 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 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.

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.

Use by Exception:

Based on a review of Sec. 28-29 staff find 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.

Attachments

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

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

18 & 20 Spring St.

Legend

- Commercial Low Intensity
- Industrial
- Residential Low Density
- Residential Medium Density
- Parcel

Scale: 1:1,000

N W E S

0 30 60 120 Feet

Zoning Map

City of St. Augustine

18 & 20 Spring St

Legend

- Residential Single-Family-Two (RS-2)
- Residential General-One (RG-1)
- Commercial Low-One (CL-1)
- Industrial and Warehousing (IW)
- Parcel

Scale: 1:1,000

N
W E
S

0 35 70 140 Feet

Flood Zone & Ground Elevation Contours (ft. NAVD88)

City of St. Augustine

18 & 20 Spring St

Legend

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

Scale: 1:1,000

N W E S

0 25 50 100 Feet

St Johns County Property Appraiser
Use Classification
City of St. Augustine
18 & 20 Spring St

Legend

Parcel

Scale: 1:1,000

N W E S

0 30 60 120 Feet

18 & 20 Spring 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: Habitat for Humanity of St. Johns County, Inc.
   Address: 7 Hopkins Street City: St. Augustine State: Florida Zip: 32084
2. NAME OF PROPERTY OWNER: St. Luke Alpha and Omega Pentecostal Church of Florida, Inc.
   Address: 18 Spring Street City: St. Augustine State: Florida Zip: 32084
3. LEGAL DESCRIPTION OF PROJECT PROPERTY: See Exhibit A
   Lot:_____ Block:_____
   Subdivision:_____ Parcel Number:_____
4. PROJECT STREET ADDRESS: 18 and 20 Spring Street, St. Augustine, Florida 32084
5. SPECIFIC PROPOSED USE: Convert church property to faith-based nonprofit office
6. ACTION REQUESTED:
   - ☐ Conservation Zone Development
   - ☒ Exception
   - ☐ Variance
   - ☐ Appeal of Staff Determination
   - ☒ Land Use Plan Amendment
   - ☒ Rezoning
   - ☐ Other: _____
7. DESCRIPTION OF ACTION REQUESTED: FLUM from Residential Low Density to Residential Medium Density; Rezoning from RS-2 to RG-1 and Special Exception for faith-based nonprofit office
8. JUSTIFICATION FOR ACTION REQUESTED: Maintain existing church structure, and convert from church to faith-based nonprofit office

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 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 4-7-26 Date

Signature of Property Owner Date

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:_____

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

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_____
Signature of Applicant Date

The Alpha and Omega Pentecostal Church of America Inc. Paul Gross 04/15/2026 01:07 PM
Signature of Property Owner Date

04/18/2019

Electronically Signed using eSignOnline™ [Session ID : 91214c21-0991-4dc2-9974-8338e1fffbe]

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.

HABITAT FOR HUMANITY OF ST. JOHNS COUNTY, INC.

By: _____
Signature of applicant

Malinda Everson
Print name of applicant

Its: Executive Director

4.7.26
Date

ST AUGUSTINE
ESTD. 1565

Owner's Authorization for Agent

Sidney F. Ansbacher, Esq. is/are hereby authorized TO ACT ON BEHALF St. Luke Alpha & Omega Pentacostal Church. Inc., 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:

20 Spring Street, St. Augustine, Florida 32084

ST. LUKE ALHA AND OMEGA PENTECOSTAL CHURCH OF FLORIDA, INC.

BY: Paul Gross
Signature of Owner

PAUL GROSS
Print Name of Owner

Title: Overseer

410 - 746 - 5870
Telephone Number

State of Maryland

County of Baltimore

Signed and sworn before me on this 17th day of April, 2026

By Dorothy C. Brown-Dorsey

Identification verified:

Oath sworn: ✓ Yes ___ No

Notary Signature: Dorothy Brown-Dorsey

My Commission expires: April 25 2029

Rev:022117

ST AUGUSTINE

Owner's Authorization for Agent

Sidney F. Ansbacher, Esq. is/are hereby authorized TO ACT ON BEHALF Alpha and Omega Pentecostal Church of America, Inc., 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:

18 Spring Street, St. Augustine, Florida 32084

ST. LUKE ALHA AND OMEGA PENTECOSTAL CHURCH OF FLORIDA, INC.

BY: Paul Gross
Signature of Owner

PAUL GROSS
Print Name of Owner

Title: Overseer

410-746-5870
Telephone Number

State of Maryland

County of Baltimore

Signed and sworn before me on this 17th day of April, 2024

By Dorothy C. Bliven-Dorsey

Identification verified:

Oath sworn: ✓ Yes ____ No

Notary Signature: Dorothy C Bliven-Dorsey

My Commission expires: April 25, 2029

Rev:022117

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: 18 & 20 Spring Street, St. Augustine, FL 32084

Applicant's Name: Melinda Everson Executive Director, Habitat for Humanity of St. John's County Applicant's Signature: _____

Owner's Name: The Alpha and Omega Pentecostal Church of [illegible] Owner's Signature: The Alpha and Omega Pentecostal Church of [illegible]

Electronically Signed using eSignOnline™ | Session ID : b0ba5015-cbc1-4475-9fca-a1cc3fcbbf29 |

90 17757 O.R. 862 PG 1995

4825

THIS WARRANTY DEED Made the 13th day of July A.D. 1990 by

EDWIN R. BROWN, a married man conveying his separate non homestead property

hereinafter called the grantor, to

ST. LUKE ALPHA & OMEGA PENTACOSTAL CHURCH, INC.

whose postoffice address is ~~19 Spring St.~~ PO Box 1767
St. Augustine, Florida ~~32084~~ 32085

herein called the grantee:
(wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal respresentatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the grantor, for and in consideration of the sum of $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:

In New Augustine, commencing at a point on the West side of Spring St. (Avenue), 250 feet South of the Southwest corner of John Street and Spring St. (Avenue), running thence Southerly on the West side of Spring St. (Avenue) 50 feet; thence Westerly parallel to John Street 150 feet; thence Northerly parallel to Spring St. (Avenue) 50 feet; thence Easterly parallel to John Street 150 feet to the West side of Spring St. (Avenue) and the point of beginning.

Subject to Reservations, restrictions and easements held by the State of Florida as recorded in Deed Book 181, page 363 of the public records of St. Johns County, Florida.

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, 1989.

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

Edwin R. Brown LS
EDWIN R. BROWN

Carol A Layane
Witness

_____ LS

Documentary Tax Pd. $ 27.50

$ ~~—~~ Intangible Tax Pd.

Carl "Bud" Marshall, Clerk St. Johns County By: _____ D.C.

State of Florida
County of St. Johns

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgements, personally appeared

EDWIN R. BROWN

to me known to be the person described in who executed the foregoing instrument and they acknowledged before me that they executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this 13 day of July, A.D. 1990.

Carol A. Lagasse'
Notary Public
My commission expires:

(Notary Seal)

Notary Public
State of Florida at Large
My Commission Expires April 17, 1992

This instrument prepared by:

Carol A. Lagasse'
Estate Title and Guaranty Inc.
71 Carrera Street
St. Augustine, Florida 32084
as necessary incident to the fulfillment of conditions set forth in a Title Insurance Binder issued by Estate Title and Guaranty, Inc.

RECORDED AND RECORDED IN PUBLIC RECORDS OF ST. JOHNS COUNTY, FLA.
90 JUL 17 PM 3:23
CLERK OF CIRCUIT COURT

FORM 102 Florida WARRANTY DEED—(Statutory Form)

OFF REC 185 PAGE 209

TUTHILL, REGISTERED U.S. PAT. OFFICE
Tuttle Law Print, Publishers, Rutland, Vt.

This Indenture,

71 379

Wherever used herein, the term "party" shall include the heirs, personal representatives, successors and/or assigns of the respective parties hereto; the use of the singular number shall include the plural, and the plural the singular; the use of any gender shall include all genders; and, if used, the term "note" shall include all the notes herein described if more than one

Made this 21st *day of* December *A. D.* 1970

Between, BEN PERKINS and RACHEL PERKINS, his wife,

of the County of St. Johns *in the State of* Florida
party of the first part, and ALPHA AND OMEGA PENTECOSTAL CHURCH OF AMERICA, INC., whose mailing address is: 22 Evergreen Street, St. Augustine, Florida 32084,

of the County of St. Johns *in the State of* Florida
party of the second part,

Witnesseth, *that the said party of the first part, for and in consideration of the sum of* $10.00 and other good and valuable considerations ~~Dollars~~ *to him in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said party of the second part forever, the following described land, situate, lying and being in the County of* St. Johns *, State of Florida, to wit:*

A parcel of Land in St. Augustine, St. Johns County, Florida, more fully described as follows:

Commencing at the intersection of the South Line of John Street with the West line of Spring Street as indicated on Map of New Augustine, dated June, 1918, on file in the public records of said County; thence Southerly, on said West Line of Spring Street, 300 feet to the point of beginning at the Northeast corner of the herein described Parcel of Land; thence continuing Southerly, on said West Line of Spring Street, 50 feet; thence Westerly, perpendicular from said West Line of Spring Street, 150 feet; thence Northerly, parallel with said West Line of Spring Street, 50 feet; thence Easterly, perpendicular to said West Line of Spring Street and on the South Line of that Land described in Deed recorded in Official Records Book 143, page 15, of said public records, 150 feet to the point of beginning.

The above described land is also described as:

The North 50 feet of the South 165 feet of the North 365 feet of Lot 11, Block 6, GREENO TRACT, St. Johns County, Florida.

Subject to reservation of mineral rights in Deed from Trustees of the Internal Improvement Fund recorded in Deed Book 156, Page 187.

STATE OF FLORIDA DOCUMENTARY STAMP TAX 2.40 ST. JOHNS COUNTY

And the said party of the first part does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, *the said party of the first part has hereunto set his hand and seal the day and year first above written.*

Signed, Sealed and Delivered in Our Presence:

Willard Howatt
Shirley J. Cook

Ben Perkins
Rachel Perkins

This instrument was prepared by:
WILLARD HOWATT
HOWATT AND BENNETT
115 Cordova Street
St. Augustine, Florida

STATE OF FLORIDA DOCUMENTARY SURTAX $1.10 JAN 28 1971

State of Florida

County of ST. JOHNS

OFF REC 185 PAGE 210

I Hereby Certify That on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments,
BEN PERKINS and RACHEL PERKINS, his wife,

to me well known and known to me to be the individuals described in and who executed the foregoing deed, and they acknowledged before me that they executed the same freely and voluntarily for the purposes therein expressed.
Witness my hand and official seal at St. Augustine
County of St. Johns, and State of Florida, this 21st day of December, A. D. 1970.

Shirley J. Cook

My Commission Expires June 27, 1971. Notary Public, State of Florida at Large.

SHIRLEY J. COOK NOTARY PUBLIC

FILED AND RECORDED IN PUBLIC RECORDS OF ST. JOHNS COUNTY, FLA.
JAN 25 11 22 AM '71
CLERK CIRCUIT COURT

Wurtzbaugh Abstract

Date

ABSTRACT OF DESCRIPTION

TO

James W. Baker
Rt. 1, Box 156 A 7
Elkton, Fla.

Rudy 6 00
ES 2 00
ST 1 10

VERIFIED BY MB

FILED
92 MAY 21 PM 12:08
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ARTICLES OF INCORPORATION

OF

HABITAT FOR HUMANITY OF
ST. AUGUSTINE/ST. JOHNS COUNTY, INC.

We, the undersigned, with other persons being desirous of forming a nonprofit corporation, under the provisions of Chapter 617, Florida Statutes, do agree to the following:

ARTICLE I

The name of this Corporation is HABITAT FOR HUMANITY OF ST. AUGUSTINE/ST. JOHNS COUNTY, INC. The address of the principal office and mailing address of this Corporation shall be 32 Sevilla Street, St. Augustine, Florida 32084.

ARTICLE II

1. The general purposes of the Corporation are as follows:

a. To witness to and implement the Gospel of Jesus Christ in Florida and throughout the United States and the world by working with economically disadvantaged people to help them to create a better human habitat in which to live and work;

b. To cooperate with other charitable organizations, through grants and otherwise, which are working to develop a better human habitat for economically disadvantaged people;

c. To communicate the Gospel of Jesus Christ by means of the spoken and written word;

d. To receive, maintain, and accept as assets of the Corporation, any property, whether real, personal or mixed, by way of gift, bequest, devise or purchase from any person, firm, trust or corporation, to be held, administered and disposed of exclusively for charitable, religious, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, and in accordance with and pursuant to the provisions of these Articles of Incorporation; but no gift, bequest, devise or purchase of any such property shall be received or made and accepted if it is conditioned or limited in such manner as shall require the disposition of income or principal to any organization other than a "charitable organization" or for any purposes other than "charitable purposes" which would jeopardize the status of the Corporation as an entity exempt from federal income tax pursuant to the relevant provisions of the Internal Revenue Code, as amended; and

e. To exclusively promote and carry on any other religious, charitable or educational purposes and activities for which corporations may be organized and operated under the relevant provisions of the Internal Revenue Code, as amended, and under the Florida Nonprofit Corporation Act.

2. Anything contained in these Articles of Incorporation to the contrary notwithstanding, the Corporation shall not carry on or otherwise engage in any activities not permitted to be carried on or engaged in by (i) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; (ii) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; or (iii) a corporation organized and existing under the Florida Nonprofit Corporation Code.

ARTICLE III

The members of the Board of Directors shall be the members of the Corporation during their respective terms of office.

ARTICLE IV

The name and address of the incorporators of these Articles are:

Henry L. Twine
163 Palmo Street
St. Augustine, Fl. 32084

Larry Clark
2740 Loja Street
St. Augustine, Fl. 32084

Sam Schlegel
5 Flamingo Dr.
P.O. Box 4320
St. Augustine, Fl. 32085

Greg Kaminsky
362 Armas Avenue
St. Augustine, Fl. 32095

John P. Foster
6459 Santina Way
St. Augustine, Fl. 32095

Susie Russell
18 Franciscan Way
St. Augustine, Fl. 32084

Kathy McLean
35 Cincinnati Avenue
St. Augustine, Fl. 32084

Bill Irwin
50 Dolphin Drive
St. Augustine, Fl. 32084

Susan Maass
134 Lobelia Road
St. Augustine, Fl. 32086

John A. Hunter
32 Sevilla Street
St. Augustine, Fl. 32084

Nicolle Bauer
17 Aviles Drive
St. Augustine, Fl. 32095

Bob Robertson
610 Old Beach Road
St. Augustine, FL. 32084

Deltra Long
65 Osceola Road
P.O. Box 5266
St. Augustine, Fl. 32085

Rudolph B. Hadley, Sr.
P.O. Box 1274
5718 Rudolph Avenue
St. Augustine, Fl. 32085

ARTICLE V

The Corporation is to exist perpetually.

ARTICLE VI

The business of this Corporation shall be managed by the Board of Directors. This Corporation shall have fourteen (14) directors initially. The number of directors may be increased or decreased from time to time by the By-Laws, but shall never be less than three (3).

The Board of Directors shall be appointed and hold office in accordance with the By-Laws.

The names and addresses of the persons who are to serve as directors for the ensuing year, or until the first annual meeting of the Corporation are:

Henry L. Twine
163 Palmo Street
St. Augustine, Fl. 32084

Larry Clark
2740 Loja Street
St. Augustine, Fl. 32084

Sam Schlegel
5 Flamingo Dr.
P.O. Box 4320
St. Augustine, Fl. 32085

Greg Kaminsky
362 Armas Avenue
St. Augustine, Fl. 32095

John P. Foster
6459 Santina Way
St. Augustine, Fl. 32095

Susie Russell
18 Franciscan Way
St. Augustine, Fl. 32084

John A. Hunter
32 Sevilla Street
St. Augustine, Fl. 32084

Kathy McLean
35 Cincinnati Avenue
St. Augustine, Fl. 32084

Bill Irwin
50 Dolphin Drive
St. Augustine, Fl. 32084

Bob Robertson
610 Old Beach Road
St. Augustine, FL. 32084

Susan Maass
134 Lobelia Road
St. Augustine, Fl. 32086

Deltra Long
65 Osceola Road
P.O. Box 5266
St. Augustine, Fl. 32085

Rudolph B. Hadley, Sr.
P.O. Box 1274
5718 Rudolph Avenue
St. Augustine, Fl. 32085

Nicolle Bauer
17 Aviles Drive
St. Augustine, Fl. 32095

The street address of the initial registered office of this Corporation shall be 32 Sevilla Street, St. Augustine, Florida 32084, and the name of the initial registered agent of the Corporation at that address is John A. Hunter.

ARTICLE VII

In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Corporation shall operate exclusively as a non-profit organization for the purposes set forth in Article II above. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles of Incorporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislations, and the Corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE VIII

In the event of the dissolution and liquidation of this Corporation, to the extent allowed or permitted under applicable laws, the property and assets of the Corporation shall be, as determined by the board of directors, distributed to or sold and the proceeds of such sale distributed to: (i) Habitat for Humanity International, Inc., a Georgia Nonprofit Corporation and a Corporation exempt form taxation under Section 501(c)(3) of the Internal Revenue Code, as amended; or, (ii) any other organization(s) organized and

operating for the same purposes for which the Corporation is organized and operating or any organization(s), foundation)(s), fund(s), or corporation(s) organized and operating exclusively for religious, charitable, scientific, educational or other purposes permitted by Section 501(c)(3) of the Internal Revenue Code, as amended, all of which such organization(s), foundation(s) fund(s) or corporation(s) shall be exempt under Section 501(c)(3) of the Internal Revenue Code, as amended. In the event that any assets are not disposed of in accordance with the provisions of these Articles of Incorporation or that the Corporation shall fail to act within a reasonable time in the manner provided in these Articles of Incorporation, the Court of St. Johns County, Florida, shall, upon application of one or more persons having a real interest in the Corporation or its assets, make such distributions as provided in these Articles of Incorporation.

ARTICLE IX

The Board of Directors of this Corporation shall adopt By-Laws not inconsistent with these Articles of Incorporation for the conduct of the Corporation's business and the carrying out of its purposes. The By-Laws may be amended, altered or rescinded in whole or in part, from time to time, by a two-thirds (2/3) vote of the members of the Board of Directors present at a meeting at which a quorum is present, provided, however, that if the meeting is other than

the annual meeting of the Board of Directors, ten (10) days' notice in writing of the time, place and purpose of such meeting shall be given to each director unless such notice shall be waived in writing.

IN WITNESS WHEREOF, the undersigned subscribing incorporators, have hereunto set their hands and seals on this 4th day of May, A. D., 1992.

Henry L. Twine

Larry Clark

Sam Schlegel

Greg Kaminsky

Susie Russell

John P. Foster

Kathy McLean

Bill Irwin

Susan Maass

Deltra Long

Rudolph B. Hadley, Sr.

Nicolle Bauer

John A. Hunter

Bob Robertson

ACKNOWLEDGMENT OF REGISTERED AGENT:

Having been named to accept service of process for the above stated Corporation, at the place designated in this certificate, I hereby accept to act in this capacity, and

agree to comply with the provisions of said Act relative to keeping open said office.

John A. Hunter

FILED
92 MAY 21 PM 12:08
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this 4th day of May, A. D., 1992, by John A. Hunter, who is personally known to me or who has produced Driver License as identification and who did take an oath.

Notary Public, State of Florida at Large.
My Commission Expires: _____

STATE OF FLORIDA
COUNTY OF ST. JOHNS

HENRY L. TWINE
MY COMMISSION # CC 102282
EXPIRES: March 31, 1995.
Bonded Thru Notary Public Underwriters

The foregoing instrument was acknowledged before me this 4th day of May, A. D., 1992, by Henry L. Twine, Larry Clark, Sam Schlegel, Greg Kaminsky, Susie Russell, John P. Foster, Kathy McLean, Bill Irwin, Susan Maass, Deltra Long, Rudolph B. Hadley, Sr., Nicolle Bauer, John A. Hunter and Bob Robertson who are personally known to me or who have produced Driver License as identification and who did take an oath.

Notary Public, State of Florida at Large.
My Commission Expires: _____

HENRY L. TWINE
MY COMMISSION # CC 102282
EXPIRES: March 31, 1995
Bonded Thru Notary Public Underwriters

State of Florida

Department of State

I certify that the attached is a true and correct copy of the Articles of Incorporation of HABITAT FOR HUMANITY OF ST. AUGUSTINE/ST. JOHNS COUNTY, INC., a corporation organized under the Laws of the State of Florida, filed on May 21, 1992, as shown by the records of this office.

The document number of this corporation is N49047.

Given under my hand and the Great Seal of the State of Florida, at Tallahassee, the Capital, this the 22nd day of May, 1992.

Jim Smith
Secretary of State

CR2EO22 (2-91)

N25000019047

Florida Department of State

Division of Corporations

Electronic Filing Cover Sheet

Note: Please print this page and use it as a cover sheet. Type the fax audit number (shown below) on the top and bottom of all pages of the document.

(((H25000360354 3)))

H25000360354 3ABC

Note: DO NOT hit the REFRESH/RELOAD button on your browser from this page. Doing so will generate another cover sheet.

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To:

Division of Corporations
Fax Number : (850)617-6380

From:

Account Name : FISHER, TOUSEY, LEAS & BALL
Account Number : I19990000021
Phone : (904)356-2600
Fax Number : (904)355-0233

Enter the email address for this business entity to be used for future annual report mailings. Enter only one email address please.

Email Address: meverson@habitatstjohns.org

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COR AMND/RESTATE/CORRECT OR O/D RESIGN

HABITAT FOR HUMANITY OF ST. AUGUSTINE/ST. JOHNS COUNTY

Certificate of Status	0
Certified Copy	0
Page Count	05
Estimated Charge	$35.00

12/10/2025

Electronic Filing Menu Corporate Filing Menu Help

(((H25000360354 3)))

COVER LETTER

TO: Amendment Section
Division of Corporations

NAME OF CORPORATION: HABITAT FOR HUMANITY OF ST. AUGUSTINE/ST. JOHNS COUNTY, INC.

DOCUMENT NUMBER: N49047

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

SIDNEY F. ANSBACHER, ESQ.
(Name of Contact Person)

UPCHURCH, BAILEY AND UPCHURCH
(Firm/ Company)

780 N. PONCE DE LEON BOULEVARD
(Address)

ST. AUGUSTINE, FLORIDA 32084
(City/ State and Zip Code)

meverson@habitatstjohns.org
E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Sidney F. Ansbacher at 904 829-9066
(Name of Contact Person) (Area Code) (Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

- ■ $35 Filing Fee
- ☐ $43.75 Filing Fee & Certificate of Status
- ☐ $43.75 Filing Fee & Certified Copy (Additional copy is enclosed)
- ☐ $52.50 Filing Fee Certificate of Status Certified Copy (Additional Copy is Enclosed)

Mailing Address
Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address
Amendment Section
Division of Corporations
The Centre of Tallahassee
2415 N. Monroe Street, Suite 810
Tallahassee, FL 32303

(((H25000360354 3)))

FILED

2025 DEC 15 PM 12:38

SECRETARY OF STATE
TALLAHASSEE FL

Articles of Amendment
to
Articles of Incorporation
of

HABITAT FOR HUMANITY OF ST. AUGUSTINE/ST. JOHNS COUNTY, INC.

(Name of Corporation as currently filed with the Florida Dept. of State)

N49047

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this ***Florida Not For Profit Corporation*** adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

HABITAT FOR HUMANITY OF ST. JOHNS COUNTY, INC. *The new name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc." "Company" or "Co." may not be used in the name.*

B. Enter new principal office address, if applicable: N/A
(Principal office address MUST BE A STREET ADDRESS)

C. Enter new mailing address, if applicable: N/A
(Mailing address MAY BE A POST OFFICE BOX)

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent: N/A

New Registered Office Address:

(Florida street address)

(City) Florida *(Zip Code)*

New Registered Agent's Signature, if changing Registered Agent:
I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

(((H25000360354 3)))

If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:
(Attach additional sheets, if necessary)
Please note the officer/director title by the first letter of the office title:
P = President; V= Vice President; T= Treasurer; S= Secretary; D= Director; TR= Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.

Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change, Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.

Example:

X Change	PT	John Doe
X Remove	V	Mike Jones
X Add	SV	Sally Smith

Type of Action (Check One)	Title	Name	Address
1) ____ Change	S	Landon Johnson	116 Southwind Circle
____ Add			St. Augustine, FL 32086
x Remove			
2) x Change	S	Lisa Payne	337 Woodridge Lane
____ Add			St. Johns, FL 32084
____ Remove			
3) ____ Change	D	Diane Vespucci	669 Bahia Ct
x Add			St. Augustine, FL 32086
____ Remove			
4) ____ Change	D	Aliyah Meyer	337 Woodridge Ln
x Add			St. Johns, FL 32259
____ Remove			
5) ____ Change			
____ Add			
____ Remove			
6) ____ Change			
____ Add			
____ Remove			

E. **If amending or adding additional Articles, enter change(s) here:**
(attach additional sheets, if necessary). (Be specific)

N/A

(((H25000360354 3)))

The date of each amendment(s) adoption: N/A, if other than the date this document was signed.

Effective date if applicable: N/A
(no more than 90 days after amendment file date)

Note: If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

Adoption of Amendment(s) (CHECK ONE).

The amendment(s) was/were adopted by the members and the number of votes cast for the amendment(s) was/were sufficient for approval.

(((H25000360354 3)))

☑ There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated 10-2-25

Signature _____

(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator – if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

MALINDA EVERSON

(Typed or printed name of person signing)

EXECUTIVE DIRECTOR

(Title of person signing)

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	1039100010
Location Address	20 SPRING ST SAINT AUGUSTINE 32084-0000
Neighborhood	Greeno Tract (COM) (474.01)
Tax Description*	(15-1) GREENO TRACT S50FT OF N200FT OF LOT 11 BLK 6 OR862/1995 *The Description above is not to be used on legal documents.
Property Use Code	Parking Lots (Owner Occupied) (2815)
Subdivision	Greeno Tract - A Resubdivision of Ravens
Sec/Twp/Rng	41-7-29
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	0.170
Homestead	N

Click Here to Open Cyclomedia Viewer in a New Tab

Owner Information

ST LUKE ALPHA OMEGA
100%
18 SPRING ST
SAINT AUGUSTINE, FL 32084-0000

Exemption Information

Exemption Type	Status	Amount
Church/Religious		$19,796

Map

Valuation Information

Assessed Year	2026
Building Value	$0.00
Extra Features Value	$1,740.00
Total Land Value	$60,990.00
Agricultural (Assessed) Value	$0.00
Agricultural (Market) Value	$0.00
Just Market	**$62,730.00**
Total Deferred	$42,934.00
Assessed Value	**$19,796.00**
Total Exemptions	$19,796.00
Taxable Value	**$0.00**

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	$1,856	$60,990	$0
2024	$0	$845	$60,990	$0
2023	$0	$845	$50,022	$0
2022	$0	$1,243	$12,278	$0
2021	$0	$1,243	$12,278	$0
2020	$0	$1,243	$12,278	$0
2019	$0	$1,243	$12,278	$0
2018	$0	$1,243	$12,278	$0
2017	$0	$1,243	$12,278	$0
2016	$0	$1,243	$12,278	$0
2015	$0	$1,243	$12,278	$0

Extra Feature Information

Code Description	Status	Value
Metal Fence - 4' (COM)		1740

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Parking Lots	50	150	50	EF	$60,990

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
	7/1/1990	$0.00		862	1995	U	I		ST LUKE ALPHA OMEGA
	6/1/1982	$0.00		548	424	U	I		
	3/1/1981	$19,500.00		487	507	U	I		

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

Contact Us

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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	1039400000
Location Address	18 SPRING ST SAINT AUGUSTINE 32084-0000
Neighborhood	Greeno Tract (COM) (474.01)
Tax Description*	(18) & (20) GREENO TRACT S100 OF N300 FT OF LOT 11 BLK 6 DB192/509 & OR185/209 *The Description above is not to be used on legal documents.
Property Use Code	Churches (7100)
Subdivision	Greeno Tract - A Resubdivision of Ravens
Sec/Twp/Rng	41-7-29
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	0.340
Homestead	N

Click Here to Open Cyclomedia Viewer in a New Tab

Owner Information

ALPHA & OMEGA PENTECOSTAL CHR
100%
18 SPRING ST
SAINT AUGUSTINE, FL 32084-0000

Exemption Information

Exemption Type	Status	Amount
Church/Religious		$150,114

Map

Valuation Information

Assessed Year	**2026**
Building Value	$94,415.00
Extra Features Value	$3,502.00
Total Land Value	$121,980.00
Agricultural (Assessed) Value	$0.00
Agricultural (Market) Value	$0.00
Just Market	**$219,897.00**
Total Deferred	$69,783.00
Assessed Value	**$150,114.00**
Total Exemptions	$150,114.00
Taxable Value	**$0.00**

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

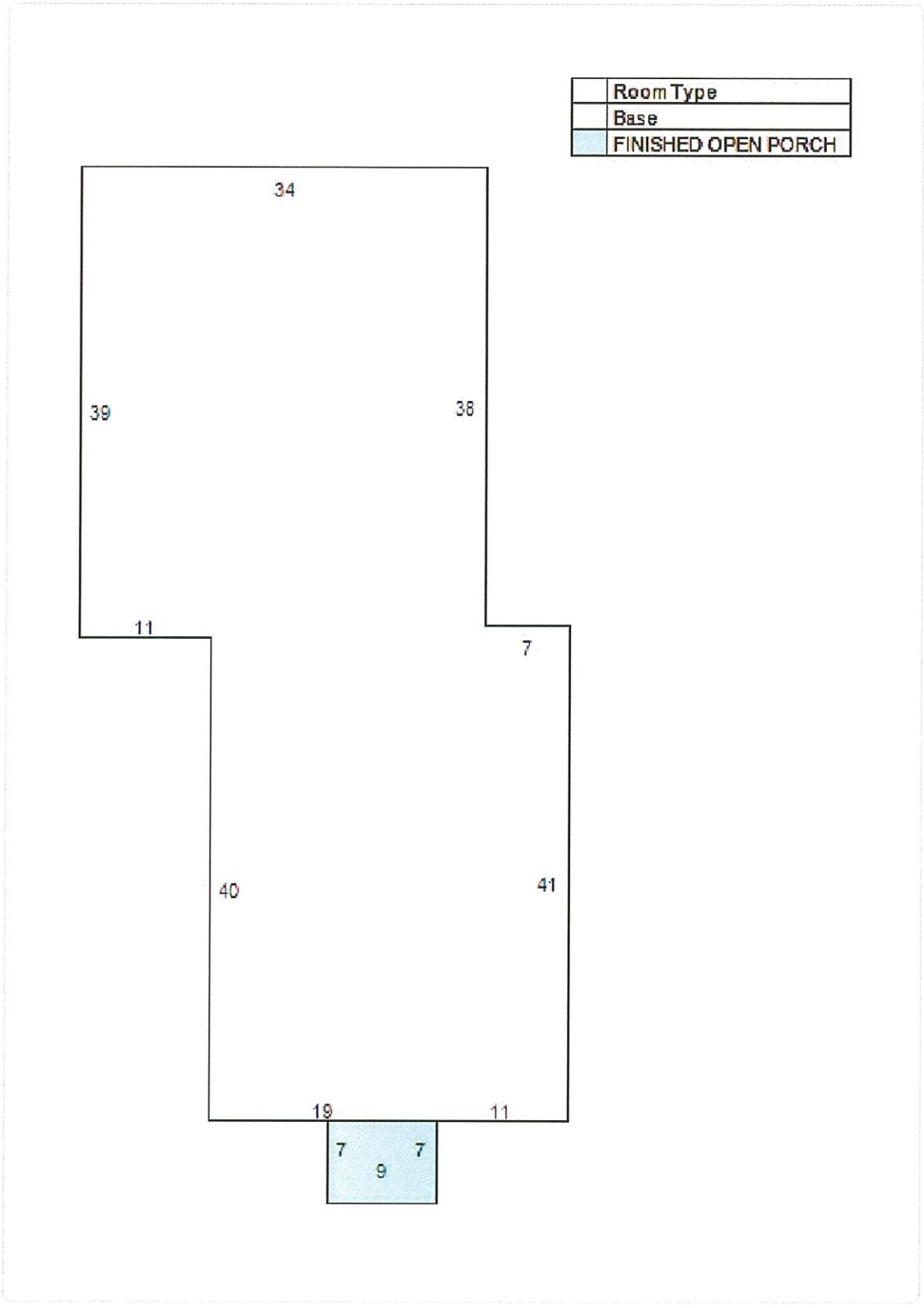
Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	$70,000	$3,752	$121,980	$0
2024	$70,063	$4,002	$121,980	$0
2023	$73,885	$4,252	$35,845	$0
2022	$64,968	$1,717	$35,845	$0
2021	$62,450	$1,717	$35,845	$0
2020	$63,804	$491	$35,845	$0
2019	$77,089	$491	$35,845	$0
2018	$80,759	$491	$35,845	$0
2017	$73,801	$491	$27,285	$0
2016	$70,060	$491	$27,285	$0
2015	$60,585	$491	$24,610	$0

Building Information

Building	1	**Roof Cover**	Metal
Building Value	$94,415	**Roof Structure**	Gable Hip
Year Built	1988	**Interior Flooring**	Carpet, Sheet Vinyl
Actual Area	2596	**Interior Wall**	Drywall
Conditioned Area	2533	**Heating Type**	Air Duct
Use	Churches	**Air Conditioning**	Central
Style	04	**Bedrooms**	
Exterior Wall	Concrete Block	**Baths**	

Description	Square Footage
BASE AREA	2533
FINISHED OPEN PORCH	63
Total SqFt	2596

Sketch Information



Extra Feature Information

Code Description	Status	Value
Metal Fence - 6' (COM)		3502

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Churches	100	150	100	EF	$121,980

No data available for the following modules: Sales Questionnaire Form, Sale 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.

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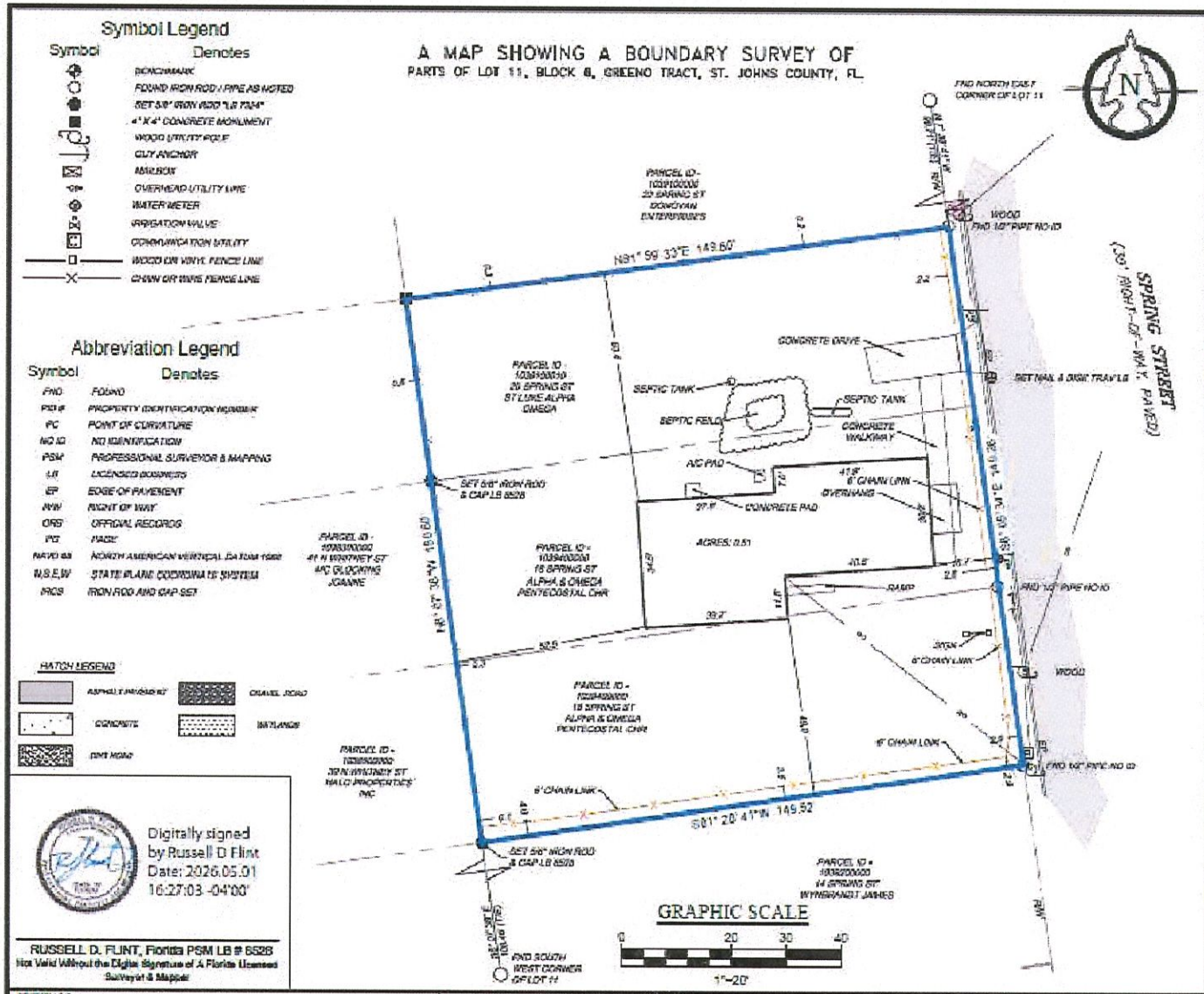
Attachment 4:

Survey

A MAP SHOWING A BOUNDARY SURVEY OF
PARTS OF LOT 11, BLOCK 6, GREENO TRACT, ST. JOHNS COUNTY, FL.



Digitally signed by Russell D Flint
Date: 2026.05.01 16:27:03 -04'00'

RUSSELL D. FLINT, Florida PSM LB # 6528
Not Valid Without the Digital Signature of A Florida Licensed Surveyor & Mapper

DESCRIPTION (ORB 185 Pg 208):

A PARCEL OF LAND IN ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA, MORE FULLY DESCRIBED AS FOLLOWS: COMMENCING AT THE INTERSECTION OF THE SOUTH LINE OF JOHN STREET WITH THE WEST LINE OF SPRING STREET AS INDICATED ON MAP OF NEW AUGUSTINE, DATED JUNE 9'8, ON FILE IN THE PUBLIC RECORDS OF SAID COUNTY, THENCE SOUTHERLY, ON SAID WEST LINE OF SPRING STREET, 308 FEET TO THE POINT OF BEGINNING AT THE NORTHEAST CORNER OF THE HEREIN DESCRIBED PARCEL OF LAND; THENCE CONTINUING SOUTHERLY, ON SAID WEST LINE OF SPRING STREET, 80 FEET; THENCE WESTERLY, PERPENDICULAR FROM SAID WEST LINE OF SPRING STREET, 150 FEET; THENCE NORTHERLY, PARALLEL WITH SAID WEST LINE OF SPRING STREET, 80 FEET; THENCE EASTERLY, PERPENDICULAR TO SAID WEST LINE OF SPRING STREET AND ON THE SOUTH LINE OF THAT LAND DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS BOOK 143, PAGE 13, OF SAID PUBLIC RECORDS, 150 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED LAND IS ALSO DESCRIBED AS:

THE NORTH 80 FEET OF THE SOUTH 165 FEET OF THE NORTH 385 FEET OF LOT 11, BLOCK 6, GREENO TRACT, ST. JOHNS COUNTY, FLORIDA.

DESCRIPTION (ORB 882 PG 1985):

IN NEW AUGUSTINE, COMMENCING AT A POINT ON THE WEST SIDE OF SPRING ST. (AVENUE) 308 FEET SOUTH OF THE SOUTHWEST CORNER OF JOHN STREET AND SPRING ST. (AVENUE), RUNNING THENCE SOUTHERLY ON THE WEST SIDE OF SPRING ST. (AVENUE) 80 FEET; THENCE WESTERLY PARALLEL TO JOHN STREET 150 FEET; THENCE NORTHERLY PARALLEL TO SPRING ST. (AVENUE) 80 FEET; THENCE EASTERLY PARALLEL TO JOHN STREET 150 FEET TO THE WEST SIDE OF SPRING ST. (AVENUE) AND THE POINT OF BEGINNING SUBJECT TO RESERVATIONS, RESTRICTIONS AND EASEMENTS HELD BY THE STATE OF FLORIDA AS RECORDED IN DEED BOOK 187, PAGE 388 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

AS SURVEYED DESCRIPTION

A PARCEL OF LAND IN NEW AUGUSTINE, ST. JOHNS COUNTY, FLORIDA, AND ALSO BEING THE SAME PROPERTY AS DESCRIBED IN OFFICIAL RECORDS BOOK 185 PAGE 208 AND ALSO BOOK 882 PAGE 1985, OF SAID ST. JOHNS COUNTY OFFICIAL RECORDS AND BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE SOUTH LINE OF JOHN STREET WITH THE WEST LINE OF SPRING STREET AS INDICATED ON MAP OF NEW AUGUSTINE, DATED JUNE, 9'8, ON FILE IN THE PUBLIC RECORDS OF SAID COUNTY; THENCE S 91° 59' 34" E, ON SAID WEST LINE OF SPRING STREET, 248.4 FEET TO AN EXISTING ½" IRON PIPE NO ID AND TO THE POINT OF BEGINNING AT THE NORTHEAST CORNER OF THE HEREIN DESCRIBED PARCEL OF LAND; THENCE CONTINUING S 91° 59' 34" E, ON SAID WEST LINE OF SPRING STREET, 149.6 FEET TO AN EXISTING ½" IRON PIPE NO ID AND TO THE POINT OF BEGINNING, CONTAINING 0.51 ACRES MORE OR LESS.

GENERAL NOTES:

1. THE SURVEY MAP OR THE COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAP OR MAPS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
2. THE BEARINGS AND COORDINATES SYSTEM UTILIZED HEREON IS RELATIVE TO THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT, AS DERIVED BY REAL-TIME KINEMATIC GLOBAL POSITIONING SYSTEM (7NTH GPS') SURVEY METHODS USING THE PUBLIC FLORIDA DEPARTMENT OF TRANSPORTATIONS FLORIDA PERMANENT REFERENCE NETWORK (FPRN). THE CORRECTED POSITIONS COMPUTED BY THESE NETWORKS WERE VERIFIED THROUGH A REDUNDANCY OF MEASUREMENTS ON PERMANENT CONTROL ALONG WITH CONSISTENT HORIZONTAL CHECKS TO SECONDARY CONTROL. ALL DISTANCES SHOWN HEREON ARE IN U.S. SURVEY FEET.
3. THE ACCURACY STANDARD USED FOR THE HORIZONTAL CONTROL FOR THIS SURVEY, AS CLASSIFIED IN THE STANDARDS OF PRACTICE (5J-17.051 FAC) THE MINIMUM RELATIVE DISTANCE ACCURACY FOR THIS TYPE OF SURVEY IS 1 FOOT IN 10,000 FEET.
4. THE SUBJECT PROPERTY LIES IN FLOOD ZONE "X", ACCORDING TO THE FLOOD INSURANCE RATE MAP(FIRM), COMMUNITY-PANEL NUMBER 12109C0513J REVISED 12/5/2018 THE SAID FLOOD INSURANCE RATE MAP IS REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
5. ADJOINING PROPERTY INFORMATION WAS OBTAINED FROM ST JOHNS COUNTY PROPERTY APPRAISERS OFFICE
6. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE SEARCH. AS A RESULT THERE MAY BE EASEMENTS OR OTHER RIGHTS THAT A TITLE SEARCH MAY PROVIDE THAT EXIST ON THIS PROPERTY. THIS PROPERTY WAS NOT ABSTRACTED FOR DEEDS, DEED RESTRICTIONS, EASEMENTS OR RIGHTS OF WAY OF RECORD OR NOT OF RECORD.
7. THIS SURVEY DOES NOT INFER OR DETERMINE OWNERSHIP
8. THIS IS A SURFACE SURVEY ONLY. UNDERGROUND IMPROVEMENTS SUCH AS FOOTERS AND UTILITIES, IF ANY, WERE NOT LOCATED, EXCEPT AS SHOWN.

SHEET: 01
OF 01

CERTIFY TO: HABITAT FOR HUMANITY, ST JOHNS

NOTICE OF LIABILITY: THIS SURVEY IS CERTIFIED TO THOSE INDIVIDUALS SHOWN IN TITLE AND CERTIFICATION BLOCKS BELOW AT TIME OF SURVEY. ANY OTHER USE, BENEFIT OR RELIANCE BY ANY OTHER PARTY IS STRICTLY PROHIBITED AND RESTRICTED. SURVEYOR IS RESPONSIBLE ONLY TO THOSE CERTIFIED AND HEREBY DISCLAIMS ANY OTHER LIABILITY AND HEREBY RESTRICTS THE RIGHTS OF ANY OTHER INDIVIDUAL OR FIRM TO USE THIS SURVEY IN ANY MANNER WHATSOEVER, WITHOUT THE WRITTEN CONSENT OF THE SIGNING SURVEYOR.

SURVEYOR'S CERTIFICATE

THE SKETCH OF SURVEY DEPICTED HEREON CONFORMS TO THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN ACCORDANCE WITH CHAPTER 5J-17, PURSUANT TO CHAPTER 472.027 FLORIDA STATUTES, AND WAS DONE UNDER MY SUPERVISION.

TITLE: **BOUNDARY**

PROJECT: 18 SPRING STREET

ADDRESS: 18 SPRING STREET SAINT AUGUSTINE, FL

REV.	DATE	WHO	DESCRIPTION

PROJECT NO:	26-0775
MAP DATE:	04/28/2026
SURVEY DATE:	04/27/2026
CHECKED BY:	RDF
DRAWN BY:	AMW
FIELD WORK:	PAW
P.I.D.:	1039400000 & 1039400016

Flint Surveying & Mapping, Inc.
111 NATURE WALK PKWY #102
ST. JOHNS, FL 32092
PHONE (904) 892-5048
LICENSED BUSINESS FLORIDA CA #7334

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: July 16, 2026

RE: Ordinance 2026-18 – Amending the Zoning Designation of Approximately 0.51 acres at 18 and 20 Spring Street – Second Reading and Public Hearing

The property at 18 and 20 Spring Street is approximately 0.51 acres. The property was used as a church from 1988 to 2024. The property is proposed to be sold to the Habitat for Humanity St. Johns County, Inc for their office use. The surrounding area is generally low-density residential development.

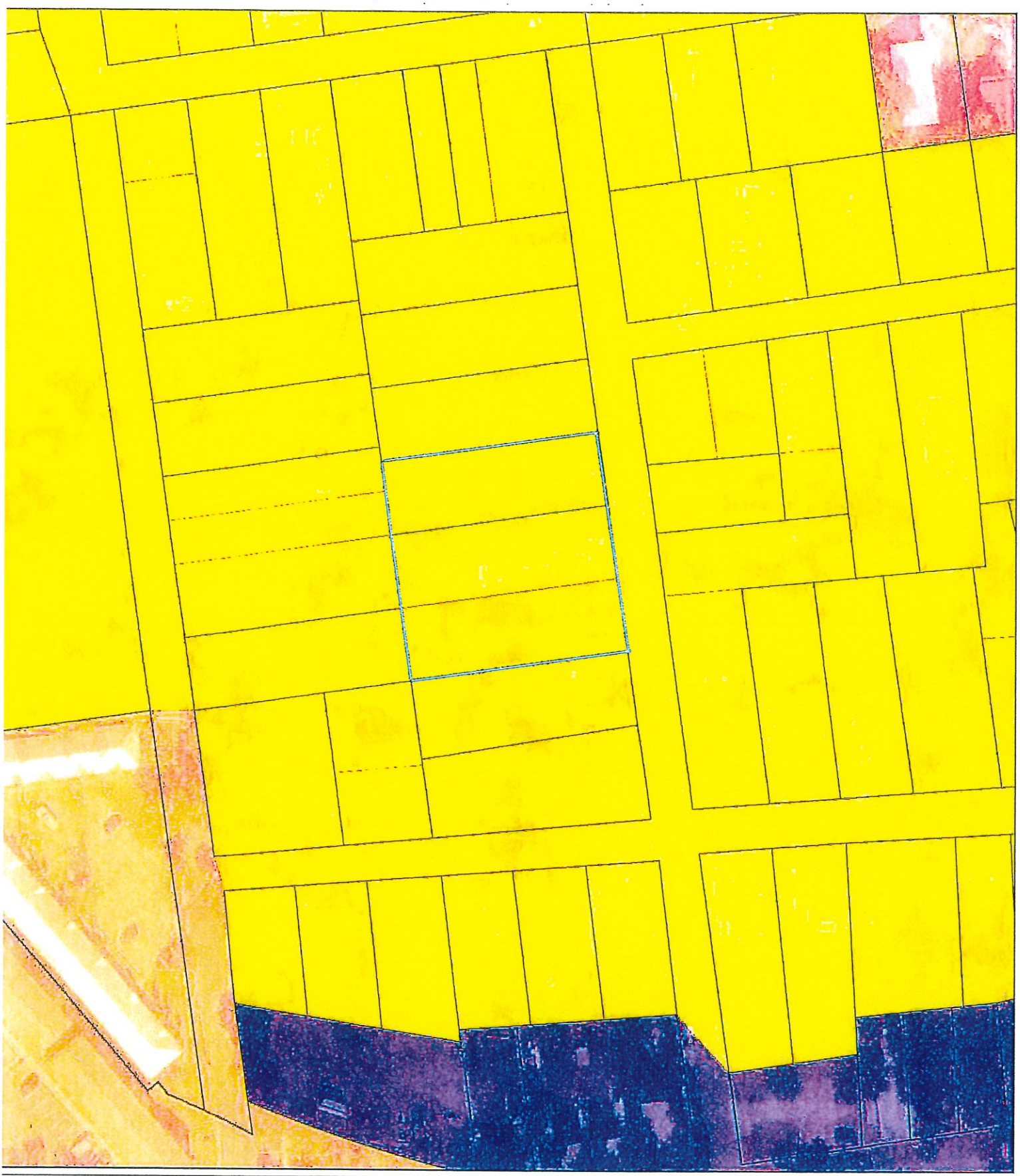
The city's Future Land Use Map (FLUM) identifies Residential Low Density as the current land use category for the property. The land use request is to change the existing land use on the property to Residential Medium Density with an Asterisk limitation on the future land use map limiting the development to a business office for the applicant Habitat for Humanity St. Johns County, Inc for its operations only as described for the use by exception and does not run with the land.

In the event the property is no longer used for the purposes proffered by the applicant at the public hearing and described in the applicant's legal memorandum attached to the ordinance as Exhibit "A", and therefore is no longer in the public interest, the property's zoning designation will revert back to the zoning designation it held prior to this amendment.

On June 2, 2026, the Planning and Zoning Board (PZB) made a positive recommendation to amend the zoning of the property as noted above. On June 22, 2026, the City Commission passed this ordinance on First Reading. Attached you will find the Ordinance, and a map illustrating the existing zoning. The packet of information provided to the PZB is included with the land use plan amendment material.

Please place Ordinance 2026-18 on the City Commission July 27, 2026, agenda for second reading and public hearing. Also attached is the required Business Impact Statement for the ordinance. If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director, Planning and Building Department



Zoning Map

City of St. Augustine

18 & 20 Spring St

Legend

- Residential Single-Family-Two (RS-2)
- Residential General-One (RG-1)
- Commercial Low-One (CL-1)
- Industrial and Warehousing (IW)
- Parcel

Scale: 1:1,000

N W E S

0 35 70 140 Feet

CITY OF ST AUGUSTINE. EST. 1565 NATION'S OLDEST CITY

Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of section 166.041(4), Florida Statutes. If one or more boxes are checked below under "Applicable Exemptions", this indicates that the City has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by section 166.041(4), Florida Statute will be provided in the "Business Impact Estimate" section below.

Proposed Ordinance Title/Reference:

Ordinance No.

ORDINANCE NO. 2026-18

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 0.51 ACRES; LOCATED AT 18 AND 20 SPRING STREET AS PORTIONS OF GREENO TRACT A RESUBDIVISION OF RAVENS IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 0.51 ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL SINGLE FAMILY-TWO (RS-2) TO THE CITY CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) IMPLEMENTING THE USE BY EXCEPTION DEVELOPMENT ORDER; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
  - ☐ Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243, Florida Statutes;
  - ☑ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  - ☐ Sections 190.005 and 190.046, relating to statutory Community Development Districts;
  - ☐ Section 553.73, relating to the Florida Building Code; or
  - ☐ Section 633.202, relating to the Florida Fire Prevention Code.

Note: The City's provision of information in the Business Impact Estimate section below, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions above shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Section 166.041(4), Florida Statute, Sec. 166.0411, Fla. Stat., or any other relevant provision of law.

Business Impact Estimate:

1. **Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

   This ordinance is a rezoning initiated by the property owner.

2. **An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St. Augustine, if any:**
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

   None

3. **Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

   None

4. **Additional information the governing body determines may be useful (if any):**

   This ordinance is a rezoning initiated by the property owner.

Ordinance 2026-18

ORDINANCE NO. 2026-18

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA REZONING A TOTAL OF APPROXIMATELY 0.51 ACRES; LOCATED AT 18 AND 20 SPRING STREET AS PORTIONS OF GREENO TRACT A RESUBDIVISION OF RAVENS IN THE CITY OF ST. AUGUSTINE, AS MORE PARTICULARLY DESCRIBED HEREINAFTER; REZONING APPROXIMATELY 0.51 ACRES FROM ITS CURRENT CLASSIFICATION OF RESIDENTIAL SINGLE FAMILY-TWO (RS-2) TO THE CITY CLASSIFICATION OF RESIDENTIAL GENERAL-ONE (RG-1) IMPLEMENTING THE USE BY EXCEPTION DEVELOPMENT ORDER; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of St. Augustine, Florida finds that all legal requirements have been met, a public hearing has been held and the Planning and Zoning Board has recommended that property identified by the referenced legal description as containing a total of approximately 0.51 acres of land, located at 18 and 20 Spring Street as portions of Greeno Tract a Resubdivision of Ravens; being more fully described herein, should be rezoned;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. The following described property, containing a total of approximately 0.51 acres of land, located at 18 and 20 Spring Street as portions of Greeno Tract a Resubdivision of Ravens within the City of St. Augustine, and identified by the referenced legal description, is hereby rezoned as described herein; rezoning approximately 0.51 upland acres from its current classification of Residential Single family-Two (RS-2) to the city classification of Residential General-One (RG-1) implementing the use by exception development order dated June 2, 2026 and the future land use map

amendment (FLUM) asterisk. In the event the property is no longer used for the purposes proffered by the applicant at the public hearing and described in the applicant's legal memorandum attached as Exhibit "A", and therefore is no longer in the public interest, the property's zoning designation will revert back to the zoning designation it held prior to this amendment.

Section 2. Legal Description of Property. The following described property located as portions of Greeno Tract a Resubdivision of Ravens commonly known as 18 and 20 Spring Street with Parcel ID #103940-0000, and Parcel ID #103910-0010 within the City of St. Augustine, Florida:

18 Spring Street
(18) & (20) Greeno Tract S100 ft of N300 ft of Lot 11
BLK 6 OR185/209
PARCEL ID 103940-0000

20 Spring Street
(15-1) Greeno Tract S50 ft of N200 ft of Lot 11 BLK 6
OR862/1995
PARCEL ID 103910-0010

HERETO AND MADE A PART HEREOF.

Section 3. Authorization. The City Planning and Building Director is hereby authorized and directed to change the Zoning Atlas for the City of St. Augustine, Florida to reflect the rezonings of the above-described land.

Section 4. Repeal of Conflicting Ordinances and Provisions of Comprehensive Plan. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 6. Effective Date. This ordinance shall be effective thirty-one (31) days after adoption in conjunction with Ordinance No. 2026-17 or, if Ordinance No. 2026-17 is challenged within thirty (30) days after adoption, effective upon issuance of a final order by the State Bureau of Comprehensive Planning or the Administration Commission.

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2026.

ATTEST: _____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk

(SEAL)

Exhibit "A"

UPCHURCH BAILEY AND UPCHURCH
A FISHER TOUSEY FIRM
ATTORNEYS AT LAW

780 North Ponce de Leon Boulevard
St. Augustine, Florida 32084
www.UBULaw.com
Telephone (904) 829-9066
Facsimile (904) 825-4862

June 8, 2026

VIA EMAIL DELIVERY
ilopez@citystaug.com

Isabelle C. Lopez, Esq
City Attorney
City of St. Augustine
Post Office Box 210
St. Augustine, Florida 32085-210

Re: Applicant: Habitat for Humanity for St. Johns County, Inc.
Owner: St. Luke Alpha and Omega Pentecostal Church of Florida, Inc.
18 and 20 Spring Street
Land Use Plan Amendment, Rezoning & Special Use by Exception

Dear Ms. Lopez:

I write to follow up on our discussions at and following the June 2, 2026, Planning and Zoning Board (PZB) consideration of the above-noted item. As you know, Habitat has the property at 18 and 20 Spring Street under contract. We are looking to move Habitat's office from the current location, which is on School Board land across the street from the Gaines Alternative School, and which we share with the St. Johns Food Pantry and Gaines parent pick-up. The associate pastor of the longtime former church on the Spring Street site approached our Executive Director, Melinda Everson, asking if we wanted to purchase the property. The St. Luke Alpha and Omega Pentecostal Church built the church building on-site, which the church used from 1988 through 2024.

You and I previously spoke at length about the steps required to accommodate our faith-based non-profit's office. Habitat intends to use the same envelope, with no external modifications except signage and whatever code requirements may exist. (parking, ADA, etc.).

We initially discussed whether the City might consider application of the Religious Land Use and Institutional Persons Act (RLUIPA). You believed that would open Pandora's Box. While Habitat is a fifty-year established faith-based non-profit, you feared who next might assert RLUIPA.

I determined that the most conservative, least intrusive land use and zoning step would require: (1) Small Scale Future Land Use Map Amendment under s. 163.3187, Fla. Stat., from Residential Low Density to Residential Medium Density; (2) implementing rezoning from Residential Single Family-Two (RS-2) to Residential General-One (RG-1); and (3) zoning exception to authorize a business office. The staff report seemingly agreed

that is the least intensive increase that the City could authorize to accommodate the Habitat office use there.

The Planning and Zoning Board members expressed concern about the potential "island" of a more intensive use than the surrounding RLD/RG-1, albeit that their concern was more about successors.

We provided testimony that Habitat has a relatively small number of employees, who serve a small number of clients in-person. The vast majority of Habitat's clients use our on-line services. The general consensus seemed to be the scale of Habitat's use within the existing church building was consistent with the intensity and density of the neighborhood.

After discussion, Habitat proffered limiting the use to Habitat. We note:

The PZB unanimously voted for the FLUM amendment, rezoning, and special exception, all with the limitation of use to Habitat.

1. S. 163.3187(1)(b), Fla. Stat., authorizes site specific text changes accompanying the small scale FLUM amendment. This statute authorizes a "text note" or "asterisk" that limits the FLUM amendment, and implementing development orders (including the rezoning and the exception)[1].

2. *Walberg v. Metropolitan Dade County*, 296 So.2d 509 (Fla. 3d DCA 1974), is the most-cited case finding that a landowner's self-imposed condition proffered at the public hearing on a zoning application constitutes permissible conditional zoning where the condition is in the public interest.

3. As you know, your code, and the general law of special exceptions and zoning special use permits, provide that such authorizations are appropriate for uses that are consistent with the surrounding area if reasonably limited in number and subject to reasonable conditions. *See, e.g., Cap's-on-the-Water, Inc. v. St. Johns County,* 814 So.2d 507 (Fla. 5th DCA 2003) (same).

Sincerely,

Sidney F. Ansbacher/js

Sidney F. Ansbacher

SFA/cs

[1] As we discussed, s. 163.3215, Fla. Stat., requires all such development orders to be consistent with the comprehensive land use plan.

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: July 16, 2026

RE: Ordinance 2026-19 – Amending the Parking Code to include language related to Shared Parking options in Section 28-372 of the Zoning Code – Introduction and First Reading

As you may recall, in 2023 and early 2024 staff worked with the Planning and Zoning Board (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 modem lifestyle options. In response to a request from the PZB a Shared Parking update was presented to the PZB at their December 2025 PZB meeting. The Board asked Staff to simplify the language from what was originally proposed.

Since so much time had passed and this item had not been presented to the City Commission yet, staff requested that the PZB review updated and revised "Shared Parking" amendment language at their July 7, 2026, meeting.

The PZB recommended the revised language as indicated in red in the attached ordinance. For clarification staff have added additional language (in blue) to clarify that staff approval is also contingent on the shared parking properties being commercially zoned.

Attached you will find the Ordinance 2026-19 with the proposed amendment and the required Business Impact Statement. Please place Ordinance 2026-19 on the City Commission July 27, 2026, agenda for introduction and first reading.

If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director
Planning and Building Department

CITY OF ST AUGUSTINE. EST. 1565 NATION'S OLDEST CITY

Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of section 166.041(4), Florida Statutes. If one or more boxes are checked below under "Applicable Exemptions", this indicates that the City has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by section 166.041(4), Florida Statute will be provided in the "Business Impact Estimate" section below.

Proposed Ordinance Title/Reference:

Ordinance No.
ORDINANCE NO. 2026-19

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 28, ARTICLE IV SUPPLEMENTARY REGULATIONS, DIVISION II OFF-STREET PARKING AND LOADING; AMENDING SECTION 28-372. JOINT USE OF PARKING FACILITIES; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
  - ☐ Development orders and development permits, as those terms are defined in s. 163.3164, and, development agreements, as authorized by the Florida Local Government Development Agreement Act under ss. 163.3220-163.3243, Florida Statutes;
  - ☐ Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  - ☐ Sections 190.005 and 190.046, relating to statutory Community Development Districts;
  - ☐ Section 553.73, relating to the Florida Building Code; or
  - ☐ Section 633.202, relating to the Florida Fire Prevention Code.

Note: The City's provision of information in the Business Impact Estimate section below, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions above shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Section 166.041(4), Florida Statute, Sec. 166.0411, Fla. Stat., or any other relevant provision of law.

Business Impact Estimate:

1. **Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

Ordinance 2026-19 amends the zoning code to include additional shared parking provisions that allow for staff approvals and simplify the standards to allow businesses to share parking

2. **An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of St. Augustine, if any:**
   (a) An estimate of direct compliance costs that businesses may reasonably incur;
   (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
   (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

This ordinance reduces costs and therefore economic impacts to allow a more streamlined review and increasing the ability for businesses to share parking.

3. **Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:**

This could impact a significant number of businesses in the city's commercial districts.

4. **Additional information the governing body determines may be useful (if any):**

Ordinance 2026-19 implements one (1) part of a parking code update that allows more innovative and flexible parking options for businesses.

Ordinance 2026-19

ORDINANCE NO. 2026-19

AN ORDINANCE OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 28, ARTICLE IV SUPPLEMENTARY REGULATIONS, DIVISION II OFF-STREET PARKING AND LOADING; AMENDING SECTION 28-372. JOINT USE OF PARKING FACILITIES; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Municipal Home Rule Powers Act, Chapter 166, Florida Statutes, secures for municipalities the broad exercise of home rule powers granted by Article VIII, Section 2 of the Florida Constitution, including the exercise of any power for municipal purposes not expressly prohibited by law; and

WHEREAS, Sections 163.3167 and 163.3177(1), Florida Statutes, requires the City of St. Augustine to maintain a Comprehensive Plan to guide the future development and growth of the city by providing the principles, guidelines, standards, and strategies for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the area that reflects community commitments to implement the plan and its elements.

WHEREAS, the City in its Transportation and Mobility Element sets out goals, objectives and policies to develop and maintain a safe, convenient, efficient transportation system which: recognizes present need, reflects the Future Land Use Plan, and provides for safe, efficient intermodal transportation linkages; and

WHEREAS, the City is experiencing growth, new development and redevelopment activity that necessitates the addition and expansion of transportation facilities for a variety of modes to meet the person travel demands of new development and redevelopment activity including adequate and efficient parking facilities along with different personal and shared mobility options; and

WHEREAS, the City of St. Augustine is required by Section 163.3202, Florida Statutes, to adopt or amend and enforce land development regulations that are consistent with and implement the Comprehensive Plan, and that are combined and compiled into a single land development code for the city (the City of St. Augustine's Zoning Code is Chapter 28 of the Code of Ordinances including land development regulations for the provision of off-street parking and loading); and

WHEREAS, Section 166.041, Florida Statutes, provides for procedures for the adoption of ordinances and resolutions by municipalities;

WHEREAS, after review, the Planning and Zoning Board recommended approval of this proposed language at its July 7, 2026, regular meeting; and

WHEREAS, the City Commission for the City of Saint Augustine finds that it is in the best interest of public health, safety and general welfare that the following shared parking code amendment be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

SECTION 1. Chapter 28, Article IV and Division II. Chapter 28, Article IV and Division II of the Code of the City of St. Augustine is amended as follows: [Note: ~~strikethrough~~ language deleted, underline language added]:

" DIVISION 2. - OFF-STREET PARKING AND LOADING

Sec. 28-366. - In general.

All new and expanded uses and structures as well as all changes in use shall meet all requirements contained in this section for off-street parking and loading. Where fractional spaces result from parking space requirement calculations, the parking space required shall be the nearest whole number.

...

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 and commercially zoned.

    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.

..."

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. If any section, subsection, sentence, clause, phrase or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

SECTION 5. This ordinance shall be effective ten (10) days after passage, pursuant to s. 166.041(5), Florida Statutes.

PASSED by the City Commission of the City of St. Augustine, Florida, this _____ day of _____, 2026.

ATTEST:

_____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk
(SEAL)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: July 16, 2026

RE: Resolution 2026-15 – Updating the Schedule of Fees for the Planning and Building Department including a Planning application fee schedule and a Building permit fee schedule

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 fees as part of the budget process. Amending these 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.

These fees should be reviewed and updated from time to time. As the land planning agency for the city the Planning and Zoning Board (PZB) reviewed and recommended these fee schedules at their meeting on July 7, 2026.

The updated fee schedule must be adopted by Resolution of the City Commission. The building permit fees have an expedited timeline compared to other fees that the City Commission may be reviewing as part of the normal budget process.

Attached you will find the Resolution and Schedule of Fees exhibits. Please place Resolution 2026-15 on the City Commission July 27, 2026, agenda. If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director, Planning and Building Department

Resolution 2026-15

RESOLUTION NO. 2026-15

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, UPDATING THE FEE SCHEDULE FOR APPLICATION FEES AND ADDING LAND DEVELOPMENT APPLICATION ADMINISTRATIVE FEES; UPDATING BUILDING PERMIT FEES, ADMINISTRATIVE FEES AND PLAN REVIEW FEES TO BE CONSISTENT WITH FLORIDA STATUTES, THEREFORE HEREBY ADOPTING THE UPDATED FEE SCHEDULE.

WHEREAS, the current Schedule of Fees were adopted by resolutions in 2017 and in 2021 respectively; and

WHEREAS, the Schedule of Fees can be updated from time to time and should be reviewed at a minimum every five (5) years; and

WHEREAS, it is determined that the fee schedule needs to be updated in general but also to comply with Florida Statutes; and

WHEREAS, the fee schedule should reflect the type of applications reviewed by the department; and

WHEREAS, the fee schedule reflects administrative costs of administering the program, and is not intended to generate excess revenue;

WHEREAS, consistent with F.S. 553.80 the reasonable administrative and inspection fees incurred by the City will be assessed;

WHEREAS, the Planning and Zoning Board acting as the land planning agency for the city reviewed and recommended the updated fee schedules;

THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA:

Section 1. Schedule of Fees

Planning Schedule of fees.

The following schedule of fees Attached as **Exhibit "A"** shall apply to action under this chapter and related development ordinances.

Section 2. Schedule of Fees

Building permit fees.

The following schedule of fees Attached as **Exhibit "B"** shall apply to action under this chapter and related development ordinances.

Section 3. Upon the effective date of this resolution the fee schedule described in Chapter 28 Zoning, and Chapter 8 Buildings and Building Regulations of the Code of the City of St. Augustine, as promulgated from time to time, are adopted and incorporated herein by reference.

ADOPTED in Regular Session of the City Commission for the City of St. Augustine, Florida this _____ day of _____, 2026.

CITY OF ST. AUGUSTINE, FLORIDA

_____
Nancy Sikes-Kline, Mayor-Commissioner

ATTEST:

_____
City Clerk, Darlene Galambos
(Corporate Seal)

Exhibit "A"

Planning Fee Schedule	Fee	
General Planning Services		
Alcohol Licensing	$50.00	
Temporary/Event Alcohol Licensing	$25.00	
Zoning Verification Letter	$50.00	
Lien Search	$50.00	
Development Review Committee (Friday Review)	~~$20.00~~ $50.00	
Subdivisions (Plus consultant/recording fees)	Initial Fee	Resubmittal Fee
Plat Review	$275.00 +$10.00 per lot	$100.00

Permit Fees			
Land Development Application Administrative Fees			
Tier	**Description**	**Initial Fee**	**Resubmittal fee**
Tier 1	1-2 review types	$100.00	$50.00
Tier 2	3-4 review types	$125.00	$75.00
Tier 3	5+ review types	$150.00	$100.00
Miscellaneous Land Development Application Fees			
General Inspection Fee	Refer to Inspection/Reinspection fee in Building Fee Schedule		
After-the-fact Fee	Double permit fees.		

Sign Permit Fees	
Sign Permit	$50.00
Temporary Sign Permit/Change of Copy	$25.00

Code Enforcement Fees	
Tree removal permits	~~$30.00~~ $50.00
Appeal applications to the ~~Code Enforcement Board (CEAAB)~~ Nuisance, Appeals and Adjustment Board	~~$100.00~~ $200.00
Planning and Zoning Board Fees (Plus Advertising Costs)	
Variances and Exceptions	$350.00
Conservation Overlay Zone	~~$165.00~~ $350.00
Rezoning and Future Land Use (Small scale)	~~$300.00~~ $350.00
Rezoning and Future Land Use (Large Scale)	$1,400.00
Rezoning to PUD a. Per acre or part thereof b. Minimum fee c. Maximum fee	 $35.00 $400.00 $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~~ $250.00
Certificate/Opinion for new single-family home	~~$150.00~~ $350.00
Certificate /Opinion for alterations to all other buildings	~~$100.00~~ $250.00
Certificate/Opinion new construction except single-family homes	~~$200.00~~ $350.00
Certificate of Demolition (Partial)	~~$150.00~~ $250.00
Certificate of Demolition (Full)	~~$300.00~~ $350.00
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.

Exhibit "B"

Building Service Fee F.S. 553.80	
Permit fees Administrative fee: ~~50% permit fee~~ ~~Inspection fee: 50% permit fee~~ Tier 1 – over the counter / stand-alone MEP, simple permits Tier 2 – requires a plan review but is not a new structure Tier 3 – new structure Private Provider permits (requires oversight within permitting software)	~~Minimum of $50 for the first $1,000 plus $5 for each additional thousand, or fraction thereof, of valuation.~~ $50 $100 $200 Twice the amount of applicable tier
~~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
Fence (avg. 1.00 ins.)	$136.78
Fire Alarm (avg. 1.00 insp.)	$136.78
Fire Sprinkler (avg. 1.00 insp.)	$136.78
Fire Suppression (avg. 1.00 insp.)	&136.78
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
Hood (avg. 2.00 insp.)	$273.56
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
Paint (avg. 1.00 insp.)	$136.78
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
Shed (avg. 2.81 insp.)	$384.35
Solar (avg. 2.98 insp.)	$407.60
Storm Damage (avg. 7.67 insp.)	$1,049.10
Permit re-instatement/extension fee	$50
Plan review fee: Tier 1 – ≤3.0 average inspections Tier 2 – 3.1–8.0 average inspections Tier 3 – 8.1–16.0 average inspections Tier 4 – 16.1+ average inspections	~~1/2 of the permit fee~~ $225 $400 $950 $1800
- 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~~

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: July 27, 2026

RE: Request for Resolution 2026-16 FOR THE CITY OF ST. AUGUSTINE, FLORIDA, GRANTING AN AD VALOREM TAX EXEMPTION FOR A HISTORIC PROPERTY LOCATED AT 66 SARAGOSSA STREET; AND PROVIDING AN EFFECTIVE DATE.

On June 18, 2026, the Historic Architectural Review Board (HARB) reviewed Part III of a Historic Preservation Ad Valorem Tax Exemption Application to certify the completion of rehabilitation work for 66 Saragossa Street, a contributing building to the Model Land Company National Register Historic District, constructed between 1904-1910, and recorded in the Florida Master Site File. The HARB determined that the completed work is generally consistent with the Secretary of the Interior's Standards for Rehabilitation, and made the recommendation to the local government (St. Augustine City Commission and also St. Johns County Board of County Commissioners) that the requested tax exempteion be granted

Attached is the resolution to formally approve the exemption along with the required covenant, documents from the three-part application that was reviewed by the HARB, including portions of the Part I and II packets that were reviewed by the HARB April 17, 2025, an amendment for the project scope reviewed and approved on May 19, 2025, and Part III that was reviewed at the June 2026 meeting.

The **Historic Preservation Ad Valorem Tax Exemption is a financial incentive that provides a ten (10) year exemption** ***to the increase in property taxes that would result from qualified improvements to a historic building***. **This does not exempt the owner from all property taxes, only the increase resulting from the improvements made with the rehabilitation project.** Because many qualified historic properties for this program are outside of the local Historic Preservation Zoning Districts (HP-1 to HP-5) and areas facing HP-1 to HP-3, that are required to follow the Architectural Guidelines for Historic Preservation, and the exterior and interior work must be generally compatible with the Secretary of the Interior's Standards for Rehabilitation, this incentive encourages property owners to perform qualified rehabilitation work to a qualifying historic property. **The Ad Valorem Tax Exemption is explained in further detail on the following page.**

Please place this resolution on the agenda for the July 27, 2026 City Commission meeting. If you have any questions or need additional information, please let me know.

Julie Courtney
Julie Courtney
Historic Preservation Officer
Planning and Building Department
Email: jcourtney@citystaug.com | Phone: 904.209.4283

Historic Preservation Property Tax Exemption

In 1995 the City Commission adopted an ordinance allowing partial ad valorem tax exemptions for historic property if the property is being restored, rehabilitated or renovated according to specific guidelines[1]. This exemption applies only to improvements to real property.

The exemption for qualifying properties is from ad valorem taxes levied by the City of St. Augustine on 100% of the assessed value of the improvement for 10 years[2].

In order to qualify for this tax exemption, the property must:

1. be individually listed in the National Register of Historic Places; or
2. be a contributing property to a National Register District; or
3. be designated a historic property or be a contributing property in a locally established historic preservation district.

Further, to qualify for this tax exemption, the improvements to a property meeting one of the above criteria must also:

1. be consistent with the United States Secretary of Interior's Standards for Rehabilitation; and
2. be determined by the Historic Architectural Review Board to meet criteria established by the Department of State.

The minimum valuation of the improvement must be $20,000 or 50% of the assessed value of the structure before the improvement, whichever is less.

Twenty-five percent (25%) of the proposed improvement must be to the exterior or foundation of the structure.

How to Apply:

Applications for the Historic Preservation Property Tax Exemption must be made prior to the start of any construction work on the property, on forms provided by the Planning and Building Division from the Department of State. *Please speak with Historic Preservation staff before beginning the proposed work.*

The Historic Architectural Review Board must approve the plans, and the Planning and Building Division must issue a building permit for the proposed improvement before the start of any construction.

The review and approval process for the tax exemption is in addition to the building permit review process already established.

The Planning and Building Division is required to inspect the completed work to ensure that the construction has been completed as indicated on the plans submitted with the application for the tax exemption, and to ensure the continued maintenance of the improvements during the period of time that the exemption is in force.

Activating the Tax Exemption:

The review and approval authority of the Historic Architectural Review Board (HARB) and the Planning and Building Division is administrative only. Final approval for the ad valorem tax exemption rests with the City Commission.

The property owner must sign an Historic Preservation Property Tax Exemption Covenant agreeing to maintain the improvements during the period of the exemption. This covenant must then be approved by resolution of the City Commission. The approved covenant must be recorded with the deed to the property to allow the Property Appraiser to activate the tax exemption.

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[1] Ordinance number 1995-20 and ordinance number 1997-61

[2] Ordinance number 2009-06 changed the exemption period from 5 to 10 years.

RESOLUTION NO. 2026-16

A RESOLUTION OF THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, GRANTING AN AD VALOREM TAX EXEMPTION FOR A HISTORIC PROPERTY LOCATED AT 66 SARAGOSSA STREET; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission for the City of St. Augustine, Florida, is the local governing authority as prescribed by s. 196.1997, Florida Statutes, to approve an ad valorem tax exemption for a historic property; and

WHEREAS, the City Commission finds that the property located at 66 Saragossa Street is owned by KRISTA AHMAD and JUSTIN AHMAD, and ANDREW VARACALLI, all as Joint Tenants With Full Rights of Survivorship, pursuant to OR6040/1518, also known as Parcel Number 2036400000; and

WHEREAS, the property is designated as a historic property because it is a contributing property in a National Register-listed historic district; and

WHEREAS, on April 17 and May 19, 2025, the Historic Architectural Review Board (HARB) for the City of St. Augustine reviewed and approved applications for work to be completed at 66 Saragossa Street; and

WHEREAS, on January 27, 2026, the City of St. Augustine Building Official issued a Certificate of Completion for a portion of the complete historic renovation at 66 Saragossa Street recorded as Building Permit BP2024-1845 and a second Certificate of Completion issued on July 14, 2026 for the final portion of the completed historic renovation recorded as Building Permit BP2026-0182; and

WHEREAS, on June 18, 2026, the HARB for the City of St. Augustine reviewed the work completed at 66 Saragossa Street, approved a certificate of completeness, and recommended the property located at 66 Saragossa Street for a historic property tax exemption; and

WHEREAS, the City Commission for the City of St. Augustine has reviewed and approved the associated Historic Preservation Property Tax Exemption Covenant and hereby determines that it is in the best interest of public health, safety, and general welfare to grant a historic preservation property tax exemption;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:

Section 1. Historic Preservation Property Tax Exemption. The City Commission for the City of St. Augustine, Florida, finds that the historic property located at 66 Saragossa Street meets the requirements of s. 196.1977, Florida Statutes, and hereby grants an ad valorem property tax exemption for the improvements made at 66 Saragossa Street subject to the recordation of a Historic Preservation Property Tax Exemption Covenant consistent with the requirements of s. 196.1977, Florida Statutes. The property tax exemption begins January 1, 2027 and expires on December 31, 2036.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

ADOPTED in Regular Session of the City Commission for the City of St. Augustine, Florida, this 27th day of July 2026.

_____

ATTEST: Nancy Sikes-Kline, Mayor-Commissioner

_____

Darlene Galambos, City Clerk
(SEAL)

HISTORIC PRESERVATION PROPERTY TAX EXEMPTION COVENANT

This Covenant is made the 27 day of July, 2026, by KRISTA AHMAD, JUSTIN AHMAD, and ANDREW VARACALLI (hereinafter referred to as the Owner) and in favor of the City of St. Augustine (hereinafter referred to as the Local Government) for the purpose of the restoration, renovation or rehabilitation of a certain Property located at 66 Sargossa Street, St. Augustine, FL 32084

A contributing structure to the Model Land Company National Register Historic District

which is owned in fee simple by the Owner and is listed in the National Register of Historic Places or locally designated under the terms of a local preservation ordinance or is a contributing property to a National Register listed district or a contributing property to a historic district under the terms of a local preservation ordinance. The areas of significance of this property, as identified in the National Register nomination or local designation report for the property or the district in which it is located, are ☑ architecture, ☑ history, ☐ archaeology.

The Property is comprised essentially of grounds, collateral, appurtenances, and improvements. The property is more particularly described as follows (include city reference, consisting of repository, book, and page numbers): PID 2036400000

2-44 MODEL LAND CO SUB CITY LOT 8 BLK A OR6040/151

In consideration of the tax exemption granted by the Local Government, the Owner hereby agrees to the following for the period of the tax exemption which is from January 1, 2027 to December 31, 2036:

1. The Owner agrees to assume the cost of the continued maintenance and repair of said Property so as to preserve the architectural, historical, or archaeological integrity of the same in order to protect and enhance those qualities that made the Property eligible for listing in the National Register of Historic Places or designation under the provisions of the local preservation ordinance.

2. The Owner agrees that no visual or structural alterations will be made to the Property without prior written permission of the ☐ Division of Historical Resources ☑ Local Historic Preservation Office.

The address of the certified Local Historic Preservation Office, if one exists in the jurisdiction, is:

Name of Office/Agency: City of St. Augustine - Historic Preservation Division

Address: P.O. Box 210, 75 King Street

City: St. Augustine Zip: 32085-0210

Telephone: 904.209.4283

The address of the Division of Historical Resources is:

Bureau of Historic Preservation
Division of Historical Resources
R. A. Gray Building, 500 South Bronough Street
Tallahassee, Florida *32399-0250*
Telephone Number: (850) 245-6333 or (800) 847-PAST (7278)

3. *[Only for properties of archaeological significance]* The Owner agrees to ensure the protection of the site against willful damage or vandalism. Nothing in this Covenant shall prohibit the Owner from developing the site in such a manner that will not threaten or damage the archaeological resource, provided that permission for alteration of the site is obtained pursuant to 2. above.

4. The Owner agrees that the ☐ Division of Historical Resources ☑ Local Historic Preservation Office and appropriate representatives of the Local Government, their agents and designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether or not the conditions of this Covenant are being observed.

5. In the event of the non-performance or violation of the maintenance provision of this Covenant by the Owner or any successor-in-interest during the term of the Covenant, the ☐ Division of Historical Resources ☑ Local Historic Preservation Office will report such violation to the Property Appraiser and Tax Collector who shall take action pursuant to s. 196.1997 (7), F.S. The Owner shall be required to pay the difference between the total amount of taxes which would have been due in March in each of the previous years in which the Covenant was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in s. 212.12 (3), F.S.

6. If the Property is damaged by accidental or natural causes during the Covenant period, the Owner will inform the (☐) Division of Historical Resources (☑) Local Historic Preservation Office in writing of the damage to the Property, including (1) an assessment of the nature and extent of the damage; and (2) an estimate of the cost of restoration or reconstruction work necessary to return the Property to the condition existing at the time of project completion. In order to maintain the tax exemption, the Owner shall complete the restoration or reconstruction work necessary to return the Property to the condition existing at the time of project completion on a time schedule agreed upon by the Owner and the ☐ Division of Historical Resources ☑ Local Historic Preservation Office.

7. If the Property has been destroyed or severely damaged by accidental or natural causes, that is, if the historical integrity of the features, materials, appearance, workmanship, and environment, or archaeological integrity which made the property eligible for listing in the National Register of Historic Places or designation under the terms of the local preservation ordinance have been lost or so damaged that restoration is not feasible, the Owner will notify the ☐ Division of Historical Resources ☑ Local Historic Preservation Office in writing of the loss. The ☐ Division of Historical Resources ☑ Local Historic Preservation Office will evaluate the information provided and notify the Owner in writing of its determination regarding removal of the Property from eligibility for tax exemption. If the

☐ Division of Historical Resources ☑ Local Historic Preservation Office determines that the property should be removed from eligibility for tax exemption, it will notify the Property Appraiser of the county in which the Property is located in writing so that the tax exemption can be cancelled for the remainder of the Covenant period. In such cases, no penalty or interest shall be assessed against the Owner.

8. If it appears that the historical integrity of the features, materials, appearance, workmanship, and environment, or archaeological integrity which made the Property eligible for listing in the National Register of Historic Places or designation under the terms of the local preservation ordinance have been lost or damaged deliberately or through gross negligence of the Owner, the ☐ Division of Historical Resources ☑ Local Historic Preservation Office shall notify the Owner in writing. For the purpose of this Covenant, "gross negligence" means the omission of care, which even inattentive and thoughtless persons never fail to take of their own property. The Owner shall have 30 days to respond indicating any circumstances which show that the damage was not deliberate or due to gross negligence. If the Owner cannot show such circumstances, he shall develop a plan for restoration of the Property and a schedule for completion of the restoration. In order to maintain the tax exemption, the Owner shall complete the restoration work necessary to return the Property to the condition existing at the time of project completion on a time schedule agreed upon by the Owner and the ☐ Division of Historical Resources ☑ Local Historic Preservation Office. If the Owner does not complete the restoration work on the agreed upon time schedule, the ☐ Division of Historical Resources ☑ Local Historic Preservation Office will report such violation to the Property Appraiser and Tax Collector who shall take action pursuant to s. 196.1997 (7), F.S. The Owner shall be required to pay the differences between the total amount of taxes which would have been due in March in each of the previous years in which the Covenant was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in s. 212.12 (3), F.S.

9. The terms of this Covenant shall be binding on the current Property owner, transferees, and their heirs, successors, or assigns.

This Covenant shall be enforceable in specific performance by a court of competent jurisdiction.

OWNER

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date

LOCAL GOVERNMENT: City of St. Augustine

Nancy Sikes-Kline	_____	July 27, 2026
Name of Authorized Local Official	Signature	Date

Mayor

Title

66 SARAGOSSA STREET – Ad Valorem Tax Exemption

The following items were not fully included in this supporting documentation packet, due to the number of pages. The full documents listed below are available on the City's website by clicking on the links below:

- **Full Part I and II** - Reviewed at the April 17, 2025 HARB meeting, Item 8(a)**:**
  APPLICATION PACKET:
  https://staugustinefl.portal.civicclerk.com/event/1037/files/attachment/6241

  STAFF REPORT and attachments (Staff photos, Florida Master Site File architectural surveys, Sanborn Maps, and other documents for HARB's review):
  https://staugustinefl.portal.civicclerk.com/event/1037/files/attachment/6252

- **Amendment to Part II** - Reviewed at the May 19, 2025 HARB meeting, Item 6(a)**:**
  APPLICATION PACKET:
  https://staugustinefl.portal.civicclerk.com/event/1081/files/attachment/6339

  STAFF MEMO and attachments (Staff photos and April 17, 2025 Staff Report)**:**
  https://staugustinefl.portal.civicclerk.com/event/1081/files/attachment/6362

- **Full Part III** - Reviewed at the June 18, 2026 HARB meeting, Item 6(a)**:**
  APPLICATION PACKET:
  https://staugustinefl.portal.civicclerk.com/event/1350/files/attachment/10771

  STAFF REPORT and attachments (Staff photos, Florida Master Site File architectural surveys, Sanborn Maps, and other documents for HARB's review):
  https://staugustinefl.portal.civicclerk.com/event/1350/files/attachment/10783

These documents are also on file with this application (HP2025-0029) a nd available to view by emailing your request to harb@citystaug.com, or contacting Julie Courtney, Historic Preservation Officer, of the Historic Preservation Division at 904.209.4283, or the Planning and Building Department at 904.825.1065.

CITY OF ST AUGUSTINE
EST. 1565
NATION'S OLDEST CITY

CERTIFICATE OF COMPLETION

This certificate is to certify that the described portion of the structure has been inspected for compliance with the requirements of the 2023 Florida Building Codes and all other applicable codes.

Permit Number:	BP2024-1845
Property Address:	66 Saragossa St, Saint Augustine, FL, 32084
Parcel Number:	2036400000
Owner:	Ahmad Krista Et AL 66 SARAGOSSA ST SAINT AUGUSTINE, FL 32084-0000
Project Description:	REVISION (1): Restoration of home including a master bedroom & bathroom addition / Elevate Structure - New Footings & Piers
Contractor:	GAERE MACDONALD CONSTRUCTION
Special Conditions:	None
Building Official:	Richard E. Schauland, Jr., CBO, CFM
Date of Issuance:	01/27/2026

CERTIFICATE OF COMPLETION

This certificate is to certify that the described portion of the structure has been inspected for compliance with the requirements of the 2023 Florida Building Codes and all other applicable codes.

Permit Number:	BP2026-0182
Property Address:	66 Saragossa St, Saint Augustine, FL, 32084
Parcel Number:	2036400000
Owner:	AHMAD KRISTA ET AL 66 SARAGOSSA ST SAINT AUGUSTINE, FL 32084-0000
Project Description:	Needed to complete; Basic wiring from a subpanel already installed under the previous permit, Install a mini split system, Drywall, Finish shower already roughed in under previous permit (Tile, glass doors and plumbing trims), Flooring, Trim carpentry (baseboards and windows and doors), Finally painting, hardware and lighting fixtures.
Contractor:	GAERE MACDONALD CONSTRUCTION
Special Conditions:	None
Building Official:	Richard E. Schauland, Jr., CBO, CFM
Date of Issuance:	07/14/2026

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

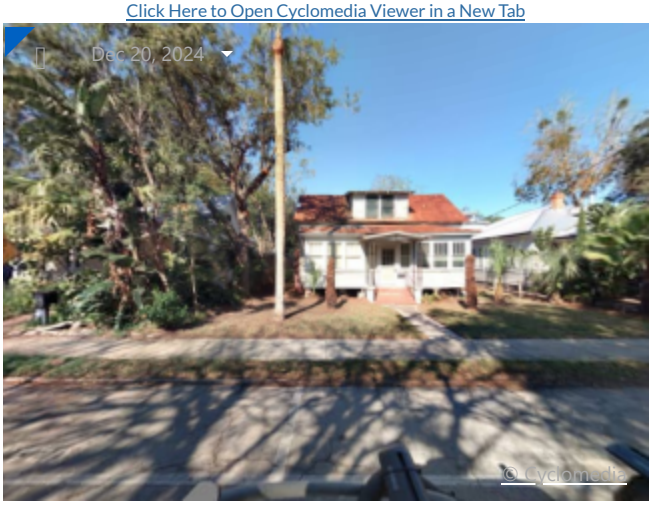
2024 TRIM Notice

2024 TRIM Notice (PDF)

Summary

Parcel ID	2036400000
Location Address	66 SARAGOSSA ST SAINT AUGUSTINE 32084-0000
Neighborhood	Model Land/City (610.3)
Tax Description*	2-44 MODEL LAND CO SUB CITY LOT 8 BLK A OR6040/1518 ***The Description above is not to be used on legal documents.**
Property Use Code	Single Family (0100)
Subdivision	Model Land Co.'s Subdivision Of A Part O
Sec/Twp/Rng	18-7-30
District	City of St Augustine (District 452)
Millage Rate	19.5552
Acreage	0.150
Homestead	Y

Click Here to Open Cyclomedia Viewer in a New Tab



Owner Information

AHMAD KRISTA ET AL 100% 66 SARAGOSSA ST SAINT AUGUSTINE, FL 32084-0000	AHMAD JUSTIN 100% 66 SARAGOSSA ST SAINT AUGUSTINE, FL 32084-0000	VARACALLI ANDREW 100% 66 SARAGOSSA 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	$130,997.00
Extra Features Value	$0.00
Total Land Value	$204,000.00
Agricultural (Assessed) Value	$0.00
Agricultural (Market) Value	$0.00
Just Market	**$334,997.00**
Total Deferred	
Assessed Value	**$293,006.00**
Total Exemptions	$51,411.00
Taxable Value	**$241,595.00**

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

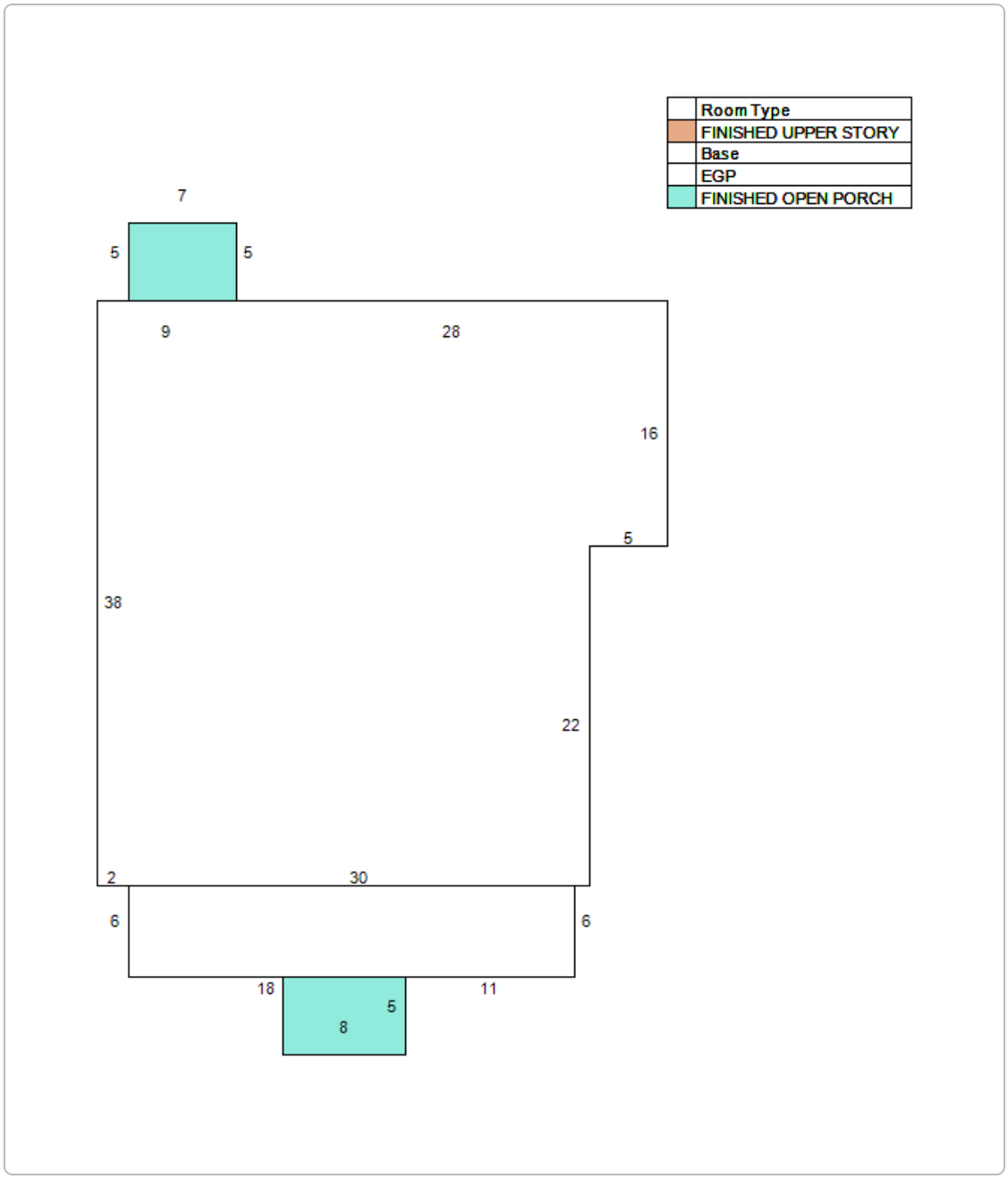
Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value
2025	$137,598	$0	$204,000	$0
2024	$130,693	$0	$204,000	$0
2023	$133,393	$0	$204,000	$0
2022	$107,760	$0	$171,360	$0
2021	$60,933	$0	$145,350	$0
2020	$62,105	$0	$145,350	$0
2019	$56,321	$0	$145,350	$0
2018	$75,094	$0	$145,350	$0
2017	$75,094	$908	$145,350	$0
2016	$67,944	$908	$126,225	$0
2015	$60,793	$908	$114,750	$0

Building Information

Building	1	**Roof Cover**	Metal
Building Value	$130,997	**Roof Structure**	Gable Hip
Year Built	1900	**Interior Flooring**	Carpet, Pine Wood
Actual Area	2193	**Interior Wall**	Drywall
Conditioned Area	1944	**Heating Type**	Forced Air
Use	Single Family Residence	**Air Conditioning**	Window
Style	01	**Bedrooms**	3
Exterior Wall	Wood	**Baths**	1

Description	Square Footage
BASE AREA	1296
FINISHED OPEN PORCH	35
UNFINISHED ENCLOSED PORCH	174
FINISHED OPEN PORCH	40
FINISHED UPPER STORY	648
Total SqFt	2193

Sketch Information



Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	50	130	50	EF	$204,000

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
10/24/2024	10/23/2024	$360,000.00	TRUSTEES DEED	6040	1518	U	I	SIEFKEN LIVING TRUST D: 08/01/2011	AHMAD KRISTA ET AL
1/25/2024	1/25/2024	$0.00	WARRANTY DEED	5890	1715	U	I	SIEFKEN SCOTT W,MARY C	SIEFKEN LIVING TRUST D: 08/01/2011
8/21/2018	8/21/2018	$230,000.00	WARRANTY DEED	4600	475	Q	I	BUELL CAROLINE WOLFE	SIEFKEN SCOTT W,MARY C
	7/8/2002	$100.00	QUIT CLAIM DEED	1781	846	U	I	WOLFE DONALD (HIS INT)	BUELL CAROLINE WOLFE
	2/15/2002	$0.00	ORDER DET HX REAL P	1728	425	U	I	WOLFE LILLIAN THELMA ESTATE	BUELL CAROLINE W,WOLFE DONALD,GRAWET WANDA
	12/17/1996	$0.00	WILL	1728	421	U	I	WOLFE LILLIAN THELMA	WOLFE LILLIAN THELMA (WILL)
11/13/2018	9/26/1996	$0.00	DEATH CERTIFICATE	4639	1848	U	I	WOLFE GUY B (DECD)	WOLFE LILLIAN THELMA

No data available for the following modules: 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: 5/27/2026, 3:52:41 AM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

Instr #2024083094 BK: 6040 PG: 1518, Filed & Recorded: 10/24/2024 10:40 AM #Pgs:2 Doc. D $2,520.00
Brandon J. Patty,Clerk of the Circuit Court and County Comptroller St. JohnsCounty FL Recording $18.50

Rec: $19.50 Doc: $2520.00 ($360,000.00)

In, Return and Prepared by:
Carol Lagasse
ESTATE TITLE OF ST. AUGUSTINE, INC.
71 CARRERA STREET
ST AUGUSTINE, FL 32084
as a necessary incident to the fulfillment of conditions
contained in a title insurance commitment issued by it.

Property Appraisers Parcel I.D. (Folio) Number(s):
203640-0000
File No.: 64990

WARRANTY DEED

This Warranty Deed, Made the 23rd day of October, 2024, by

SCOTT W. SIEFKEN AND MARY C. SIEFKEN, husband and wife and as Trustees of the SIEFKEN LIVING TRUST dated August 1, 2011, whose post office address is:

1665 State Road 16 St Augustine FL 32084,
hereinafter called the "Grantor", to

KRISTA AHMAD, JUSTIN AHMAD , a married couple, and ANDREW VARACALLI, all as Joint Tenants With Full Rights of Survivorship - not as tenants in common whose post office address is:

264 Kingston Dr St Augustine FL 32084,
hereinafter called the "Grantee".

WITNESSETH: That said Grantor, for and in consideration of the sum of **Ten Dollars and No Cents ($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, to wit:

LOT 8 OF BLOCK "A" OF THE MODEL LAND COMPANY'S SUBDIVISION OF PART OF BLOCK 45 IN THE CITY OF ST. AUGUSTINE, ACCORDING TO PLAT OF SAID SUBDIVISION ON FILE IN ST. JOHNS COUNTY RECORDS IN PLAT BOOK 1 AT PAGE 108 AND IS DESCRIBED THE SAME ON OFFICIAL MAP OF SAID CITY MADE BY ROBERT RANSON AND ACCEPTED BY THE CITY COUNCIL ON JANUARY 1905.

The 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 member of the household of Grantor(s) reside thereon.

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 2023, reservations, restrictions and easements of record, if any.
(The terms "Grantor" and "Grantee" herein shall be construed to include all genders and singular or plural as the context indicates.)

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

SIGNED IN THE PRESENCE OF THE FOLLOWING WITNESSES
TWO SEPARATE DISINTERESTED WITNESSES REQUIRED

Witness 1 Signature

Witness 1 Printed Name and Post Office Address:
Carol A Lagasse
71 Carvera ST
St Augustine FL 32084

Witness 2 Signature

Witness 2 Printed Name and Post Office Address:
Marlene Lagasse
71 Carrera ST
St Augustine FL 32084

THE SIEFKEN LIVING TRUST DATED AUGUST 1, 2011

Scott W. Siefken
Trustee and as to his individual interest

Mary C. Siefken
Trustee and as to her individual interest

COPY

State of Florida
County of St Johns
The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 23rd day of October, 2024 by SCOTT W. SIEFKEN AND MARY C. SIEFKEN, husband and wife and as Trustees of the SIEFKEN LIVING TRUST dated August 1, 2011. He/She/They is/are ☐ Personally Known OR ☑ Produced drivers license(s) as Identification.

Notary Public Signature (SEAL)
Printed Name:
My Commission Expires: _____
☐ Online Notary (Check Box if acknowledgment done by Online Notarization)

CAROL A. LAGASSE
Notary Public
State of Florida
Comm# HH538205
Expires 7/21/2028

Received May 19, 2026
Planning & Building Department

Historic Preservation Property Tax Exemption Application
Part 3 – Request for Review of Completed work

Upon completion of the restoration, rehabilitation or renovation, return this form with photographs of the completed work (views of site improvements, exterior and interior work for buildings) to the Division of Historical Resources or the Local Historic Preservation Office, as applicable. These photographs must provide a comprehensive description of the completed work. They should be the same views as the *before* photographs included in Part 2 of the application. Type or print clearly in black ink. The final recommendation of the Division of Historical Resources or the Local Historic Preservation Office, as applicable, with respect to the requested historic preservation property tax exemption is made on the basis of the descriptions in this Request for Review of Completed Work.

1. Property identification and location:

Property Identification Number: 2036400000

Address of property: Street 66 Saragossa Street

City St Augustine County St Johns Zip Code 32084

2. Data on restoration, rehabilitation, or renovation project:

Project starting date 11/01/24 Project completion date: 4/15/26

Estimated cost of entire project: $ 904,450

Estimated costs attributed solely to work on historic buildings or archaeological site: $ 834,450

3. Owner Attestation: I hereby apply for the historic preservation property tax exemption for the restoration, rehabilitation or renovation work described above and in Part 2 of the Historic Preservation Property Tax Exemption Application (Application) submitted for this project. I attest that the information provided is, to the best of my knowledge, correct, and that in my opinion the completed project conforms to The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and is consistent with the work described in Part 2 of the Application. I also attest that I am the owner of the property described above or, if the property is not owned by an individual, that I am the duly authorized representative of the owner. Further, by submission of this Application and Request for Review of Completed Work (Request), I agree to allow access to the property by representatives of the Division of Historical Resources or the Local Historic Preservation Office, where such office exists, and appropriate representatives of the local government from which the exemption is being requested, for the purpose of verification of information provided in the Application and this Request. I understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the local government granting the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption. I also understand that falsification of factual representations in this Application or Request is subject to criminal sanctions pursuant to the Laws of Florida.

Name _____ Signature Justin Ahmad Date 5/15/26

Complete the following if signing for an organization or multiple owners (See next page for additional owners):

Title _____ Organization name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Telephone Number (___) _____

Page Eleven – Request for Review of Completed Work

List Additional Owners:

Name Justin Ahmad

Street 66 Saragossa Street

City St. Augustine State FL Zip Code 32084

Name Krista Ahmad

Street 66 Saragossa Street

City St. Augustine State FL Zip Code 32084

Name Andrew Varacalli

Street 29 Meadow Creek Drive

City Clermont State NJ Zip Code 08210

If there are additional owners, provide the indicated information for each on a separate sheet of paper.

REVIEW OF COMPLETED WORK
For Local Historic Preservation Office or Division Use Only

Property Identification Number 2036400000

Property Address 66 Saragossa Street, St. Augustine, Florida 32084

The ☑ Local Historic Preservation Office ☐ Division has reviewed Part 3 (Request for Review of Completed Work) of the Historic Preservation Property Tax Exemption Application for the above named property and hereby:

☑ Determines that the completed improvements to the property **are consistent with the Secretary of the Interior's Standards for Rehabilitation** and Guidelines for Rehabilitating Historic Buildings, and other criteria set forth in Chapter 1A-38, F.A.C., and, therefore, **recommends approval** of the requested historic preservation tax exemption.

☐ Determines that the completed improvements to the above referenced property **are not consistent with the Secretary of the Interior's Standards for Rehabilitation** and Guidelines for Rehabilitating Historic Buildings, and other criteria set forth in Chapter 1A-38, F.A.C., and, therefore, **recommends denial** of the requested historic preservation tax exemption for the reasons stated in the Review Comments below.

Review Comments: Please see the Historic Architectural Review Board (HARB) final order dated June 18, 2026, and the staff report and application packets for Part III reviewed June 18, 2026.

Page Twelve – Request for Review of Completed Work

Additional Review Comments attached? Yes (●) No ( )

Signature Julie E. Courtney

Typed or printed name Julie E. Courtney

Title Historic Preservation Officer

Date June 18, 2026

BEFORE THE
HISTORIC ARCHITECTURAL REVIEW BOARD FOR THE
CITY OF ST. AUGUSTINE, FLORIDA

TYPE OF REQUEST:

- ☐ Certificate of Appropriateness
- ☐ Certificate of Demolition
- ☐ Certificate of Relocation
- ☒ Certificate of Appropriateness for Preservation Approach for Ad Valorem Tax Exemption
- ☐ Certificate of Completeness and Recommendation for Historic Property Tax Exemption
- ☐ Opinion of Appropriateness

IN THE MATTER OF:

Case No.:	HP2025-0029
Applicant:	Justin Ahmad
Owner:	Krista Ahmad
Address:	66 Saragossa Street
Parcel Number:	2036400000

Re: Certificate of Appropriateness, pursuant to Section 28-89, City of St. Augustine Code, To review parts I and II of a Historic Preservation Ad Valorem Tax Exemption application for the elevation and proposed rehabilitation of a residential building constructed c. 1904-1910 that is recorded in the Florida Master Site File and a contributing building to the Model Land Company National Register Historic District.

THE HISTORIC ARCHITECTURAL REVIEW BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON THURSDAY, JUNE 18, 2026, AND BASED ON THE TESTIMONY AND EVIDENCE, THE BOARD HAS DETERMINED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

1. Applicant is the legal owner, occupant, and/or representative of the owner/occupant of the subject property and duly submitted an application with the owner's knowledge, and was duly notified of the hearing, in accordance with Chapter 28 of the Code of the City of St. Augustine. The applicant or representative ☑ was present at the Thursday, June 18, 2026, Historic Architectural Review Board meeting and testified under oath, or ☐ was not present.

2. A public hearing was held, with notice given as required by law, and ☐ members of the public testified under oath, or ☑ no members of the public spoke on this issue.

3. The subject property has a zoning classification of RG-1

4. The above-described Certificate of Appropriateness is subject to Section 28-89 of the Code of the City of St. Augustine.

ORDER:

Based upon the evidence presented, the Historic Architectural Review Board determined that the requested action MEETS / DOES NOT MEET the requirements of Section 28-89, City of St. Augustine Code, and APPROVES / DENIES / CONTINUES the Applicant's request To review parts I and II of a Historic Preservation Ad Valorem Tax Exemption application for the elevation and proposed rehabilitation of a residential building constructed c. 1904-1910 that is recorded in the Florida Master Site File and a contributing building to the Model Land Company National Register Historic District..

Subject to the following conditions: + findings

- The home meets the Part III criteria for AVT
- Recommend Approval to the city Commission
-
-
-
-
-

DONE AND ORDERED, at a public hearing on the 18th day of June, A.D., 2026, in the Alcazar Room, 75 King Street, St. Augustine, Florida.

Case No. HP2025-0029 **REQUEST** **APPROVED / DENIED / CONTINUED**

Sign Name

Brad Beach

Print Name

HISTORIC ARCHITECTURAL REVIEW BOARD
CITY OF ST. AUGUSTINE, FLORIDA

STATE OF FLORIDA, COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Brad Beach, by means of [+ physical presence or [ ] online notarization, who is personally known to me and who is the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same for the purposes therein expressed.

Witness my hand and official seal, this 18th day of June, A.D., 2026.

MICHELE FUDO
Commission # HH 448184
Expires September 26, 2027

Notary Public, State of Florida

Applications for building permits will be required and must be submitted electronically with formalized digital signature. HARB determinations are accepted for issuance of building permit and must meet all city standards prior to issuance.

Gaere MacDonald Construction Inc, 23 Water St, St Augustine Fl 32084. Tel; 904 814 7799

66 Saragossa St Ad Valorem 5/25/2026

The total cost of work performed at 66 Saragossa St was $854,324.67

Breakdown as follows;

Historic renovation of the existing structure- $695,844.67

Total new rear addition- $158,480.00 (Breakdown below)

The new (486 s/f) rear addition-$145,880.00

The new (126 s/f) rear-covered porch- $12,600.00

A copy of the schedule of values for the restoration of the original structure is attached for reference if needed.

Sincerely

Gaere MacDonald

(President)

Work item	Scheduled value	Complete to date	This application	Material stored
66 Saragossa St				
Permits/ Fees	$7,326.22	$7,326.22		
Demolition	$13,805.65	$13,805.65		
Houselift	$42,450.00	$42,450.00		
Piers	$18,163.20	$18,163.20		
Dumping fees	$2,852.77	$2,852.77		
Framing labour	$213,163.16	$213,163.16		
Framing mats	$68,039.86	$68,039.86		
Window & door	$3,823.62	$3,823.62		
W/D repair	$8,400.00	$8,400.00		
Siding & trim	$38,492.48	$38,492.48		
Electric	$22,732.60	$22,732.60		
Plumbing	$21,690.00	$21,690.00		
HVAC	$20,160.00	$20,160.00		
Insulation	$13,254.13	$13,254.13		
Drywall	$12,918.00	$12,918.00		
Roofing	$18,576.00	$18,576.00		
Trim carpentry	$34,645.00	$34,645.00		
Trim materials	$12,752.30	$12,752.30		
Int Doors	$3,521.61	$3,521.61		
Kitchencab	$9,735.00	$9,735.00		
Stone counters	$4,264.02	$4,264.02		
Tile labour	$10,750.00	$10,750.00		
Tile materials	$3,245.32	$3,245.32		
Glass	$1,875.32	$1,875.32		
Vanities	$1,252.25	$1,252.25		
Closets	$2,342.00	$2,342.00		
Sub-floors	$5,250.00	$5,250.00		
Flooring	$12,522.07	$12,522.07		
Hardware	$438.62	$438.62		
Gas &ODWH	$3,832.00	$3,832.00		
Lattice	$4,752.76	$4,752.76		
Ext stairs	$8,452.73	$8,452.73		
Protection	$447.24	$447.24		
Flatwork	$1,808.51	$1,808.51		
Painting	$23,752.35	$23,752.35		
Arch Plans	$9,000.00	$9,000.00		
Rentals	$3,732.88	$3,732.88		
Tree Removal	$5,200.00	$5,200.00		
Totals	$695,844.67	$695,844.67	$0.00	$0.00

Exterior Cost Breakdown (Historic Structure Only)

-House Lift: $42,450

-Foundation Piers: $18,163.20

-Lattice: $4,752.76

-Flatwork (Concrete for walkway): $1,808.51

-Roofing: $18,576

-Window Restoration: $8,400

-Glass (Window + Door): $1,875.32

-Siding and Ext Window Trim: $38,492.48

-Exterior Stairs + Railings: $8,452.73

-Dormer Window + Double Door: $3,823.62

-Ext Painting: $18,752

-Tongue and Grove (Deck Flooring+ Ceiling): $5,200

-Pier Wrap (Brick): $3,300

-Front Deck Framing/Labor: $8,000

-Ornate Trim: $2,800

-Exterior Hardware (House numbers, Circa Plaque, Mail Slot): $580

-Mail Box: $300

Total= $185,726.62

Historic Renovation Cost= $695,844.67

Total Exterior Renovation % = 26.69%

CITY OF ST. AUGUSTINE HISTORIC ARCHITECTURAL REVIEW BOARD

STAFF REPORT AND RECOMMENDATION

Prepared for June 18, 2026 Meeting

Application: HP2025-0029 Address: 66 Saragossa Street

Applicant & Property Owner: Justin and Krista Ahmad

Project description: To review Part III of a Historic Preservation Ad Valorem Tax Exemption application, to certify the completion of work related to the elevation and exterior and interior rehabilitation of a residential building constructed c. 1904-1910, that is recorded in the Florida Master Site File and contributing to the Model Land Company National Register Historic District.

Architectural Style:	Frame Vernacular	Florida Master Site File:	SJ02129
National Register:	Model Land Company NRHD: Contributing	Construction date:	c. 1904-1910
Archaeology Zone:	N/A	Zoning District:	RG-1
Parcel number:	2036400000		
Agenda Item:	6(a)	Previous Action(s):	COD HP2024-0027 (Denied)

STAFF SUMMARY AND ANALYSIS:

1. This Certificate of Appropriateness (COA) application is to review Part III of an Ad Valorem Tax exemption (AVT) application and certify the completed interior and exterior rehabilitation work. If approved, exterior and interior alterations to real property are eligible for inclusion to the real property valuation for the tax exemption.
2. Located on the north side of Saragossa Street on the block between Riberia Street and N. Ponce de Leon Boulevard, this 1-1/2 story Frame Vernacular Residence was constructed between 1904 and 1910. The 1910 Sanborn Map labels the building as 64 Saragossa Street. A completed project scope and additional context on the architecture and building is provided on page 5 of this report.
3. At the April 17, 2025 meeting, the HARB found that the structure qualifies for the AVT application process since it is a contributing property to the Model Land Company National Register Historic District and determined that the proposed rehabilitation work is consistent with the Secretary of Interior's Standards for Rehabilitation (summarized on pages 3-4. 7-9), which fulfills the requirements of Part I and II.
4. For Part III, the HARB is to review the completed improvements to the property and make a final determination that they are consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and to certify the requirements for a historic preservation ad valorem tax exemption have been met.
5. The HARB then recommends that the City Commission grant or deny the exemption from ad valorem taxes levied by the City on 100% of the assessed value of the improvement for 10 years. Subsequently, St. Johns County's Board of Commissioners can hear the application to consider the ad valorem tax exemption for the County's property taxes.
6. The minimum valuation of the improvement must be $20,000 or 50% of the assessed value of the structure before the improvement, whichever is less, and at least 25% of the valuation of the proposed improvements must be for work to the exterior or foundation of the structure. **Both improvement valuation requirements have been met as is indicated below:**
7. **HOUSE VALUATION / PROJECT INVESTMENT**
   - **Value of building per SJCPA (2026): $130,997 / (2024): $130,693**
   - **Taxable Value per SJCPA (2026): $241,595 / (2024): $274,562**
   - **Value of Completed Project: $695,844.67 (for the stabilization/rehabilitation of the historic portion of the house)**
   - Total Project Cost (with addition): $854,324.67

   (More than 26% of the project costs were for the exterior building envelope or foundation, meeting the minimum thresholds for an AVT.)
8. While more historic/existing materials needed to be replaced than was originally estimated, communication with staff of the true conditions and documentation of the deteriorated exterior and interior was provided. As noted in the Secretary of the Interior's Standards (SOIS) for Rehabilitation Guidelines, "latitude is given to replace extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only Rehabilitation includes an opportunity to make possible an efficient contemporary use through alterations and additions."

SECRETARY OF THE INTERIOR'S STANDARDS (SOIS) FOR REHABILITATION

SOIS In Relation to the Completed Scope of Work Outlined on Page 5 and the Application Packet:

1. **Compatible New Use: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.:** The use of the property did not change from a single-family residential building, resulting in minimal changes to the existing building overall.
2. **Retention of Distinguishing Architectural Character: The historic character of the property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.:** The exterior design of the original structure and use of exterior materials largely remained intact. The historic wood windows were restored. Cedar shakes under the gables were retained. Part II of the application photos and the previous Certificate of Demolition application heard in 2024, with the accompanying engineer's report, indicated extensive deterioration to the house. This included the need for a completely new foundation and structural system, with the original framing sistered with new. Wood elements, such as the novelty siding, moldings, and rafter tails, were found to be too brittle and deteriorated to reuse, so were replaced with matching or compatible replacements. For example, the dentil molding above the front porch was replaced with custom wood dentil molding. A 5v crimp metal roof with a galvalume finish replaced the existing tin shingle roof. Some of the materials that were removed were reused on other areas of the house, such as the bricks from the remnant chimney being used to face the new foundation piers and as planting bed borders. Previously altered by different additions, the interior floorplan did not dramatically change from the existing. Some of the bigger changes are the new location of the stair and 1st floor bathroom, reconfiguration of the hall and 2nd bedroom, and finishing and dividing the spaces of the 2nd floor attic type space.
3. **Recognition of Historic Period: Each property shall be recognized as a physical record of its time, place and use. Changes that create false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.:**
   With the elevation of the house, the later gabled roof front porch added to the enclosed front porch and entrance was removed. As was approved with an amendment to the Part II, the enclosed front porch was opened and the original front door returned to its use as the entrance to the house. Other elements that existed or were missing on the house were largely replaced with matching materials or compatible features.
4. **Retention of Significant Later Alterations and Additions: Most properties change over time; those changes have acquired historic significance in their own right shall be retained and preserved.:** As noted above, the front façade was returned closer to its historic appearance with the enclosed front porch opened up and the insignificant later porch addition replaced by a taller set of steps added to service the new building height. The gable dormer had to be rebuilt to accommodate the new framing required, so the paired windows in the dormer had to slightly decrease in overall height, as was also reviewed with the amendment at the May 2025 HARB meeting. Because of the deterioration and instability of the rear kitchen wing, a portion had to be rebuilt, but the design and scale were preserved. Some additional small changes to the floorplan were made to the building plans reviewed under Part II, including shifting the stair to the front corner of the home.
5. **Sensitive Treatment of Distinctive Features and Craftsmanship: Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.:** Existing exterior features and finishes that could be retained and selectively repaired or replaced include the 3/1 wood windows with weights being rehung, cedar shakes under the gables, the historic front door with transom and sidelights, most of the existing framing, which was sistered with new lumber, and most of the roof rafters and decking.
6. **Repair or Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence: Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.:** The wood siding, rafter tails, and dentil molding on the exterior, the foundation members, and most of the interior elements had to be replaced with

SOIS In Relation to the Proposed Scope of Work Outlined on Page 5 / Application Packet (continued):

new material due to its deteriorated state or added since it had already been removed/gutted, as was documented in Part II and the amendment. Matching materials to the existing were used on the exterior, while compatible finishes and fixtures were used for the insignificant or missing interior elements. Engineered White Oak and tile (in all bathrooms) flooring was installed, with carpet on the second floor, and new interior doors throughout the interior. New cabinets and fixtures were installed in the kitchen and bathrooms. All electrical, plumbing, and mechanical systems were replaced.

7. **Cleaning with the Gentlest Possible Method: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.:** No chemical or physical treatments were undertaken.
8. **Protection and Preservation of Significant Archaeological Resources: Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.:** The property is not located within an Archaeological Zone.
9. **Compatible Contemporary Design for New Alterations and Additions: New additions, exterior alterations, or related new constructions shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.:** As was indicated on plans reviewed with Part II of the application, a rear porch deck and 1-story inset rear addition with an ensuite master bedroom/bathroom was added using a board and batten exterior finish, 1/1 or horizontal windows, and exposed cement block piers that differentiated between the newly added spaces and the historic house. The rear corner of the kitchen wing was severely unstable so was rebuilt to the same dimensions and preserved the exterior design. Due to the significantly deteriorated state of the residential building or missing/gutted conditions, replacements included the roof finish materials, exterior wood siding, trim, dentil molding, rafter tails, interior finishes, flooring, doors, and fixtures. Compatible materials were selected. New framing was required throughout and was sistered to the existing framing. Based on the previous 2024 structural report provided with the Certificate of Demolition application, extensive foundation repair and addressing the mostly deficient structural systems was deemed necessary and had already begun at the time of the Part II review.
10. **Reversibility of New Alterations and Additions: New additions and related or adjacent new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.:** Much of the historic materials that were proposed to be retained and repaired as needed, such as the siding, dentil molding, and rafter tails were found to be too deteriorated to repair as work progressed. However, matching or compatible materials in style, texture, dimensions were used. Newer materials for the interior such as engineered hardwood and carpet (on the 2nd floor) are reversible. The 1-story inset addition and back porch that were constructed at the rear of the 2-story historic house are subservient to the main structure, are not visible from Saragossa Street, and do not alter the historic front portion of the house.

STAFF RECOMMENDATION:

Based on a review of the Secretary of the Interior's Standards and without the support of evidence to the contrary, staff finds that the HARB can **APPROVE** a **CERTIFICATE OF APPROPRIATENESS for the Historic Preservation Ad Valorem Tax Exemption for 66 Saragossa Street and RECOMMEND to the City Commission, who grants the exemption, with the following findings**:

1. The completion of work to the exterior and interior to the c. 1904-1910 building, which is a qualifying property because it contributes to the Model Land Company National Register Historic District, complies or is consistent with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
2. The proposed work meets the criteria established by the Department of State (see last document of attachments).

Julie Courtney
Julie Courtney, Historic Preservation Officer

CONTEXT: (Information taken from the staff report for the Certificate of Demolition (COD) application that was denied in 2024)

1. The existing 2-story building before work began featured side gable metal shingle roof, a central dormer, a hip roofed enclosed front porch with exposed rafter tails and dentil molding under the eave, a covered entry with decorative iron supports, novelty wood siding, 3/1 and other divided double-hung wood windows, and a brick chimney on the west elevation had been partially dismantled with the stack removed. The house rested on brick piers before it was elevated.
2. A Certificate of Demolition (COD) application for full demolition included structural engineer reports which indicated extensive structural damage in the home. A home inspection report, also provided by the previous applicant (a home builder company on behalf of the now current owners), detailed exterior and interior structural and electrical concerns with detailed photographs. The HARB heard and continued the application at the June 20, 2024 meeting to allow the applicant time to provide additional information, including factoring the cost-savings of potential variances to the building and flood codes for historic structures and the Ad Valorem Tax Exemption Program into the calculations for rehabilitation costs. At the July 2024 HARB meeting, the COD applicant provided additional economic hardship documentation, along with an Elevation Certificate indicating that the building is below the 8-foot finished floor elevation requirement for new construction and substantial improvements. Because the structure contributes to a National Register District, it was noted that a variance could be sought for elevation of this building. The COD application was denied by the HARB.

SUMMARY SCOPE OF WORK: *See Application Packet for More Details*

Completed to Exterior and Interior of Existing Building:

Exterior:

- House was elevated ~ 2' (front porch and west elevation's remnant of chimney base was removed at that time) before Part II's review
- New concrete pier foundation system, sill beams, and other structural members replaced the older piers
- Elements proposed to be replaced in a different design/material:
  - Tin shingle roofing material replaced with 5v crimp metal panel roof material
  - Front porch's scrolled decorative metal columns (ended up being permanently removed and the previously enclosed front porch opened/restored)
- Elements rebuilt / replaced – keeping same or compatible design/scale/type of material
  - Areas of structurally insufficient framing and floor joists throughout the house
  - Front dormer on the roof with new wooden members with slightly shorter window opening to accommodate updated framing and insulation, as approved with amendment*
  - Northwest corner of rear (kitchen) wing had to be rebuilt due to extensive deterioration. Window openings preserved.
  - Wood novelty siding, trim, dentil molding, rafter tails
  - Previously existing gable roof entry porch at doorway removed for elevation and replaced with higher flight of wood steps and rails leading to opened up previously enclosed front porch and original door entry
- All 3/1 historic wood windows were restored, with weights restrung, except paired windows in modified dormer*

Interior:

- New/replacement cabinets and fixtures for the kitchens and bathrooms, and new electrical, plumbing, and mechanical systems.
- New ceiling, walls, and flooring (engineered white oak, tile, and carpet on 2nd story) to cover existing or replace areas where it had been previously gutted and continued throughout the interior
- **Minimal 1st floor reconfigurations of historic house portion:** Some partition walls were removed, a bathroom was located in the area of an existing bedroom and a hall put in its place, while the existing staircase area became pantry, hall, laundry/utility closets. Additional reconfigurations were done to proposed floorplans reviewed with Part II and amendment, with a half bath added in the area of the linen closet, a full bathroom connected to the 2nd bedroom on the main level, small changes to the first floor hall, and the kitchen layout returned closer to the previously existing.
- 2nd floor reconfigurations: The mostly unfinished attic space under the roof line was finished and additional walls were added to create an open bedroom / home office / craft area, bathroom, and storage spaces.

Additions:

- 1-story rear wing addition inset from historic house with master bedroom, bathroom, and closet, and rear back porch

Site / Site Features

No major modifications or alterations to the site: sidewalk to front porch, plantings were added around house, and grass seed has been planted

CITY CODES/DESIGN GUIDELINES:

ARCHITECTURAL GUIDELINES FOR HISTORIC PRESERVATION

Frame Vernacular

Frame Vernacular architecture is the common wood frame construction of self-taught builders, often passed from one generation to the next. Vernacular building traditions resulted from the builder's experience, available resources, and responses to the local environment. Most frame vernacular buildings are dwellings and associated outbuildings. However, churches, commercial and industrial frame vernacular buildings have also been constructed.

Frame Vernacular buildings were heavily influenced by the Queen Anne style in the late 1800s, and by the Bungalow style in the 1920s. Queen Anne influences included two story construction, complex roof forms and irregular massing. Bungalow influences included a return to single story construction and simpler, more regular roof forms and massing.

Buildings are not constructed directly on the street, although the size of yards varies greatly.
The most common building plans are rectangular and L-shaped, although some buildings have irregular plans. Buildings range from one to two-and-one-half stories.

Prior to the Civil War, foundations are usually brick, coquina, lime rock or tabby piers. From 1865 until about 1920 brick and coquina piers were most common; and beginning in the 1920s, brick, coquina or concrete block piers were used. Piers are usually not finished with stucco. Lattice infill is common after 1845. Continuous foundations are rare, and are never used prior to about 1920. Construction is wood frame. Prior to the Civil War, braced frame construction was used; from 1865 until about 1910, balloon framing was used; and after 1910, platform framing became common. Exterior finish is typically drop siding with corner boards, weatherboards with corner boards, butted wood shingles, or board-and-batten siding.

Locally, roof types are usually gable, although hip and pyramidal roofs are common elsewhere. Porches commonly have hip or shed roofs. Prior to 1845, roof surfaces are covered with wood shakes or wood shingles. From 1845 to about 1920, roof surfaces are covered with metal, corrugated metal or metal novelty shingles. Beginning in the 1920s, roof surfaces are covered with composition shingles, diamond composition shingles or asbestos shingles. Chimneys are brick, and are occasionally finished with stucco.

Windows are usually double hg sash two-over-two or one-over-one. Locally, six-over-six and six-over-one are also common, but are seldom used after about 1920. Prior to the turn of the century, nine-over-six and eight-over-eight windows are also used. After the turn of the century, eight-over-one, four-over-one, three-over-one, and less commonly jalousie windows are also used. Attic louvers in the gable ends, and casement windows with various numbers of panes are common in all time periods.

Detailing is simple, usually consisting of jig-sawn woodwork on porches or around eaves, and corbels on chimneys.

Historic Preservation Property Tax Exemption

In 1995 the City Commission adopted an ordinance allowing partial ad valorem tax exemptions for historic property if the property is being restored, rehabilitated or renovated according to specific guidelines. This exemption applies only to improvements to real property.

The exemption for qualifying properties is from ad valorem taxes levied by the City of St. Augustine on 100% of the assessed value of the improvement for 10 years.

In order to qualify for this tax exemption, the property must:

1. be individually listed in the National Register of Historic Places; or
2. **be a contributing property to a National Register District**; or
3. be designated a historic property or be a contributing property in a locally established historic preservation district.

Further, to qualify for this tax exemption, the improvements to a property meeting one of the above criteria must also:

1. **be consistent with the United States Secretary of Interior's Standards for Rehabilitation; and**
2. **be determined by the Historic Architectural Review Board to meet criteria established by the Department of State.**

The minimum valuation of the improvement must be $20,000 or 50% of the assessed value of the structure before the improvement, whichever is less.

Twenty-five percent (25%) of the proposed improvement must be to the exterior or foundation of the structure.

Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment. [Compatible New Use]
2. The historic character of the property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. [Retention of Distinguishing Architectural Character]
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken. [Recognition of Historic Period]
4. Most properties change over time; those changes have acquired historic significance in their own right shall be retained and preserved. [Retention of Significant Later Alterations and Additions]
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. [Sensitive Treatment of Distinctive Features and Craftsmanship]
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence. [Repair or Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence]
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. [Cleaning with the Gentlest Possible Method]
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. [Protection and Preservation of Significant Archaeological Resources]
9. New additions, exterior alterations, or related new constructions shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. [Compatible Contemporary Design for New Alterations and Additions]
10. New additions and related or adjacent new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. [Reversibility of New Alterations and Additions]

Secretary of the Interior's Standards for Rehabilitation: Guidelines

Choosing Rehabilitation as a Treatment

In **Rehabilitation**, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation; however, an assumption is made prior to work that existing historic fabric has become damaged or deteriorated over time and, as a result, more repair and replacement will be required. Thus, latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitation** to replace extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only Rehabilitation includes an opportunity to make possible an efficient contemporary use through alterations and additions.

Identify, Retain, and Preserve Historic Materials and Features

Like Preservation, guidance for the treatment **Rehabilitation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained in order to preserve that character. Therefore, guidance on **identifying, retaining, and preserving** character-defining features is always given first. The character of a historic building may be defined by the form and detailing of exterior materials, such as masonry, wood, and metal; exterior features, such as roofs, porches, and windows; interior materials, such as plaster and paint; and interior features, such as moldings and stairways, room configuration and spatial relationships, as well as structural and mechanical systems.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of **Rehabilitation** work, then **protecting and maintaining** them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work **repairing** is recommended. **Rehabilitation** guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, **Rehabilitation** guidance is provided for **replacing** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material. It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, they never recommend removal and replacement with new material of a feature that--although damaged or deteriorated--could reasonably be repaired and thus preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Although accepting the loss is one possibility, where an important architectural feature is missing, its replacement is always recommended in the **Rehabilitation** guidelines as the first or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

Alterations/Additions for the New Use

Some exterior and interior alterations to a historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character. The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the **Rehabilitation** guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non-character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed. Additions and alterations to historic buildings are referenced within specific sections of the Rehabilitation guidelines such as Site, Roofs, Structural Systems, etc., but are addressed in detail in New Additions to Historic Buildings.

Energy Efficiency/Accessibility Considerations/Health and Safety Code Considerations

These sections of the guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to improve energy efficiency. Although this work is quite often an important aspect of **Rehabilitation** projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of meeting code and energy requirements.

City of St. Augustine Code of Ordinances

Sec. 2-381. - Title.

This article [Ordinance No. 95-20] may be cited as the Historic Preservation Property Tax Exemption Ordinance of the City of St. Augustine, Florida.

Sec. 2-382. - Intent.

The City of St. Augustine hereby finds that the adoption of an ad valorem tax exemption for qualifying improvements of historic properties will help accomplish the following purposes:

(1) Encourage restoration, rehabilitation and renovation of historic structures located in historic preservation districts in St. Augustine; historic structures listed on the National Register of Historic Places; and designated historical landmarks; and

(2) Encourage visible rehabilitation that will make blocks and neighborhoods more attractive, focus attention on them and improve property values on the rest of the block or in the neighborhood, therefore enhancing their appeal as places to live, to work or to visit.

Sec. 2-383. - Definitions.

(1) *Assessed value* shall mean the determination of the value of an improvement or property by the St. Johns County Property Appraiser in the manner provided by law.

(2) *Contributing property* shall mean a building, site, structure or object which adds to the historical architectural qualities, historic associations or archaeological values for which a district is significant because (a) it was present during the period of significance of the district and possesses historic integrity reflecting its character at that time; (b) is capable of yielding important information about the period; or (c) it independently meets the National Register of Historic Places criteria for evaluation.

(3) *Government or non profit* use shall mean that the occupant or user of at least sixty-five (65) percent of the usable space of a historic building or of the upland component of an archaeological site is an agency of the federal, state or local government, or a non-profit organization certified by the Department of State under F.S. § 627.013.

(4) *Historical landmark* shall mean a building, object, site or structure of the highest historical, architectural, cultural or archeological importance.

(5) *Historic property* shall mean a building, object, site or structure which is: (a) individually listed in the National Register of Historic Places; (b) a contributing property in a National Register-listed historic district; (c) designated as a historic property or landmark under the provisions of City Code section 28-87(10); or (d) a contributing property in a historic

preservation district designated under the provision of City Code chapter 28, article III, division 3, historic preservation districts.

(6) *Historic architectural review board* (hereinafter referred to as "board") shall mean the board which is responsible for determining the historical significance of the property and the appropriateness of the proposed work as submitted by the applicant.

(7) *Improvements* shall mean changes in the condition of real property brought about by the expenditure of labor or money for the restoration, renovation or rehabilitation of such property. Improvements shall exclude additions and accessory structures unless necessary for historic reproduction purposes (i.e., recreating a building design that previously existed).

(8) *Local historic preservation office* shall mean the planning and building division which shall supervise and administer the rules and regulations pertaining to review of applications for property tax exemptions pursuant to F.S. §§ 196.1997 and 196.1998.

(9) *Regularly and frequently open to public* shall mean a property in which public access to the property is provided not less than fifty-two (52) days a year on an equitably spaced basis, and at other times by appointment. Owners of such property are not prohibited from charging a reasonable nondiscriminating admission fee.

(10) *National Register of Historic Places* shall mean the list of historic properties significant in American history, architecture, archaeology, engineering and culture, maintained by the Secretary of the Interior, as established by the National Historic Preservation Act of 1966, as amended.

(11) *Noncontributing property* shall mean a building, site, structure or object which does not add to the historic architectural qualities, historic associations or archaeological values for which a district is significant because (a) it was not present during the period of significance of the district; (b) due to alterations, disturbances, additions or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period; or (c) it does not independently meet the National Register of Historic Places criteria for evaluation.

(12) *Renovation or rehabilitation* shall mean the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, cultural and archaeological values. For historic properties or portions thereof which are of archeological significance or are severely deteriorated, "renovation" or "rehabilitation" means the act or process of applying measures designed to sustain and protect the existing form and integrity of a property, or reestablish the stability of an unsafe or deteriorated property while maintaining the essential form of the property as it presently exists.

(13) *Restoration* shall mean the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work.

(14) *Substantial completion of improvement* shall mean that a request for review of completed work has been submitted by the property owner and approved by the historic preservation office.

(15) *Usable space* shall mean that portion of the space within a building which is available for assignment or rental to an occupant, including every type of space available for use of the occupant.

(16) *Qualifying property* shall mean any real property in the City of St. Augustine which, at the time the preconstruction application is submitted, (a) is individually listed in The National Register of Historic Places; (b) is a contributing property to a National Register District; or (c) is designated as a contributing property in a Historic Preservation District.

Sec. 2-384. - Exemption.

Qualifying properties will be eligible to receive an ad valorem tax exemption of one hundred (100) percent of the assessed value of the improvements, as defined in section 2-383(7) of this article, resulting from renovation, restoration or rehabilitation of the property. All qualifying projects must complete the review process outlined in this article. The exemption shall apply only to improvements to real property. All qualifying improvements must be commenced on or after the date of adoption of this article [Ordinance No. 95-20]. If the property is used for non-profit or governmental purposes, and is regularly and frequently open for the public's visitation, use and benefit, then one hundred (100) percent of the assessed value of the property, as improved, is exempt provided the assessed value of the improvement is at least fifty (50) percent of the total assessed value of the property, as improved, and the
improvement is made by or for the use of the existing owner. The exemption shall apply only to ad valorem taxes levied by the City of St. Augustine.

Sec. 2-385. - Exemption period.

The exemption period shall be ten (10) years beginning on January 1 following substantial completion of the improvement.

Sec. 2-386. - Procedures.

(a) Application for exemption. Application for the property tax exemption shall be made on the two-part Historic Preservation Property Tax Exemption Application, DOS Form No. HR3E101292, or its equivalent, as adopted by the State of Florida. Part 1, the Preconstruction Application, shall be submitted before improvements are initiated, and Part 2, the Request for Review of Completed Work, shall be submitted upon completion of the improvements. Said Application shall be completed in accordance with the instructions promulgated by the Department of State of the State of Florida.

(b) **Upon receipt of the completed preconstruction application and all required supporting materials, the historic preservation office shall determine whether the property for which an exemption is requested is a qualifying property. The historic preservation office shall refer the application to the board, which shall determine whether the proposed improvements are consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (latest edition), U.S. Department of the Interior, National Park Service.**

(c) On completion of the review of a preconstruction application, the historic preservation office shall notify the applicant and the city commission in writing of the results of the review and shall make recommendations for correction of any planned work deemed to be inconsistent with the standards cited above.

(d) Each review of a preconstruction application or application for review of completed work conducted by the board shall be completed within sixty (60) days of the time that the complete application is submitted to the historic preservation office.

(e) Upon receipt of the request for review of completed work and all required supporting materials, the board shall conduct a review to determine whether or not the completed improvements are in compliance with the work described in the approved preconstruction application, subsequent approved amendments, if any, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The board reserves the right to inspect the completed work to verify such compliance.

(f) **On completion of the review of a request for review of completed work, the board shall recommend that the city commission grant or deny the exemption. The recommendation, and the reasons therefore, shall be provided in writing to the applicant and to the city commission. The recommendation shall advise the applicant of their right to a fair hearing pursuant to procedures set forth by the city.**

Sec. 2-387. - Evaluation of improvements.

(a) The board shall apply the recommended approaches to rehabilitation as set forth in the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings in evaluating the eligibility of improvements to the historic property.

(b) For improvements intended to protect or stabilize severely deteriorated historic properties or archaeological sites, the board shall apply the following additional standards:

(1) Before applying protective measures which are generally of a temporary nature and imply future historic preservation work, an analysis of the actual or anticipated threats to the property shall be made by the chief building official.

(2) Protective measures shall safeguard the physical condition or environment of a property or archaeological site from further deterioration or damage caused by weather or other natural, animal or human intrusions.

(3) If any historic material or architectural features are removed, they shall be properly recorded and, if possible, stored for future study or reuse.

(4) Stabilization shall reestablish the structural stability of a property through the reinforcement of loadbearing members or by arresting material deterioration leading to structural failure. Stabilization shall also reestablish weather resistant conditions for a property.

(5) Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance. When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible so as not to intrude upon or detract from the aesthetic and historical quality of the property, except where concealment would result in the alteration or destruction of historically significant material or spaces.

Sec. 2-388. - Appeals.

Appeals from decisions of the historic preservation office and/or the board related to whether a property is a qualifying property may be taken to the St. Augustine City Commission within fifteen (15) days of such decision in accordance with procedures established in section 28-29(d) of the City Code.

Sec. 2-389. - Commencement of work.

Work must commence within one (1) year following the date of approval of a preconstruction application. The preconstruction application shall be considered to be in effect as long as a building permit is valid for the work specified on the property.

Sec. 2-390. - Other permits and approvals.

Nothing in this article shall relieve the property owner or his agents from the responsibility of complying with all other local codes and ordinances relating to construction contracting or permitting, in or out of designated historic preservation districts.

Sec. 2-391. - Covenant.

A property owner qualifying for an exemption pursuant to this article and the city commission shall execute the Historic Preservation Property Tax Exemption Covenant, DOS Form No. HR3E111292, or its equivalent, as adopted by the State of Florida. The historic preservation office, at the time the covenant is executed, shall forward a copy of the approved historic preservation property tax exemption application and historic preservation property tax exemption covenant to the St. Johns County Property Appraiser. On or before the effective date of the exemption, as established by the city commission, the owner of the property shall have the covenant recorded with the deed for the property in the Official Records of St. Johns County.

Sec. 2-392. - **Minimum thresholds for application.**

In order to be eligible for the historic preservation tax exemption, (1) the value of the proposed improvements must be equal to at least fifty (50) percent of the total assessed value of the property, before the improvement, or twenty thousand dollars ($20,000.00), whichever is less; and (2) at least twenty-five (25) percent of the valuation of the proposed improvements must be for work to the exterior or foundation of the structure.

LIST OF ATTACHMENTS:

1. Staff Photographs: June 2026, 2025, 2024
2. Florida Master Site File
3. Model Land National Register Historic District: National Register Nomination Contributing sheet
4. Sanborn Maps
5. Polk City Directory Research
6. Order from July 2024 HARB hearing to deny the full demolition proposed in the Certificate of Demolition application
7. State Statutes for the Tax Exemption for Historic Properties

Only portions of this staff report were included in the City Commission Packet due to the size of the document.
FOR FULL STAFF REPORT PACKET and attachments for the review of PART III:
see https://staugustinefl.portal.civicclerk.com/event/1037/files/attachment/6252

All HARB related documents (application Parts I-III and staff report packets) are on file with this application (HP2025-0029) and available to view online or by emailing your request to harb@citystaug.com, or contacting Julie Courtney, Historic Preservation Officer, of the Historic Preservation Division at 904.209.4283, or the Planning and Building Department at 904.825.1065.

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 14

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 21

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Returned enclosed porch to open front porch

Staff Report Packet, page 22

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026
Restored front doorway entrance
and historic mail slot

Staff Report Packet, page 23

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 25

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 29

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 31

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 32

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Rear Elevation with new 1-story addition and back porch

Staff Report Packet, page 33

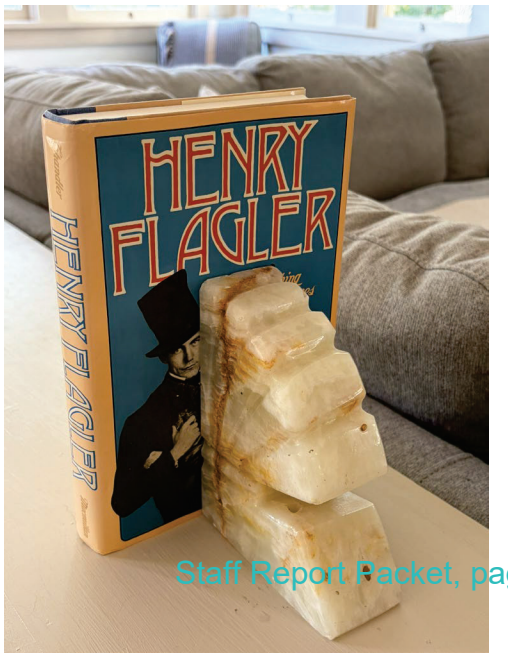
STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 38

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 39

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026



Staff Report Packet, page 44

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

Staff Report Packet, page 45

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

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STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026

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STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026
NEW ADDITION SPACE

Staff Report Packet, page 58

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026
Relocated/New stair to 2nd Floor

Staff Report Packet, page 59

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026
2nd Floor

Staff Report Packet, page 63

STAFF PHOTOGRAPHS
66 Saragossa Street – June 2026
2nd Floor

Staff Report Packet, page 65

2025
STAFF PHOTOGRAPHS
66 Saragossa Street

Front Facade / South Elevation

2025
STAFF PHOTOGRAPHS
66 Saragossa Street

Front Facade / Southwest Elevations

STAFF PHOTOGRAPHS
66 Saragossa Street

West Elevation

STAFF PHOTOGRAPHS
66 Saragossa Street

Front Facade / Southeast Elevations

2025
STAFF PHOTOGRAPHS
66 Saragossa Street

East Elevation

2025
STAFF PHOTOGRAPHS
66 Saragossa Street

Rear / North Elevation

2025 STAFF PHOTOGRAPHS
66 Saragossa Street
Enclosed Front Porch with original doorway intersected by enclosure

2025
STAFF PHOTOGRAPHS
66 Saragossa Street

2025
STAFF PHOTOGRAPHS
66 Saragossa Street

2025
STAFF PHOTOGRAPHS
66 Saragossa Street

2025
STAFF PHOTOGRAPHS
66 Saragossa Street

Kitchen (northwest corner) that will have lower framing members removed and replaced

2025
STAFF PHOTOGRAPHS
66 Saragossa Street
2nd Floor / Attic

Received 05/20/2024
Planning and Building Department

FLORIDA MASTER SITE FILE

HISTORIC ST. AUGUSTINE PRESERVATION BOARD

HISTORIC PROPERTIES INVENTORY FORM

I. LOCATION & LEGAL DESCRIPTION

FDAHRM 802== Site No. 8SJ2129 1009==

Site Name: 66 Saragossa Street 830== Survey Date: 7807 820==

Address: 66 Saragossa Street, St. Augustine, Fla. 32084 905==

Instructions for Locating:

813== County: St. Johns 808==

Location: Model Land Company (subdivision) A (block) 8 (lot) 868==

868==

Owner of Site: Name: Wolfe, Guy B. & Lillian S.;

Address: 66 Satagossa Street

St. Augustine, Fla. 32084 902==

Occupant or Manager: 904==

Type of Ownership: Private 848== Zoning: RG1

NR Classification Category: Building 916== Recording Date: 832==

UTM: 17 (zone) 469120 (easting) 3307056 (northing) 890== Location: T07S (T) R30E (R) N18 (S) 812==

Map Reference: USGS St. Augustine 7.5 MIN 1956 (PR 1970) 809==

Recorder: Name & Title: Nolan, David (Historic Sites Specialist);

Address: H.S.A.P.B. 818==

II. SITE DESCRIPTION

Condition of Site:

( ) Excellent 863==

(X) Good 863==

( ) Fair 863==

( ) Deteriorated 863==

Integrity of Site:

(X) Altered 858==

( ) Unaltered 858==

(X) Original Site 858==

( ) Restored - Date: 858==

( ) Moved - Date: 858==

Threats to Site:

( ) Zoning 878==

( ) Development 878==

( ) Deterioration 878==

( ) Borrowing 878==

( ) Transportation 878==

( ) Fill 878==

( ) Dredge 878==

( ) Other 878==

SEE SITE FILE STAFF FOR ORIGINAL PHOTO(S) OR MAP(S)

II. SITE DESCRIPTION, continued.

Original Use: Priv. Residence 838== Present Use: Priv. Residence 850==

Date: +1910 844== Period: 20th Cent. 845== Culture: American 840==

Architect: 872==

Builder: 874==

Style: Frame vernacular 964==

Plan Type: Rectangular 966==

Exterior Fabrics: Drop siding with cornerboards, wood shingles 854==

Structural Systems: Wood frame 856==

Features of Structure: (942)

Window Type: DHS 3/1, 4/2 942==

Foundation: Brick piers with lattice infill 942==

Roof Type: Gable 942==

Secondary Roof Structures: Hip porch, gable hood, shed dormer 942==

Porches & Balconies: 1 story enclosed porch on front 942==

Chimney Location: End exterior front slope 942==

Materials: (882)

Chimney: Brick 882==

Roof Surfacing: Metal, novelty shingles 882==

Ornament Exterior: Dentil mouldings, ornamental ironwork 882==

Quantitative Data: (950-954)

Chimneys: 1 952== Dormers: 954== Stories: 1½ 950==

Other: 956==

Surroundings: Residential 864==

Relationship to Surroundings: 859==

III. PHOTOGRAPHY

Photographic Records Numbers: 860==

Contact Prints

IV. SIGNIFICANCE

Areas of Significance: Architecture, Railroads

920==

Statement of Significance: (911==)

ARCHITECTURE

This one and one-half story Frame Vernacular residence at 66 Saragossa Street was constructed between 1904 and 1910. Significant details include dentil mouldings and ornamental ironwork. A one-story enclosed porch extends from the front.

The western section of the Model Land Company has some Victorian and early 20th century homes along Orange, Carrera and Valencia Streets and some larger buildings connected with the railroad and tourist trade. But the bulk of the houses here were part of a World War I period tract development by the Model Land Company that provided modest homes on small lots, many of them occupied by people employed by the railroad and fishing industry. These tract homes are generally one-story and owe their influence to the Bungalow style popular at the time. The railroad yards and repair shops that originally formed the western boundary of this neighborhood have been removed, and replaced by US 1. This has resulted in traffic, commercial development, and zoning problems that threaten the western end of this area.

HISTORY

The westernmost section of the Model Land Company Subdivision was nothing but marshes of the San Sebastian River until Henry Flagler reclaimed the land in the mid-1880's in order to expand his recently acquired landholdings to the east. In recognition of the Spanish heritage of the old city, Flagler named most streets in the subdivision after cities in Spain. A railroad station and park, the steam laundry for the Flagler hotels, a hotel, a baseball stadium (located between Saragossa and Carrera Streets), and tract housing along Orange and Carrera Streets for employees of his local enterprises were the first buildings and sites developed in this area. Widespread residential housing did not commence until Flagler conveyed title to the Model Land Company in 1903, and residences were constructed in the next twenty years primarily for workers of the newly-established adjacent railroad offices. Lot sales were maximized in this section of the subdivision by dividing the original larger blocks with Lemon, Almeria, and Oviedo Streets. The dualization of US 1 in the 1950's encroached considerably on the western fringes of this area.(1)

This house at 66 Saragossa Street was once the residence of Emily C. Vanaman, widow of Clayton D. Vanaman, Master Mechanic and Engineer for the Florida

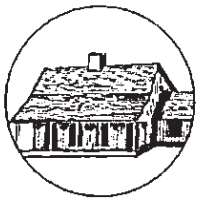
(over)

V. BIBLIOGRAPHY

1. H. H. Stackhouse, "The Model Land Tract: The Development of a Residential Neighborhood", El Escribano, Vol. 16 (1979), pp. 25-32.
2. St. Augustine City Directory, 1930, 1937.

East Coast Railway Company.(2)

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM
FLORIDA MASTER SITE FILE
Version 5.0 3/19

Site#8 SJ02129
Field Date 10-8-2020
Form Date 12-21-2020
Recorder # MAP

Shaded Fields represent the minimum acceptable level of documentation.
Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) 66 Saragossa Street — Multiple Listing (DHR only) _____
Survey Project Name St. Augustine Historic Resource Survey Update — Survey # (DHR only) _____
National Register Category (please check one) ☒building ☐structure ☐district ☐site ☐object
Ownership: ☐private-profit ☐private-nonprofit ☒private-individual ☐private-nonspecific ☐city ☐county ☐state ☐federal ☐Native American ☐foreign ☐unknown

LOCATION & MAPPING

Street Number	Direction	Street Name	Street Type	Suffix Direction
66		Saragossa	Street	

Address:
Cross Streets (nearest / between) _____
USGS 7.5 Map Name ST. AUGUSTINE — USGS Date 1992 — Plat or Other Map _____
City / Town (within 3 miles) St. Augustine — In City Limits? ☒yes ☐no ☐unknown — County St. Johns
Township 7N — Range 30E — Section 18 — ¼ section: ☐NW ☐SW ☐SE ☐NE — Irregular-name: _____
Tax Parcel # 2036400000 — Landgrant _____
Subdivision Name Model Land Company — Block _____ — Lot _____
UTM Coordinates: Zone ☐16 ☐17 Easting ☐☐☐☐☐☐ Northing ☐☐☐☐☐☐☐
Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: 1910 ☐approximately ☐year listed or earlier ☐year listed or later
Original Use: Private Residence (House/Cottage/Ca — From (year): 1910 — To (year): 2020
Current Use: Private Residence (House/Cottage/Ca — From (year): 1910 — To (year): 2020
Other Use _____ — From (year): _____ — To (year): _____
Moves: ☐yes ☒no ☐unknown Date: _____ Original address _____
Alterations: ☒yes ☐no ☐unknown Date: _____ Nature: dormer windows, chimney
Additions: ☐yes ☐no ☒unknown Date: _____ Nature: _____
Architect (last name first): _____ Builder (last name first): _____
Ownership History (especially original owner, dates, profession, etc.)

Is the Resource Affected by a Local Preservation Ordinance? ☒yes ☐no ☐unknown Describe Demolition Review

DESCRIPTION

Style: Frame Vernacular — Exterior Plan: Rectangular — Number of Stories: 2
Exterior Fabric(s): 1. Drop siding 2. Wood/Plywood 3. _____
Roof Type(s): 1. Gable 2. _____ 3. shed dormer
Roof Material(s): 1. Metal shingles 2. _____ 3. _____
Roof secondary strucs. (dormers etc.) 1. Hip extension 2. gable extension
Windows (types, materials, etc.)
paired and grouped 3/1 wood sash windows, 1/1 metal windows

Distinguishing Architectural Features (exterior or interior ornaments)
horizontal wood siding, side facing gable roof, exposed rafter tails, enclosed porch w denticulated cornice under hip extension, removed brick chimney

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.)
walkway, mature vegetation

DHR USE ONLY	OFFICIAL EVALUATION	DHR USE ONLY
NR List Date _____ ☐Owner Objection	SHPO – Appears to meet criteria for NR listing: ☐yes ☐no ☐insufficient info Date _____ Init. _____ KEEPER – Determined eligible: ☐yes ☐no Date _____ NR Criteria for Evaluation: ☐a ☐b ☐c ☐d (see *National Register Bulletin 15*, p. 2)	

HISTORICAL STRUCTURE FORM

Site #8 SJ02129

DESCRIPTION (continued)

Chimney: No. 0 Chimney Material(s): 1. _____ 2. _____
Structural System(s): 1. Wood frame 2. _____ 3. _____
Foundation Type(s): 1. Piers 2. _____
Foundation Material(s): 1. Brick 2. _____
Main Entrance (stylistic details)

centrally located entry w multi light, behind porch door, under gable extension

Porch Descriptions (types, locations, roof types, etc.)

enclosed porch under hip extension, gable extension over masonry steps, concrete block knee wall, decorative iron supports

Condition (overall resource condition): ☐excellent ☐good ☒fair ☐deteriorated ☐ruinous
Narrative Description of Resource

This 1910 Frame Vernacular style building is 2 stories with Drop siding exterior and a Gable roof. It appears to be in fair condition.

Archaeological Remains _____ ☐Check if Archaeological Form Completed

RESEARCH METHODS (select all that apply)

☒FMSF record search (sites/surveys)	☒library research	☐building permits	☒Sanborn maps
☒FL State Archives/photo collection	☐city directory	☐occupant/owner interview	☒plat maps
☒property appraiser / tax records	☐newspaper files	☐neighbor interview	☐Public Lands Survey (DEP)
☒cultural resource survey (CRAS)	☒historic photos	☐interior inspection	☐HABS/HAER record search

☒other methods (describe) City Staff

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed)

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? ☐yes ☒no ☐insufficient information
Appears to meet the criteria for National Register listing as part of a district? ☒yes ☐no ☐insufficient information
Explanation of Evaluation (required, whether significant or not; use separate sheet if needed)

This building has retained its historic massing and materials, and contributes to the district. There are no known significant architectural associations or features and as such it is not individually eligible.

Area(s) of Historical Significance (see *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

1. Architecture
2. Community planning & developm
3. _____
4. _____
5. _____
6. _____

DOCUMENTATION

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents

1) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____

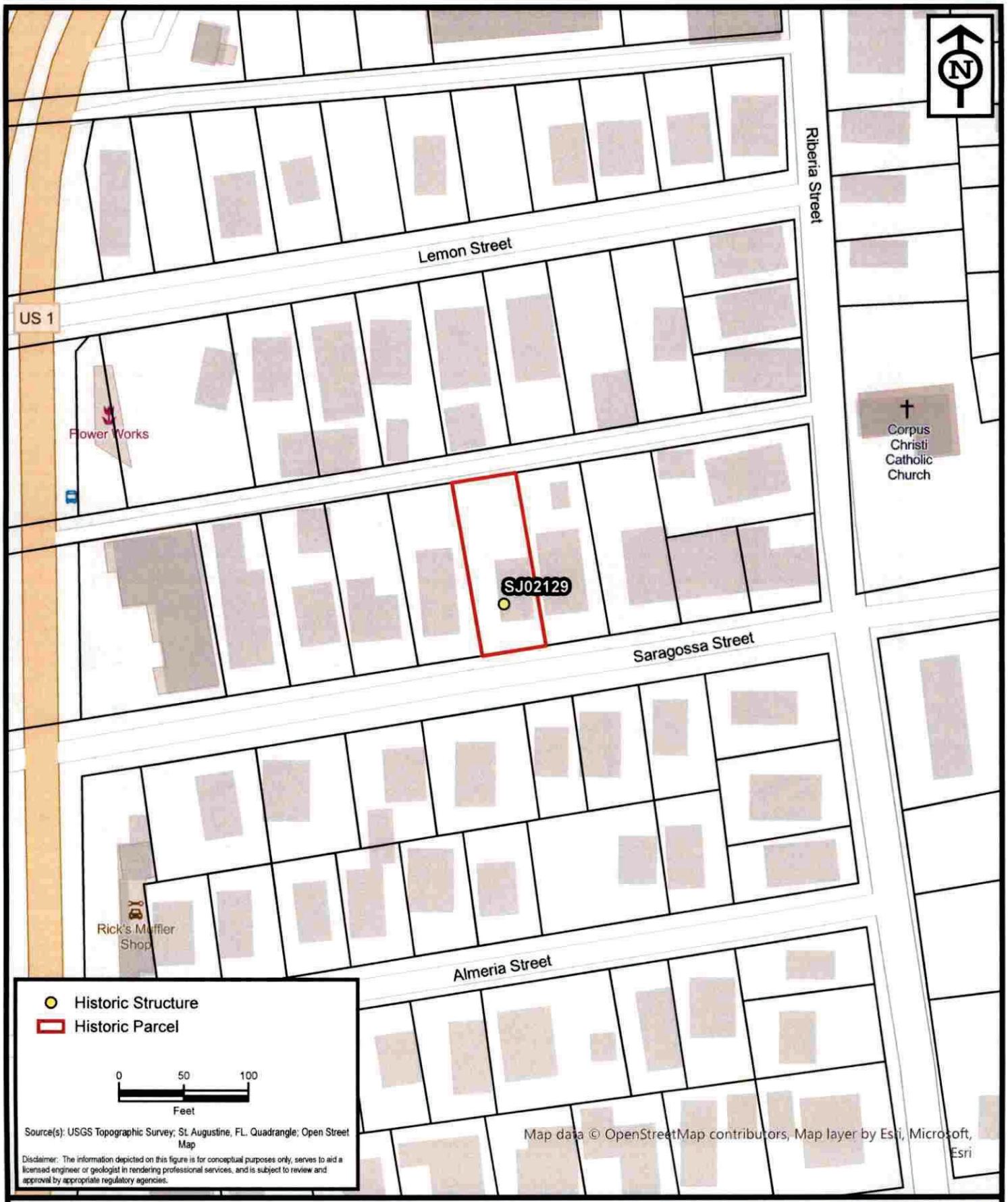
2) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name Patricia Davenport-Jacobs Affiliation Environmental Services, Inc.
Recorder Contact Information 7254 Financial Way, Suite 100, Jacksonville, FL 32256/9044702200/9044702112/:
(address / phone / fax / e-mail)

Required Attachments

❶ USGS 7.5' MAP WITH STRUCTURE LOCATION CLEARLY INDICATED
❷ LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)
❸ PHOTO OF MAIN FACADE, DIGITAL IMAGE FILE
When submitting an image, it must be included in digital AND hard copy format (plain paper grayscale acceptable). Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.



ENVIRONMENTAL SERVICES, INC.
A Terracon COMPANY
7220 FINANCIAL WAY, SUITE 100 JACKSONVILLE, FL 32256
PH. (904) 470-2200 FAX (904) 470-2112

Parcel Location - SJ02129

St. Augustine Historic Resource Mitigation & Survey Update

St. Johns County, Florida

Project No.	HK207093
Date	Dec 2020
Drawn By	AA
Checked By	JRN
Approved By	PDJ
Figure No.	**2**

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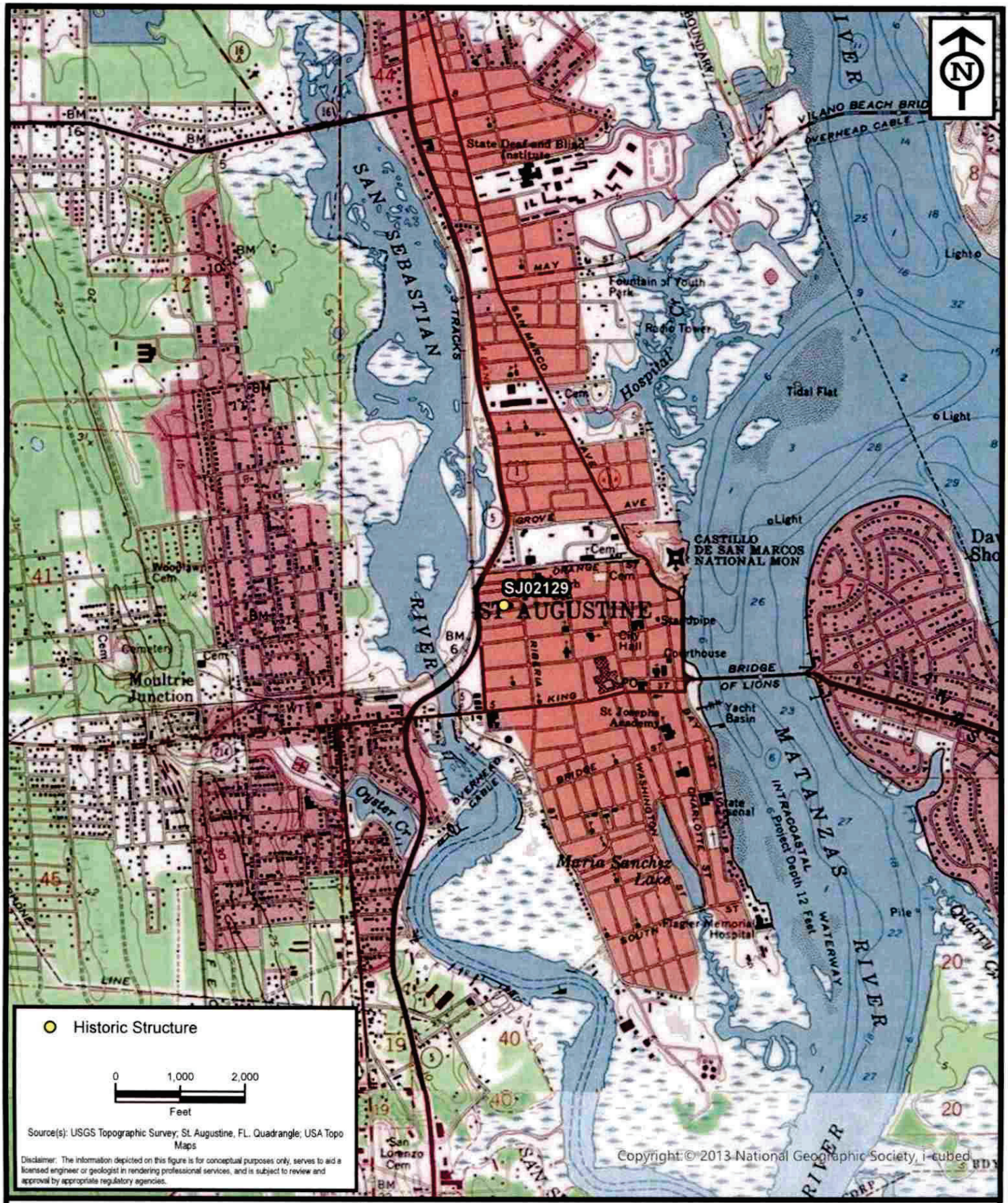

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Project Location - SJ02129

St. Augustine Historic Resource Mitigation & Survey Update

St. Johns County, Florida

Project No.	HK207093
Date	Dec 2020
Drawn By	AA
Checked By	JRN
Approved By	PDJ
Figure No.	1

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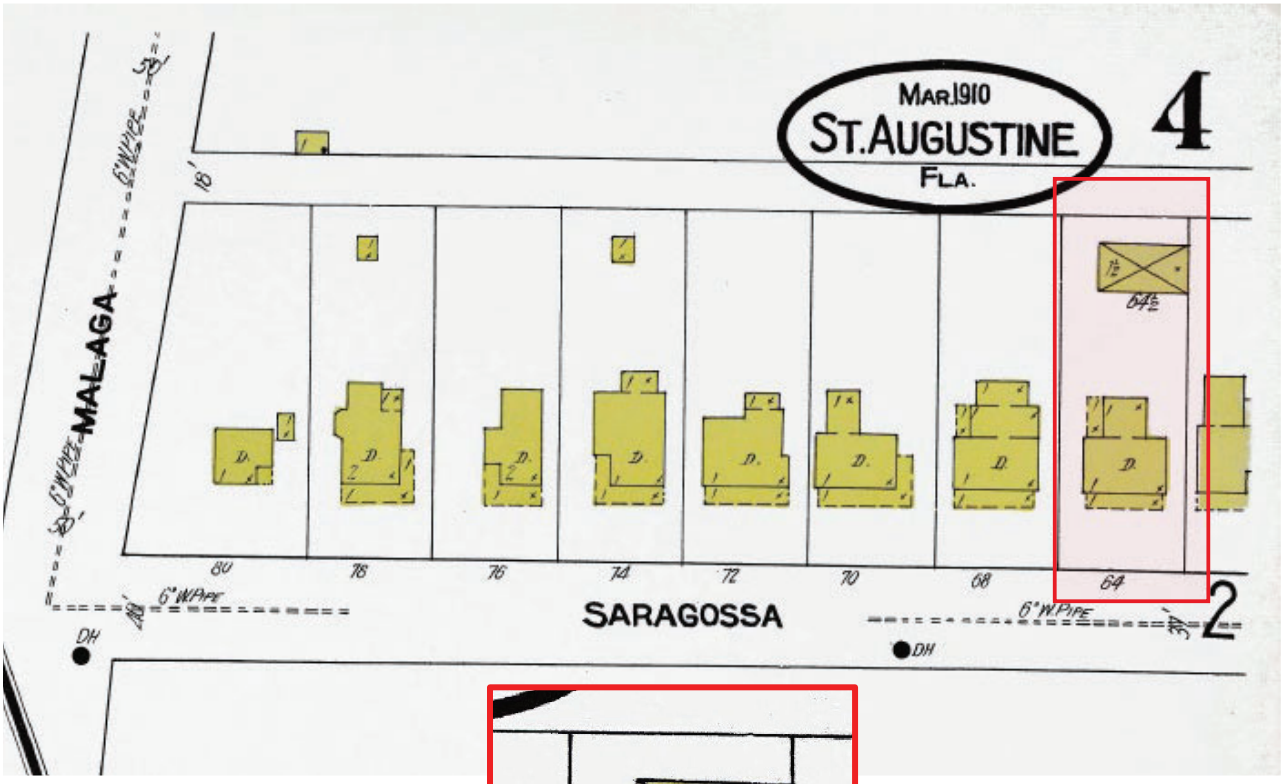
66

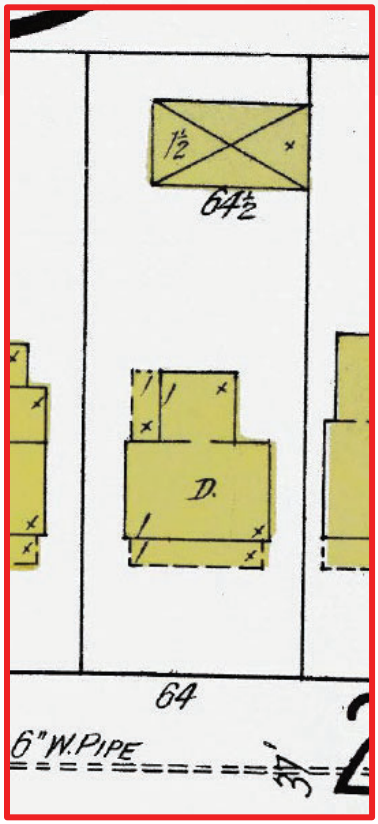
Saragossa Street

Address/ Name	Photo No.	Date	Size/ Style	Ext. Fabrics	Use	Classification
40		1904	2½-story FV	Drop Siding, Novelty Shingles	Apartments	C
41		1910	1½-story FV	Weatherboard	Residence	C
42		1910	1½-story Bungalow	Wood Shingles	Residence	A
45		1910	1-story FV	Weatherboard	Residence	C
45½		1917	1-story FV	Drop Siding	Residence	A
46		1924	2-story Med Rev	Stucco, Asbestos Shingles	Apartments	A
58		1924	1-story FV	Weatherboard	Religious	C
60		1914	1½-story FV	Wood Siding	Residence	C
62		1899	1-story FV	Weatherboard, Concrete Block	Residence	A
63		1918	1½-story FV	Aluminum Siding	Residence	A
65		1918	1½-story Bungalow	Weatherboard	Residence	C
65½		1918	1-story FV	Weatherboard	Residence	C
66		1904	1½-story FV	Drop Siding, Wood Shingles	Residence	A

SANBORN MAPS
66 Saragossa Street

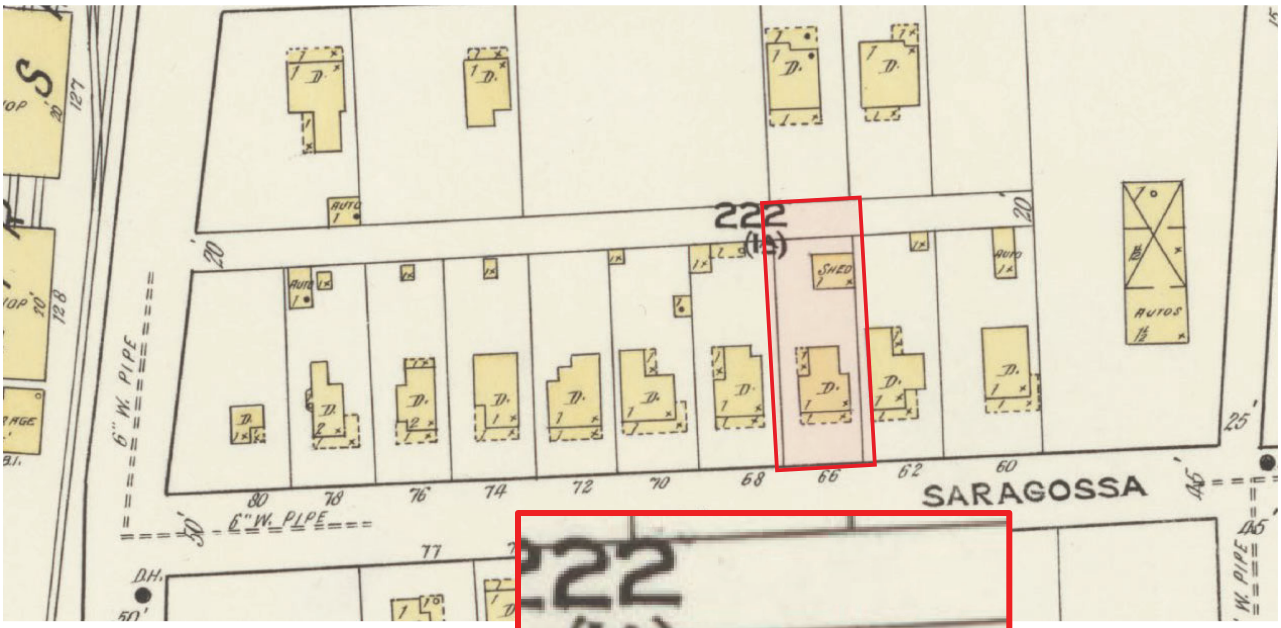
1910

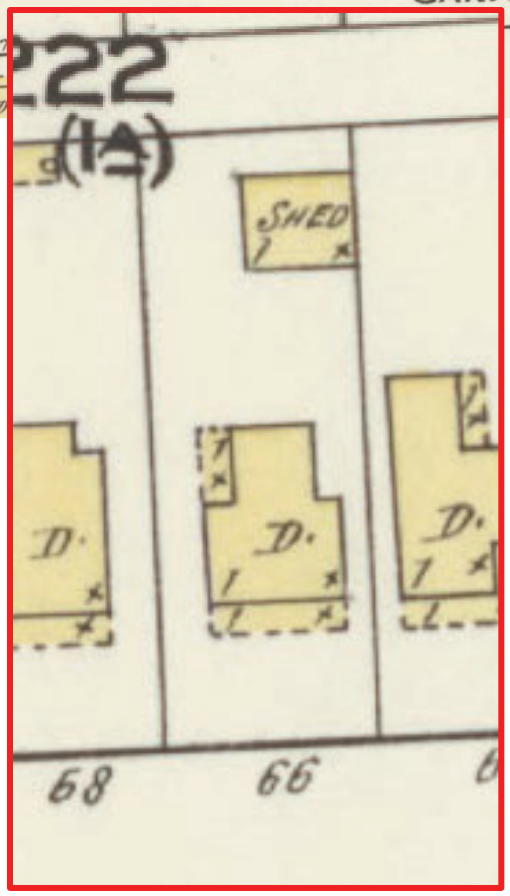




SANBORN MAPS
66 Saragossa Street

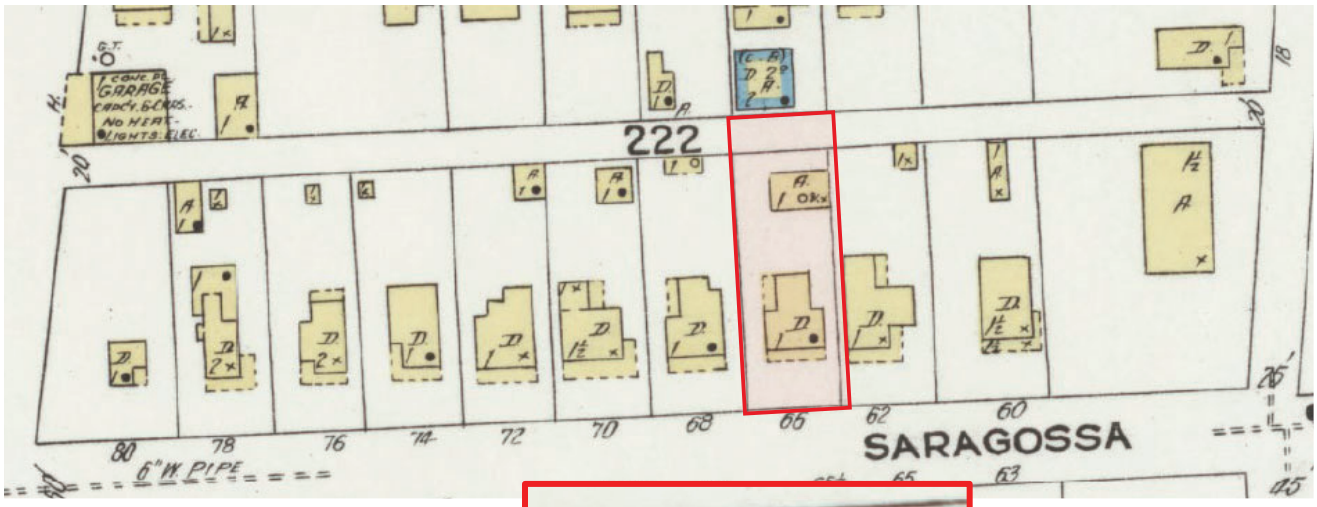
1917

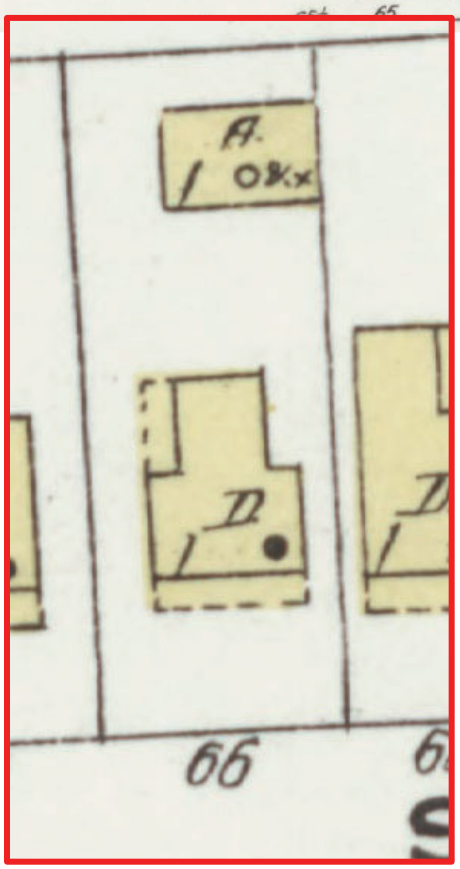




SANBORN MAPS
66 Saragossa Street

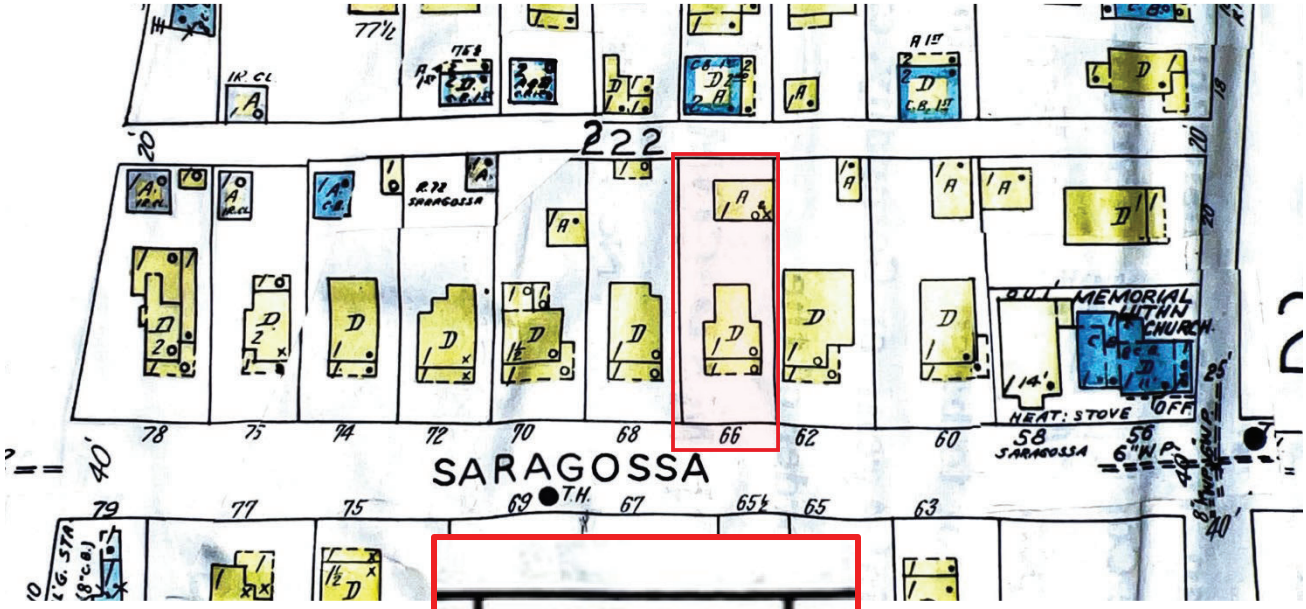
1924

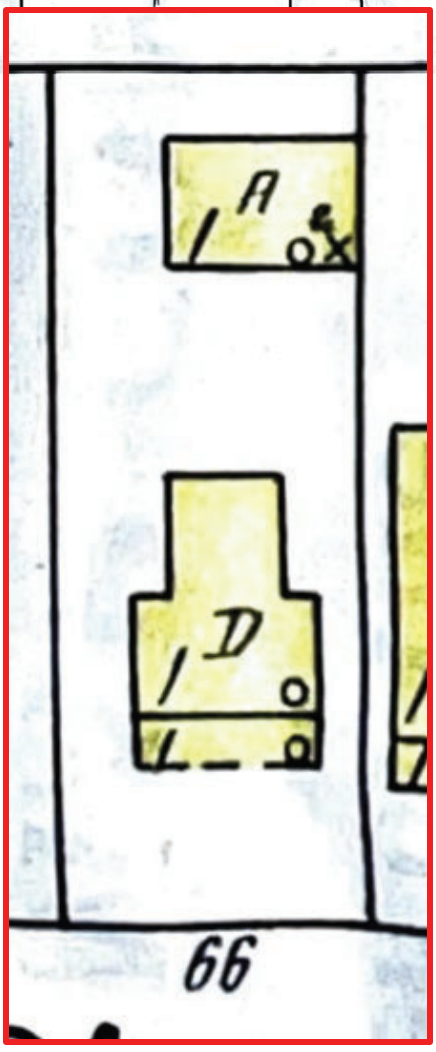




SANBORN MAPS
66 Saragossa Street

1930 updated to 1965





66 Saragossa Street (c. 1904-1910)
SAHS POLK CITY DIRECTORY RESEARCH

DATE(S)	NAME	SYMBOLS	PROFESSION
+1914-15	J. Edward Crutchfield (Wife: Jeanette)		Electrician
1920-21	William J. McGuire (Wife: Edna M.)		Clerk, Florida East Coast
1924-25	Mrs. Emily Vanaman		Widow, Clayton D.
1930	Mrs. Emily Vanaman		Widow, Clayton D.
1934	Mrs. Mary Harrison		Not Listed
1940	Joseph W. Fox (wife: Helen C)	(o)	Assistant to Receivers
	Martha J Fox		Student
1945	Guy B. Wolfe (wife: Lillian)	(o)	Rate Clerk
1951	Guy B. Wolfe (wife: Lillian S.)	(o)	Clerk Florida East Coast Railway
1955	Guy B. Wolfe (wife: Lillian S.)	(o)	Rate Clerk Florida East Coast
	Donald W. Wolfe		United States Air Force
1960	Guy B. Wolfe (wife: Lillian S.)	(o)	Clerk FEC Railway
1965	Guy B. Wolfe (wife: Lillian S.)	(o)	Assistant Accountant
	William S. Wolfe		Student
1970	Guy B. Wolfe (wife: Lillian S.)	(o)	Accountant, Florida East Coast
1975	Guy V. Wolfe (wife: Lillian S.)	(o)	Retired
1980	Guy V. Wolfe (wife: Lillian S.)	(o)	Retired

\+ First entry found for this address
(o) Owner

BEFORE THE
HISTORIC ARCHITECTURAL REVIEW BOARD FOR THE
CITY OF ST. AUGUSTINE, FLORIDA

TYPE OF REQUEST:

- ☐ Certificate of Appropriateness
- ☒ Certificate of Demolition
- ☐ Certificate of Relocation
- ☐ Certificate of Appropriateness for Preservation Approach for Ad Valorem Tax Exemption
- ☐ Certificate of Completeness and Recommendation for Historic Property Tax Exemption
- ☐ Opinion of Appropriateness

IN THE MATTER OF:

Case No.:	HP2024-0027
Applicant:	Jason Stancil/ Colour Homes
Owner:	Siefken Living Trust/ Mary and Scott Siefken
Address:	66 Saragossa Street
Parcel Number:	2036400000

Re: Certificate of Demolition, pursuant to Section 28-89, City of St. Augustine Code, To demolish a residential building, constructed c. 1904-1910, that is recorded in the Florida Master Site File and contributing to the Model Land Company National Register Historic District.

THE HISTORIC ARCHITECTURAL REVIEW BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON THURSDAY, JUNE 20, 2024, AND BASED ON THE TESTIMONY AND EVIDENCE, THE BOARD HAS DETERMINED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

1. Applicant is the legal owner, occupant, and/or representative of the owner/occupant of the subject property and duly submitted an application with the owner's knowledge, and was duly notified of the hearing, in accordance with Chapter 28 of the Code of the City of St. Augustine. The applicant or representative ☒ was present at the Thursday, June 20, 2024, Historic Architectural Review Board meeting and testified under oath, or ☐ was not present.
2. A public hearing was held, with notice given as required by law, and ☒ members of the public testified under oath, or ☐ no members of the public spoke on this issue.
3. The subject property has a zoning classification of Residential General-One (RG-1)
4. The above-described Certificate of Demolition is subject to Section 28-89 of the Code of the City of St. Augustine.

ORDER:

Based upon the evidence presented, the Historic Architectural Review Board determined that the requested action **MEETS / DOES NOT MEET** the requirements of Section 28-89, City of St. Augustine Code, and **APPROVES / DENIES / CONTINUES** the Applicant's request To demolish a residential building, constructed c. 1904-1910, that is recorded in the Florida Master Site File and contributing to the Model Land Company National Register Historic District..

Subject to the following conditions:

- If approved, there is a 30-day delay period and subsequent building permits are required before beginning work.
- An approved Certificate of Demolition expires one year from the date of the order. In accordance with Ordinance No. 2017-06, the owner of the property may request either a one-time six month administrative extension, or may apply for a one year extension from the Historic Architectural Review Board. The extension request must be filed in writing with the Planning and Building Department during regular office hours no later than 30 days before the expiration the Certificate of Demolition.
- Based on lack of demonstrated economic hardship from the owner.
- Owner could sell the building at a profit.
- Building official did not rule structure as danger to the public
- Onus is on owner to maintain safety of the property

DONE AND ORDERED, at a public hearing on the 18th day of July, A.D., 2024, in the Alcazar Room, 75 King Street, St. Augustine, Florida.

Case No. HP2024-0027

REQUEST **APPROVED / DENIED / CONTINUED**

Sign Name

Gaere MacDonald

Print Name

HISTORIC ARCHITECTURAL REVIEW BOARD
CITY OF ST. AUGUSTINE, FLORIDA

STATE OF FLORIDA, COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Gaere MacDonald, by means of [-] physical presence or [ ] online notarization, who is personally known to me and who is the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same for the purposes therein expressed.

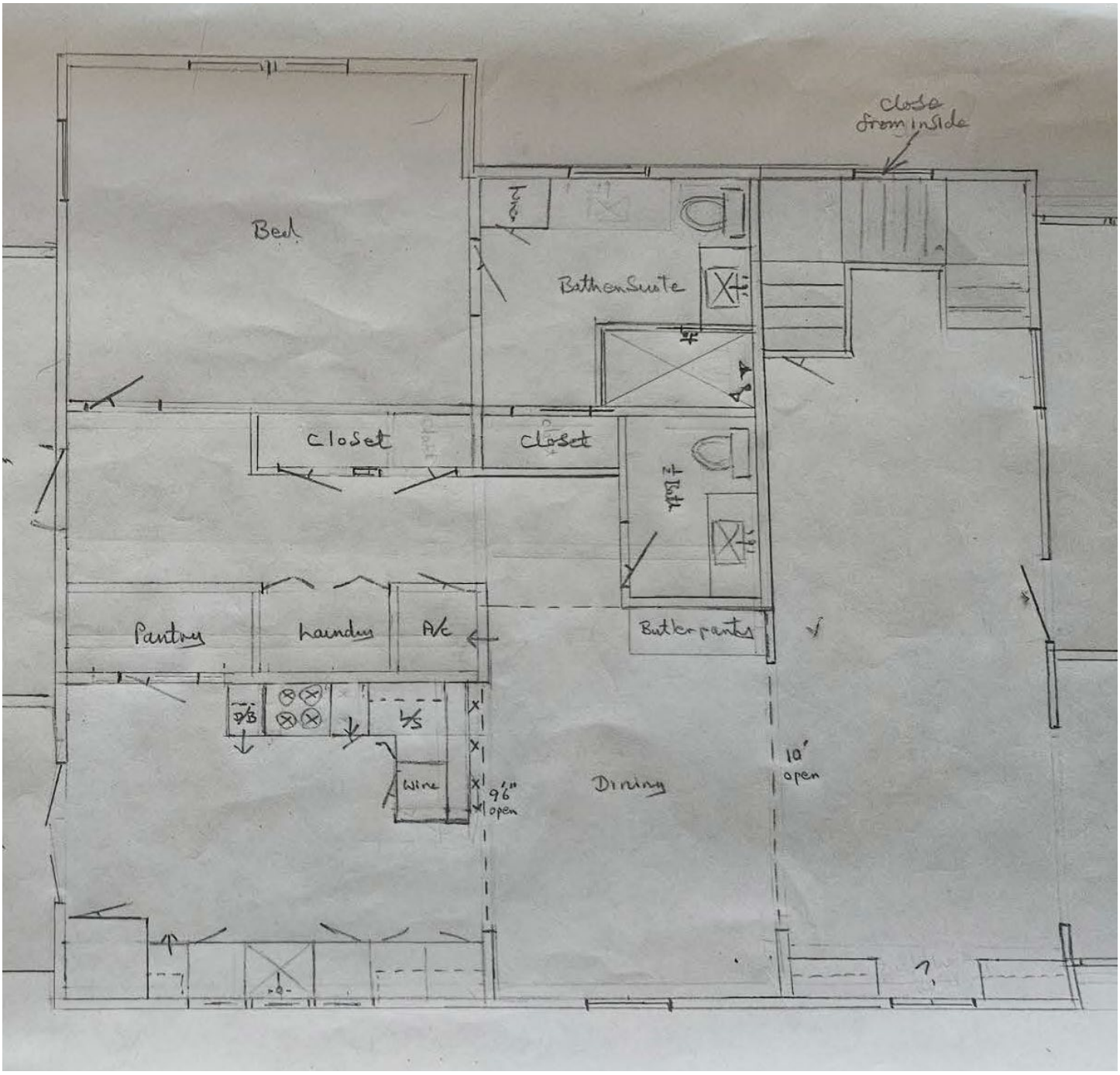
Witness my hand and official seal, this 18th day of July, A.D., 2024.

MICHELE FUDO
Commission # HH 448184
Expires September 26, 2027

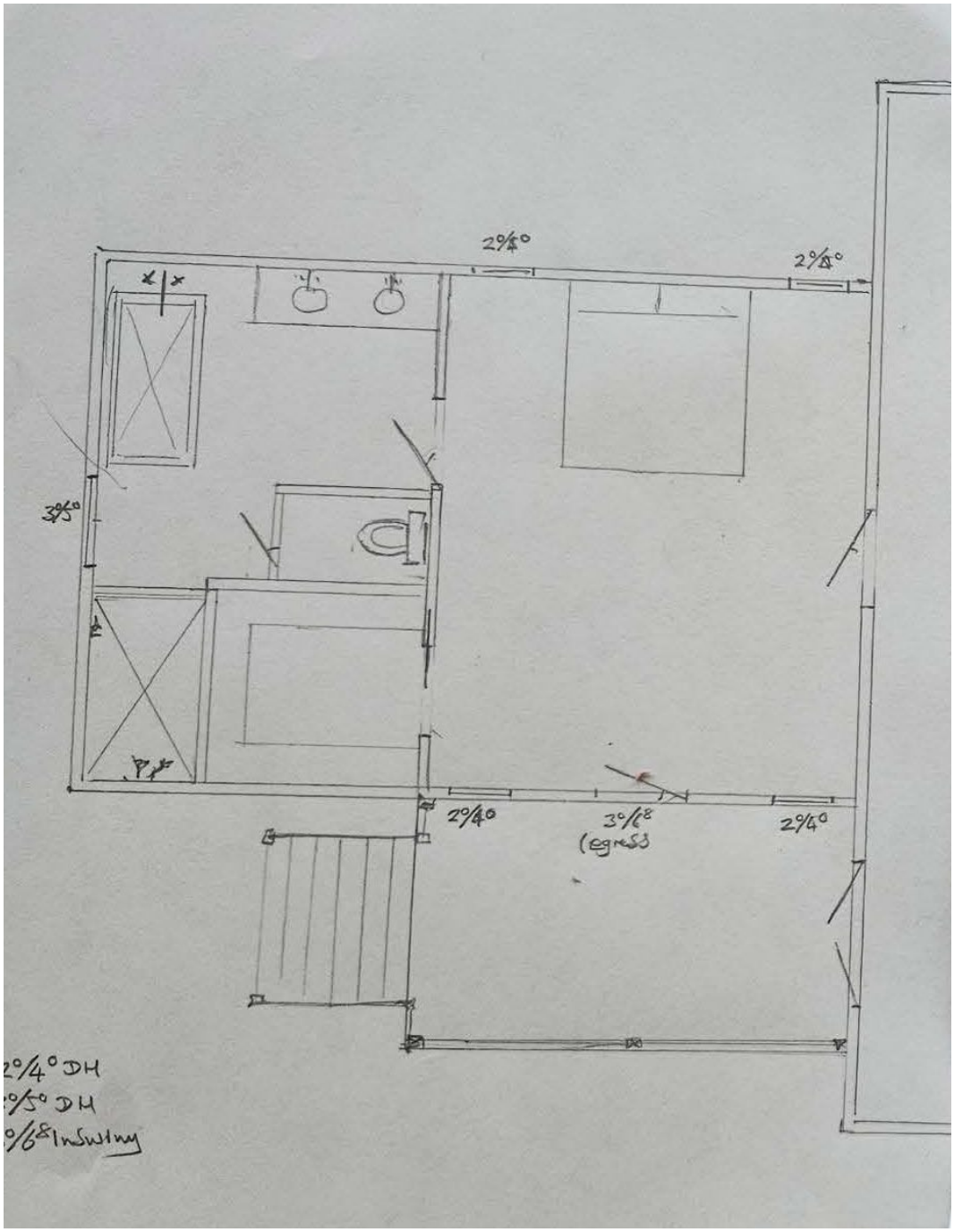
Notary Public, State of Florida

Applications for building permits will be required and must be submitted electronically with formalized digital signature. HARB documents are not accepted for issuance of a building permit and must meet all city standards prior to issuance.

66 Saragossa Street
Slightly Reconfigured Interior Floor Plan Spaces from Original Proposed Floor Plans
First Floor - Historic House Portion



New First Floor Rear Wing (Showing Reconfigured Master Bathroom) and Back Porch:



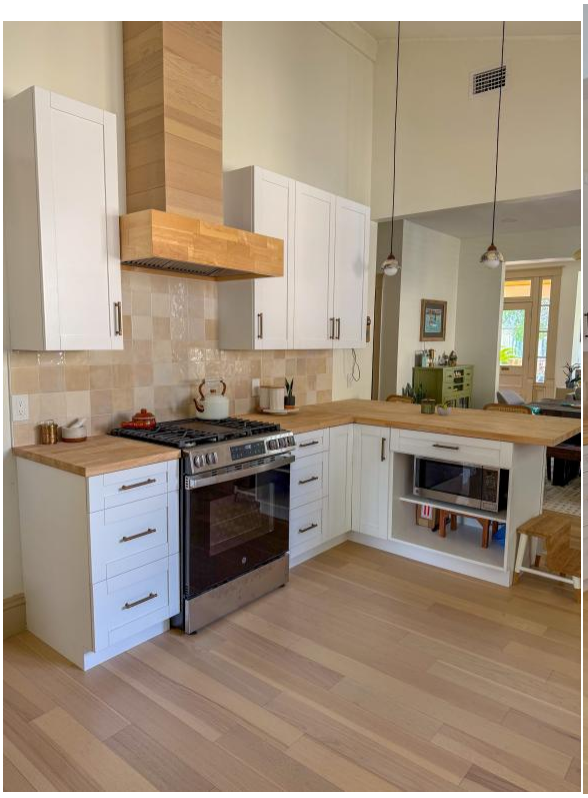
66

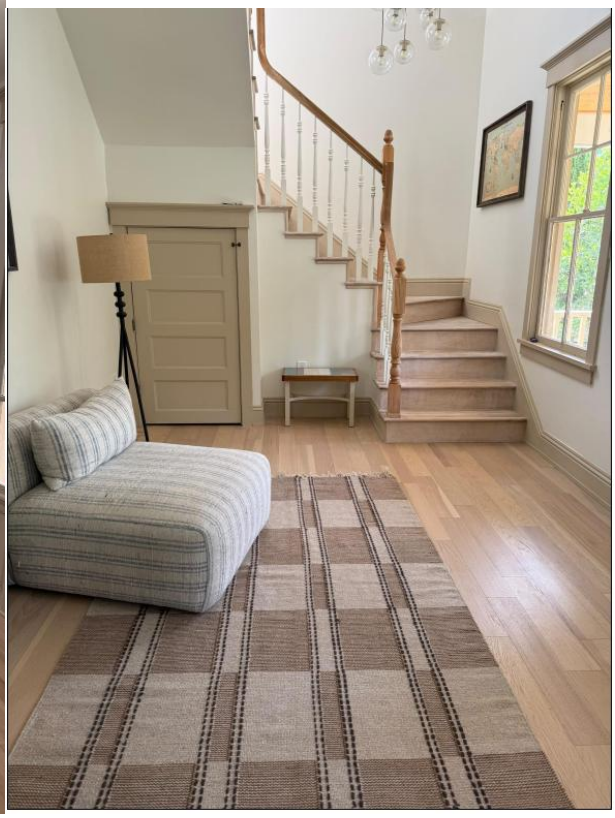
LETTERS

CIRCA
1900

Finished Upstairs

Upstairs Bathroom





Repurposed Materials From Original Home

Bricks from the previous Chimney. We used the clay chimney flute as planters

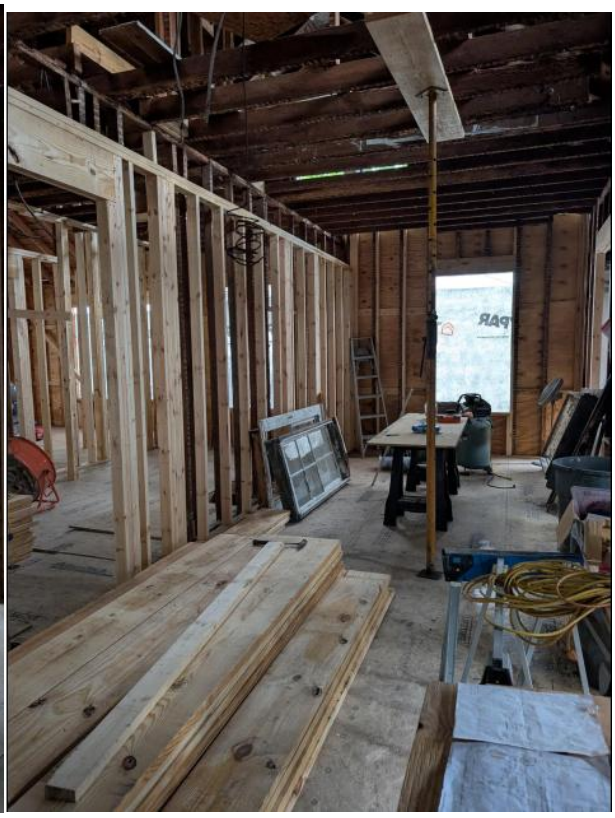
Framed some original wall paper we salvaged and pages from a few National Geographic Magazines(1947) we found in the attic

THE NATIONAL
GEOGRAPHIC
MAGAZINE

Master Bedroom Addition

66 Saragossa Street

Additional Photos During Restoration

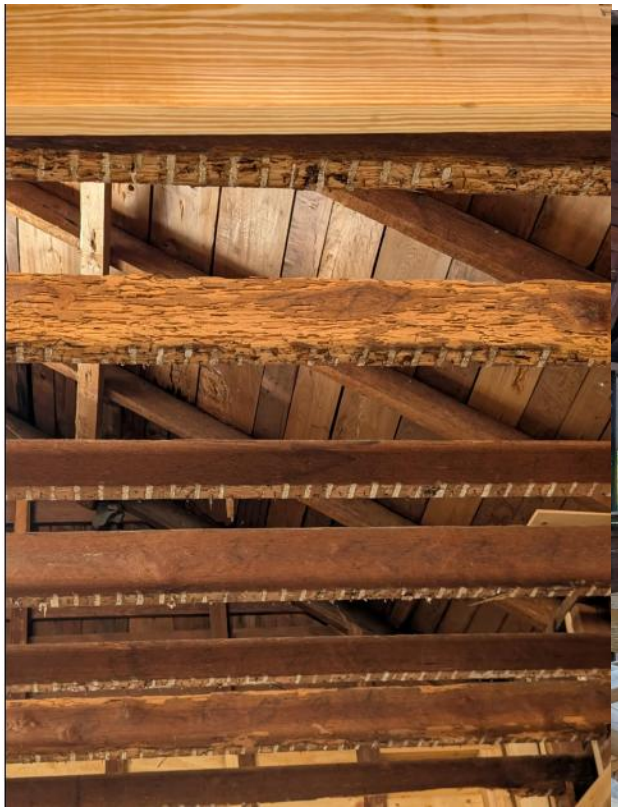


Windows

Received June 9, 2026
Planning & Building Department

Received June 8, 2026
Planning & Building Department

METROWRAP



TYPAR

TYPAR

TYPAR
METROWRAP COMMERCIAL
BRING ON THE ELEMENTS.

TYPAR

TYPAR

66

DOS Form No. HR3E101292
Revised 09/03/00

Historic Preservation Property Tax Exemption Application
Amendment Sheet

Property Identification Number 2036400000

Address of property: Street 66 Saragossa Street

City Saint Augustine County St. Johns Zip Code 32084

1. Amendment Description: Indicate all changes in the project work, giving the originally proposed treatment and the amended work item description (use additional blank sheets if necessary):

See additional document.

2. Attach photographs and drawings as necessary to illustrate the proposed changes.

Justin Ahmad | Justin Ahmad | 04/25/2025
Name | Signature | Date

Complete the following if signing for an organization or multiple owners (See next page for additional owners):

Title | Organization name

Mailing Address

City State Zip Code

Daytime Telephone Number (____) _____

Local Historic Preservation Office or Division Use Only

The ☑ Local Historic Preservation Office or ☐ Division has reviewed the Amendment Sheet for the above named property and hereby:

☑ Determines that the work described in this Amendment to the Historic Preservation Property Tax Exemption Application for the property **is consistent with the Secretary of the Interior's Standards for Rehabilitation** and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.

☐ Determines that the work described in this Amendment to the Historic Preservation property Tax Exemption Application for the property **is not consistent with the Secretary of the Interior's Standards for Rehabilitation** and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C. All work not consistent with the referenced Standards, Guidelines and criteria is identified in the Review Comments. *Recommendations to assist the applicant in bringing the proposed work into compliance with the Standards, Guidelines and criteria are provided in the Review Comments.*

DOS Form No. HR3E101292
Revised 09/03/00

Page Two – Amendment Sheet --Historic Preservation Property Tax Exemption Application

Review Comments: Please see the May 19, 2025 Historic Architectural Review Board (HARB) order and staff report for the amendment.

Additional Review Comments attached? Yes (●) No ( )

Signature Julie Courtney

Typed or printed name Julie Courtney

Title Historic Preservation Officer

Date May 19, 2025

BEFORE THE
HISTORIC ARCHITECTURAL REVIEW BOARD FOR THE
CITY OF ST. AUGUSTINE, FLORIDA

TYPE OF REQUEST:

- ☐ Certificate of Appropriateness
- ☐ Certificate of Demolition
- ☐ Certificate of Relocation
- ☒ Certificate of Appropriateness for Preservation Approach for Ad Valorem Tax Exemption
- ☐ Certificate of Completeness and Recommendation for Historic Property Tax Exemption
- ☐ Opinion of Appropriateness

IN THE MATTER OF:

Case No.:	HP2025-0029
Applicant:	Justin Ahmad
Owner:	Krista Ahmad
Address:	66 Saragossa Street Saint Augustine FL 3
Parcel Number:	2036400000

Re: Certificate of Appropriateness, pursuant to Section 28-89, City of St. Augustine Code, To review parts I and II of a Historic Preservation Ad Valorem Tax Exemption application for the elevation and proposed rehabilitation of a residential building constructed c. 1904-1910 that is recorded in the Florida Master Site File and a contributing building to the Model Land Company National Register Historic District.

THE HISTORIC ARCHITECTURAL REVIEW BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON MONDAY, MAY 19, 2025, AND BASED ON THE TESTIMONY AND EVIDENCE, THE BOARD HAS DETERMINED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

1. Applicant is the legal owner, occupant, and/or representative of the owner/occupant of the subject property and duly submitted an application with the owner's knowledge, and was duly notified of the hearing, in accordance with Chapter 28 of the Code of the City of St. Augustine. The applicant or representative ☒ was present at the Monday, May 19, 2025, Historic Architectural Review Board meeting and testified under oath, or ☐ was not present.
2. A public hearing was held, with notice given as required by law, and ☐ members of the public testified under oath, or ☒ no members of the public spoke on this issue.
3. The subject property has a zoning classification of RG-1
4. The above-described Certificate of Appropriateness is subject to Section 28-89 of the Code of the City of St. Augustine.

ORDER:

Based upon the evidence presented, the Historic Architectural Review Board determined that the requested action **MEETS / DOES NOT MEET** the requirements of Section 28-89, City of St. Augustine Code, and **APPROVES / DENIES / CONTINUES** the Applicant's request To review parts I and II of a Historic Preservation Ad Valorem Tax Exemption application for the elevation and proposed rehabilitation of a residential building constructed c. 1904-1910 that is recorded in the Florida Master Site File and a contributing building to the Model Land Company National Register Historic District..

Subject to the following conditions:

- As presented
- _____
- _____
- _____
- _____
- _____
- _____

DONE AND ORDERED, at a public hearing on the 19th day of May, A.D., 2025, in the Alcazar Room, 75 King Street, St. Augustine, Florida.

Case No. HP2025-0029

REQUEST **APPROVED / DENIED / CONTINUED**

_____
Sign Name

Brad Beach
Print Name

HISTORIC ARCHITECTURAL REVIEW BOARD
CITY OF ST. AUGUSTINE, FLORIDA

STATE OF FLORIDA, COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Brad Beach, by means of [ ] physical presence or [ ] online notarization, who is personally known to me and who is the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same for the purposes therein expressed.

Witness my hand and official seal, this 19th day of May, A.D., 2025.

MICHELE FUDO
Commission # HH 448184
Expires September 26, 2027

_____
Notary Public, State of Florida

Applications for building permits will be required and must be submitted electronically with formalized digital signature. HARB Certificate of Appropriateness is not a guarantee of a building permit and must meet all city standards prior to issuance.

ADDITIONAL MATERIALS RECEIVED
FOR MAY 19, 2025
HARB MEETING

HP2025-0029
66 SARAGOSSA STREET
FOR
AD VALOREM TAX EXEMPTION
AMENDMENT

SUBMITTED BY APPLICANT

We would like to request 2 changes to the approved ad valorem tax abatement application. The first change would be to revert the front enclosed mud room back into an open-air porch. The enclosed room's structure is in jeopardy of collapse and would need to be completely rebuilt. We decided it was best to return the area back to a front porch for multiple reasons:

-The original front door and decorative windows around it will now be visible from the street whereas before it was enclosed by the mud room. We are restoring the original front door. Picture provided below. We believe this will enhance the curb appeal because the screen door and front door behind it will be removed to expose the original door.

-All 5 windows will be repurposed to other areas in the house where windows are needed. We are restoring the windows but there are a few that are too far gone to save. This will ensure that the need for brand new windows will be limited.

-Every neighboring house has a similar front porch design so we would be consistent with the other homes on Saragossa.

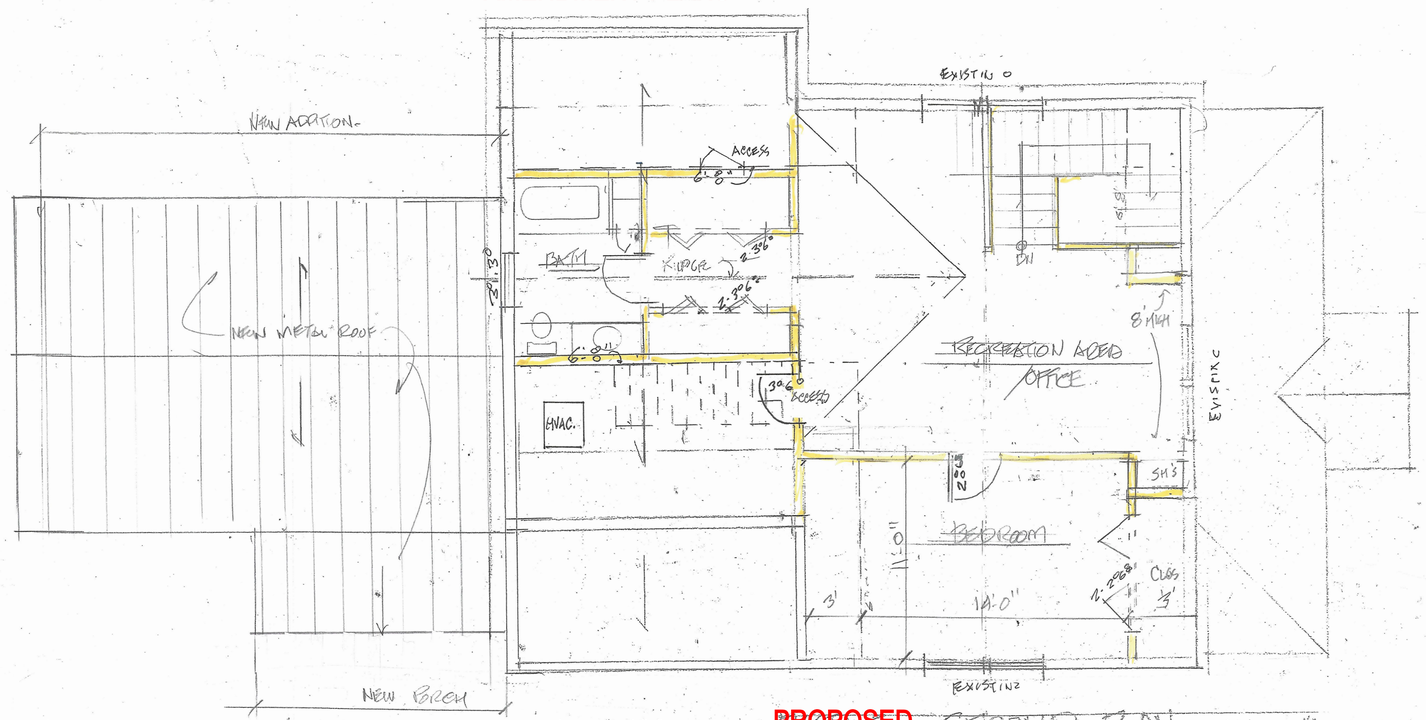
-The enclosed room is not original and was added on to the house at some point. The decorative trim that runs along the area above the windows will not be removed.

The 2nd change would be to the front dormer windows. We are seeking a minor reduction in the window size. This is due to the framing and insulation material encroaching on the window encasements. To properly frame and insulate the area to meet code we need to reduce the size of the window incasements by a few inches. We will replace the current windows with wood in-kind replacements albeit smaller by a few inches.

Received April 28, 2025
Planning & Building Department

AMENDMENT: FRONT FACADE ELEVATION

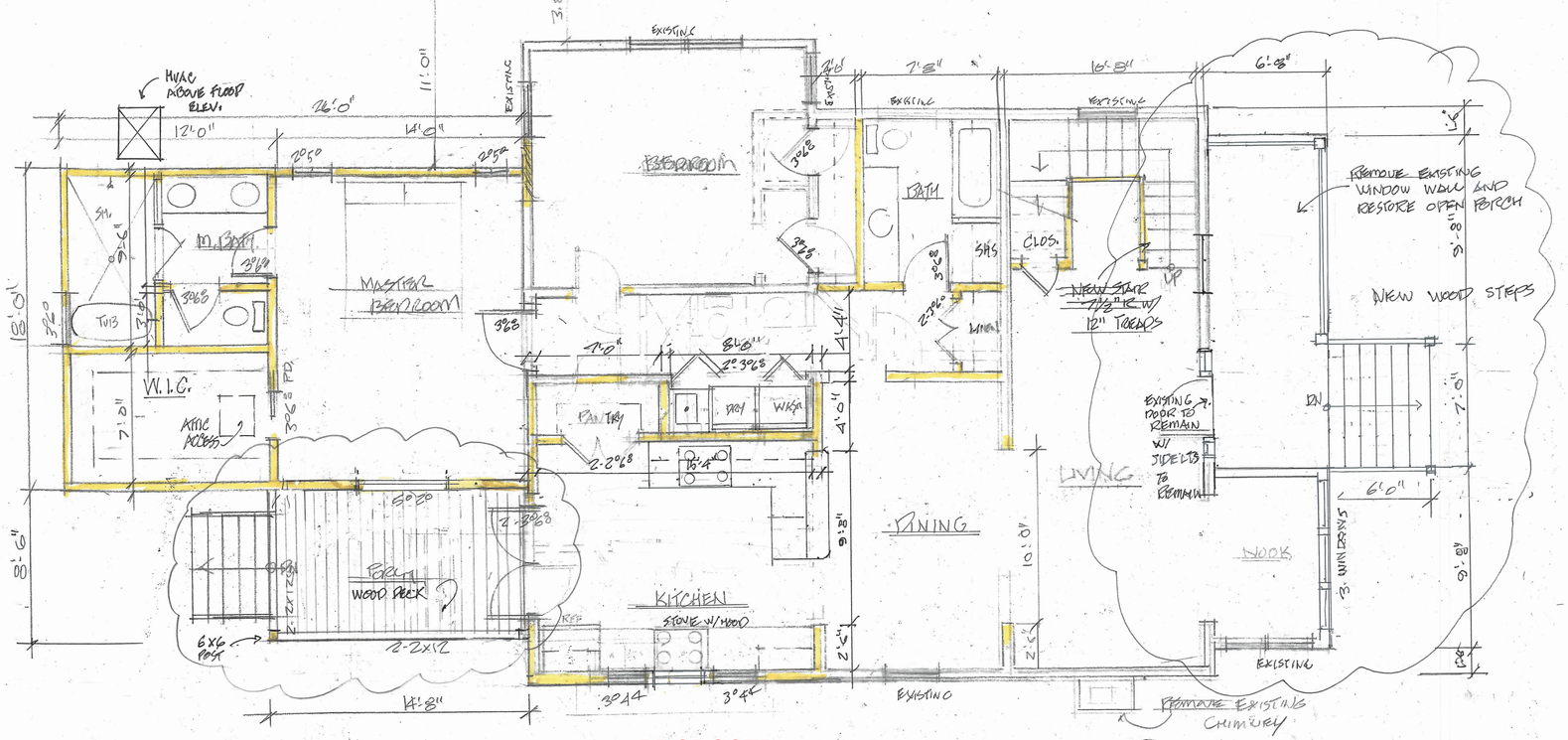
AMENDMENT PLANS



PROPOSED

EXISTING SECOND PLAN 1/4"=1'0"

PROPOSED



PROPOSED

EXISTING FIRST FLOOR PLAN 1/4"=1'-0"

PROPOSED

REVISED 4-18-24

LES THOMAS
ARCHITECT
32 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9508

REMODEL + ADDITION
66 SAGAGOSSA ST.
ST. AUGUSTINE FL.

1-10-25
Scale: AS NOTED
Drawn: LT
File:

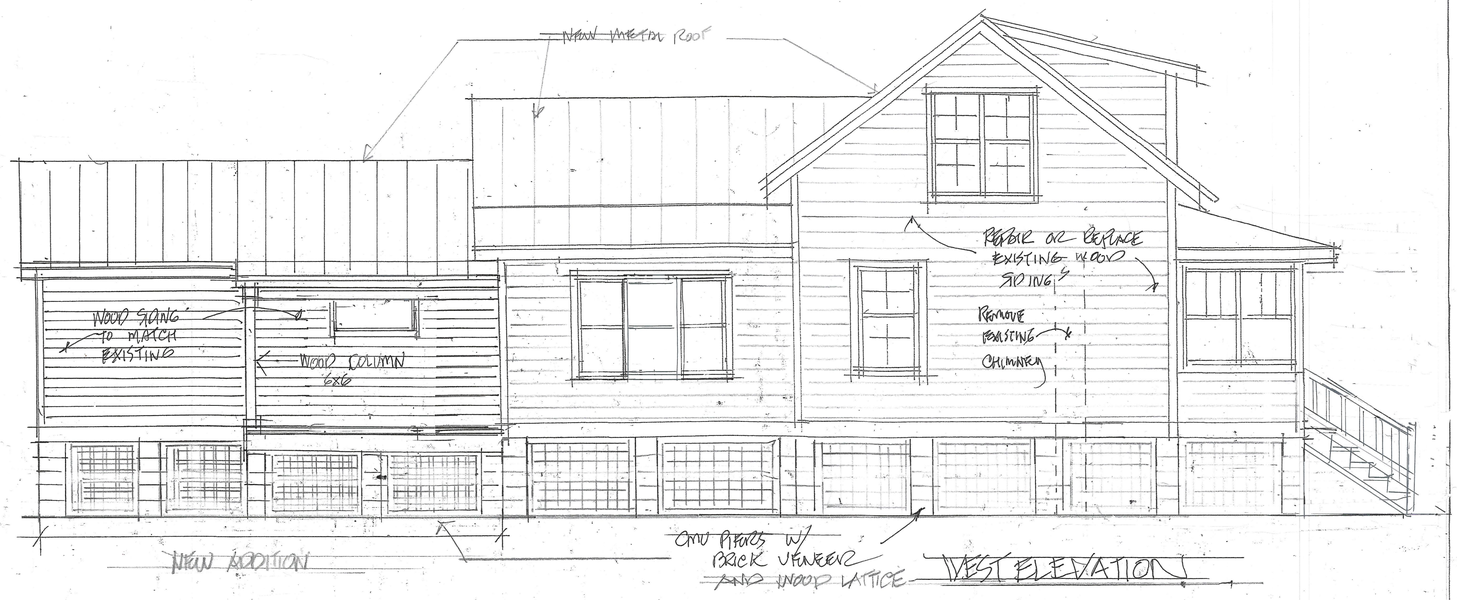
SHEET
A-3

AMENDMENT PLANS

FRONT ELEVATION (LIFTED 2'0")

REVISED FRONT SHOWING NEW OPEN PORCH

REVISED 4-30-25

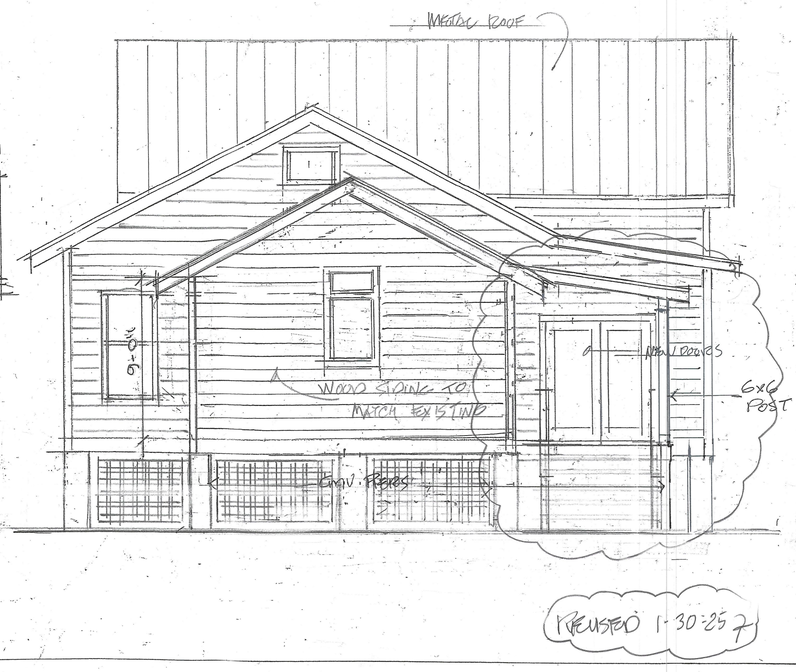


WEST ELEVATION

EAST ELEVATION

REVISED FRONT SHOWING NEW OPEN PORCH

REVISED 4-30-25



REVISED 1-30-25

LES THOMAS
ARCHITECT
32 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9508

REMODEL + ADDITION
66 SAGAGOSSA ST.
ST. AUGUSTINE, FL.

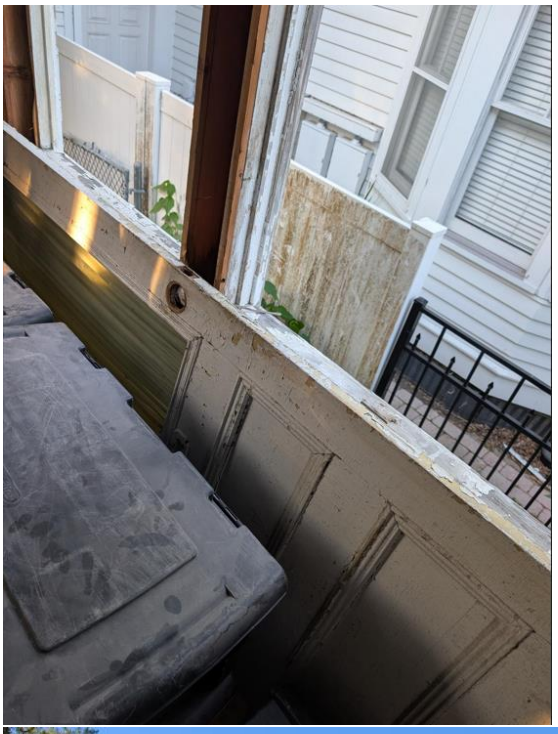
1-10-25

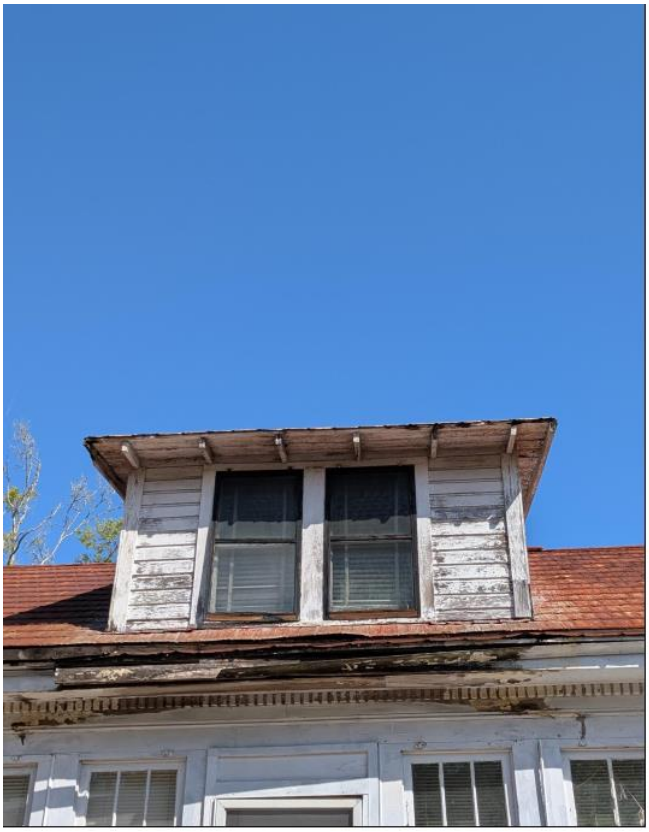
Scale: AS NOTED

Drawn: LT

File:

SHEET
A-4





PART 1 APPLICATION REVIEW
For Local Historic Preservation Office or Division Use Only

Property Identification Number 2036400000

Property Address 66 Saragossa Street

The ☑ Local Preservation Office ☐ Division has reviewed the Historic Preservation Property Tax Exemption Application for the above named property and hereby:

☑ Certifies that the above referenced property is consistent with the provisions of s. 196.1997 (11), F.S.

☐ Certifies that the above referenced property _____ consistent with the provisions of s. 196.1997 (11), F.S.

☐ Certifies that the above referenced property _____ provided under s. 196.1998, F.S., for properties occupied by non-profit organizations or government agencies and regularly open to the public.

☐ Certifies that the above referenced property _____ provided under s.196.1998, F.S.

Review Comments: Please see the April 17, 2025 Historic Architectural Review Board (HARB) order and staff report.

Additional Review Comments attached? Yes ◉ No ○

Signature Julie E. Courtney

Typed or printed name Julie E. Courtney

Title Historic Preservation Officer

Date April 17, 2025

PART 2 APPLICATION REVIEW
For Local Historic Preservation Office or Division Use Only

Property Identification Number 2036400000

Property Address 66 Saragossa Street

The ☑ Local Preservation Office ☐ Division has reviewed the Historic Preservation Property Tax Exemption Application for the above named property and hereby:

☑ Determines that improvements to the above referenced property **are consistent** with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.

☐ Determines that improvements to the above referenced property **are not consistent with the Secretary of Interior's Standards** for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C. All work not consistent with the referenced Standards, Guidelines and criteria are identified in the Review Comments. *Recommendations to assist the applicant in bringing the proposed work into compliance with the referenced Standards, Guidelines and criteria are provided in the Review Comments.*

Review Comments: Please see the April 17, 2025 Historic Architectural Review Board (HARB) order and staff report.

Additional Review Comments attached? Yes ◉ No ○

Signature Julie E. Courtney

Typed or printed name Julie E. Courtney

Title Historic Preservation Officer

Date April 17, 2025

BEFORE THE
HISTORIC ARCHITECTURAL REVIEW BOARD FOR THE
CITY OF ST. AUGUSTINE, FLORIDA

TYPE OF REQUEST:

- ☐ Certificate of Appropriateness
- ☐ Certificate of Demolition
- ☐ Certificate of Relocation
- ☒ Certificate of Appropriateness for Preservation Approach for Ad Valorem Tax Exemption
- ☐ Certificate of Completeness and Recommendation for Historic Property Tax Exemption
- ☐ Opinion of Appropriateness

IN THE MATTER OF:

Case No.:	HP2025-0029
Applicant:	Justin Ahmad
Owner:	Krista Ahmad
Address:	66 Saragossa Street Saint Augustine FL 3
Parcel Number:	2036400000

Re: Certificate of Appropriateness, pursuant to Section 28-89, City of St. Augustine Code, To review parts I and II of a Historic Preservation Ad Valorem Tax Exemption application for the elevation and proposed rehabilitation of a residential building constructed c. 1904-1910 that is recorded in the Florida Master Site File and a contributing building to the Model Land Company National Register Historic District.

THE HISTORIC ARCHITECTURAL REVIEW BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON THURSDAY, APRIL 17, 2025, AND BASED ON THE TESTIMONY AND EVIDENCE, THE BOARD HAS DETERMINED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

1. Applicant is the legal owner, occupant, and/or representative of the owner/occupant of the subject property and duly submitted an application with the owner's knowledge, and was duly notified of the hearing, in accordance with Chapter 28 of the Code of the City of St. Augustine. The applicant or representative ☒ was present at the Thursday, April 17, 2025, Historic Architectural Review Board meeting and testified under oath, or ☐ was not present.
2. A public hearing was held, with notice given as required by law, and ☐ members of the public testified under oath, or ☒ no members of the public spoke on this issue.
3. The subject property has a zoning classification of RG-1
4. The above-described Certificate of Appropriateness is subject to Section 28-89 of the Code of the City of St. Augustine.

Certificate of Appropriateness
66 Saragossa St, Saint Augustine, FL, 32084
HARB Case No. HP2025-0029

ORDER:

Based upon the evidence presented, the Historic Architectural Review Board determined that the requested action **MEETS / DOES NOT MEET** the requirements of Section 28-89, City of St. Augustine Code, and **APPROVES / DENIES / CONTINUES** the Applicant's request To review parts I and II of a Historic Preservation Ad Valorem Tax Exemption application for the elevation and proposed rehabilitation of a residential building constructed c. 1904-1910 that is recorded in the Florida Master Site File and a contributing building to the Model Land Company National Register Historic District..

Subject to the following conditions:

- Document replacement of historic materials
- An alternative material, such as Hardie Board and Batten for the rear addition may be appropriate / - 5v metal roof panels more appropriate than asphalt shingles
- Notify staff of any changes to materials or design

Findings:
1. Finding the building is a qualifying property
2. Proposed scope of work has been clarified and complies w/ SOIS
3. Proposed work meets criteria established by the D.O.S.

DONE AND ORDERED, at a public hearing on the 17th day of April, A.D., 2025, in the Alcazar Room, 75 King Street, St. Augustine, Florida.

Case No. HP2025-0029

REQUEST **APPROVED / DENIED / CONTINUED**

Sign Name

Brad Beach

Print Name

HISTORIC ARCHITECTURAL REVIEW BOARD
CITY OF ST. AUGUSTINE, FLORIDA

STATE OF FLORIDA, COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Brad Beach, by means of [✓] physical presence or [ ] online notarization, who is personally known to me and who is the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same for the purposes therein expressed.

Witness my hand and official seal, this 17th day of April, A.D., 2025.

MICHELE FUDO
Commission # HH 448184
Expires September 26, 2027

Notary Public, State of Florida

Applications for building permits will be required and must be submitted electronically with formalized digital signature. HARB documents are not accepted for issuance of building permits and must meet all city standards prior to issuance.

CITY OF ST. AUGUSTINE
HISTORIC ARCHITECTURAL REVIEW BOARD APPLICATION

Ad Valorem Tax Exemption

Case Number: HP2025-0029 **Meeting Date: Thursday, April 17, 2025**

1. NAME OF APPLICANT: Justin Ahmad
   Business (if applicable):
   Address: 264 Kingston Drive
   City: SAINT AUGUSTINE State: FL Zip Code: 32084
   Daytime Telephone: 6096024417 E-Mail Address: justin.ahmad@hotmail.com

2. NAME OF PROPERTY OWNER: Krista Ahmad
   Business (if applicable):
   Address: 264 Kingston Drive
   City: SAINT AUGUSTINE State: FL Zip Code: 32084
   Daytime Telephone: 6094352056 E-Mail Address: krista.purcell@hotmail.com

3. PROJECT LOCATION: 66 Saragossa St, Saint Augustine, FL, 32084

4. LEGAL DESCRIPTION: 2-44 MODEL LAND CO SUB CITY LOT 8 BLK A OR6040/1518

5. SCOPE OF WORK:

Information attached by applicant includes:

- Plans
- Ad Valorem Tax Exemption Application Form
- Photos
- Maps
- Additional Information

March 15, 2024

Dear Members of the Historical Architecture Review Board,

We appreciate the opportunity to share the history and context of our journey with 66 Saragossa Street. Our connection to this home began long before we ever imagined owning it. My wife and I lived next door for several years, walking past the house daily, always admiring its historic character despite its state of disrepair. For many years, the house sat vacant and has been rapidly deteriorating. We often joked with the owner that if he ever wished to sell, he should give us a call. What started as a lighthearted remark became reality when, after several years, the owner approached us. Knowing that we envisioned it as our future family home, he chose to sell it to us.

At the time, we had never stepped inside, but we understood the challenge that lay ahead. We anticipated a full rehabilitation, assuming the structure was still fundamentally sound. However, during our due diligence, a home inspection revealed severe structural concerns, prompting us to consult a structural engineer. It was then confirmed that the integrity of the house was compromised to the point of potential collapse. Further consultations with contractors, architects, and specialists reinforced this reality: the home's condition was dire, and demolition seemed like the only viable option.

Determined to preserve the historical fabric of this property, we made the difficult decision to move forward with an extensive rehabilitation rather than walk away. Last summer, we sought a demolition permit and met with HARB, only to have our request denied. This moment forced us to reevaluate our approach. We sought additional opinions from professionals with experience in historic preservation and ultimately decided that despite the financial risk, this home was worth saving.

We finalized the purchase in October 2024 and have spent the last five months meticulously planning its restoration. Given the immediate structural threats, we prioritized stabilizing the home. We carefully lifted the structure to prevent collapse and replaced the deteriorating foundation with new concrete piers to ensure its long-term stability. This foundational work, though critical, had to begin before we were able to submit our request for a tax abatement.

Our vision for 66 Saragossa is not one of drastic change, but of careful preservation. We plan to restore the home using the same materials and architectural details that define its historic character, with only a modest rear addition. This effort is not just about preserving a structure; it is about safeguarding a piece of history that might otherwise have been lost.

The tax abatement is crucial in helping offset the significant financial burden of this restoration. Given the extensive costs involved, the home may ultimately be worth less than our total investment. Nevertheless, we remain committed to this project, believing that our efforts will contribute to the ongoing preservation of St. Augustine's rich architectural heritage.

We welcome any questions, insights, or recommendations the board may have to assist in this process. We sincerely appreciate your time and consideration and hope for your support in making this restoration a reality.

Justin and Krista Ahmad

DOS Form No. HR3E101292
Revised 09/03/00

Historic Preservation Property Tax Exemption Application
Part 1 – Evaluation of Property Eligibility

Read the attached instructions carefully before completing this application. Your application cannot be evaluated unless it is complete and all required supporting materials are provided. In the event of any discrepancy between the application form and other supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence. Type or print clearly in black ink. If additional space is needed, attach additional sheets.

GENERAL INFORMATION (To be completed by all applicants)

1. Property identification and location:

Property Identification Number (from tax records): 2036400000 *Attach legal description of property*

Address of property: Street 66 Saragossa Street

City Saint Augustine County St. Johns Zip Code 32084

☐ Individually National Register listed
☑ In a National Register district
☐ Locally designated historic property or landmark*
☐ In a locally designated district

** For applications submitted to the Division of Historical Resources, attach a copy of the local designation report for the property and the official correspondence notifying the property owner of designation.*

Name of historic district Flagler Model Land

For locally designated historic properties or landmarks, or properties located in locally designated historic districts, provide the following additional information:

Name of local historic preservation agency/office _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone Number (_____) _____

2. Type of request:

☑ Exemption under 196.1997, F.S. (standard exemption)
☐ Exemption under 196.1998, F.S. (exemption for properties occupied by non-profit organizations or government agencies and regularly open to the pubic) *If applying under s. 196.1998, F.S., complete* Question 9 *on page five.*

3. Owner information:

Name of individual or organization owning the property Justin Ahmad and Krista Ahmad

Mailing address 264 Kingston Drive

City Saint Augustine State FL Zip code 32084

Daytime Telephone Number (609) 602-4417

If the property is in multiple ownership, attach a list of all owners with their mailing addresses.

DOS Form No. HR3E101292
Revised 09/03/00

Page Two – Historic Preservation Property Tax Exemption Application

Property Identification Number 2036400000

Property Address 66 Saragossa St, Saint Augustine FL 32084

4. Owner Attestation: I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above or that I am legally the authority in charge of the property. Further, by submission of this Application, I agree to allow access to the property by representatives of the Division of Historical Resources or the Local Historic Preservation Office ,where such office exists, and appropriate representatives of the local government from which the exemption is being requested, for the purpose of verification of information provided in this Application. I also understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the local government granting the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption.

Justin Ahmad	Justin Ahmad	03/15/2025
Name	Signature	Date

Complete the following if signing for an organization or multiple owners:

Title	Organization name

EVALUATION OF PROPERTY ELIGIBILITY
(To be completed only for properties in historic or archaeological districts):

5. Description of Physical Appearance:

One and a half story wood frame vernacular residential single family building with a gable hip roof structure. There is a one story enclosed front porch that extends from the front. The roof has metal shingles with a hip extension and gable extension. The foundation uses brick piers and loose concrete block. Exterior is made up of wood drop siding with cornerboards and 3-1 double hung wood sash windows.

Date of Construction 1904-1910 Date(s) of Alteration(s) Full rehabilitation 2025

Has building been moved? ○ Yes ◉ No If so, when?_____

6. Statement of Significance:

This residential building is recorded as a contributing building to the Flagler Model Land National Register Historic District. It has retained its historic massing and materials, and contributes to the district. It was constructed between 1904-1910.

The Model Land district primarily provided modest homes on small lots that were used by employees of the nearby railroad offices. The first recorded owner of the residence was J. Edward Crutchfield who was an electrician followed by different individuals who were employed by Florida East Coast Railway

Received 3/17/2025
Planning & Building Department

DOS Form No. HR3E101292
Revised 09/03/00

Property Identification Number 2036400000

Property Address 66 Saragossa St. Saint Augustine FL 32084

7. Photographs and maps:
Attach photographs and maps to application.

DOS Form No. HR3E101292
Revised 09/03/00

Historic Preservation Property Tax Exemption Application
Part 2 – Description of Improvements

(To be completed by all applicants):
Complete the blocks below. Include site work, new construction, alterations, etc.

Property Identification Number 2036400000

Property Address 66 Saragossa St. Saint Augustine FL 32084

Feature 1

Feature Roof Approx. date of feature NA Describe existing feature and its condition: See separate document Photo no. 1 Drawing no. 1	Describe work and impact on existing feature: The metal shingles will be removed and any wood that is damaged from water intrusion or wood destroying organisms will be repaired. The structure of the roof will remain the same. The new roof will be replaced with asphalt shingles which is consistent with other homes on Saragossa street and Flagler Model Land.

Feature 2

Feature Dormer Approx. date of feature 1904 Describe existing feature and its condition: See separate document Photo no._____ Drawing no._____	Describe work and impact on existing feature: The dormer will be repaired and sealed to stop water intrusion. There will be no change to the look or structure. It will be restored to its current detail and specifications.

Feature 3

Feature Exterior Siding Approx. date of feature 1900 Describe existing feature and its condition: See separate document Photo no._____ Drawing no._____	Describe work and impact on existing feature: We will be sanding any remaining paint from the wood siding and will salvage whatever isn't damaged beyond repair. Any damaged siding will be replaced with new wood siding that will match the style, size, and pattern of the current siding. The rear addition will use brand new wood siding that will match the original home's siding.

DOS Form No. HR3E101292
Revised 09/03/00

Page Five – Historic Preservation Property Tax Exemption Application

Property Identification Number 2036400000

Property Address 66 Saragossa St. Saint Augustine FL 32084

Feature 4

Feature Enclosed Front Porch Approx. date of feature NA Describe existing feature and its condition: See separate document Photo no._____ Drawing no._____	Describe work and impact on existing feature: Work has already begun on the foundation underneath the enclosed front porch to prevent a collapse. We have replaced the foundation with concrete piers and added new beams to fix the sloping. The current windows are wooden double hung 3/1 sash and will be restored. The wood siding is mostly in good condition and will be patched and repainted.

Feature 5

Feature Foundation Approx. date of feature NA Describe existing feature and its condition: See separate document Photo no._____ Drawing no._____	Describe work and impact on existing feature: The foundation needed to be completely replaced. In order to do this we lifted the home and removed the the existing foundation and replaced it with new concrete piers. It was also discovered that the house didn't have sill beams underneath because of the small original footprint of the home. Sill beams were added and the height of the foundation was increased so that it is a foot over the current FEMA flood elevation guidelines

Feature 6

Feature Rear Addition Approx. date of feature 2025 Describe existing feature and its condition: See separate document Photo no._____ Drawing no._____	Describe work and impact on existing feature: An additional bedroom will be added to the back of the house. The addition will be the master bedroom with an en suite bathroom. We plan on using wood siding to match the original home and wooden windows. The roof will use asphalt shingles. A wooden deck and stairs will be constructed right outside of the back door.

DOS Form No. HR3E101292
Revised 09/03/00

Page Six – Historic Preservation Property Tax Exemption Application

Property Identification Number 2036400000

Property Address 66 Saragossa St. Saint Augustine FL 32084

Feature 7

Feature Interior Floors, Walls, Electrical and Plumbing Approx. date of feature_____ Describe existing feature and its condition: See separate document Photo no._____ Drawing no._____	Describe work and impact on existing feature: The older drywall will need to be removed to access the existing electrical and plumbing. We will replace the knob and tube wiring and galvanized steel plumbing. None of the existing flooring is salvageable and will also need to be replaced. Areas of sub floor that have water or termite damage will be repaired or replaced. We will utilize tile flooring in the bathrooms and the rest of the house will use hardwood. The existing floor/wall trim will be reclaimed and painted.

Feature 8

Feature Interior Floor Plan Approx. date of feature 1904 Describe existing feature and its condition: See separate document Photo no._____ Drawing no._____	Describe work and impact on existing feature: The interior floor plan and layout will largely stay the same. We plan on trimming the wall between the living room and dining room back a few feet to open up the space. The current staircase doesn't meet code so it will be relocated to the back of the living room. This is where the upstairs ceiling is highest. It is necessary to move the staircase because the roof line is too low where they currently are configured. The kitchen will stay in the same spot it will just be widened. The bathroom will be relocated to the right side of the house. The upstairs will be finished into livable space.

Feature 9

Feature Windows Approx. date of feature NA Describe existing feature and its condition: See separate document Photo no._____ Drawing no._____	Describe work and impact on existing feature: It is our hope that we can restore and salvage every window on the house. There are a few windows that appear to be in bad shape. If the window can't be salvaged we will replace it with a like-kind wood window. The new addition will utilize new wood windows that match the existing ones.

DOS Form No. HR3E101292
Revised 09/03/00

Page Seven – Historic Preservation Property Tax Exemption Application

Property Identification Number 2036400000

Property Address 66 Saragossa St. Saint Augustine FL 32084

Property Use (To be completed by all applicants):

1. **Use(s) before improvement:** Residential

2. **Proposed use(s) after improvement:** Residential

Special Exemption (Complete only if applying for exemption under s. 196.1998, F.S. (property occupied by non-profit organization or government agency and regularly open to the public):

NOTE: Applicants should check with local officials to determine whether or not the exemption program offered by their municipal government and/or county allows the special exemption provided by s. 196.1998, F.S.

1. Identify the governmental agency or non-profit organization that occupies the building or archaeological site:
Not Applicable

2. How often does this organization or agency use the building or archaeological site? _____

3. For buildings, indicate the total useable area of the building in square feet. (For archaeological sites, indicate the total area of the upland component in acres)_____square feet ◯ acres ◯

4. How much area does the organization or agency use?_____square feet◯ acres◯

5. What percentage of the usable area does the organization or agency use?_____%

6. Is the property open to the public ◯Yes ◯No If so, when? _____

7. Are there regular hours? ◯Yes ◯No If so, what are they? _____

8. Is the property also open by appointment? ◯Yes ◯No

9. Is the property open only by appointment? ◯Yes ◯No

Part 2 – Description of Improvements

Feature 1 – Roof

Approximate Date of Feature: N/A
The existing roof consists of metal novelty shingles, which have suffered extensive rust and deterioration. The roof has significantly outlived its useful lifespan and is leaking in multiple areas, leading to severe water damage throughout the interior. This prolonged exposure to moisture has caused portions of the wooden rafters and beams to rot, and there is also evidence of termite damage. A full roof replacement is essential to prevent further structural compromise.

Feature 2 – Dormer

Approximate Date of Feature: 1904
The dormer, one of the most distinctive architectural elements of the home, has unfortunately deteriorated due to prolonged water intrusion. The wood has rotted significantly, and there is visible damage from wood-destroying organisms. Restoring the dormer will be crucial not only for aesthetic and historical preservation but also for improving the home's structural integrity and weatherproofing.

Feature 3 – Exterior Siding

Approximate Date of Feature: Presumably 1904
The home's exterior is primarily clad in wooden lap siding. Years of exposure to the elements have left the siding in poor condition, with peeling paint and widespread wood rot. While the siding on the enclosed front porch is in better shape, it, too, requires repair. To maintain the historical character of the home, we will restore or replace the siding using materials that match the original as closely as possible.

Feature 4 – Enclosed Front Porch

Approximate Date of Feature: N/A
At some point in the home's history, a front porch was enclosed to create additional interior space. However, some of the front windows are in poor condition, and the floor has developed a noticeable slope due to foundation deterioration. The existing foundation consisted primarily of loose cinderblocks and wood, creating an unstable base with a high risk of collapse. Stabilizing the porch was a necessary first step in the overall rehabilitation process.

Feature 5 – Foundation

Approximate Date of Feature: 1904
The original foundation was constructed using red clay bricks, with certain areas reinforced over time using loose cinderblocks and wooden supports. A structural engineer assessed the foundation and determined that it posed a severe structural concern, with a strong likelihood of collapse if left unaddressed. Immediate intervention was necessary to prevent total failure. Additionally, the home's elevation fell just shy of current FEMA flood regulations, further necessitating foundational improvements.

Feature 6 – Rear New Addition

Approximate Date of Feature: 2025
To accommodate modern living while maintaining the home's historical integrity, we plan to construct a rear addition that will house a new master bedroom and bathroom. This addition will add approximately **468 square feet** (measuring **18 x 26 feet**) to the property. Additionally, a **14 x 8-foot** wooden deck will be added off the back door. The addition will be designed to seamlessly blend with the existing home, using matching siding, windows, and roofing materials to maintain architectural continuity.

Feature 7 – Interior Flooring, Walls, Electrical, and Plumbing

Approximate Date of Feature: 1904
The home's flooring varies throughout. Most of the house has carpet over a deteriorating subfloor, while the rear kitchen features linoleum, and the living room retains its original pine flooring. Unfortunately, the pine floors have suffered extensive rot due to water intrusion and damage from wood-destroying organisms.

The walls are made of older drywall, and much of the home's infrastructure—including knob-and-tube wiring and galvanized steel plumbing—remains outdated and in need of full replacement. Despite these challenges, many of the original floor and door trim pieces appear to be in good condition and will be preserved wherever possible.

Feature 8 – Interior Floor Plan

Approximate Date of Feature: 1904
The home's original footprint was modest, measuring under **500 square feet**, and it lacked indoor plumbing. Over the years, multiple additions have been made, including the enclosed front porch, kitchen expansion, and a rear bedroom. A small staircase leads to an unfinished upstairs area.

The interior has deteriorated significantly due to prolonged vacancy and water intrusion. The drop ceiling has collapsed in several areas, and much of the flooring has softened from moisture damage. Despite these challenges, we are committed to restoring the home while respecting its historical character.

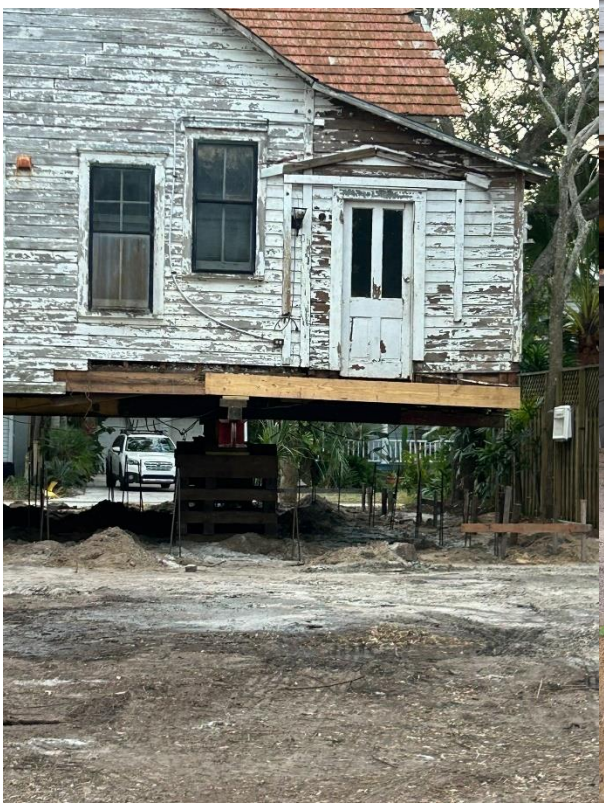
Feature 9 – Windows

Approximate Date of Feature: N/A
The house currently has **30 double-hung, 3-over-1 sash wooden windows**. Due to multiple additions over the years, the windows vary in age and condition. Where possible, we will restore and preserve the existing historic windows, replacing only those beyond repair with matching materials and styles to maintain the home's period-appropriate aesthetic.

Roof

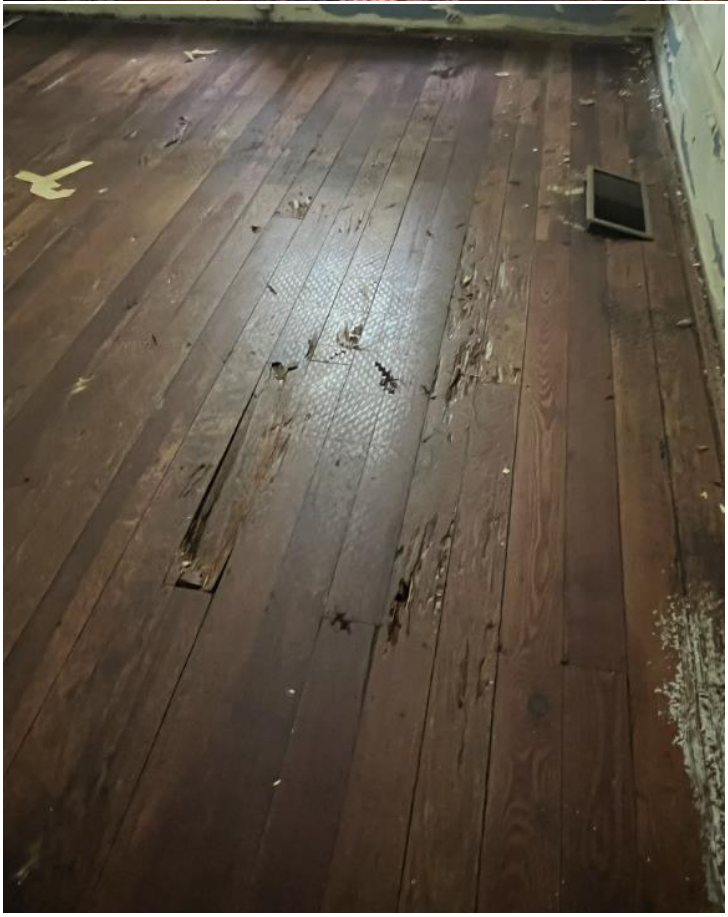
Foundation

East Elevation

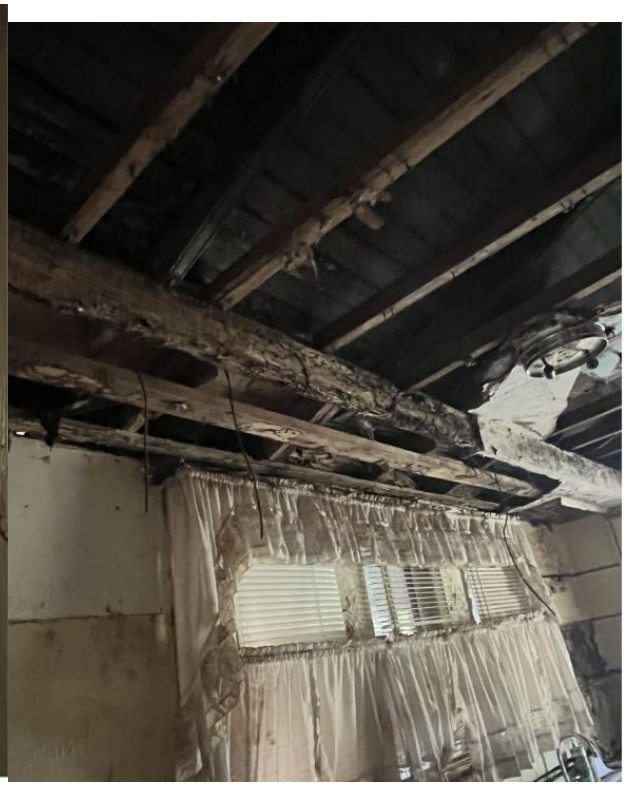


Enclosed front porch

Interior



Kitchen



Upstairs

Exterior siding and Windows

SEE REVISED PLANS WITH AMENDMENT AND SHEETS AT FRONT OF PACKET

BUILDING FOOTAGE INFORMATION

EXISTING 1st FLOOR CONDITIONED ——— 1083 Sq Ft

STRUCTURE INFORMATION

MEAN ROOF HEIGHT ——— 21'-11"
TOTAL ROOF HEIGHT ——— 24'-4"
NUMBER OF STORIES ——— 2

TYPE OF CONSTRUCTION

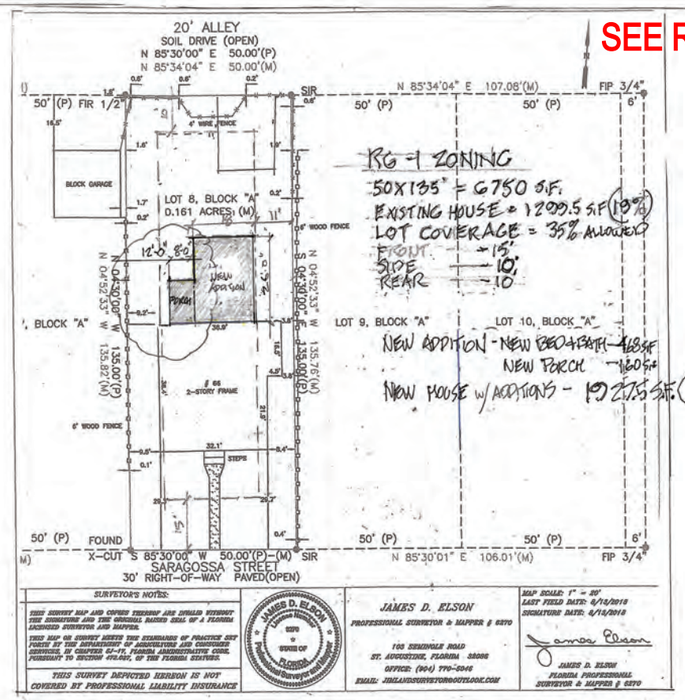
TYPE VB
PROJECT IS LOCATED EAST OF I-95
WIND BORNE DEBRIS PROTECTION IS REQUIRED

WIND ZONE INFORMATION

THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH, & MEETS THE REQUIREMENTS OF THE FLORIDA BUILDING CODE 2023 8th EDITION
1. BASIC WIND SPEED (3 SECOND GUSTS) ——— 130 M.P.H.
2. WIND IMPORTANCE FACTOR ——— 1.0
3. WIND EXPOSURE CATEGORY ——— D

CODE ANALYSIS

THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH AND MEETS THE REQUIREMENTS OF:
2023 FLORIDA BUILDING CODE TEST PROTOCOLS FOR HIGH VELOCITY HURRICANE ZONE, EIGHTH EDITION
NATIONAL ELECTRICAL CODE (NEC) (2023)
NFPA-101, LIFE SAFETY CODE (2024)
FLORIDA FIRE PREVENTION CODE EIGHTH EDITION (2023)
2023 FLORIDA BUILDING CODE, BUILDING, EIGHTH EDITION
2023 FLORIDA BUILDING CODE, RESIDENTIAL, EIGHTH EDITION
2023 FLORIDA BUILDING CODE, ACCESSIBILITY, EIGHTH EDITION
2023 FLORIDA BUILDING CODE, ENERGY CONSERVATION, EIGHTH EDITION
2023 FLORIDA BUILDING CODE, MECHANICAL, EIGHTH EDITION
2023 FLORIDA BUILDING CODE, PLUMBING, EIGHTH EDITION
2023 FLORIDA BUILDING CODE, FUEL GAS, EIGHTH EDITION
2023 FLORIDA BUILDING CODE EXISTING BUILDING, EIGHTH EDITION



RG-1 ZONING
50X135' = 6750 S.F.
EXISTING HOUSE = 1209.5 S.F (18%)
LOT COVERAGE = 35% ALLOWED
FRONT — 15'
SIDE — 10'
REAR — 10'

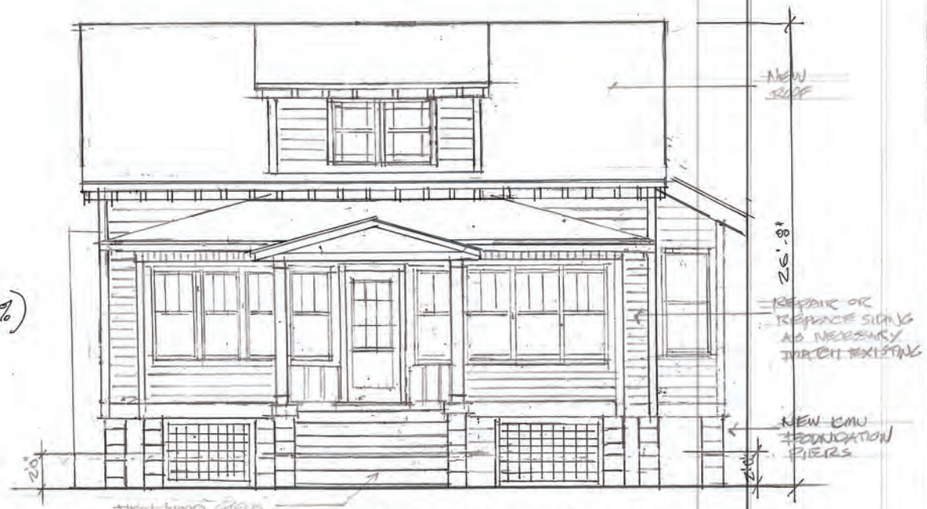
NEW ADDITION - NEW BED & BATH - 468 S.F.
NEW PORCH - 160 S.F.
NEW HOUSE W/ ADDITIONS - 1937.5 S.F. (28%)

SURVEYOR'S NOTES:
THIS SURVEY MAP AND COPIES THEREOF ARE INVALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
THIS MAP OR SURVEY MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, IN CHAPTER 61-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, OF THE FLORIDA STATUTES.
THIS SURVEY DEPICTED HEREON IS NOT COVERED BY PROFESSIONAL LIABILITY INSURANCE

JAMES D. ELSON
STATE OF FLORIDA
PROFESSIONAL SURVEYOR & MAPPER

JAMES D. ELSON
PROFESSIONAL SURVEYOR & MAPPER # 6170
105 SEMINOLE ROAD
ST. AUGUSTINE, FLORIDA 32086
OFFICE: (904) 770-2046
EMAIL: JDELSONSURVEYOR@OUTLOOK.COM

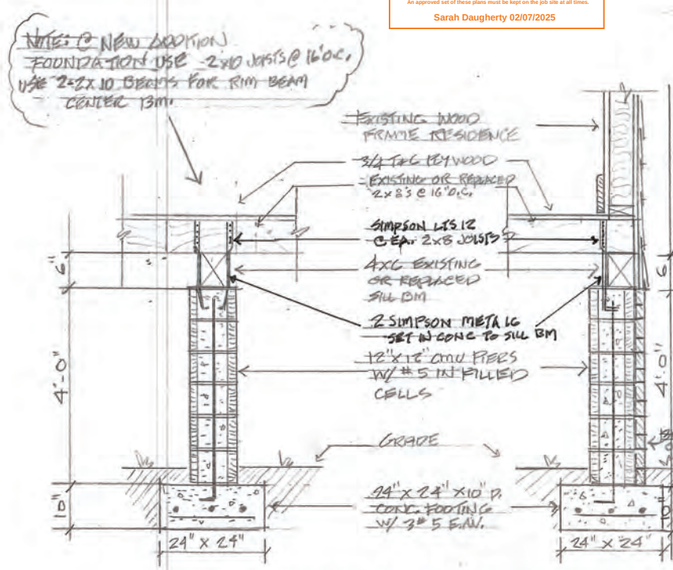
MAP SCALE: 1" = 20'
LAST FIELD DATE: 6/14/2016
SIGNATURE DATE: 6/14/2016
JAMES D. ELSON
FLORIDA PROFESSIONAL SURVEYOR & MAPPER # 6170



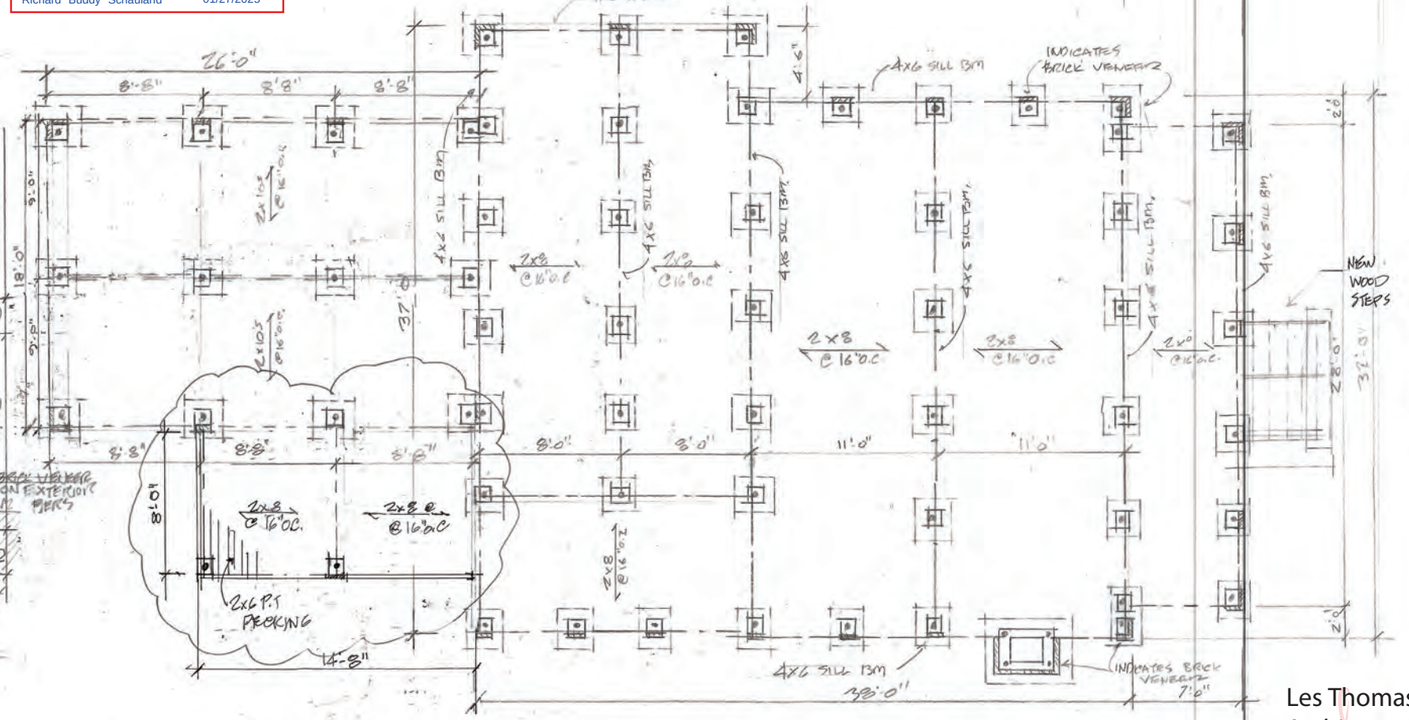
FRONT ELEVATION (WEST 66')

Approved
These plans have been reviewed and found to be in substantial compliance with the provisions of the 2023 Florida Building Code and the City of St. Augustine building ordinances. Any deviations or revisions to these plans must be approved by the City of St. Augustine Building Official.
Richard "Buddy" Schauland 01/27/2025

APPROVED
These plans have been reviewed for compliance with the City of St. Augustine Land Use & Development Codes. Any deviation from these plans or specifications related to the above codes must be reviewed and approved in advance in writing by the Planning & Building Department.
An approved set of these plans must be kept on the job site at all times.
Sarah Daugherty 02/07/2025



SECTIONS @ PIERS & FOOTING
3/4"=1'-0"



EXISTING RESIDENCE FOUNDATION PLAN
1/4"=1'-0"

REVISED 1-30-25

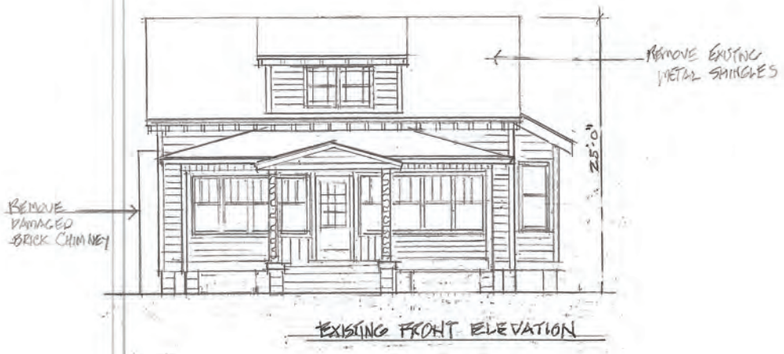
REMODEL + ADDITION
66 SARAGOSSA ST.
ST. AUGUSTINE, FL.

1-10-25
Scale: AS NOTED
Drawn: AT
File:

SHEET
A-1

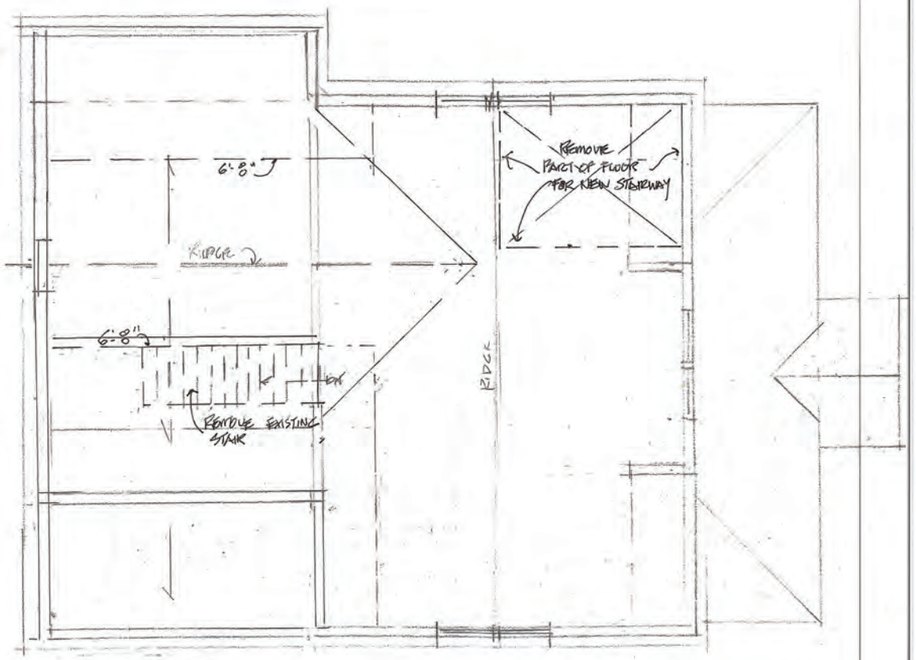
LES THOMAS
ARCHITECT
82 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9505

Les Thomas Architect
Digitally signed by Les Thomas Architect
Date: 2025.01.30 15:40:01 -05'00'

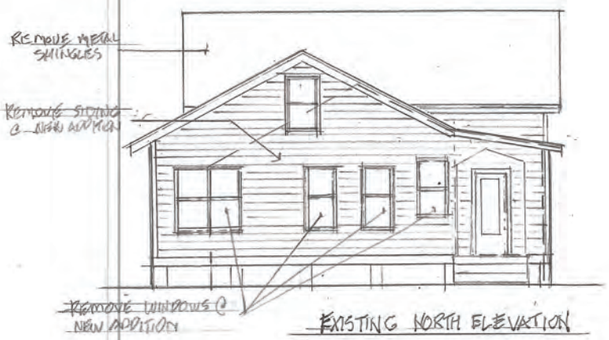


EXISTING FRONT ELEVATION

EXISTING WEST ELEVATION

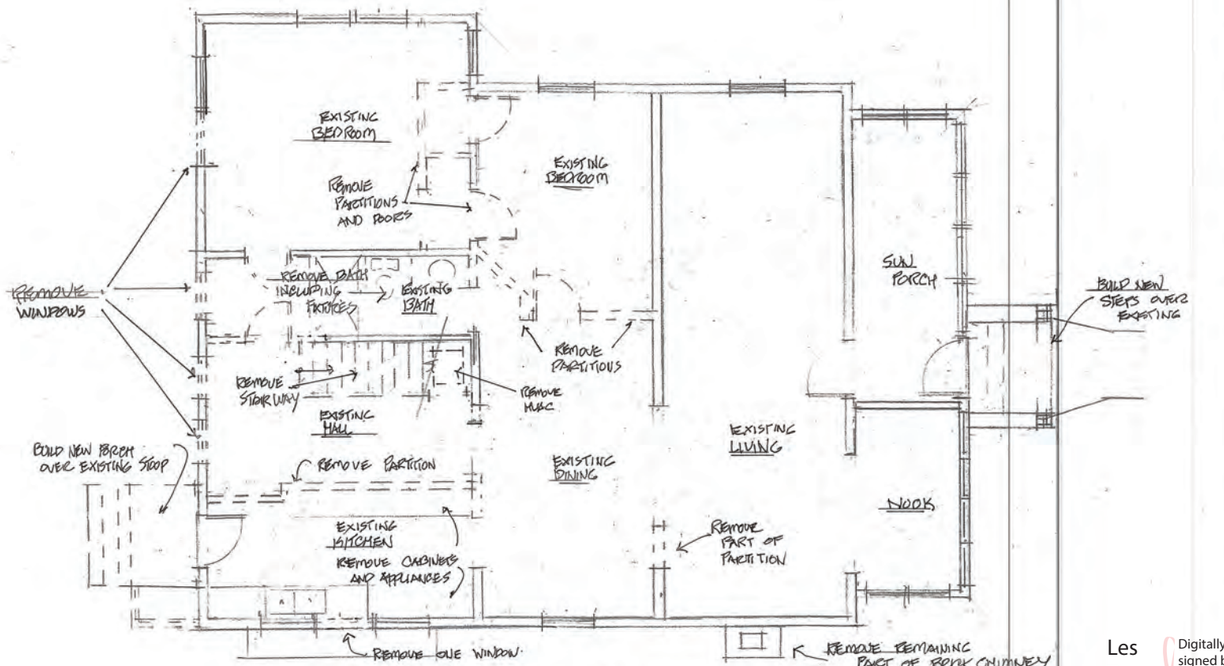


EXISTING SECOND PLAN 1/4"=1'-0"



EXISTING NORTH ELEVATION

EXISTING EAST ELEVATION



EXISTING FIRST FLOOR PLAN 1/4"=1'-0"
AND DEMO PLAN

LES THOMAS
ARCHITECT
32 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9508

REMODEL + ADDITION
66 SARAGOSSA ST.
ST. AUGUSTINE, FL.

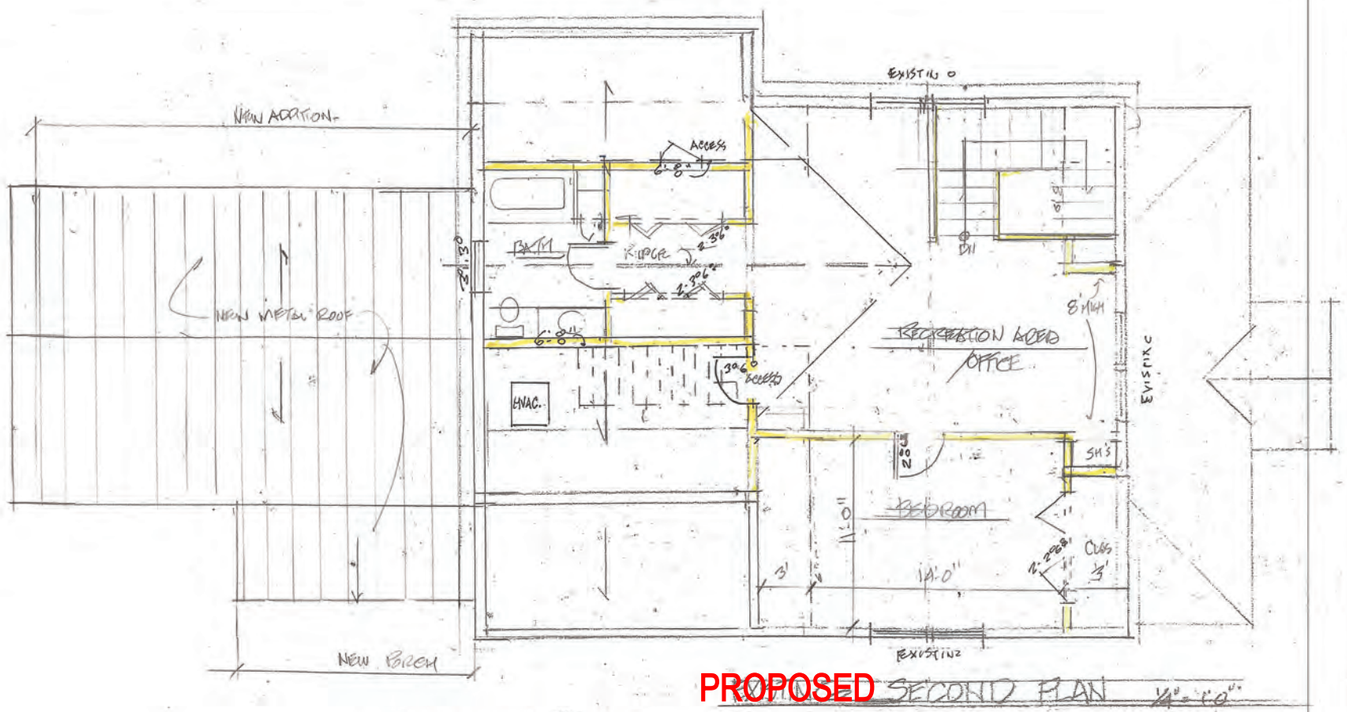
1-10-25
Scale: AS NOTED
Drawn: LT
File:

SHEET
A-2

Les Thomas Architect

Digitally signed by Les Thomas Architect
Date: 2025.01.30 18:46:40 -05'00'

SEE REVISED FLOORPLANS WITH AMENDMENT REVIEW DOCUMENTS & RECONFIGURED 1st FLOOR SPACES AT FRONT OF PACKET



LES THOMAS
ARCHITECT
32 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9508

REMODEL + ADDITION
66 SARAGOSSA ST.
ST. AUGUSTINE, FL.

1-10-25
Scale: AS NOTED
Drawn: AT

SHEET
A-3

Les Thomas Architect
Digitally signed by Les Thomas Architect
Date: 2025.01.30 18:47:23 -05'00'

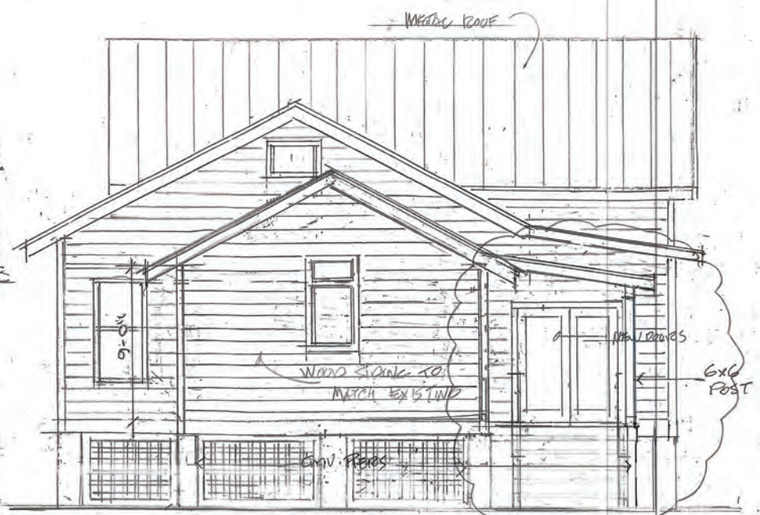
SEE REVISED ELEVATIONS WITH AMENDMENT REVIEW DOCUMENTS

FRONT ELEVATION (UNDER 25')

NEW ADDITION

WEST ELEVATION

EAST ELEVATION



REVISED 1-30-26

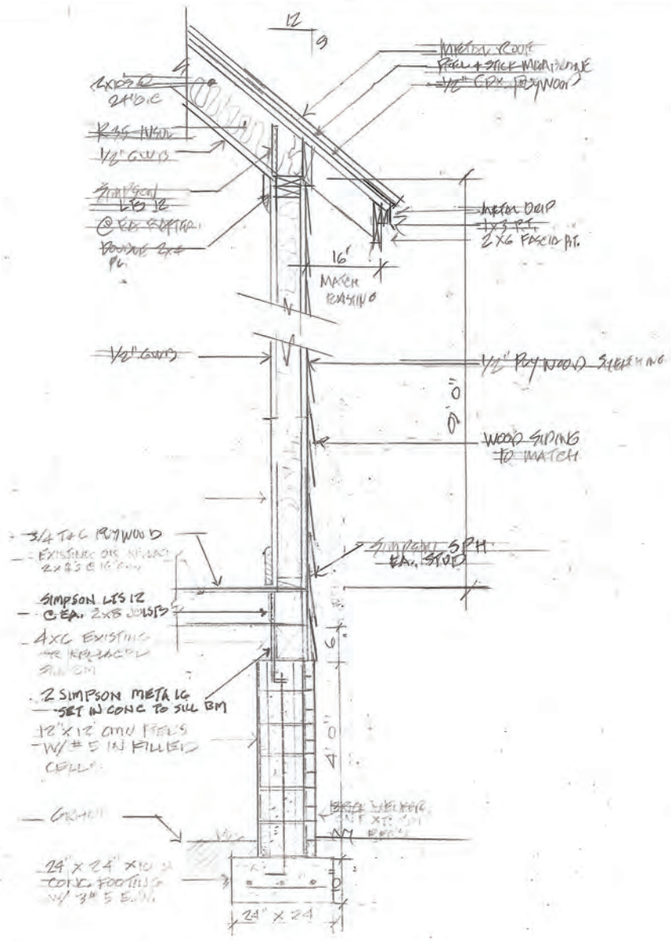
LES THOMAS
ARCHITECT
32 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9508

REMODEL + ADDITION
66 SABAGOSSA ST.
ST. AUGUSTINE, FL.

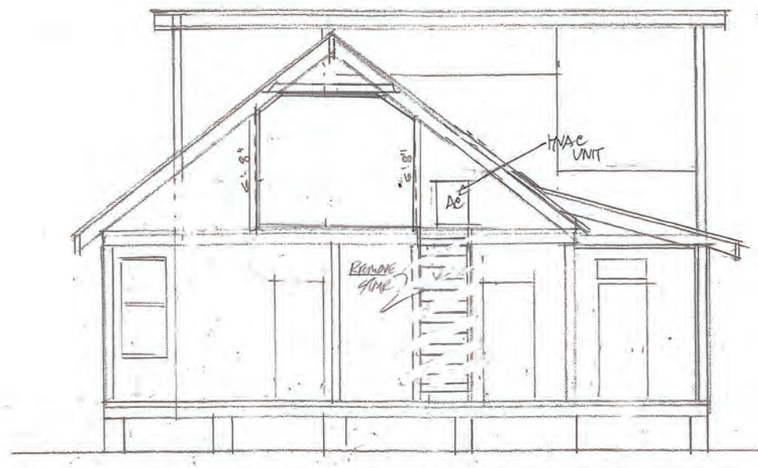
1-10-25
Scale: AS NOTED
Drawn: LT
File:

SHEET
A-4

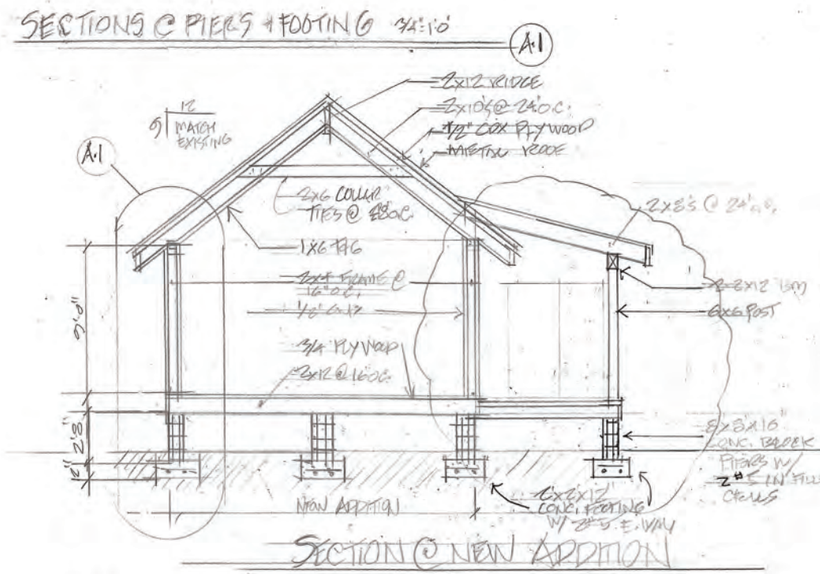
Les Thomas Architect
Digitally signed by Les Thomas Architect
Date: 2025.01.30 18:48:00 -05'00'



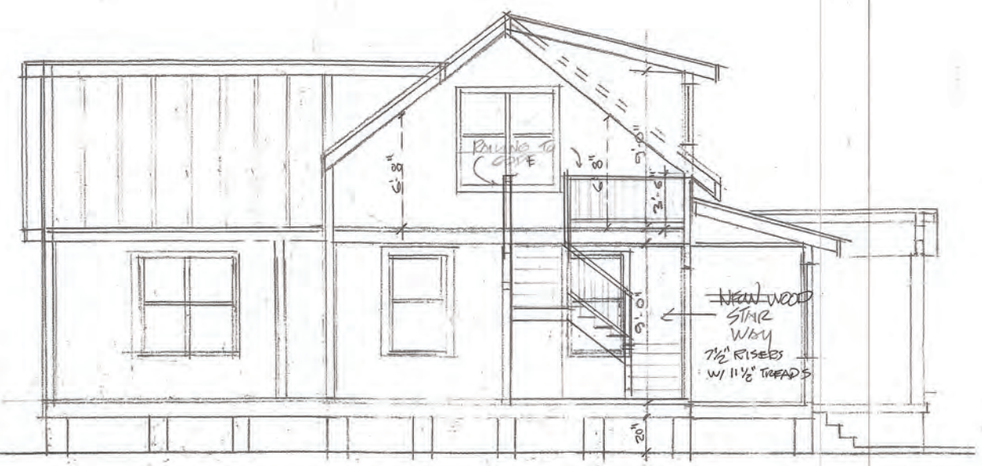
SECTIONS @ PIERS + FOOTING 3/4":1'0"



EXISTING EAST/WEST SECTION 1/4"=1'-0"



SECTION @ NEW ADDITION



A-2 NORTH/SOUTH SECTION 1/4":1'0"

REVISED 1-30-25

LES THOMAS
ARCHITECT
32 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9508

REMODEL + ADDITION
66 SAGAGOSSA ST.
ST. AUGUSTINE, FL.

J-10-25
Scale: AS NOTED
Drawn: LT
File:

SHEET
A-5

Les Thomas Architect
Digitally signed by Les Thomas Architect
Date: 2025.01.30 16:48:-05'00'

5/8" ZIP BOARD ROOF SHEATHING

2x4 OUTRIGGER @ 24"

BLOCKING REQUIRAD BETWEEN OUTRIGGERS

SIMPSON H2.5A

2x4 SCAB CONT. TOP TO BOTTOM CHORD @ 8' FROM GABLE

3-12D NAILS TYPICAL AT X BRACING

2x4 SCAB IF VERT. WEB IS NOT PRESENT

CONT. 2x4x8' @ LATERAL BRACE @ 48" O.C.

2x4 BLOCKING @ 48" O.C. BETWEEN GABLE AND FIRST

½" PLYWOOD OR OSB WALL SHEETING SHALL BE FASTENED W/ 8d 6" IN FIELD AND 6" ON EDGE

GABLE END TRUSS SHALL HAVE 2x4 Y.P. @ 24" O.C. FOR WALL SHEETING APPELLATION

ALL MEMBERS SHALL BE SYP

HURRICANE CLIP H2.5 or EQUAL @ 48" O.C.

2x4 BARGE RAFTER CONT.

SHINGLE STRIP

FASCIA

TOP CHORD OF GABLE END TRUSS DROP 3 1/2"

CONT. 2x4 SCAB FROM TOP TO BOTTOM CHORD @ X-BRACING (PROVIDE ADDITION 2x4'S @ VERTICAL IF HIGHER THAT 48" TO FROM AN "L" SHAPE

TOE NAIL TRUSS TO DOUBLE PLATE W/16D COM. @ 8" O.C.

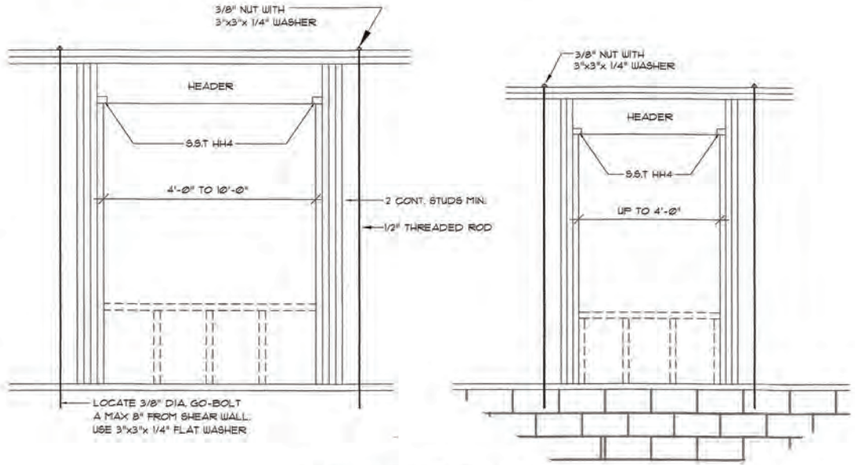
BOTTOM CHORD OF GABLE END TRUSS

2-2x4 TOP PLATE

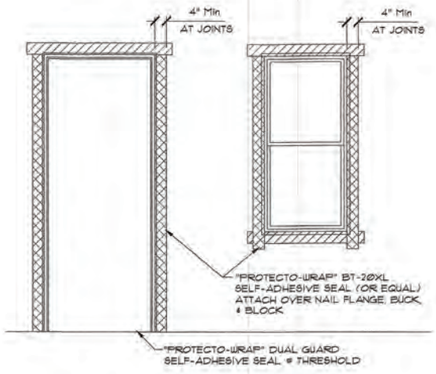
SIMPSON LSTA 24 @ 48" O.C.

2X4 STUDS @ 16" O.C.

Typ Gable End Bracing
N.T.S.



Header Details
½"=1'-Ø"



Exterior Open. Flashing
½"=1'-Ø"

WEATHER RESISTIVE BARRIER (WRB) APPLIED PRIOR TO THE WINDOW INSTALLATION. FLASHING APPLIED OVER THE FACE OF THE MOUNTING FLANGE.

STEPS

① IN WATER SHEDDING FASHION, STARTING AT THE BASE OF THE WALL & WORKING TOWARDS THE TOP, INSTALL THE WRB TO THE FACE OF THE SHEATHING.

② APPLY SILL FLASHING

③ APPLY BEAD OF SEALANT AT BACK OF WINDOW FLANGE & SET WINDOW USING PAN HEAD SCREWS TO FACILITATE INSPECTION.

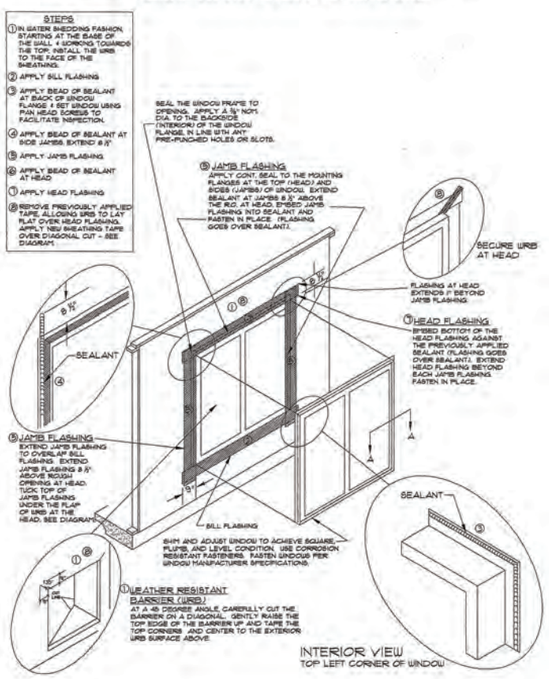
④ APPLY BEAD OF SEALANT AT SIDE JAMBS. EXTEND 8 ½".

⑤ APPLY JAMB FLASHING

⑥ APPLY BEAD OF SEALANT AT HEAD

⑦ APPLY HEAD FLASHING

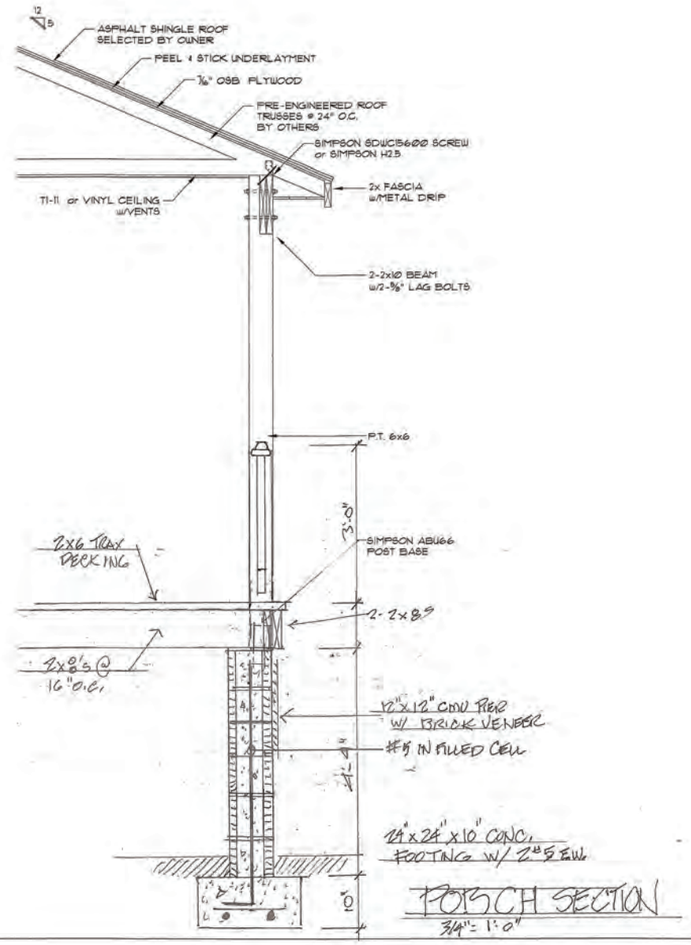
⑧ REMOVE PREVIOUSLY APPLIED TAPE, ALLOWING SIDS TO LAY FLAT OVER HEAD FLASHING. APPLY NEW SHEATHING TAPE OVER DIAGONAL CUT - SEE DIAGRAM.

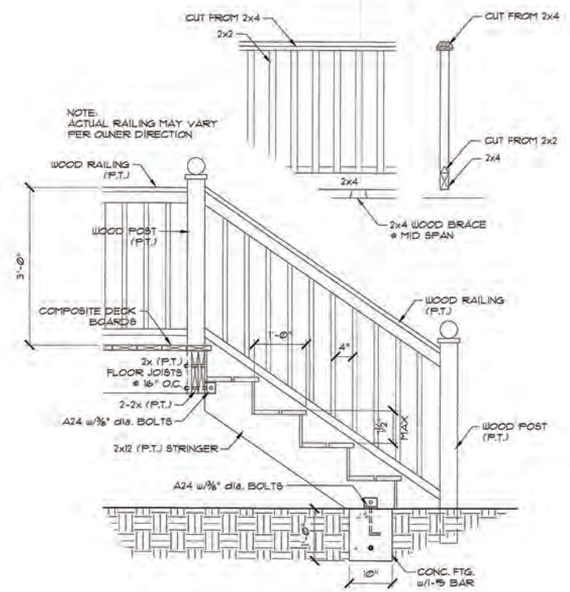


Header Schedule

OPENING WIDTH	BEARING WALL OR SHEAR WALL	NON-BEARING WALL	JACK and KING STUDS
Ø'- Ø" TO 3'- Ø"	(2) 2"X 8"	(2) 2"X 6"	1 J - 2 K
3'- 1" TO 5'- Ø"	(2) 2"X 10"	(2) 2"X 6"	2 J - 2 K
5'- 1" TO 7'- Ø"	(2) 2"X 12"	(2) 2"X 10"	2 J - 3 K
7'- 1" TO 10'- Ø"	(2) 2"X 12" WITH 1/2" PLYWOOD FLITCH	(2) 2"X 10"	3 J - 3 K
10'- 1" and LARGER	LVL (ENGINEERED)	LVL (ENGINEERED)	4 J - 3 K

NOTES:
1. USE HEADER SIZE ABOVE UNLESS OTHERWISE NOTED ON FRAMING PLAN.
2. PRIMARY FRAMING (BEAMS, GIRDERS, EXT.) WERE SIZED USING:
   1800 "Fb" EXTREME FIBER IN BENDING (SINGLE)
   90 "Fv" HORIZONTAL SHEAR
   1.6E "E" MODULUS OF ELASTICITY
3. JOISTS, RAFTER, LENTEL, ECT WERE SIZED USING
   1200 "Fb" EXTREME FIBER IN BENDING (SINGLE)
   90 "Fv" HORIZONTAL SHEAR
   1.6E "E" MODULUS OF ELASTICITY





Stair/Railing Detail
¾"=1'-Ø" Typical

BENODEL & ADDITION
66 SABAGOSSA ST.
ST. AUGUSTINE, FL.

LES THOMAS
ARCHITECT
32 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9508

Date: 1-10-25
Scale: As Noted
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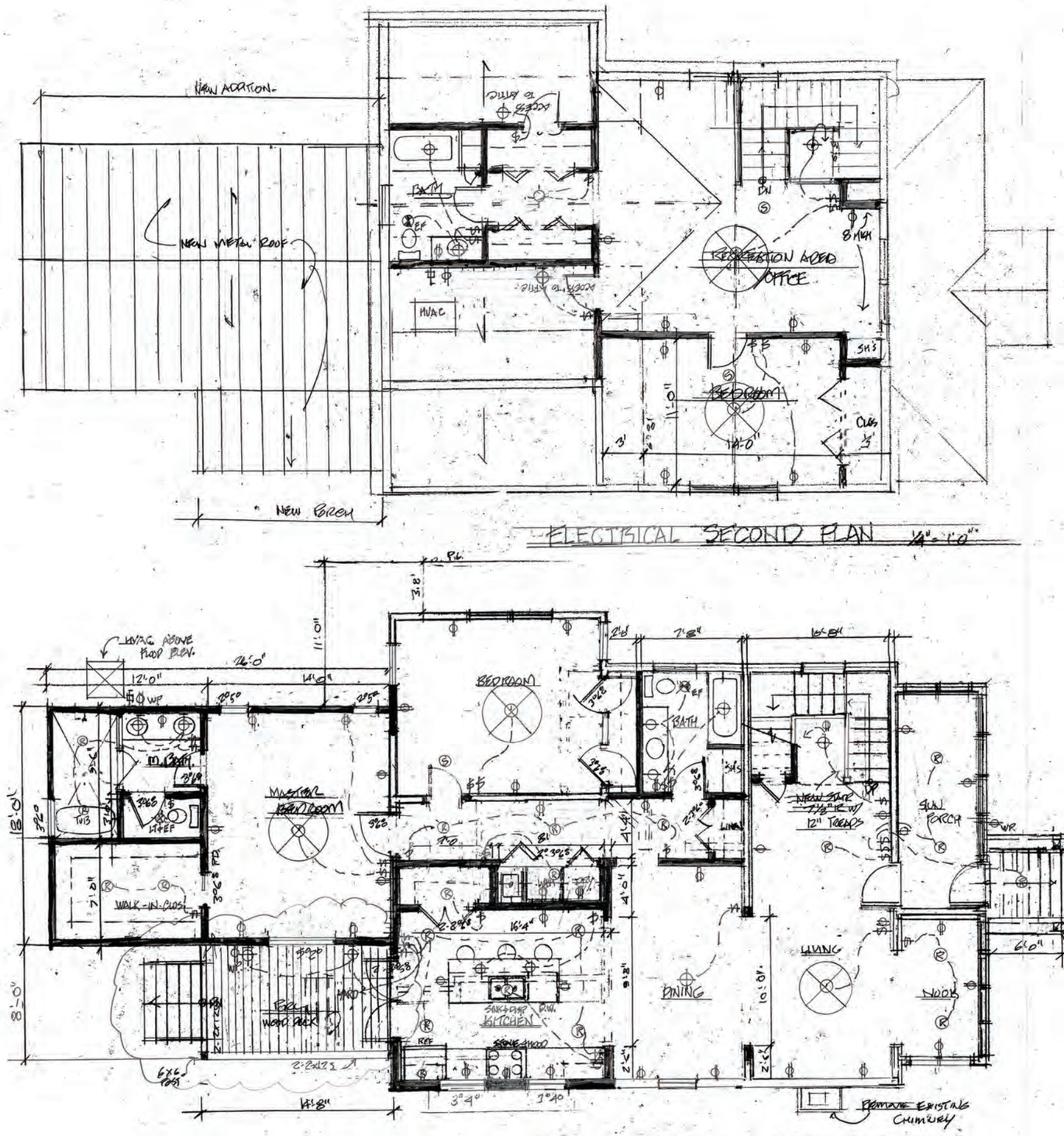
Les Thomas Architect
Digitally signed by Les Thomas Architect
Date: 2025.01.30 18:49:45 -05'00'



LES THOMAS
ARCHITECT
32 CORDOVA ST., ST. AUGUSTINE, FLORIDA 824-9508

REMODEL + ADDITION
66 SAGAGOSSA ST.
ST. AUGUSTINE, FL.

1-10-25
Scale: AS NOTED
Drawn: LT
File:

SHEET
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Les Thomas Architect
Digitally signed by Les Thomas Architect
Date: 2025.01.30 18:50:26 -05'00'

REVISED 1-30-25 LT

From: justin ahmad
To: Julie Courtney; Krista Purcell
Subject: 66 Saragossa kitchen plans
Date: Tuesday, April 8, 2025 9:57:47 AM

> **Caution:** This email originated from outside of the organization. Do not click links, open attachments or respond unless you recognize the sender and know the content is safe. When in doubt, contact IT.

Hey Julie,

During your site visit we discussed our plans for the kitchen. The entire back left corner where the kitchen is located was collapsing due to significant wood rot and termite damage. We are having to replace the beams and floor system but plan on rebuilding it like-kind. The beams have been replaced to stabilize the foundation. We can mostly save the roof line and the 2x4s used for the wall. We essentially had to cut out the bottom. The dimensions of the back kitchen area will not change. Attached are some photos that show some of the work.

From: justin ahmad
To: Julie Courtney; krista.purcell@hotmail.com
Subject: Re: 66 Saragossa Street - Ad Valorem Tax Exemption application for the April 17, 2025 Historic Architectural Review Board meeting
Date: Tuesday, April 8, 2025 9:49:15 AM
Attachments: image002.png
image003.png
image004.png

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Here are photos of some of the wood damage they are encountering. This is mainly towards the back of the house because the front part of the house hasn't been opened up yet. As for the roof, we are going to do everything we can to go with a 5v metal roof. So at this time that is the plan. It would only change if we go significantly over budget and just can't swing it. Even then we'd probably be inclined to make cuts elsewhere so that we can still have the metal roof.

I will send an email outlining the kitchen plans.

From: Julie Courtney <jcourtney@citystaug.com>
Sent: Tuesday, April 8, 2025 8:41:27 AM
To: justin ahmad <justin.ahmad@hotmail.com>; krista.purcell@hotmail.com <krista.purcell@hotmail.com>
Subject: RE: 66 Saragossa Street - Ad Valorem Tax Exemption application for the April 17, 2025 Historic Architectural Review Board meeting

Hello Justin,
If it is easy enough to send some photos of the wood rot, I can include those in your application packet. I tried to take some as well.
Possibly more importantly because I don't think it was indicated on your original application materials: if you could send a separate email explaining that the rear kitchen portion of the house will have to be rebuilt, but will be rebuilt with the same dimensions, materials, etc, that would be helpful. We need this to be very clear to the HARB of what is being permanently removed and how it is being replaced.

And you are thinking the asphalt shingle roof for now instead of metal panel?

Thanks,
Julie Courtney
Historic Preservation Officer
Planning & Building Department
E jcourtney@citystaug.com | P 904.209.4283 | W www.CityStAug.com

City of St. Augustine

SWANSON STRUCTURAL, INC.
209 BILBAO DR. ST. AUGUSTINE, FL 32086

June 9, 2024

Jason Stancil
66 Saragossa Street
St. Augustine, FL 32084

RE: 66 Saragossa Street
St. Augustine, FL 32084

Dear Mr. Stancil:

Per your request, we made a site visit to the address listed above on June 6th, 2024. The purpose of the site visit was to perform a structural inspection of the building to assess the existing condition of the structural members. The inspection was limited to easily visible members, we did not perform destructive testing of any kind, nor did we remove finishes to view structural members beyond.

The building is a one-story structure with wood floor joist over crawl space at the 1st level. The load-bearing walls are wood framed. The roof system is conventional wood roof rafters. Foundations are assumed to be shallow cast-in-place concrete foundations. According to the St. Johns County Property Appraiser's website, the structure was built in 1900.

ASSUMPTIONS:

We assume that the work done on the original construction was performed in accordance with the accepted industry practices at the time of construction. We assume the structure was not built to any building code at the time of construction, because there was no established building code in 1900.

Areas inspected were visible and accessible and are assumed to represent the non-visible nor accessible portions.

Figure 1: Front View of Structure

SWANSON STRUCTURAL, INC.
209 BILBAO DR. ST. AUGUSTINE, FL 32086

OBSERVATIONS:

The first level floor framing beams sit on dry stack masonry piers, wood planks/posts, and bricks which elevate the first level (Images 1, 2, and 3). It appears that some beams and masonry piers (added at a later date, not part of the original construction) were added to support part of the floor framing. The masonry piers appear to be dry-stacked and not in any uniform pattern/locations. There also appears to be no concrete foundations under at least some of the piers. Typical masonry pier construction would include grout, reinforcement, and mortar to bond the blocks together and connect them to the foundations. These piers consisted of hollow blocks stacked on top of each other with no mortar, grout or reinforcement as shown in image 2. The first level floor system had no visible positive connection to the piers (See Images 1, 2, and 3 below). Without a positive connection to the foundation, the structure is susceptible to overturning and sliding failure in a wind event. A failure of a pier would likely lead to a catastrophic failure of the structure.

The front porch area appeared to be slopping (Image 4), likely due to missing piers/replaced piers over time. All the front piers appeared to have been replaced with wood or wood planks on dry stack CMU (Image 1 and 3).

Image 1: wood planks on dry stack pier

Image 2: Hollow Block, Pieces of Concrete and brick pier

Image 3: Wood Pier

Image 4: Slopping Front Porch

The floor/roof beams and load-bearing wood walls, where exposed, showed extensive deterioration likely from moisture exposure and wood-destroying organisms, such as termites. (See Image 5 below).

Image 5: Termite Infestation Evidence

While walking the structure, it was noticed that there were gaps and missing sheathing/waterproofing on the exterior walls (you can see from the interior to the exterior). Images 6 and 7 show gaps in the exterior covering the interior of the structure.

Image 6: Missing section of wood on Exterior **Image 7: Gap in wall, Open to Exterior**

The floor sheathing throughout the structure displayed signs of deterioration from wood-destroying organisms, such as termites, see Image 8 below. We assume, based on the floor sheathing condition, there is likely section loss to the floor joists below the sheathing as well. In some locations, the structural joists were exposed. The joists displayed signs of rot from moisture intrusion and termites.

Image 8: Floor with Moisture Rot

Image 9: Wood rot/termites

Image 10: Missing/Damaged Ceiling

The attic provided access to view the conventional roof framing. The rafters appeared to be in poor condition with signs of rot/damage. The roof sheathing displayed discoloration likely from unintentional moisture exposure. See image 11 below.

Image 11: Moisture Damage to Roof Decking

CONCLUSIONS:

Based on the representative samples inspected, the house appears to have had various repair attempts to fix the floor framing. The slopping floors are likely from the multiple types of piers and previous repair attempts. The structure has also been infested with wood-destroying organisms at some point in the past which has caused severe section loss in load-bearing components. Moisture intrusion was also noted in many locations which has affected the structural capacity in the members. There is no positive load path from the roof to the foundation. The beams supporting the floor, walls, and roof are not strapped or secured to the piers. In summary, at least a portion of all visible structural elements, that were inspected, have been compromised to the point of substantial capacity reduction or complete failure. The structure in its current state is at risk of collapse in any wind event.

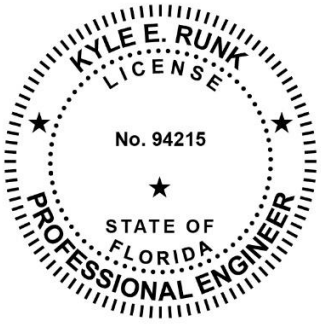
SWANSON STRUCTURAL, INC.
209 BILBAO DR. ST. AUGUSTINE, FL 32086

In our professional opinion, the structure has extensive damage and is in such poor condition that repairs would not be practical or cost-effective. Due to the overall condition of the residence, attempted repairs would cause further damage to the structure and would likely cause a complete collapse. The structure should be considered Dangerous and Unsafe as defined in the 8th Edition (2023) Florida Building Code- Existing Building. Given the magnitude of the damage and the potential for sudden collapse, the structure should be immediately cordoned off and demolished.

Our conclusions stated in this letter are based solely on our observations and years of experience evaluating existing structures. We have not done any testing of materials, calculations, or otherwise analyzed the existing structure or soil nor attempted to observe conditions that are not easily visible. We have not specifically reviewed plumbing, mechanical, and electrical conditions nor have we reviewed the structure for code-related issues.

Sincerely,
Swanson Structural, Inc.
C.O.A. 34434

June 9, 2024



Kyle Runk, P.E.

Florida P.E. #94215

From:	justin ahmad
To:	Julie Courtney; krista.purcell@hotmail.com
Subject:	Re: 66 Saragossa Street - Ad Valorem Tax Exemption application for the April 17, 2025 Historic Architectural Review Board meeting
Date:	Tuesday, April 8, 2025 8:24:32 AM
Attachments:	image002.png image003.png image004.png 263199611878629.pdf

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> **Caution:** This email originated from outside of the organization. Do not click links, open attachments or respond unless you recognize the sender and know the content is safe. When in doubt, contact IT.

Hey Julie,

I attached the rough estimate of the rehab. The sheet does not include Gaere Macdonalds fee which is 20% and it does not include appliances and light fixtures. So we would be at $605,144 and maybe Plus $10,000 for appliances and light fixtures. We are currently over budget due to the significant wood rot and termite damage after opening the walls up. So that value will probably change or we may have to take funds from one area and apply it to another. If you'd like I have some pictures I can add of some of the wood rot we are dealing with. Let me know if you have what you need or if you'd like a few more to add to the report. Thanks.

From: Julie Courtney <jcourtney@citystaug.com>
Sent: Monday, April 7, 2025 6:34:03 PM
To: justin ahmad <justin.ahmad@hotmail.com>; krista.purcell@hotmail.com <krista.purcell@hotmail.com>
Subject: RE: 66 Saragossa Street - Ad Valorem Tax Exemption application for the April 17, 2025 Historic Architectural Review Board meeting

Hello Justin,
Do you have an approximate estimated cost of the rehabilitation?
I determined that the partial Certificate of Demolition application will not be required. Was there anything else you wanted to submit for this application? Today is the additional documentation deadline, but I can still accept if you send by tomorrow – preferably by the morning. (Or at least let me know what may still be coming).

Thanks,
Julie Courtney
Historic Preservation Officer
Planning & Building Department
E jcourtney@citystaug.com | P 904.209.4283 | W www.CityStAug.com

City of St. Augustine
P.O. Box 210
St. Augustine, FL 32085

66 Saragossa

Work Item	Scheduled value	Complete to date	This application	Material stored
66 Saragossa St				
Permits/ Fees	$10,487.00		$4,884.28	
Demo /dumping	$14,000.00		$9,879.36	
Houselift	$32,000.00		$32,000.00	
Piers	$16,500.00		$15,136.00	
Filldirt/ grade			$3,450.00	
Framing labour	$100,000.00		$22,594.00	
Framing mats	$40,000.00		$2,867.29	
Window & door	$6,500.00			
W/D repair	$5,000.00			
Siding & trim	$30,000.00			
Electric	$20,000.00			
Plumbing	$14,000.00			
HVAC	$13,500.00			
Insulation	$8,500.00			
Drywall	$22,500.00			
Roofing	$20,000.00			
Trim carpentry	$25,000.00			
Trim materials	$13,500.00			
Int Doors	$2,500.00			
Kitchencab vanity	$15,100.00			
Stone counters	$8,500.00			
Tile labour	$15,000.00			
Tile materials	$3,750.00			
Glass	$950.00			
Vanities	$750.00			
Closets	$1,000.00			
Subfloors	$5,250.00			
Flooring	$16,000.00			
Hardware	$500.00			
Gas				
Landscape				
Ext stairs	$6,500.00			
Lattice	$4,750.00			
Flatwork	$1,500.00			
Painting	$26,500.00			
Gas				
Rentals	$3,500.00			
Cleaning	$750.00			
Totals	$504,287.00	$0.00	$90,810.93	$0.00
Appliances	By owner		108,973.12	
Plumbing fixtures	By owner			
Electric fixtures	By Owner			

FTD – 99,999.89

F A/C – (8,660.85)

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim
City Manager

DATE: July 15, 2026

RE: Agenda Item: City of St. Augustine Restrooms

Staff would like to provide the Commission with a brief presentation about the City of St. Augustine Restrooms.

Attached is a copy of the presentation. If you concur, please place this item on the Agenda for the Commission meeting scheduled for Monday, July 27, 2026, under 10A. Staff Reports and Presentations. As always, please do not hesitate to contact me if you have any questions. Thank you for your assistance.

Barbara Moore

Barbara Moore
General Services Deputy Director

BLM

Encl: PowerPoint Presentation City of St. Augustine Restrooms

xc: Meredith Breidenstein, Assistant City Manager
Darlene Galambos, City Clerk
Corey Sakryd, General Services Director
file

COSA RESTROOM UPDATE

Barbara Moore
Deputy Director General Services
City of St. Augustine

July 27, 2026

CITY OF ST AUGUSTINE EST. 1565

Discussion

- Shortage of restrooms was identified by the community during the downtown Nightlife Ordinance and 2024 NOL season.

- Staff began CIP planning in 2024.

- Two existing leases at the Casa Del Hidalgo were scheduled to expire on September 30, 2025.
  - In May 2025, the City fully disclosed the potential Casa Del Hidalgo restroom expansion project and its possible impact on the leased spaces.
  - On May 2, 2025, the tenants executed new lease agreements with an initial one-year term and four optional quarterly renewal periods.
  - The agreements allowed the tenants to terminate with 30 days' notice if they secured an alternate location.
  - At the direction of the City Commission, the agreements were subsequently amended to establish a definitive expiration date of September 30, 2027.

COSA PUBLIC RESTROOMS

Location	Current			Proposed				
	Men's	Women's	Total	Men's	Women's	New Total	Remodel FY Year	Hours of Operation
City Hall Courtyard 75 King Street	2 Urinals, 2 Stalls	4 Stalls	2 Urinals and 6 Stalls	2 Urinals, 2 Stalls (1 ADA)	4 Stalls (1 ADA)	2 Urinals and 6 Stalls	Funded 2025-2026	6:00 a.m. - 5:30 p.m. Daily
Casa Del Hidalgo 35 Hypolita	4 Urinals, 3 Stalls (1 ADA)	7 Stalls (1 ADA)	4 Urinals and 10 Stalls	10 Urnials and 9 Stalls (2 ADA)	21 Stalls (3 ADA)	10 Urnials and 30 stalls	2026-2027	8:30 a.m. - 1:00 a.m. Daily
Municipal Marina 111 Avenida Menendez	2 Urinals, 2 Stalls (1 ADA)	4 Stalls (1 ADA)	2 Urinals and 6 Stalls	3 Urinals, 3 Stalls (1 ADA)	6 Stalls (1 ADA)	3 Urinals and 9 Stalls	2027-2028 or 2028-2029	24/7
Florida Cracker Cafe 81 St. George Street	2 Urinals, 2 Stalls	3 Stalls	2 Urinals and 5 Stalls	N/A	N/A	N/A	2028-2029	9:00 a.m. - 8:00 p.m. M-F 9:00 a.m. - 9:00 p.m. Sat & Sun
VIC 10 W. Castillo	12 Urinals, 8 Stalls (4 ADA)	23 Stalls (4 ADA)	12 Urinals and 31 Stalls	N/A	N/A	N/A	N/A	8:30 a.m. - 1:00 a.m. Daily
Dining with Dignity 92 S. Dixie Hwy	1 toilet/1shower (ADA)	1 toilet/1shower (ADA)	2 toilets/2 showers	N/A	N/A	N/A	N/A	5:30 p.m. - 7:00 p.m. Daily

*Note: ADA included in totals

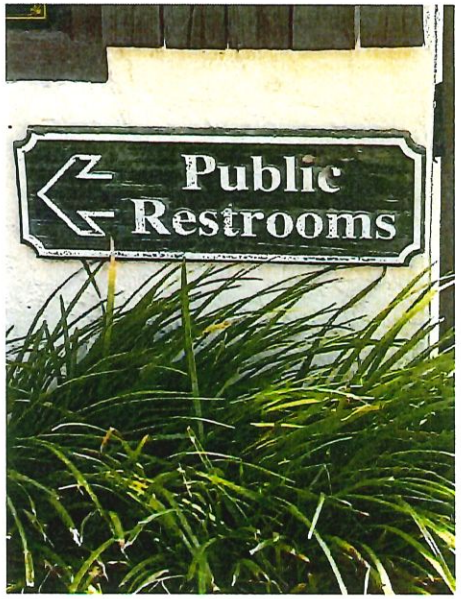
CITY OF ST AUGUSTINE EST. 1565

CITY OF ST AUGUSTINE. EST. 1565

Casa Del Hidalgo (St. George Street/Hypolita)

Modernize and Expand Restroom Facilities – 35 Hypolita St.

This project will modernize and significantly expand the existing restroom facilities to improve capacity, accessibility, and overall user experience. The renovation includes updated fixtures, improved layouts, enhanced ADA compliance, and increased accommodation for high visitor demand.



Existing Facilities Improvements	Proposed
4 urinals	10 urinals
10 toilet stalls	30 toilet stalls
2 ADA-compliant stalls	5 ADA-compliant stalls

Project Benefits

- Increased restroom capacity to reduce wait times
- Improved accessibility and ADA accommodations
- Modernized fixtures and finished
- Enhanced comfort, efficiency, and user experience
- Better support for peak attendance and future growth

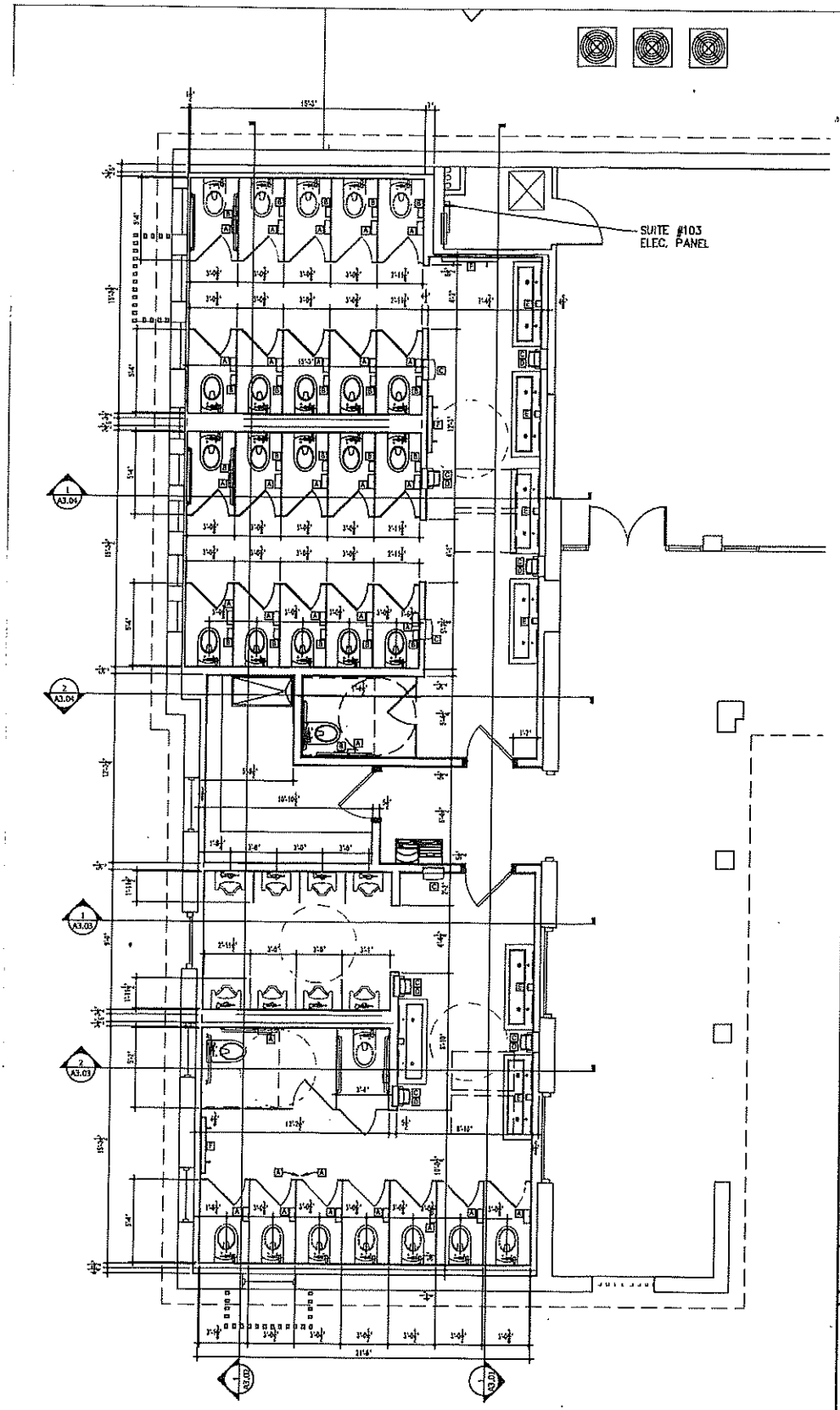
RESTROOM REMODEL TIMELINE

Design Complete – FY 2025-2026

Based on Approved Funding FY 2026-2027:

- Request for Bid Mid July 2027
- Award Contract and encumber funds September 2027
- Mobilization and Construction begins October 2027
- Approximate Cost: $1.25M

Note: Bank of America parking lot will not be available for portable bathrooms during NOL 2026.



FLOOR PLAN 1/4"=1'-0" 3

SARAH RYAN
ARCHITECT

PROJECT CONTACT
Barbara Moore
General Services Group
City of St. Augustine
75 King Street
St. Augustine FL 32084
904.209.4315

PROJECT LOCATION
104 Hypolita Street
St. Augustine FL 32084

ARCHITECT:
Sarah Ryan Architect, LLC
201 Owens Ave
St Augustine FL 32080
904-547-9430

MEP ENGINEER:
Powell & Hinkle
Engineering
1409 Kingsley Ave # 12A
Orange Park FL 32073
904.264.5570

CONTRACTOR:

CITY OF ST AUGUSTINE
CASA DEL HIDALGO
BATHROOMS

No.	Date:	Description:
1	10.27.25	CONCEPTS
2	12.04.25	SCHEMATIC DESIGN
3	05.21.26	PRICING/COORD

Scale AS NOTED

Sheet title

EXISTING AND PROPOSED FLOOR PLANS

Sheet Number A1.01

NOT FOR CONSTRUCTION

Questions

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: David Birchim, AICP
City Manager

DATE: July 16, 2026

RE: Staff Report Item for July 27, 2026, City Commission Meeting
Neighborhood Grant Program Criteria Amendment

Staff requests that this item be placed on the Monday, July 27, 2026, City Commission Meeting Agenda under Staff Reports.

The Neighborhood Grant Program (NGP) was re-established in 2024 to provide grants of up to $3,000 to formally and informally organized neighborhood groups and community organizations for projects that enhance neighborhoods and provide a public benefit. Since the program's re-establishment, staff have continued to evaluate its effectiveness, eligibility criteria, and overall community impact. As part of this ongoing review, staff examined previous grant awards and recipient organizations to ensure the program remains aligned with its intended purpose and the City's Vision Plan.

Based on this evaluation, staff recommend amending the program criteria to make organizations established pursuant to Florida Statutes, Chapter 720, (Homeowners' Associations) and Florida Statutes, Chapter 190, (Community Development Districts) ineligible for Neighborhood Grant Program funding. These organizations have statutory authority to assess fees and collect revenues from their members to fund neighborhood improvements, amenities, maintenance, and community activities; including but not limited to entrance features, landscaping, recreational facilities, fencing, and special events.

The Neighborhood Grant Program is intended to support projects that provide a broader public benefit. This amendment will help ensure that limited grant funds continue to be directed toward organizations and initiatives that have the greatest need and the greatest potential to advance community-wide objectives.

Attached please find the amended NGP criteria, with the proposed eligibility revisions reflected on Page 5. Staff respectfully recommend that the City Commission adopt the amended Neighborhood Grant Program criteria as presented. I am available for any questions you may have. I may be reached by phone at 904.209.4254 or via email at jperkins@citystaug.com.

Respectfully Submitted,

Jaime D. Perkins
Director, Community Services

Attachments: NGP Criteria Booklet

Copy: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, PE, Assistant City Manager
Isabelle Lopez, City Attorney

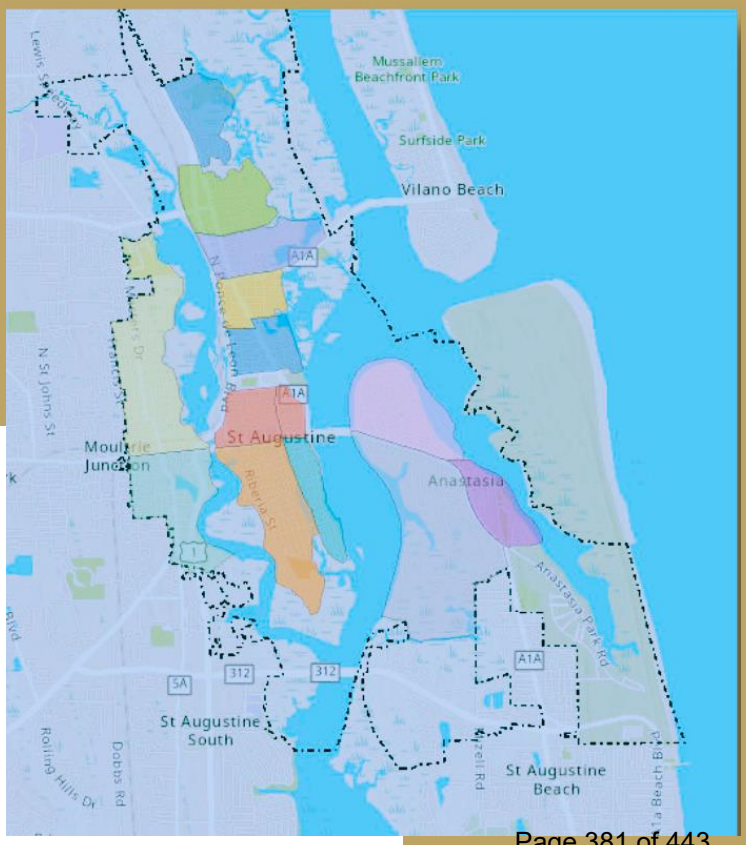
City of St. Augustine Neighborhood Services

Neighborhood Grant Program

Funding for Neighborhood Improvement Projects

Guidelines & Application Booklet

Proposed Amendment FY 2026



CITY OF ST AUGUSTINE EST. 1565

Table of Contents

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Grant Guidelines Overview	5
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Program Description

The Neighborhood Grant Program (NGP) is a grant program that provides grant funding up to $3000 to formally and informally organized non-profit groups that undertake small-scale neighborhood improvement, enrichment, and enhancement projects or events.

The Neighborhood Grant Program allows community organizations to utilize grant funding to support initiatives that will create opportunities that benefit the neighborhood as a whole, improves the neighborhood stakeholder's quality of life, supports beautification initiatives, strengthens local culture, and community engagement.

NGP funds accompanied with City Staff's technical assistance, is designed to empower neighborhood organizations to effectively plan and implement neighborhood and community initiatives.

Emerging and established neighborhood organizations, associations, and councils may apply. An application will be considered complete when all required documents are submitted within the required timeframe. Applicants are encouraged to submit letters of support, proof of additional project donations, project budget spreadsheet, organization documents, and volunteer sign-up sheets. Organizations that apply and are awarded grant funding will be required to be involved in the project from concept to completion.

Community grants are not available to any organization created pursuant to F.S. Chapter 720 or F.S. Chapter190 having the legal right to assess member parcels for common element improvements and activities, including but not limited to entrance features, landscaping or gardens, recreational facilities, fencing, or other structures or events.

An organization may apply more than once each fiscal year, but an organization may not receive more than $3,000 in one fiscal year for any one or multiple grant awards. Separate organizations may apply to help fund a joint project, but City Staff or the reviewing board may deny an application at their discretion for challenges related to conflict of interest and /or unethical practices.

To be approved for grant funding the project must not illegally discriminate based on sex, race, ethnicity, age, religion, or sexual orientation.

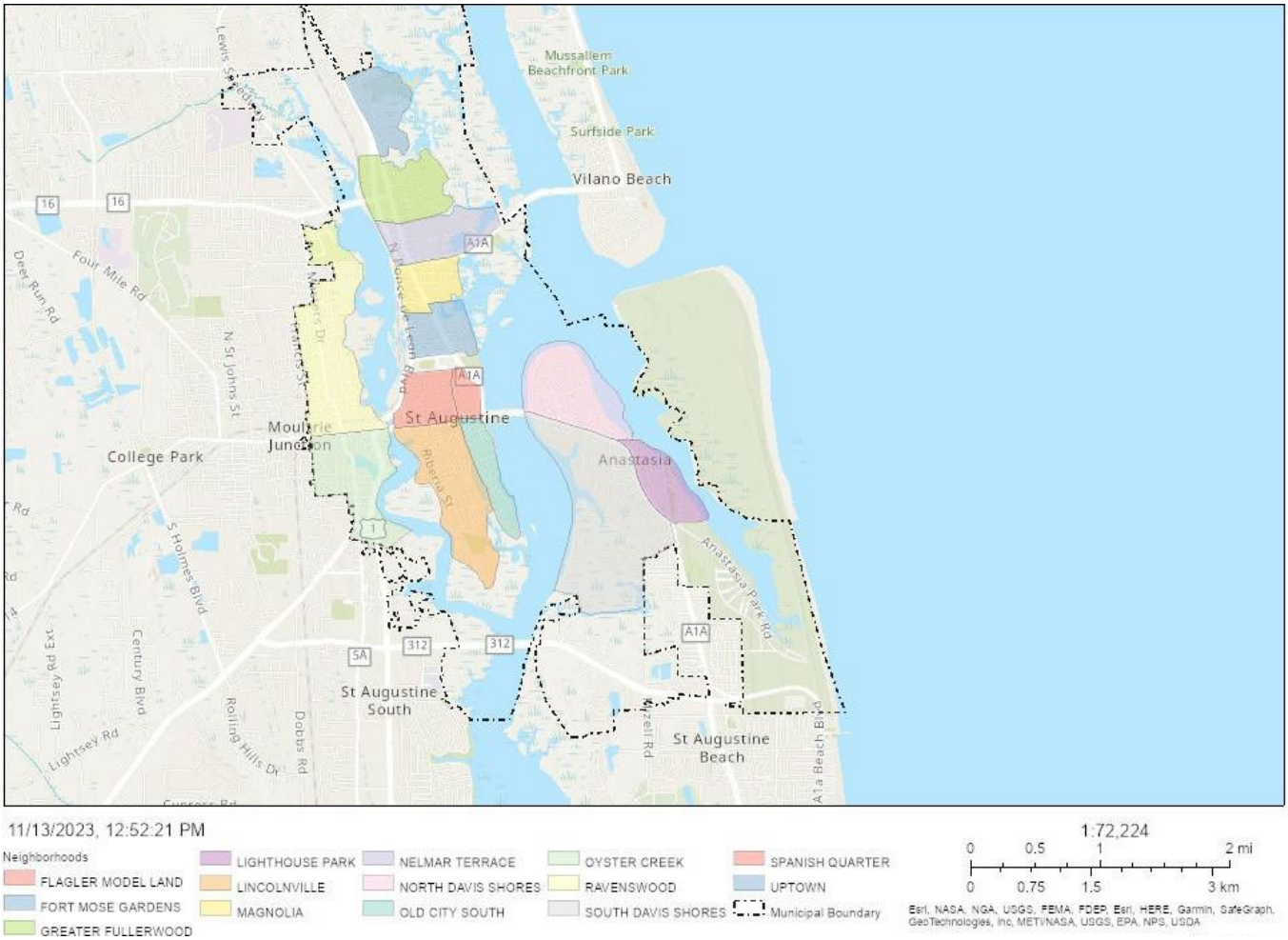
If an organization has an established Executive Board or a Board of Directors, the organization must submit meeting minutes with the application reflecting a majority vote for the grant application submission.

Applications may be sent via email to Neighborhood Services at NGP@CityStAug.com. In the subject line state "NGP Application Submission". Applications can also be submitted via mail. Please submit the original application and any supporting attachments to the City of St. Augustine Neighborhood Services Division, 75 King Street, St. Augustine, FL, 32084. Applications can also be submitted in person to the Neighborhood Services Division, 75 King Street, St. Augustine, FL 32084, Lobby B, 4th Floor. Applications must be received by 5pm on the last day of the Application Acceptance Period.

Neighborhood Map

Neighborhood Grant Projects should be within a defined neighborhood within the City of St. Augustine, or within the City of St. Augustine municipality boundary. Utilize the map shown below for reference when submitting a grant application.

For a more definitive location of which neighborhood you are requesting grant funding for, you may utilize the City's Geographic Information's Systems (GIS) Maps. The GIS system allows you to key in an address and determine which neighborhood or area of the city that the project will be located in. Visit StAug.Maps.ArcGis.com to complete this process.



Grant Guidelines Overview

- The Neighborhood Grant Program (NGP) maximum award amount is $**3,000**.
- Grant applications requesting more than the $3,000 maximum will be denied.
- Applicants may apply for grant funding from the 1st through the 15th of **January**, **April**, **July**, and **October** each year. Applications must be received by **5pm** on the last day of the grant Application Acceptance Period. Grant awards or denials will be sent to the applicant within the same quarter.
- All applications will be vetted for minimum qualifications and then reviewed and scored independently by the NGP Award Committee (NGPAC).
- NGP Grants will be awarded to eligible applicants who score **a minimum of 15 cumulative points,** on a first come, first serve basis. Eligible applicants must be a formal or informal non-profit organization.
- NGP applicant must provide a clear benefit in one of the following categories:
    - Community/Neighborhood Beautification/Placemaking/Revitalization
    - Community/Neighborhood Enrichment Initiative or Program
    - Community/Neighborhood Events
- Grant funds will not be awarded or reimbursed to applicants for any project that has been completed prior to the grant application being reviewed and approved.
- Grants are reimbursable to the applicant with proof of paid invoices, or payments may be reconciled directly with the selected vendor.
- Certain grants *may* be subject to the City of St. Augustine's public purchase procurement policy and procedures.
- Grants will not be awarded to individuals. Grants will be awarded to organizations both formally and informally organized of at least three (3) active members. The organization must be able to provide date stamped proof that it has been an active organization for at least 365 calendar days prior to submitting the application. The applying organization may not be a familial oriented organization and cannot be comprised of members who are all related by birth or marriage.
- Community grants are not available to any organization created pursuant to F.S. Chapter 720 or F.S. Chapter190 having the legal right to assess member parcels for common element improvements and activities, including but not limited to entrance features, landscaping or gardens, recreational facilities, fencing, or other structures or events.
- Formally organized groups that have been active for 2 or more consecutive years, with record keeping data (minutes, meeting attendance logs, sign-in sheets, social media presence, neighborhood associations, neighborhood councils, proof of previous successful community projects or events, etc.) will likely score higher, increasing their opportunity to be awarded grant funds.
- NGP will not fund projects that may require ongoing subscription payments (i.e.: websites), excessive upkeep, maintenance, or projects that conflict with existing or proposed public/capital improvement projects or programs.
- Grants are funded based on the fiscal budget and available funds. If all budgeted grant funds are liquidated during any application acceptance period grant application submissions will be suspended until funds are allocated in the next Fiscal Year.
- Grant award recipients must submit the Project Progress and Completion Form at the conclusion of the project. Failure to submit this form may result in an organization being ineligible for future grant opportunities.

Application Process

1. Submit your application to the City of St. Augustine Neighborhood Services and CRA Division
   Email: NGP@citystaug.com
   Mail or In-person: City of St. Augustine Neighborhood Services Division
   75 King Street, St. Augustine, FL, 32084, Lobby B, 4th Floor
   Note: All pages of the application must be completed, signed, and have attached supporting documents to be considered. For email submissions, please specify in the subject line: "**NGP Application Submission".** Applications must be received by 5pm on the last day of the Application Acceptance Period.
2. Once the application is received, staff will review the application to ensure all necessary documents have been submitted and that the project meets the NGP guidelines.
   Note: Applications deemed incomplete or not meeting the guidelines will be returned to the applicant.

3. Once staff deems the application meets the guidelines, the application will be reviewed by the Neighborhood Grants Program Award Committee (NGPAC).
   Note: The NGPAC is a committee selected by the Neighborhood Services Division Manager. The committee will be a three (3) to five (5) member internal city staff committee. The NGPAC will further review the application, and determine if the application meets the adopted criteria, and is aligned with one of the three benefit criteria categories. The NGPAC will score grant applications utilizing a three (3) category, five (5) point score sheet. Applications will be scored in order of receipt and awarded based off of highest score for that grant cycle. An application must score at least 15 cumulative points to be awarded. If the application is approved, it will be progressed forward in the process. If the application is denied, the applicant will receive a notice advising the application was denied with attached reasoning.

4. Once the application is approved by the committee, the application may be sent to the City Attorney's office for legal review.
   Note: Certain applications may not require review by the City Attorney's Office.

5. Following the review by the City Attorney, an email or letter will be sent to the applicant, advising next steps regarding permits, purchase orders, vendors payments, and how to request reimbursements.

6. Applicant may now initiate the scope outlined in the grant application.
   Note: Applicant and project team is required to complete project from concept to completion. City staff will offer technical support where applicable.

7. Following project completion, applicant must submit project progress/completion report.
   Note: Failure to submit a report following the conclusion of the project may prohibit an organization from being eligible for future NGP awards.

Eligible | Non-Eligible Projects

ELIGIBLE PROJECTS

- Banner Programs
- Playground equipment repair and installation
- Gazebo, bench, seating, repair/installation
- Common area or recreational area improvements, landscape, and/or view-scape maintenance
- Pressure washing or painting
- Sign installation or repair
- Kiosk or public bookcase/mini library
- Community events or activities (farmers market, community market, festival)
- Community event/activity signage, or marketing material
- Streetlight programs
- Community Garden improvements
- Sustainability/environmental efforts
- Art projects

NON-ELIGIBLE PROJECTS

- Website development, maintenance, or service fees
- Organization marketing material
- Improvements to private property*
- Construction of new walls or infrastructure
- Equipment purchases (office, lawn, gardening
- Purchase of real estate/real property
- Newsletters, pamphlets, brochures
- Staff/ employee wages
- Reimbursements for past expenditures unrelated to the project or incurred prior to application being approved
- Speedbumps, traffic calming, studies
- Projects located within a neighborhood, common area, or community not situated within the City of St. Augustine Municipality Boundaries or HOA

The information listed above is not intended to be an exclusive list of eligible or non-eligible projects. Only native, or native friendly plants will be considered for projects requesting landscaping. All projects listed as eligible are still subject to review and may be denied based on context, funding, or city staff discretion. Organizations requesting grant funds must participate in the project from concept to completion. Non-participation or lapse in participation throughout project progress could prohibit an organization from being eligible for future Neighborhood Grant Program funding and suspension of the project.

*Improvements to institutional or commercial properties *may* be considered if substantial proof of public benefit can be obtained. Any costs related to permitting and easements must be included in the grant award amount. Applicant must submit a signed property owner authorization form.

Frequently Asked Questions

- **How many NGP awards can an organization receive?**
  An organization may apply and may receive grant funding multiple times each fiscal year, *but* an organization may not receive **more** than $3,000 in one fiscal year for **any** one or multiple grant applications.

- **How many grant awards can a neighborhood or community receive?**
  NGP is awarded to the organization, not the community, so a community may receive multiple grants depending on the community or neighborhood the organization intends to apply the grant award toward.

- **What if the project cost is more than the maximum $3,000 NGP award?**
  The applicant may be required to show proof of additional funds for the cost of the project. The applicant is solely responsible for any project cost above the grant award.

- **What happens if grant funding is liquidated within the initial grant cycle?**
  Once grant funds are liquidated, applications for NGP will no longer be accepted. New grant funds must be allocated and adopted by the City Commission each budget year.

- **How many grants will be awarded or funded each cycle/quarter?**
  Grant awards will continue to be awarded to approved applicants each quarter until funds are liquidated. If all grant funds are utilized during the initial quarter, applications will not be accepted until the next fiscal year when new grant funds are approved.

- **What if I submit the application after the 15th of the month?**
  Any applications received prior to or after the Grant Application Acceptance Period will not be accepted and will need to be resubmitted during the appropriate acceptance period.

- **Who is responsible for applying for any necessary permits?**
  The applicant or hired vendor must apply for any necessary permits or easements.

- **When will applications be accepted?**
  Applications are accepted between the 1st and the 15th of January, April, July, and October each calendar year. These dates are known as the Grant Application Acceptance Period.

- **When will grants be awarded?**
  Grants will be awarded within the quarter that the application is received and approved. For example: If a grant application is received in October, an applicant will be advised if the application is approved or not, and the award will be granted **before** December 31st, the end of the quarter.

- **How long do I have to spend the grant award?**
  Grant awards must be utilized within the same fiscal year that they were approved. Failure to complete the project and request the reimbursement within the award fiscal year will result in the grant award being terminated.

- **Can I submit an application in January, even if my project/event is later in the year?**
  Yes, you can apply during any grant application acceptance period, but funds must be expended in the same fiscal year.

Definitions

Formal Organization- Are organization systems with well-defined authority structures with rules, or bylaws, and identified goals. This organization may be registered with a state agency (ex: Florida Division of Corporations) and have a tax identification number. A formal organization typically has a President or Chairperson that oversees an executive board or committee that meets regularly.

Informal Organization- Is an organization that typically engages through interpersonal relationships, and its members don't typically hold specific roles or have a consistent, established pattern of conducting business. An informal organization may identify as a book club, interest group, or social club.

Familial Oriented Organization- An organization that is solely (or predominantly) managed and formed to include executive board members or lay members that are related through blood or marriage.

Public Benefit- A benefit that accrues to the public at large, rather than to an individual or small group of people or private enterprise. A positive impact on society or the environment as a whole. Public benefit is reflective of the City's Vision Plan to include livability, authenticity, character, and vitality.

Fiscal Year- The one-year period used for financial reporting and budgeting. The City of St. Augustine Fiscal year begins on October 1st and ends on September 30th, annually.

Calendar Year- The time period of 365 days (366 days during leap year) beginning January 1st and ending December 31st.

Grant Application Acceptance Period- The timeframe in which grant applications are accepted and considered for funding. NGP applications are accepted on the 1st through the 15th day of January, April, July, and October of each fiscal year.

Neighborhood Grant Program Award Committee (NGPAC)- A committee comprised of three (3) to five (5) City of St. Augustine staff who independently review the applications received each grant cycle and provide scores based on the adopted criteria, grant guidelines, and supporting documents received with the application.

Neighborhood Grant Application

The next pages contain the NGP application and all documents necessary to apply for grant funding. Complete all applicable documents with attachments and return by the grant submission deadline. Applicants are encouraged to include studies, reports, photos, or other documents that support the organization, project, and/or project location.

The application can be submitted in person or via mail at City of St. Augustine, Neighborhood Services Division, 75 King Street, St. Augustine, FL 32084, Lobby B, 4th Floor. Applications may also be submitted by email. Please scan and send the completed application with attachments to NGP@citystaug.com. In the subject line state "NGP Application Submission". Please be advised that any notarized form must have an original signature and cannot be scanned or sent electronically.

Applications are accepted from the
1st through the 15th day of
January, **April**, **July**, and **October** *only*.
Applications submitted after these deadlines will not be accepted and will need to be resubmitted

Acknowledgements |Contact Information

Mayor Nancy Sikes-Kline

Vice Mayor Barbara Blonder

Commissioner Cynthia Garris

Commissioner Jim Springfield

Commissioner Jon DePreter

David Birchim, AICP, City Manager

Reuben C. Franklin, P.E., Assistant City Manager

Meredith Breidenstein, CPA, Assistant City Manager

Community Services Department

Jaime D. Perkins, MPA, PMP
Community Services Director

75 King Street, St. Augustine, FL, 32084
Lobby B, 4th Floor

904.209.4254
jperkins@citystaug.com
CityStAug.com

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor and City Commissioners

DATE: July 16, 2026

RE: **QUARTERLY REPORT: 3RD QUARTER FY 2025-2026**

Please find enclosed the following documents reflecting the fiscal year 2025-2026 **3rd quarter** in review for the City Attorney's office:

- **WORK LOG DRAFTING & REVIEW CHART** ***(114 ITEMS)***
- **PUBLIC MEETINGS ATTENDANCE CHART** ***(48.75 HOURS)***
- **CITY ORDINANCE VIOLATION DISPOSITION CHART** ***(27 CASES)***
- **ORDINANCE & RESOLUTION CHART** ***(14 ITEMS)***
- **STAFF & NEW BOARD MEMBER TRAINING CHART** ***(6 HOURS)***

This quarterly report mirrors the same categories as our annual report. As always, should you wish to meet with me individually to discuss any of this information, or the specifics of a particular matter, please do not hesitate to let me know.

Matters of ongoing civil litigation with retained outside counsel appropriated from General Fund Reserves, invoiced monthly and approved on consent agenda are:

1) Eminent Domain/Order of Taking: This is a matter recently filed involving multiple homeowners regarding the City's Lake Maria Sanchez Flood Mitigation and Drainage Improvement Project. The City has attempted to obtain all necessary easements for the project by voluntary agreement with property owners, however it has been unable to do so. The projected value of the easements still needed, along with other expenses for the order of taking is $427,399.00. The Court entered an Order of Taking on behalf of the City and the valuation trial for the one remaining easement is scheduled for October 2026.

2) Digital Trust LLC v. Other Brown, LLC: This is a matter regarding a mortgage foreclosure in which the City has a utility mortgage lien. The City filed its Answer and Affirmative defenses on October 22, 2025. Final Judgement in favor of the Plaintiff was entered by the Court on April 15, 2026. The foreclosure sale was completed on May 21, 2026 and a Certificate of Title was issued to the Plaintiff on June 2, 2026. The amount of Plaintiff's bid was not more than the amount owed, therefore there were no additional amounts to be disbursed to other parties owed including the City.

3) City v. Rosa Prevatt, et al.: This matter was filed April 8, 2026 regarding foreclosure of the City's Code Enforcement lien for non-compliance. At this time the City is continuing to work on completing service of process on multiple heirs/defendants.

Matters of ongoing bankruptcy and civil litigation being handled in house are:

1) Big Lots, Inc. *(Unpaid utilities - Bankruptcy)*

2) West Marine Products, Inc. *(Unpaid utilities - Bankruptcy)*

In addition, the Florida League of Cities provides coverage on some damages-based litigation.

Please place this quarterly report on the consent agenda for the July 27, 2026 City Commission meeting. The attached charts are included for the Commission's information, and I am available for a presentation if the Commission requests one.

Sincerely,

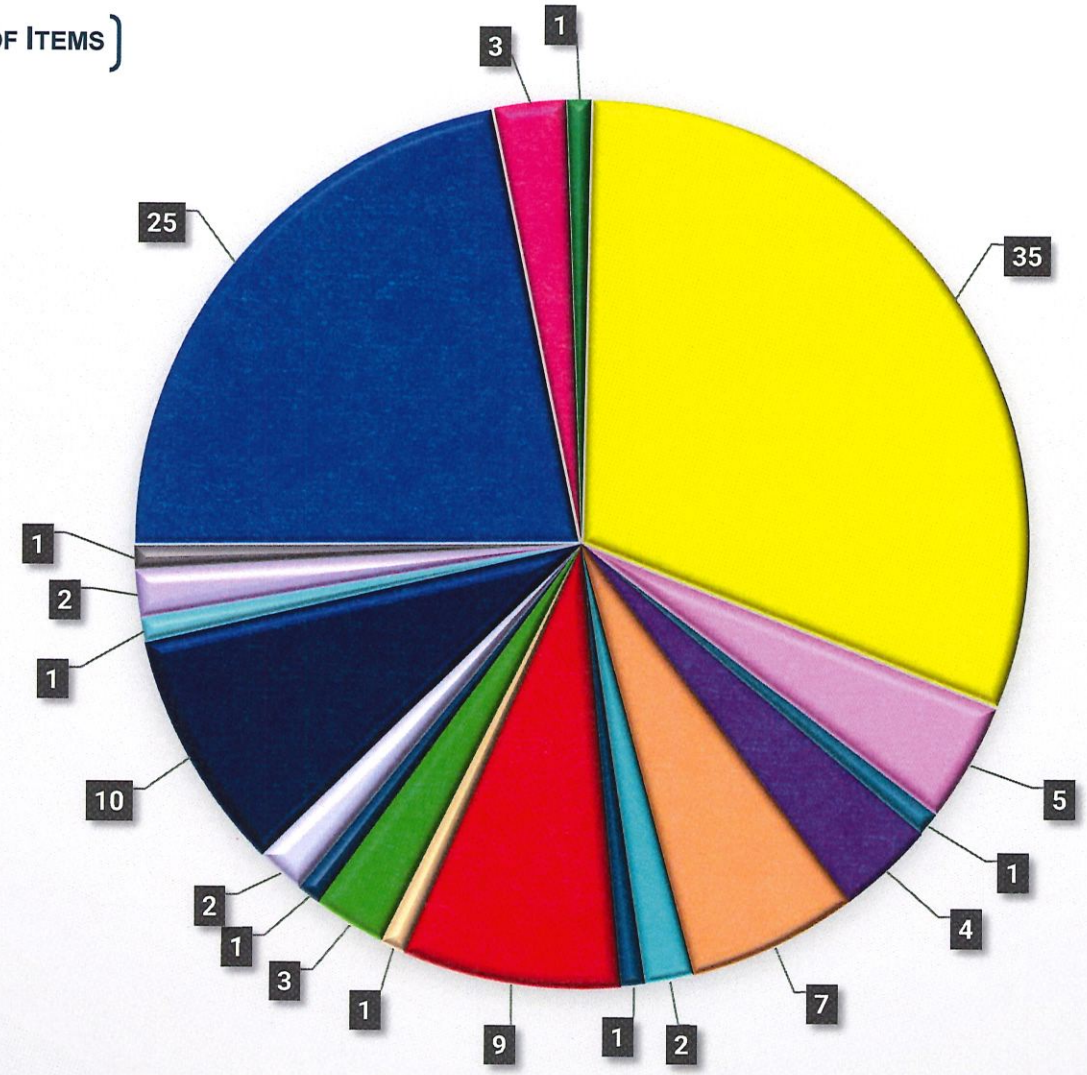
Isabelle C. Lopez
City Attorney

Attachments

WORK LOG DRAFTING & REVIEW: 3RD QUARTER FY 2025-2026

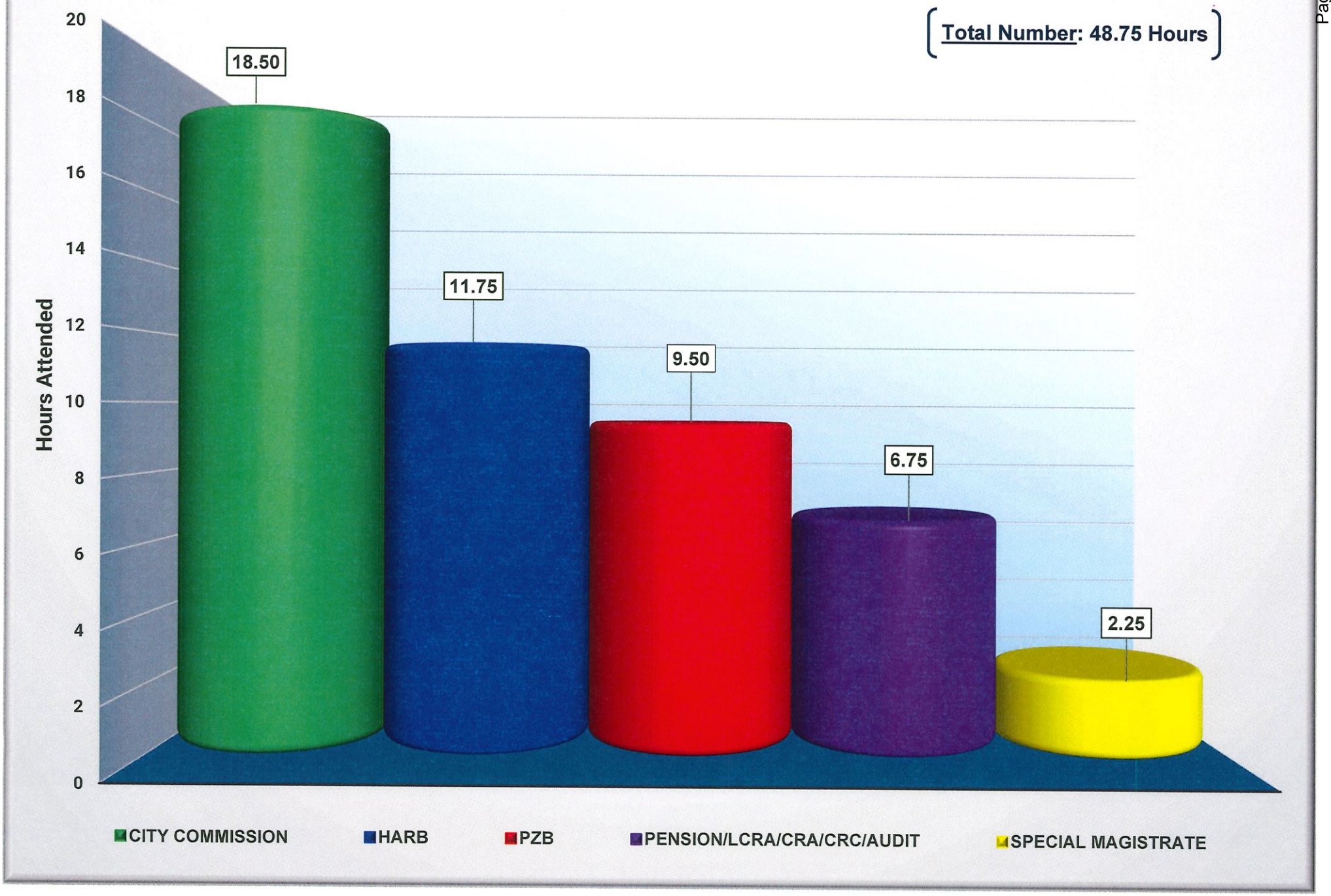
(BY NUMBER OF ITEMS)

(TOTAL: 114 ITEMS)

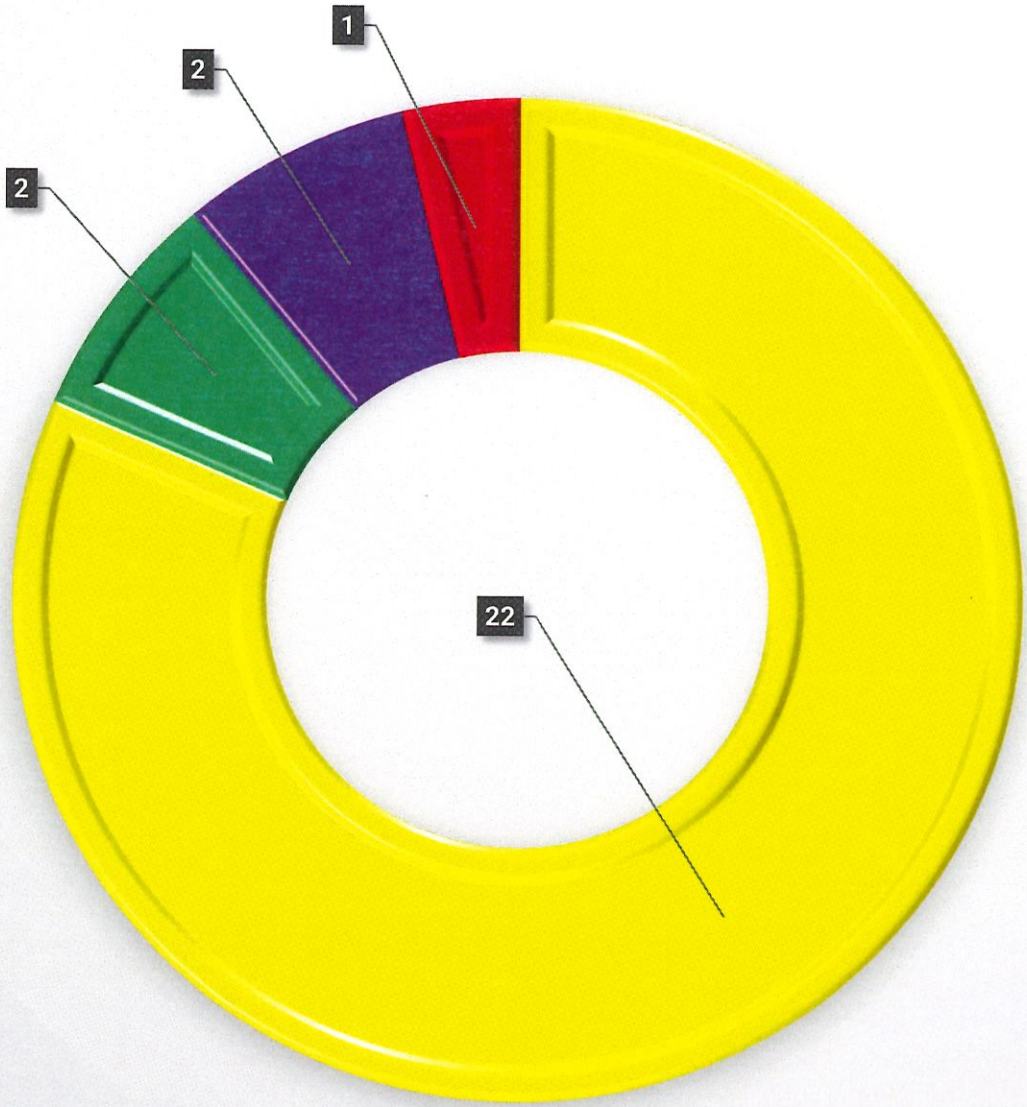


- Agreement - 35
- Bill of Sale - 5
- Contract - 1
- Correspondence - 4
- Easement - 7
- Form - 2
- Interlocal Agreement - 1
- Lease - 9
- License - 1
- Maintenance Bond - 3
- Memorandum - 1
- Notice - 2
- Ordinance - 10
- Performance Bond - 1
- Plat - 2
- Pleading - 1
- Research - 25
- Resolution - 3
- Warranty Deed - 1

PUBLIC MEETING ATTENDANCE: 3RD QUARTER FY 2025-2026



CITY ORDINANCE VIOLATIONS: 3RD QUARTER FY 2025-2026



BY NUMBER OF CASES

TOTAL: 27 CASES

- Adjudicated Guilty - 22
- Paid Fine - 2
- Nolle Prossed - 2
- Dismissed - 1

ORDINANCES & RESOLUTIONS – 3RD QUARTER FY 2025-2026

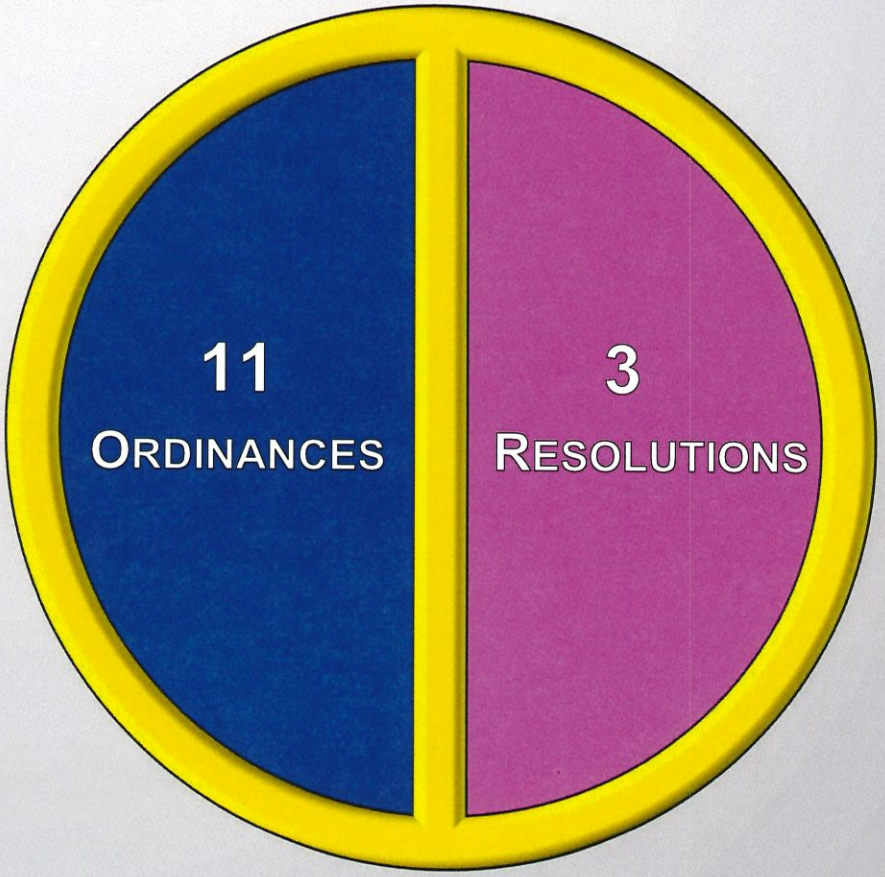
(TOTAL: 14 ITEMS)

ORDINANCES

2026-01: General Employee's Pension Amendments
2026-09: 81 Magnolia Drive Vacation
2026-10: Vehicles for Hire Amendments
2026-11: Franchises Amendments
2026-12: Police Pension Amendments
2026-13: Prado Avenue Vacation
2026-14: Anchoring and Mooring Amendments
2026-15: 65 Lewis Boulevard Rezoning
2026-16: 69 Lewis Boulevard Rezoning
2026-17: 18-20 Spring Street FLUM

RESOLUTIONS

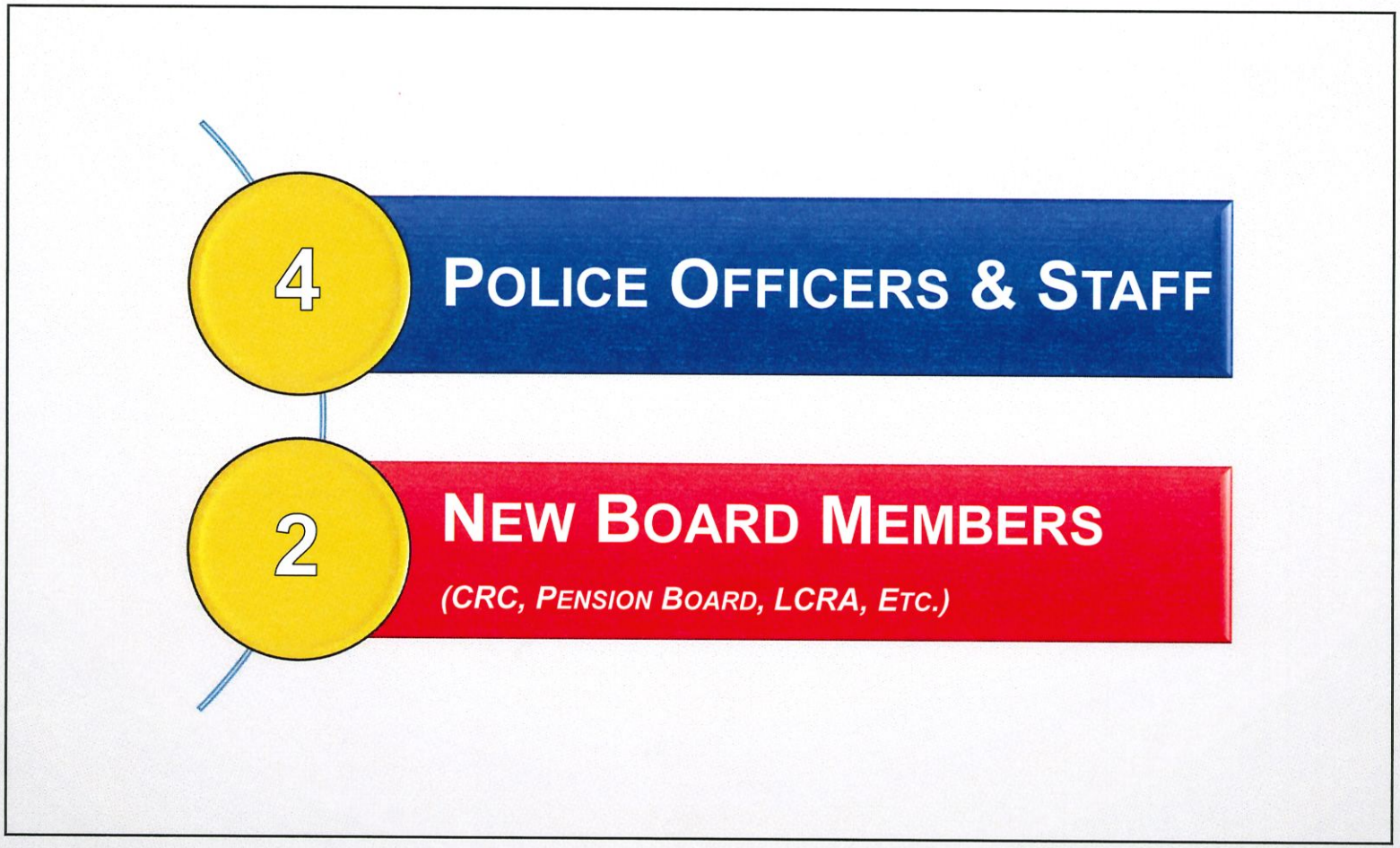
2026-09: FDOT Traffic Signal Maintenance Agreement
2026-10: Revise and Establish Routes for Animal-Drawn Vehicles
2026-11: STAR Circulator FDOT Grant Agreement



STAFF & NEW BOARD MEMBER TRAINING: 3RD QUARTER FY 2025-2026

(BY NUMBER OF HOURS)

(TOTAL: 6 HOURS)



CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: Mayor and City Commissioners

DATE: July 13, 2026

RE: Request for **One (1) appointment** - PLANNING AND ZONING BOARD (PZB)

Notification was previously given regarding a vacancy due to the resignation of Dr. Ashleigh Barnes. The vacant term will expire September 30, 2028.

An advertisement requesting applications was placed in the St. Augustine Record and posted on the City's website. Applications were received from the following:

1. James St. George
2. William Tunstall

Attached are the applications received, in addition to the current PZB roster, board profile and responsibilities.

Darlene Galambos
City Clerk

Attachments: Applications

xc: PZB – Clerk's File

CITY OF ST. AUGUSTINE
APPLICATION REQUESTING APPOINTMENT TO CITY BOARD/COMMITTEE

The undersigned wishes to apply for City Commission appointment to serve in a voluntary capacity on a City of St. Augustine board or committee. All applications must include a cover letter and resume.

1. APPLICANT NAME James St George
2. BOARD/COMMITTEE DESIRED PZB
3. RESIDENCE *(Address)* *46 Weeden St, St Augustine, FL 32084* (Moving to 161 Riberia St in 2 months)
4. PHONE [redacted] E-MAIL [redacted]
5. BUSINESS OWNED *(Address)* *See Attached*
6. BUSINESS PHONE [redacted] E-MAIL [redacted]
7. PROPERTY OWNED *(Address)* *See Attached*
8. PREFERRED MAILING ADDRESS 161 Riberia St, St Augustine, FL 32084
9. OCCUPATION ***(include resume)*** *See Attached*
10.
11. PROFESSIONAL QUALIFICATIONS ***(submit a cover letter)*** See Attacjed
12. OTHER COMMENTS OR INFORMATION

Currently have two years left on second term as Chairman of LCRA; if necessary I would resign this position if appointed to PZB

13. "Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation."

Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) ____**Yes** | __**X**__**No**
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box.
RACIAL CATEGORY *(Check as many as apply)* _____American Indian or Alaska Native | _____Asian | _____ Native Hawaiian or Other Pacific Islander _____Black or African American | ___X__White |

13. SIGNATURE OF APPLICANT

DATE 05/20/2026

14. AGREEMENT: In filing this application, the undersigned understands that it becomes a part of the public records of the City of St. Augustine and does hereby certify that all information contained herein is true to the best of his/her knowledge. It is also understood that, if appointed, it is required by the State of Florida to file a financial disclosure Form 1 with the Supervisor of Elections, St. Johns County, within thirty (30) days of appointment, and each year thereafter, covering the term of appointment and to file Form 1-F upon departure from the board. Submit applications to: Darlene Galambos, City Clerk, P.O. Box 210, St. Augustine, Florida 32085.

JSG
Initial

QUALIFICATIONS FOR PLANNING AND ZONING BOARD (PZB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 2.

Qualifications: All members of the Planning and Zoning Board shall reside in the city and shall hold no government office nor receive any salary or compensation for their services to the board herein created. No member shall be appointed for more than two (2) consecutive full terms.

Please check those qualifications that apply to you:

- ☐ Architect, Florida registered
- ☐ Planner, member APA or AICP
- ☐ Real Estate Broker, w/ County occupational license
- ☐ Educator, college level
- ☐ Engineer, Florida registered
- ☐ Merchant/Businessperson, City occupational license
- ☐ Preservation Organization Officer
- ☐ Environmental or Land Use Organization Officer
- ☐ Attorney, Florida Bar
- ☐ Landscape Architect, Florida registered
- ☒ Contractor, City contractor's license

QUALIFICATIONS FOR HISTORIC ARCHITECTURAL REVIEW BOARD (HARB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 3.

Qualifications: All members of the Historic Architectural Review Board shall hold no government office nor receive any salary or compensation for their services to the board herein created. While preference shall be given to current city residents, the city commission may appoint a non-resident upon a finding that such non-resident is uniquely qualified. No member shall be appointed for more than two (2) consecutive full terms. Alternates shall be appointed for a three (3) year term. Alternates shall have previously served as regular members and shall comply with all local and state requirements of office. Alternates will only be called upon to participate and vote at meetings in the event of an anticipated lack of quorum or bare minimum quorum of the regular members.

Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines who do not have a professional degree in any of the fields set forth in this section may be appointed by the city commission when persons with such degrees are not available for appointment, or when such appointment is determined to be in the best interest of the city.

Please check those qualifications that apply to you:

- ☐ History or related fields
- ☐ Archaeology
- ☐ Architectural History
- ☐ Historic Architecture
- ☐ Art History
- ☐ Former HARB Member
- ☐ Other

QUALIFICATIONS FOR CORRIDOR REVIEW COMMITTEE (CRC):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 5.

Qualifications: All members of the Corridor Review Committee shall hold no government office nor receive any salary or compensation for their services to the board herein created. The initial appointment of members shall be as follows: two (2) members of the board as established herein shall be appointed for a term of three (3) years; two (2) members for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter all members shall be appointed for a three (3) year term. Two (2) seats on the board shall be designated for a licensed, or retired, architect or landscape architect with preference given to those who are city residents or whose business is located within the city; and three (3) seats for property owners or tenants of properties located within the respective entry corridors: Anastasia Boulevard, San Marco Avenue, and King Street. The members of the CRC shall meet as needed, as an ad hoc committee meeting noticed by the City Clerk and shall meet at least annually to elect one (1) of its members as chairperson and one (1) as vice-chair.

Please check those qualifications that apply to you:

- ☐ Architect, Florida licensed or retired
- ☐ Landscape Architect, Florida licensed or retired
- ☐ Owner of property located within Entry Corridor
- ☐ Tenant of property located within Entry Corridor

May 20, 2026

To Whom It May Concern,

I am applying for appointment to the CoSA Planning and Zoning Board. I have attached my CV along with additional information regarding our businesses and properties within the City. I have significant past experience working on various boards both professionally and within the community and have good working knowledge of Board Rules of Order.

I currently serve as Chairman of the CoSA LCRA working with Jaimie Perkins. I am serving the first year of my 2nd term. My service on LCRA has provided me operational knowledge of the City's Rules of Order. If required, I would resign from this appointment to serve on the PZB.

As both a contractor and business owner, I have significant investment in our community. As noted in the attachments, we have numerous business operations as well as properties within the City limits. My contracting operations have given me some understanding of the various zoning requirement; however, I understand that these can be voluminous and sometimes complex. I look forward to putting in that work and serving my community in this capacity.

Sincerely,

James St George

ATTACHMENT: Application to PZB for JAMES ST GEORGE

BUSINESSES

ST JOHNS VEIN CENTER, INC & ST JOHNS VASCULAR & INTERVENTIONAL INSTITUTE, LLC.

This was my medical prior practice comprised of 35 employees and four offices in Jacksonville. Practice was sold 2/2023 and I retired from medicine 2024.

DÉCOR UPTOWN, LLC dba Sonya's Décor Uptown

In May 2021, we purchased commercial buildings at 3000 Ponce De Leon,10 McMillan St, and 10 Vedder St Augustine. Extensive renovations of both buildings and site were performed for a retail new furniture store, home accessories store, and Interior Design Center. My wife, Sonya Casey is the principle.

In August 2023 we began operations of Sonya's Décor Uptown (Decor Uptown, LLC) following renovations of 3000 Ponce De Leon, N (7,500 SF.)

In September 2025, 10 McMillan (2,000 s.f.) was placed into service as part of her business selling home accessories.

In August 2023, 10 Vedder St (1,746 SF) was purchased and is utilized as a Design Center for Sonya's Décor Uptown. This also underwent extensive building and site renovations and was placed into service September 2025.

CoSA GENESIS, LLC

Majority of proceeds from the sale of my medical practice were invested in the purchase and renovation of properties within historic Lincolnville. In July of 2024, I obtained a FL Contractor License in 2024.

CoSA Genesis has restored the following properties within the City of St Augustine:

1. 3000 Ponce De Leon N—Completed 2023
2. 10 Mc Millan St—Completed 2024
3. 62 Weeden St—Completed 2023
4. 74 Sanford St—Completed 2024
5. 41 Weeden St—Completed 2024
6. 144 ML King—Completed 2025
7. 150 ML King—Completed 2026
8. 10 Vedder St—Completed 2025

Pending:

1. 93 Oneida St
2. 95 Oneida St
3. 118 Bridge St

CoSA Management, LLC dba The St Augustine Designer Collection

I am a Licensed Real Estate Agent (2025) actively managing 8 short-term rentals within Lincolnville and six commercial properties within the City

Professional Licenses

Physician MD		ME88184; Retired 1/1/24
Residential Contractor	RR282812314	First issued 7/29/24
Real Estate Sales Assoc		First issued 4/13/25

PROPERTIES OWNED WITHIN CoSA

1. 41 Weeden St
2. 46 & 46A Weeden St—Personal Residence
3. 3000 Ponce De Leon, N—Commercial CM-2, Sonya's Décor Uptown at the Pink Mansion
4. 10 Mc Millan St—Commercial CM-2, Sonya's Boutique Uptown
5. 10 Vedder St—Commercial CM-2, The Design Center at Sonya's Décor Uptown
6. 62 Weeden St—Residence provided to Sonya's mom
7. 161 Riberia St—New construction completed 2026; will become personal residence
8. 74 Sanford St
9. 244 Riberia St
10. 246 Riberia St
11. 93 Oneida St
12. 95 Oneida St
13. 144 ML King Ave
14. 150 ML King Ave
15. 118 Bridge St

JAMES ST GEORGE M.D. RPVI, RVT, RPhS

Address Home: 46 Weeden St
St Augustine, FL 32084

E-mail: [redacted]

Born: 08-29-1958
Wife: Sonya Marie Casey
Children: Katherine (Katie) Rose St.George
James (Jamie) Kevin St.George
Douglas Evan Casey

1. LICENSED REAL ESTATE AGENT SL3633761 4/13/2025
2. LICENSED FLORIDA CONTRACTOR RR282812314 7/29/2024
3. PHYSICIAN

COMMUNITY AND PROFESSIONAL ACTIVITIES

COMMUNITY

Chairman, Lincolnville Community Redevelopment Agency (LCRA)
Steering Committee 2022 to present, 2nd term
Appointment by City of St Augustine, FL

Executive Board of Directors, 2008 to 2017
Boys Scouts of America
North Florida Council
Jacksonville, FL

District Chairman 2008 to 2011
Boy Scouts of America
Osceola District/St Johns County

Eagle Scout 1975

Leadership Jacksonville, Class 2020

Board of Directors, Marsh Landing HOA VII, 2013-2019
Board of Directors, Bartram Park Condominium Association, 2018-present

PROFESSIONAL

Duval County Medical Society
- Member 2008 to 2025
- President 2020-2021
- Treasurer 2016-2019
- DCMS Board of Directors 2012-2021
- DCMS Journal and Communications Committee 2011-2019
- Vice-Chair, DCMS Journal and Communications Committee 2016-2017
- Chairman, DCMS Journal and Communications Committee 2017-2019
- Chair; DCMS Membership Committee 2018
- Associate Editor, Northeast Florida Medicine Journal 2016-2018
- Editor, Northeast Florida Medicine Journal 2018-2019

Florida Medical Association
- Member 2011 to 2025
- Duval Florida Delegate, FMA House of Delegates since 2011
- FMA PAC Board of Directors, 2017-2026
- FMA PAC Executive Committee, 2018-2026
- Chair, FMA PAC $1000+ Club, 2018-2020
- Board of Governors, 2019 to 2024
- Chair, Council on Legislation, 2022-2024

American Medical Association
- Member since 2011
- FL Alternate Delegate to AMA House of Delegates 2016-2020

American College of Phlebology
- Member 2010 to 2022
- Recruitment and Retention Committee
- Coding Committee
- Legislative Advocacy Committee

American Venous Forum
- Member 2010 to 2020

Society of Interventional Radiology
- Member 1994 to 2019

Outpatient Endovascular and Interventional Society
- Member 2015 to 2018

MEDICAL PRACTICE HISTORY

10/2010 to 2/2023	Founder/CEO St Johns Vein Center, Inc St Johns Interventional & Vascular, PLLC (These are now The Vein Institute) 8767 Perimeter Park Jacksonville, FL 32216
10/24/2008 to 9/24/2010	St John's Radiology Associates Vascular and Interventional Radiologist Flagler Hospital 400 Health Park Blvd St. Augustine, FL 32086
7/21/03 to 6/5/2008	Health First Physicians, Inc. Vascular & Interventional Radiologist Holmes Regional Medical Center Palm Bay Community Hospital Melbourne, FL 32907
7/6/01 to 6/30/03	Associate Professor of Radiology and Surgery Director, Interventional Radiology Hahnemann University Hospital Drexel College of Medicine Philadelphia, PA
7/6/99 to 6/15/01	Assistant Professor Vascular & Interventional Radiology Dept. of Radiology Upstate Medical University State University of New York Syracuse, NY
7/7/97 to 6/30/99	Wellington Regional Medical Center General and Interventional Radiology West Palm Beach, FL
8/1/95 to 6/30/97	Assistant Professor of Vascular/Interventional Dept. of Radiology Dartmouth-Hitchcock Medical Center

Dartmouth Medical School
Hanover, NH

TRAINING

Interventional Fellowship
7/1/93 to 6/30/95 Cardiovascular/Interventional Radiology
Dept. of Radiology
Brigham and Women's Hospital
Harvard Medical School
Boston, MA

Radiology Residency:
7/1/90 to 6/30/93 Diagnostic Radiology
Albany Medical Center
Albany Medical College
Albany, NY

Nuclear Medicine Residency
7/1/89 to 6/30/90 Division of Nuclear Medicine
Dept. of Radiology
Yale-New Haven Hospital
Yale University School of Medicine
New Haven, CT

7/1/88 to 6/30/89 Division of Nuclear Medicine
Dept. of Radiology
Hospital of University of Pennsylvania
Philadelphia, PA

6/26/87 to 6/30/88 Internship:
Dept. of Medicine
Bridgeport Hospital
Yale University School of Medicine
Bridgeport, CT

EDUCATION:

Medical: 9/81 to 6/87 University of Mass Medical School
55 Lake Ave. North, Worcester, MA
M.D., June 7, 1987

College: 9/76 to 6/81 University of Chicago
E 58th St. Chicago, IL 60637

AB, Biology with Honors

CERTIFICATIONS:

National Board of Medical Examiners
July 1, 1998

American Board of Nuclear Medicine
September 7, 1991

American Board of Radiology; Cardiovascular and Interventional
June 10, 1993

American Board of Phlebology
June 13, 2011

ARDMS Registered Vascular Physician Interpreter (RPVI)
August 2012

ARDMS Registered Vascular Technologist (RVT)
September 2012

CCI Registered Phlebology Sonographer (RPhS)
September 2012

CITY OF ST. AUGUSTINE
APPLICATION REQUESTING APPOINTMENT TO CITY BOARD/COMMITTEE

The undersigned wishes to apply for City Commission appointment to serve in a voluntary capacity on a City of St. Augustine board or committee. All applications must include a cover letter and resume.

1. APPLICANT NAME Will Tunstall
2. BOARD/COMMITTEE DESIRED PLANNING & ZONING
3. RESIDENCE *(Address)* 15 Park Terrace Dr St Augustine FL 32080
4. PHONE [redacted] E-MAIL [redacted]
5. BUSINESS OWNED *(Address)* Tunstall Construction
6. BUSINESS PHONE Same E-MAIL Same
7. PROPERTY OWNED *(Address)* 15 Park Terrace Dr ST Augustine PL 32080
8. PREFERRED MAILING ADDRESS Same
9. OCCUPATION *(include resume)* Building Contractor
10. PROFESSIONAL QUALIFICATIONS *(submit a cover letter)* State licensed Contractor
11. OTHER COMMENTS OR INFORMATION Resume & cover letter attached.
12. "Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation."

Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) ___ Yes | X No
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box.
RACIAL CATEGORY *(Check as many as apply)* ___ American Indian or Alaska Native | ___ Asian | ___ Native Hawaiian or Other Pacific Islander ___ Black or African American | X White |

13. SIGNATURE OF APPLICANT [signature] DATE 7/12/2026
14. AGREEMENT: In filing this application, the undersigned understands that it becomes a part of the public records of the City of St. Augustine and does hereby certify that all information contained herein is true to the best of his/her knowledge. It is also understood that, if appointed, it is required by the State of Florida to file a financial disclosure Form 1 with the Florida Commission on Ethics, within thirty (30) days of appointment, and each year thereafter, covering the term of appointment and to file Form 1-F upon departure from the board. Submit applications to: Darlene Galambos, City Clerk, P.O. Box 210, St. Augustine, Florida 32085.

[initials]
Initial

QUALIFICATIONS FOR PLANNING AND ZONING BOARD (PZB):

Authorization: Code of Ordinances, Chapter 28, Article II, Division 2.

Qualifications: All members of the Planning and Zoning Board shall reside in the city and shall hold no government office nor receive any salary or compensation for their services to the board herein created. No member shall be appointed for more than two (2) consecutive full terms.

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- ☐ Preservation Organization Officer
- ☐ Environmental or Land Use Organization Officer
- ☐ Attorney, Florida Bar
- ☐ Landscape Architect, Florida registered
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Authorization: Code of Ordinances, Chapter 28, Article II, Division 3.

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Please check those qualifications that apply to you:

- ☐ Architect, Florida licensed or retired
- ☐ Landscape Architect, Florida licensed or retired
- ☐ Owner of property located within Entry Corridor
- ☐ Tenant of property located within Entry Corridor

William Tunstall

Owner/ Builder Tunstall Construction

[redacted] [redacted] ST. AUGUSTINE, FL

July 12, 2026

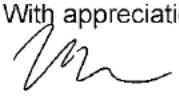
City of Saint Augustine
75 King Street
Saint Augustine FL, 32084

To begin, thank you very much for taking the time to review my resume. I am pursuing this position on the Planning and Zoning Board because I feel like my Saint Augustine specific field experience as a builder can serve as an asset to the board. I have a broad working knowledge of modern coastal build practices, flood zone construction methods, site preparation, drainage patterns and tree protection.

Over the last 9 years I have worked with hundreds of trades people and dozens of COSA officials on nuanced jobsites to find common sense solutions to construction obstacles. I believe that I can apply this same methodology to this position on the board.

I have a deep appreciation for the history of Saint Augustine and the natural environment surrounding and embedded within it. I have a strong desire to help Saint Augustine continue its conscientious growth while protecting the elements that make Saint Augustine such a desirable permanent home.

With appreciation,



Will Tunstall

WILLIAM J. TUNSTALL

15 Park Terrace Drive St. Augustine, FL 32080 • [redacted]

LICENSES/CERTIFICATIONS

State Certified Building Contractor CBC12668698

PROFESSIONAL EXPERIENCE

Tunstall Construction — United States
Owner/ Licensed Builder— October 2017—Present
Founded Tunstall Construction as a county licensed carpenter and obtained a Registered Builders licence in 2019. I have worked on residential and commercial projects throughout Saint Augustine, Saint Augustine Beach, St Johns and Putnam Counties. My Company focuses on custom new construction, renovation and historic preservation with extensive work history in hurricane and flood prone areas. My focus is to use the best building practices within these zones.

Allstate Catastrophic Insurance Team — United States
Adjuster— 2016—2017
Followed "Catastrophic" storm events throughout the United States to assess damage to residential structures. Dealt with extreme wind and hail events, flooding and environmental damage to determine the extent of storm related damage. Estimated damages in detailed line item estimates. Followed assigned cases to completion releasing funds as repairs were completed to the involved contractors and policy holders.

J Ray McDermott International — United States/Mexico
Able Bodied Seaman 2— October 2014—2016
Worked to ensure safe entry into and out of federal ports of call. Maintained and monitored ship's equipment maintenance records. Communicated Between Ship's departments as well as problem analysis and development of case-to-case solutions in order to complete large-scale marine construction projects in demanding offshore environments. Worked directly and between the ship's navigation, engineering and construction teams

Hillsborough County Public Schools — Tampa, FL
English/Writing/Reading Teacher—Durant High School July 2011—June 2013
Served as an English Teacher at Durant High School, teaching 9-10th grade English and Reading curriculum to a 2200-student body. During both years as a permanent employee, student achievement elevated and maintained an overall school rating from "at risk" to "A" status. Served as Varsity Soccer Coach during the 2012-2013 school year.

Yo Burrito Restaurant — Charleston, SC
Restaurant Manager 2007—2010
Managed employees performing multiple tasks while dealing directly with representatives from the food and beverage industry. Worked with accounting and inventory software programs and tracked company sales on a daily basis. Focused on providing excellent customer service, collected valuable input from customers and employees and implemented appropriate suggestions.

EDUCATION

College of Charleston — Charleston, SC
Bachelor of Arts English — May 2008

TECHNICAL SKILLS

Microsoft Office Suite; Adobe Software; Navionix/Navigation Software; Edconnect Education Software

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: Mayor and City Commissioners

DATE: July 13, 2026

RE: Notification of two (2) upcoming term expirations – PLANNING & ZONING BOARD (PZB)

Notification is being made to the Commission regarding two (2) upcoming term expirations on the PZB. The terms currently held by Susan T. Johns and Christina Tucker will expire on September 30, 2026. Ms. Johns is serving to fill a vacancy, and Ms. Tucker has served one full term. Both are eligible for reappointment.

Requests for applications will be advertised in the St. Augustine Record, in accordance with Board advertising policies, and posted on the City's website.

Attached is the current Board roster, along with a profile of the qualifications, duties, and responsibilities.

Darlene Galambos
City Clerk

xc: Clerk's Office

PLANNING & ZONING BOARD

Meets Monthly, 1st Tuesday - 1:00 p.m.
Alcazar Room, City Hall

Board Member	Contact information	Appointment	3-Year Terms Expire
J. Carl Blow Commercial Real Estate Property Manager	100 Santa Monica Ave, 32080 [redacted]	12/09/19 fill vacancy 09/27/21 1st full term 09/09/24 2nd full term	09/30/2021 09/30/2024 09/30/2027
Susan T. Johns Attorney **CHAIR**	435 Maralinda Drive, 32095 [redacted]	09/09/24 fill vacancy	9/30/2026
Charles Pappas **VICE-CHAIR**	46 Macaris St., 32084 [redacted]	09/27/21 1st full term 09/09/24 2nd full term	09/30/2024 09/30/2027
Michael Davis General Contractor	23 Park Terrace, 32080 [redacted]	11/10/25 1st full term	09/30/2028
VACANT			09/30/2028
Jan Kelly Attorney	174 Oneida St., 32084 [redacted]	11/10/25 1st full term	09/30/2028
Christina Tucker Civil Engineer	29 Miruela Ave., 32080 [redacted]	12/13/21 fill vacancy 09/11/23 1st full term	09/30/2023 09/30/2026

4/14/26

PLANNING & ZONING BOARD

Authorization:	Chapter 28, Zoning, Code of the City of St. Augustine, Art II, Div. II. Section 28-57 Amended 4.14.2003, Ordinance 2003-14.
Number of Members:	Seven (7)
Terms of Office:	Three (3) years Original appointments staggered. No member may be appointed for more than two (2) consecutive full terms.
Appointment:	By City Commission
Reappointment:	Normal terms to expire on September 30 of each year.
Qualifications:	**All members of the planning and zoning board shall reside in the city** and shall hold no government office nor receive any salary or compensation for their services to the board herein created. No member shall be appointed for more than two 2 consecutive full terms. Member composition: architect, Florida registered; planner member APA or AICP; real estate broker, with County occupational license; educator, college level; engineer, Florida registered; landscape architect Florida registered; preservation organization officer; environmental or land use organization officer; attorney, Florida Bar; merchant/business person, City occupational license; or contractor, City contractor's license.
Duties:	The Planning & Zoning Board is established as the St. Augustine Local Comprehensive Planning Agency. The board may grant zoning exceptions and variances as provided in the zoning code ordinances; hear appeals of any decision of the Planning and Building Department; recommend to the Commission in the rezoning of land and changes to the Comprehensive Plan.
Attendance:	Ordinance 2018-11amended Sec. 2-191 to remove the language regarding meeting attendance and instead states "Members of Boards may be removed by majority vote of the Commission, upon notice of intent to remove the Board member mailed to the address on record at the office of the City Clerk by certified U.S. mail, return receipt requested, and a hearing before the City Commission providing the member an opportunity to be heard".
Meetings:	First Tuesday of each month, 1 P.M., the Alcazar Room, City Hall.

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: Mayor and City Commissioners

DATE: July 1, 2026

RE: Reminder: Open Positions on Boards and Committees

Below is a list of Boards and Committees indicating current vacancies or upcoming term expirations. Your assistance in identifying and encouraging qualified candidates to apply is greatly appreciated.

- **Audit Committee**
  [One (1) Term Expiring 7/31/26]

- **1977 City Employees' Retirement System of the City of St. Agustine, Board of Trustees**
  [One (1) Vacancy, Board Appointed Expired 6/30/26]

- **Planning and Zoning Board**
  [One (1) Vacancy Expiring 9/30/2028 and Two (2) Terms Expiring 9/30/2026]

- **St. Augustine Police Officers' Retirement System, Board of Trustees**
- [One (1) Vacancy Expiring 9/30/2028]

Advertisements requesting applications for the above-referenced vacancy were published in the St. Augustine Record and posted on the City's website.

Sincerely,

Darlene Galambos

Darlene Galambos
City Clerk

xc: Clerk's Office

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, June 8, 2026

The City Commission met in formal session Monday, June 8, 2026, at 5:00 P.M. in the Alcazar Room at City Hall. The meeting was called to order by Mayor Nancy Sikes-Kline, and the following were present:

1. Roll Call: Nancy Sikes-Kline, Mayor/City Commissioner
Barbara Blonder, Vice Mayor/City Commissioner
Cynthia Garris, City Commissioner
Jim Springfield, City Commissioner
Jon DePreter, City Commissioner

Also Present: David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Jaime D. Perkins, Director, Community Services
Julie Courteny, Historic Preservation Officer
Candice Seymour, Historic Preservation Planner
Jabri White, Night Life & Permits
Melissa Wissel, Director, Communications
Jeffrey Collins, Assistant Police Chief
Sergeant Eric Yarborough, Police Department
Carlos Aviles, Fire Chief
Elyse Wiemann, Senior Recording Secretary

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Mayor Nancy Sikes-Kline requested a moment of silence and Vice-Mayor Barbara Blonder led the pledge of allegiance.

2. ADMINISTRATIVE ITEMS

2.A. Modification and Approval of Regular Agenda

MOTION

Mayor Sikes-Kline MOVED to approve the Regular Agenda. The motion was SECONDED by Commissioner Jon DePreter and APPROVED BY UNANIMOUS VOICE VOTE.

3. Special Presentations, Recognitions and Proclamations

3.A. Proclamation 2026-24: Proclaims June 2026, as Pride Month (N. Sikes-Kline, Mayor)

3.B. Highlighting St. Augustine's Florida Preservation Award Recipients (J. Courtney, Historic Preservation Officer)

DRAFT

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Doug Russo
- Dylan Russo
- Shawn Morrison
- Evan Morrison
- Roger Carlson
- Molly Malone
- Scott York
- Patricia Ramos
- Jesse Sabo
- Joshua Luke
- James Hill
- Nancy Astralaga
- Dawn Mariotti
- Joanna Engel
- Chris Fulmer
- Joanne Werling
- Ally Burchfield
- Judy Glazebrook
- Sara Bloomberg
- Gary Haddock
- Ted Hill
- Jacquline Wolfe
- Kelsey May
- Blaise Morrell
- Heather Wilson
- Katherine Zodda
- Dave Chatteron
- Thomas Reynolds
- Manda Geber
- Lloyd Pierce
- Vicki Pepper
- BJ Kalaidi

5. Consent Agenda

David Birchim, City Manager, read the Consent Agenda.

CA.1 Preview of upcoming Commission meetings.

CA.2 THE FOLLOWING ORDINANCES ARE TENTATIVELY SCHEDULED FOR SECOND READING ON July 13, 2026:
•Ordinance 2026-10: Amending Vehicles for Hire (Ch27) Ordinance (R. Franklin, Assistant City Manager)
•Ordinance 2026-11: Amending Franchises (Ch14) Ordinance (R. Franklin, Assistant City Manager)

CA.3 Reminder of Upcoming Meetings:
•June 22, 2026, 5:00PM, Regular City Commission Meeting
•July 13, 2026, 3:00PM, Special Budget Meeting
•July 13, 2026, 5:00PM, Regular City Commission Meeting

CA.4 APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:
•April 13, 2026, 5:00PM, Regular City Commission Meeting
•April 27, 2026, 5:00PM, Regular City Commission Meeting
•May 11, 2026, 5:00PM, Special City Commission Meeting

CA.5 RELEASES OF LIEN FOR UNIT CONNECTION FEE MORTGAGE(S): NONE.

CA.6 PROPOSED PROCLAMATIONS, CERTIFICATES OF APPRECIATION/RECOGNITION. (COMMISSION APPROVAL REQUIRED). (TO BE READ AT A SUBSEQUENT MEETING).
Proclamation 2026-30: Proclaims July 4, 2026, as the 250th Anniversary of American Independence (N. Sikes-Kline, Mayor)

CA.7 NOTIFICATION OF PROCLAMATIONS/CERTIFICATES OF RECOGNITION ISSUED: NONE.

CA.8 Strategic Plan Revisions (D. Birchim, City Manager)

END CONSENT AGENDA

DRAFT

5.A. Additions, deletions or modifications to Consent Agenda

(None)

5.B. Approval of Consent Agenda

MOTION

Mayor Sikes-Kline MOVED to approve the Consent Agenda. The motion was SECONDED by Commissioner DePreter and APPROVED BY UNANIMOUS VOICE VOTE.[1]

6. Appeals

(None)

7. General Public Presentations, Items of Great Public Importance, and Other Items Requiring Public Hearings

7.A. General Public Presentations

7.A.1. St. Johns County Continuum of Care - 2026 PIT Data Presentation (D. Birchim, City Manager)

David Birchim introduced Hannah Evans, St. Johns County Continuum of Care Homeless Management Information System (HMIS) coordinator to present the Point in Time count (PIT) of sheltered and unsheltered people experiencing homelessness.

Ms. Evans reviewed the PIT and provided a presentation.[2]

Commissioner Jim Springfield asked if more services were offered for adults with children than there were for individual adults.

Ms. Evans replied that the PIT accounted for one night and perhaps more adults with children were present. She said there were services for both.

Commissioner Springfield said that reasons for homelessness would be the same for adults with or without children. He added there were a lot of services in town that focused on families. He suggested providing more services for adults only.

Commissioner DePreter thanked Ms. Evans for the presentation and commented that 20% of homelessness was due to affordable housing, which was lower than he expected.

Commissioner Cynthia Garris asked if some of the contributing factors could be from a lack of income, loss of job, relationship breakdown, and domestic violence.

Ms. Evans agreed those were some of the contributing factors and that when doing surveys other factors were mental health and law issues.

Commissioner Blonder thanked Ms. Evans and said this information was very useful to help meet the needs related to this issue.

Mayor Sikes-Kline thanked Ms. Evans for the presentation and said this was good information and a very important issue to the City.

7.B. Items of Great Public Importance

(None)

7.C. Other Items Requiring Public Hearing

(None)

8. Ordinances and Resolutions – Public Hearing Required.

8.A. Ordinances – Second Reading

8.A.1.Ordinance 2026-14: Amendments to anchoring and mooring of vessels to conform with updates to state statute (I. Lopez, City Attorney)

[1] Commissioner Springfield was not present for vote.

[2] Presentation attached to original packet.

Isabelle Lopez, City Attorney, presented Ordinance 2026-14.

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

MOTION

Commissioner DePreter MOVED to pass Ordinance 2026-14 on second reading. The motion was SECONDED by Commissioner Springfield.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2026-14

AN ORDINANCE OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, AMENDING CHAPTER 7, ARTICLE V, SECTION 7-93 OF THE CODE OF THE CITY OF ST. AUGUSTINE PROVIDING FOR ANCHORING AND MOORING TO CONFORM WITH UPDATES TO STATE STATUTE; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR AN EFFECTIVE DATE

VOTE ON MOTION:
AYES: DePreter, Springfield, Garris, Blonder, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

8.B. Ordinances – First Reading (only if required by law)

(None)

8.C. Resolutions – Public Hearing (only if required by law)

(None)

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

9.A.1. Ordinance 2026-10: Amending Vehicles for Hire (Ch27) Ordinance (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, reviewed Ordinance 2026-10 and 2026-11.

Board Discussion:

- Felt the insurance rate should be reduced to $300,000, which was above state standard
- Asked how many accidents had occurred

Mr. Franklin replied that an accident analysis was conducted over the past ten years and there were approximately forty total accidents for the industry, and out of those thirty-six had zero injuries or alcohol involvement. He added that he met with Herbie Wiles of Herbie Wiles Insurance, who told them they had very little claims for those that they insure.

Commissioner DePreter asked if the insurance rates were lowered would the City be more exposed.

Isabelle Lopez, City Attorney, replied that under sovereign immunity limits the State capped the City's exposure to $350,000 per person and $500,000 per incident.

Discussion Continued:

- Did not believe the reduction of insurance would increase the City's liability
- Supported the decrease in insurance rates
- Many operators would increase their debt or not have a positive return if insurance rates were increased
- Felt lowering the rate would be a positive for operators
- Suggested if an operator had consistent accidents, rates for them should be increased, but that would be case by case
- Felt a high level of coverage would help reduce the City's exposure

- More concerned with the road rage by drivers because of slower speeds
- Understood the need to lower the insurance requirements

There was consensus to decrease the insurance requirement to $300,000.

Mr. Franklin clarified that the insurance rates were for the Tier 2 operators; VFH and the horse carriages.

Mr. Franklin said feedback was received regarding the Code of Conduct, which was included in both ordinances.

Commissioner Blonder said during the workshop held on May 8, 2026, she specifically asked if requiring a Code of Conduct would infringe on freedom of speech. She asked for clarification regarding the inclusion or exclusion of the Code of Conduct.

Ms. Lopez replied that the City dealt with First Amendment issues for a variety of topics. She said anytime the government restricts the content of a person speech the government entered scrutiny review, which had a high threshold for government to effectively enforce those ordinances. She said it would be a challenge to have staff witness and determine if the speech was protected or not as opinions differed. She said the ordinance contained a clause noting if any portion of the ordinance was deemed unconstitutional, the rest of the ordinance would stand.

Commissioner Blonder recalled the inappropriate comments that were reported during the holidays. She encouraged people to report comments if inappropriate and hoped the business community would regulate themselves accordingly and discourage bad behavior. She said she supported keeping the language as it was, but if it had to be removed, she would not contest it.

Mr. Franklin said only the Code of Conduct section would be removed and nothing else from that section.

Commissioner Springfield supported keeping the Code of Conduct in the ordinance to help discourage bad actors. He said certain behavior was expected during public meetings and felt franchisees should also maintain a standard.

Ms. Lopez stated that this meeting was not considered a tradition public forum, which allowed the establishment of decorum rules. She said for constitutional challenges, the risk was potential attorney's fees.

Commissioner DePreter suggested removing statement B of the Code of Conduct, which stated 'Avoid abusive language, harassment, bullying, or discrimination with passengers and the public'.

Commissioner Garris commented that she supported the increase of passengers from nine to ten with the driver being the eleventh passenger, which could cause hardship for operators if they were required to change vehicles.

Commissioner Springfield commented that it would be a total of ten passengers with one driver for a total of eleven, but anything over eleven would be a tier 1. He felt three carts were more reasonable that limiting them to two, for a total of forty-five slow moving vehicles instead of thirty.

Mr. Franklin stated that for tier 2, three carts were allowed and two pedicabs were allowed.
Discussion:

- Suggested allowing operators to have five carts during the Nights of Lights season
- Could help assist bringing people into the downtown area where trolleys were unable to go

Commissioner DePreter said that more than likely there was more revenue with tours than transportation. He suggested having two different categories for pedicabs; one pedicabs and another pedicab tour. He thought this would limit the number of tours that could be done because if capped at fifteen operators with two carts it could add thirty tours, which he felt that was not the goal of the mobility plan. He questioned if a residential property could be considered a loading and unloading zone as noted in section 27-67. He asked if the pedicabs temporary parking locations had been identified. He asked if air conditioning was expected to be added to open air carts. He asked if clear expectations would be given to motor vehicles for them to abide by the requirements as noted in section 27-70.

Mr. Franklin replied that tier 1 franchises allowed people to be picked up on their property and that was the reason for adding the provision. He said the restricted locations required permission from the owner. He said air conditioning was only required in motor vehicles. He said once the ordinance was adopted an application would be created that would mirror the items listed in section 27-70.

Discussion Continued:

- Felt that medallions for horse carriages could be used for an electric carriage
- Original intent for electric carriage was not to allow an additional medallion but to use one of the three medallions for an electric carriage
- Agreed the language regarding electric carriages and medallions should be revised

Commissioner Blonder asked if there were other specific topics that needed to be addressed, because she wanted to ensure all items were discussed.

Mr. Franklin clarified that most of what was discussed was for the VFH ordinance. He reiterated the decisions based on the discussion along with what took place at the workshop meeting, the following would be revised:

- Reduction to insurance
- Remove section B of the Code of Conduct
- Discussed the exclusion areas
- Penalties
- Noise Restrictions- no music

Mayor Sikes-Kline said no music was based on feedback from the workshop and asked if everyone was still in agreeance.

Commissioner Garris commented that she felt music should be allowed but it should be kept low and within the vehicle, as music was controllable.

Ms. Lopez commented there was a state law, which advised that music in the vehicle could not be clearly audible within twenty-five feet away. She said an additional statement to that law indicated the music could not any louder than necessary for the occupants within the vehicle to hear it.

Commissioner Springfield spoke concerning enforcement. He said it was almost impossible to enforce the code when passing by; whereas, no music would be easy to enforce. He agreed that soft music was enjoyable but to ensure the noise ordinance it would be enforced it was easier with none. He noted that the trolleys were allowed, which was double standard.

Mayor Sikes-Kline noted that the trolleys directed the music inward and felt that would be an option for pedicabs. She said the alternative would be to not allow music.

Commissioner Blonder agreed that having no music would make it easier, and the video shown by resident Scott York captured the noise from one cart, which she had experienced on multiple occasions.

Ms. Lopez clarified that the state law applied for motor vehicles and pedicabs

would default for the City noise ordinance or anything specific added to this ordinance.

Commissioner Springfield commented that if music was allowed and penalties were in place, two violations would result in a $500 fine.

There was consensus to not allow music on pedicabs; however, Commissioner Garris did not agree.

Mr. Franklin advised the last item was to decide if another category was needed for pedicabs tours. He said staff did not feel that it was necessary at this time. He said if the Commission felt overwise, a third tier could be created for tours within the franchise ordinance.

Commissioner DePreter questioned the need for the third tier since it was allowed to be done now with a certified guide. He suggested if each franchise was allowed two pedicabs, one could be a certified guide, which would help achieve mobility goals.

Mr. Franklin said that pedicabs would have the option to operate as both a VFH and a pedicab tour, as the ordinance allowed for both.

Mr. Birchim commented that it seemed that the type of customer utilizing the service would dictate if it was a tour or a VFH.

Commissioner Springfield suggested reviewing the ordinance in a year and if there was a reason to increase the number of pedicabs or add an additional franchise tier, that could be done at that time.

Mr. Birchim recommended moving the ordinance to second reading, since it has public hearing. He said substantial feedback had been provided for VFH and the language could be updated for second reading.

Commissioner DePreter requested that electric carriages were allowed, it should be added to the definitions.

MOTION

Commissioner DePreter MOVED to pass Ordinance 2026-10 on first reading and moved to second reading with the additions as noted in the discussion. The motion was SECONDED by Commissioner Springfield.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2026-10

AN ORDINANCE OF THE COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING CHAPTER 27 OF THE CODE OF THE CITY OF ST. AUGUSTINE PROVIDING FOR REGULATIONS FOR VEHICLES FOR HIRE; AMENDING ARTICLE I – IN GENERAL, ARTICLE II – VEHICLE DRIVERS, ARTICLE III – MOTOR VEHICLES FOR HIRE, ARTICLE IV – TRAILER TRAINS AND SIGHT-SEEING BUSES, AND ARTICLE V - TRANSPORTATION BY ANIMAL-DRAWN VEHICLES FOR PURPOSES OF TOURING; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:
AYES: DePreter, Springfield, Garris, Blonder, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9.A.2. Ordinance 2026-11: Amending Franchises (Ch14) Ordinance (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, reviewed Ordinance 2026-11. He said after discussion, the following were updated:

- First penalties for Horse Carriages would be a $500 fine and impoundment
- Exclusionary zone and City approved routes
- Insurance rates were lowered to $300,000
- Code of Conduct-eliminate subsection 'B'
- Work period was reduced to five days a week during the summer months (June-August)
- Use the Wet Bulb Globe Temperature (WBGT) provided by the City Marina
- Included the WBGT in the definition with the cutoff for work to be 90 degrees
- Tier 2 would have a maximum number of three vehicles with fifteen total operators

Mr. Franklin advised that the number of passengers had been undecided. He stated that at the workshop the number of passengers was reduced to nine but had heard ten and eleven.

Mayor Sikes-Kline questioned the ten passengers, and if that included the driver.

Mr. Franklin replied the driver was not included. He said the way it was written; it would be eleven passengers plus a driver for a total of twelve.

Mayor Sikes-Kline agreed with Commissioner Springfield and appreciated the fact that additional vehicular traffic could be reduced.

Commissioner Springfield commented that the carts that were able to hold nine could add an additional person in the front seat with them for a total of ten passengers.

Mayor Sikes-Kline recalled that the discussion at the workshop pointed out not rewarding bad behavior. She said after further discussion she was not opposed to eleven passengers with a driver.

Commissioner DePreter asked if those in operation now had ten passengers and one driver.

Mr. Birchim commented that currently there were a total of twelve people in the vehicle.

Commissioner DePreter said Commissioner Garris did not want operators to obtain different carts or customize them for City standard.

Mr. Franklin stated that overtime, carts that held twelve people did not exist and then when they came on the market and were purchased, more were in the City. He said that was one of the reasons for updating the ordinance because if the operator had more than nine passengers, that would qualify them as a franchise.

Commissioner DePreter asked if an operator had a vehicle that could hold twelve passengers, could they leave one seat empty and not purchase another vehicle.

Mr. Birchim replied that it was not preferred. He said they tried to enforce removal of one seat to be incompliance it and it was difficult to enforce.

Mayor Sikes-Kline pointed out that it could be viewed as rewarding bad behavior but overall, it was the structure of the vehicles.

Commissioner Garris said she thought they had agreed to ten passengers with a driver.

Mr. Birchim replied that the vehicles were designed to have eleven passengers with one driver for a total of twelve people.

There was consensus to allow eleven passengers with one driver.

Mr. Franklin requested clarity on the ownership transfer requirement for franchises. He said there had been discussion at the workshop and asked how this could be incorporated.

Commissioner DePreter said that businesses usually had equity in them; however, if the business was transferrable, the medallion cost could be increased. He asked how it was possible for businesses to keep their equity. He asked if a franchise was sold, would it have to go before the Commission.

Mr. Birchim stated that if the franchise were granted to a company, that would be unable to be prevented, but the discussion was whether the Commission should review it.

Commissioner Springfield asked if a franchise owner was allowed to change their name.

Mr. Birchim replied that businesses were allowed the 'doing business as' (DBA) option. He asked how much control was needed over the transferability of franchises that the Commission granted. He suggested having control over how often the franchise was used and how many vehicles were allowed was enough control without micromanaging.

Ms. Lopez commented that there were two concepts, one was medallions or franchises could be bought and sold on the open market and fully transferable, which was not allowed historically and could be restricted. She said the main concern was if the ownership had changed but the entity remained the same or if 50% of the shareholders changed then the Commission could review the franchise or deregulate completely.

Commissioner Springfield said owners should be able to sell their business; however, the medallions were leased from the City. He felt a business owner should be able to build a business sell it, and the City can approve the sale as the lessee of the medallion.

Commissioner DePreter questioned the length of the franchise agreements.

Mr. Franklin replied that the tier 2 agreements were ten years.

Commissioner Garris said she was not opposed to a transfer as long as the City was notified. She felt there should be more flexibility.

Ms. Lopez clarified that as long as it was the same business, they would continue to hold the medallion.

Commissioner DePreter said there were other thresholds the business had to meet and a review after ten years.

Mr. Franklin proposed that an electric carriage could be used and interchangeable with the medallions, and an electric carriage would be defined. He said the last item was the prevision of use, which was once in sixty days.

Mayor Sikes-Kline said that would eliminate the "pop-up" operators.

MOTION

Commissioner DePreter MOVED to pass Ordinance 2026-11 on first reading and moved to second reading with the changes as discussed. The motion was SECONDED by Commissioner Springfield.

Isabelle Lopez, City Attorney, read the Ordinance.

ORDINANCE NO. 2026-11

AN ORDINANCE OF THE COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, AMENDING CHAPTER 14, ARTICLE I, OF THE CODE OF THE CITY OF ST. AUGUSTINE PROVIDING FOR REGULATIONS FOR FRANCHISES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF THE CITY OF ST. AUGUSTINE; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:
AYES: DePreter, Springfield, Garris, Blonder, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9.B. Resolutions

9.B.1. Resolution 2026-11: Authorizing the City Manager to Execute an Agreement to Continue the Transit Corridor Development Program (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, reviewed Resolution 2026-11.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2026-11. The motion was SECONDED by Commissioner DePreter.

VOTE ON MOTION:
AYES: Sikes-Kline, DePreter, Garris, Springfield
NAYES: NONE
MOTION APPROVED UNANIMOUSLY[3]

9.B.2. Resolution 2026-12: Florida Department of Transportation Intersection Improvement Project — Deed 100.1, 1001.1 (M. Breidenstein, Assistant City Manager)

All resolutions reviewed simultaneously.

Meredith Breidenstein, Assistant City Manager, reviewed the Resolution 2026-12.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2026-12, Resolution 2026-13, and Resolution 2026-14. The motion was SECONDED by Commissioner Springfield.

VOTE ON MOTION:
AYES: Sikes-Kline, Springfield, DePreter, Garris
NAYES: NONE
MOTION APPROVED UNANIMOUSLY[4]

9.B.3. Resolution 2026-13: Florida Department of Transportation Intersection Improvement Project — Temporary Easements 700.1, 701.1 (M. Breidenstein, Assistant City Manager)

Meredith Breidenstein, Assistant City Manager, reviewed the Resolution 2026-13.

Vote for Item under Item 9.B.2.

9.B.4. Resolution 2026-14: Florida Department of Transportation Intersection Improvement Project — Perpetual Easement 800.1, 801.1 (M. Breidenstein, Assistant City Manager)

Meredith Breidenstein, Assistant City Manager, reviewed the Resolution 2026-14.

Vote for Item under Item 9.B.2.

10. Staff Reports and Presentations

10.A. Zora Neale Hurston Park Historic Marker Language and Sign Style Review (J. Perkins, Community Services Director)

Jaime D. Perkins, Community Services Director, provided a report on the Zora Neale Hurston Historic Marker language and options for sign design.

Mayor Sikes-Kline asked what material would be used for the sign.

Ms. Perkins replied that the material being used would be bronze, which was similar to the other historic markers throughout the City. She said information about the City and the City Crest would be added.

[3] Commissioner Blonder not present for vote.

[4] Commissioner Blonder not present for vote.

Commissioner DePreter felt it was advantageous to keep the style of the markers coordinated throughout the City.

MOTION

Commissioner Garris MOVED to proceed with the Zora Neale Hurston Park Historic Marker as presented. The motion was SECONDED by Commissioner DePreter APPROVED BY UNANIMOUS VOICE VOTE.

11. ITEMS BY CITY ATTORNEY

11.A. Statutory notice of proposed Madeira CDD budget for Fiscal Year 2026-2027. No action necessary. (I. Lopez, City Attorney)

Provided by the City Attorney's Office for information purposes.

12. ITEMS BY CITY CLERK

12.A. Reminder: Open Positions on Boards and Committees (D. Galambos, City Clerk)

Darlene Galambos, City Clerk, informed the Commission that there were open positions on the following citizen boards:

- Audit Committee (1 position)
- 1977 City Employees' Retirement System of the City of St. Agustine, Board of Trustee (2 positions)
- Planning and Zoning Board (1 position)

13. ITEMS BY CITY MANAGER

David Birchim, City Manager, advised that June 2, 2026, the Florida House of Representatives passed a joint Resolution to amend the State Constitution to substantially reduce property taxes, which was a source of revenue for the City. He said this proposal would appear on November 3, 2026, ballot and would need 60% support from voters to pass. He said if it passed the revenue of the City would be reduced, which was used to provide community services and sustain operations. He said the property appraiser deducted $50,000 from the assessed value of the property to determine the taxable value and then uses the mileage rate to calculate the annual property taxes. He said the $50,000 discount was known as the homestead property tax exemption and if this amendment were to be passed, the tax exemption would then increase to $150,000 in 2027 and to $250,000 in 2028 and would be adjusted yearly based on the Consumer Price Index (CPI) yearly until it reached zero. He added that this would not apply to school tax but would apply to City, County, and the other taxing authorities. He stated that the maximum annual property tax increase assigned to non-homestead properties such as commercial properties, vacation rentals, industrial properties etc., was now capped at ten percent a year, and would be reduced to a maximum of five percent per year. He said this could also result in a loss of revenue for the City. He said staff was trying to understand exactly how this would impact the City.

Meredith Breidenstein, Assistant City Manager, provided a brief overview of how this could impact the City. She said the City currently had 2,976 properties with homestead exemptions out of a total of 9,412. She said that equated to 31.6% of the properties being homesteaded. She said based on the City's taxable values in the fiscal year 2028, the property tax reduction would equal a reduction of $2.1 million in the General Fund. She added that in fiscal year 2029, there would be a reduction of $4.2 million for the General Fund. She said for fiscal year 2026, ad valorum revenue was $25 million, and those funds were used to pay for the following:

- 93% Police Department budget
- 60% Fire Department budget
- 80% of street paving repair
- 55% of the Grounds division to include parks and conservation lands

- 100% of the City's required transfer to the Community Redevelopment Areas (CRAs)
- 100% of the City Commission budget
- 25% of the City's Administration (City Manager, City Attorney, City Clerk, Human Resources, Risk Management, Finance, and Purchasing)

Ms. Breidenstein said the remaining general fund expenditures were funded by other sources to include state revenues, user fees, grants, and transfers from enterprise funds. She said the rest of the general fund paid for the following: Public Works, Community Services, Code Enforcement, Planning and Building, Communications, Historic Preservation, Events, Fleet, Customer Service, Facilities, Property Maintenance, the rest of administration, police, fire, streets and grounds. She said in order to meet the deficit City staff would review each position that was open and each service provided to the community. She added all recommendations would be brought to the City Commission throughout fiscal year 2026 and 2027 in order to allow the community and residents to be in the best position for the upcoming years.

Commissioner Garris requested for this information to be provided to each commissioner.

Mayor Sikes-Kline asked the best way to disseminate this information to the community.

Mr. Birchim said they had reviewed other cities' education efforts and decided to prepare a Frequently Asked Questions (FAQ) sheet that explained this information easier for everyone to understand.

Commissioner Springfield questioned if 93% of the police department's budget was funded by property tax alone or was it by all property tax.

Ms. Breidenstein replied that it was funded by ad valorum revenue. She said the difference was there were some officers that were school resource officers for public school and Flagler College who paid the City a stipend.

Commissioner Springfield asked if this included the ad valorum tax for the businesses and Airbnb's.

Ms. Breidenstein replied in the affirmative and stated she did not break out the types of ad valorum tax.

Commissioner Springfield said this law made it seem that the budget would have to be reduced by 90% because of the Police Department. He added that when information was provided to the public, it should be as accurate as possible. He asked since there would be a $2.1 million deficit, were they investigating ways to make up for the loss in revenue. He felt there were many ways to help offset the loss.

Mr. Birchim replied that there had been discussions on how to increase user fees such as parking, which was the largest that generated income for the City. He said raising parking rates was a sensitive issue and ultimately at the discretion of the Commission. He said they were reviewing each option to help increase the revenue in anticipation of the loss of ad valorum dollars.

Commissioner Springfield commented that the State mentioned helping local communities that were in need.

Mr. Birchim stated that was not included in the final version of the joint resolution.

Commissioner Blonder felt devastated as she knew jobs could be affected, and the decrease in revenue would not help the residents. She said increasing parking fees to help fill the gap could discourage tourism.

Commissioner DePreter felt a lot of people would be tempted to vote for this; however,

he thought a lot of communication was needed. He felt there were creative ways to increase revenue. He stated he was not in support of the change, but overall voters would decide and the City would have to react.

Commissioner Garris said this was definitely a concern but knew there were many citizens who had concerns about taxes during the budget process. She felt there were some larger projects that would need large amounts of funds, and she thought those may have to be postponed until the financial impacts were fully understood. She stated there was a lease holder that spoke during public comment about his lease not being renewed and she felt that should be addressed, as leases were a source of income for the City; however, understood the City needed bathroom. She felt it was best to hold off on some projects until the City stabilized. She said the loss in jobs could prevent the performance of the City, and she did not want that to happen. She said until there was confirmation of the grant for the Fire Station it may need to be postponed as well as the Broudy project. She said plans should be in place in case it passed. She felt the state would have to award some money to help with the financial burden.

Mayor Sikes-Kline commented that in the original bill help from the State was included; however, it had been eliminated from the passed joint resolution. She felt the State did not have the intention to help ease the burden. She said the City had a duty to provide accurate information to the voters. She said that voters should understand what was at stake. She questioned if the budget for the police department could be affected, as she thought it was secured and there was a law in place not allowing for funds to be decreased for Firefighters or Police officers.

Ms. Lopez said it was not included in this resolution; however, she would look into it.

Mr. Birchim commented that a previous version of this bill did protect police and firefighters, but it was stricken from the version that was passed.

Mayor Sikes-Kline felt this was another way to remove power from local areas and give it to Tallahassee, which she felt had been a trend with this legislature. She said if this passed, she felt we would be moving quickly into mediocracy.

14. Items by Mayor and Commissioners

Commissioner Blonder requested support from the Commission to support Judy Glazebrook and Ally Burchfield, as they requested speedbumps and the addition of restrictions for parking during large events, based on the model from Nights of Lights. She understood that this had been brought to the attention of Reuben Franklin, Assistant City Manager, and had the support of the neighbors as well as the petitions required. She asked how this could be moved forward and if her fellow commissioner supported the idea.

Mr. Birchim replied that a study had been conducted, but the study did not warrant a speedbump, and he was unsure if there was an appeals process.

Reuben Franklin, Assistant City Manager, said from policy, speed was the main thing and results indicated there was not speeding on Rohde Avenue, but there was cut through traffic. He said there was not a policy prohibiting the addition of speedbumps if there was a cut through area. He said this would be looked at as a cut through issues, instead of speeding to help mitigate the traffic. He said the parking could be enacted just as NoL because the area was impacted with the spring events in town.

Commissioner Garris said speedbumps would be beneficial especially after seeing the video of the vehicle being hit.

Mr. Franklin stated the City conducted traffic and speed studies but it was done when that took place. He reiterated that the City's policy only identified speeding, but speedbumps could be added for other reasons.

Commissioner Garris added she had received an email regarding speeding in South Davis Shores and concern that no sidewalks were in the area. She asked for it to be monitored, to understand what was happening in the communities for them to be able to address residents' concerns.

Commissioner Blonder asked if there was consensus to move forward with the concerns on Rohde Avenue.

Commissioner Garris stated she supported the idea.

Mayor Sikes-Kline asked if there was someone who agreed to have the speedbumps in front of their house and if it would be one or two sets of speedbumps. She said she was in support of moving forward.

Mr. Franklin said it would be two sets of speedbumps. He said he would work with the residents to ensure everyone was in support of this.

Commissioner Springfield said the other streets in the area would need to be monitored to make sure it would not flow over to the other streets. He said she was in support of the request.

Commissioner DePreter asked if this had been done before for cut through traffic.

Mr. Franklin replied in the affirmative.

There was consensus to move forward with the speedbumps and parking issues on Rohde Avenue.

Commissioner Blonder said there was a River to Sea Bike Trail, which was a popular place to ride bikes. She asked if the City would support the loop that went through the City.

Mayor Sikes-Kline said it had been approved prior.

Commissioner Blonder said since it was approved, she wanted to reiterate the City's support of the trail during this critical time.

15. Adjournment

There being no further business, the meeting was adjourned at 9:07P.M.[5]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

[5] Transcribed by Elyse Wiemann

DRAFT

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: July 7, 2026

RE: **EMINENT DOMAIN: LAKE MARIA SANCHEZ– INVOICE FOR PROFESSIONAL SERVICES**

Enclosed please find Invoice No. 06-2026-18-5814 dated July 1, 2026 from Cavendish Partners, P.A. for legal services rendered in the Lake Maria Sanchez eminent domain matter.

The amount due is **$10,306.00**. We have reviewed the billing and submit same to you for placement on the consent agenda for the July 27, 2026 City Commission meeting.

WITH THIS INVOICE THE TOTAL EXPENDED TO DATE FOR ATTORNEY'S FEES AND COSTS ON THIS MATTER EQUALS $108,398.34.

Thank you.

Isabelle C. Lopez
City Attorney

/sl
Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Darlene Galambos, City Clerk

CAVENDISH PARTNERS P.A.

200 West Forsyth Street, Suite 1300
Jacksonville, FL 32202

INVOICE

Date: 07/01/2026
Invoice #: 06-2026-18-5814
Matter: Eminent Domain re Lake Maria Sanchez

File #: 5814

INVOICE TOTAL AND BALANCE DUE $10,306.00

Bill To:
Isabelle Lopez, City Attorney
75 King Street
P.O. Box 210
St Augustine, FL 32085
Due Date: 07/31/2026
Please Remit Payment To:
Cavendish Partners, P.A.
200 West Forsyth Street
Suite 1300
Jacksonville, FL 32202

PAYMENTS RECEIVED AFTER 07/01/2026 ARE NOT REFLECTED IN THIS BALANCE DUE INVOICE

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: July 16, 2026

RE: **SATISFACTION AND RELEASE OF UTILITY MORTGAGE – 323 S. RODRIGUEZ STREET**

Enclosed is a Satisfaction and Release of Mortgage for 323 S. Rodriguez Street, regarding the Unit Connection Fee Mortgage and Promissory Note executed between the City of St. Augustine and Angela Proctor. The mortgage was recorded in the Public Records of St. Johns County on August 18, 2016. Copies of the Unit Connection Fee Mortgage and Promissory Note are enclosed as well for reference.

Please place this Release and Satisfaction of Mortgage on the consent agenda for consideration and execution at the July 27, 2026 City Commission meeting.

Please contact me if you have any questions or comments. Thank you.

Isabelle C. Lopez
City Attorney

/sl
Attachment

xc: Darlene Galambos, City Clerk (with original)

This instrument was prepared under the supervision and direction of Isabelle C. Lopez, City Attorney, P.O. Box 210, St. Augustine, Florida 32085

SATISFACTION AND
RELEASE OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS:

THE CITY OF ST. AUGUSTINE, a municipal corporation organized and existing under the laws of the State of Florida, whose mailing address is P.O. Box 210, St. Augustine, Florida, 32085-0210 (hereinafter referred to as "Mortgagee"), in consideration of the covenants and agreements set forth hereinafter, hereby releases **ANGELA PROCTOR**, whose address was 323 S. Rodriguez Street, St. Augustine, Florida 32084, her heirs, assigns or successors in title (hereinafter referred to as "Mortgagor"), from the Mortgage entitled, "Unit Connection Fee Mortgage," executed between the parties and dated August 5, 2016, recorded at Official Records Book 4241, Page 1847, of the Public Records of St. Johns County, Florida, and relating to that certain lot, parcel or piece of land situated in the City of St. Augustine, St. Johns County, Florida, described in **Exhibit "A"** attached hereto and incorporated herein.

Mortgagee hereby releases said Mortgagor from any obligations created by or existing by virtue of said Mortgage and the Promissory Note relating thereto recorded at Official Record Book 4241, Page 1847, of the Public Records of St. Johns County, Florida, and such obligations related to said documents have been fully performed and are therefore satisfied.

IN WITNESS WHEREOF, this Satisfaction and Release of Mortgage has been duly signed and executed by the Mortgagee, this _____ day of _____, 2026.

ATTEST:

CITY OF ST. AUGUSTINE, FLORIDA,
a municipal corporation

_____
Darlene Galambos, City Clerk

By:_____
Nancy Sikes-Kline, Mayor-Commissioner

(S E A L)

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, by means of [_] physical presence or [_] online notarization, **Nancy Sikes-Kline**, who is personally known to me, who is the person who executed the foregoing instrument and who acknowledged before me that she executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____, 2026.

_____

Notary Public, State of Florida

(S E A L)

EXHIBIT "A"

LEGAL DESCRIPTION: LOT 5, BLOCK 5, SUNRISE PARK, ACCORDING TO MAP OF SAID SUBDIVISION FILED FEBRUARY 8, 1946 AND RECORDED IN MAP BOOK NUMBER 6, PAGE 8, PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

PARCEL ID NUMBER: 121500-0000

LOCATION ADDRESS: 323 S. RODRIGUEZ STREET, ST. AUGUSTINE, FLORIDA 32084

Public Records of St. Johns County, FL
Clerk number: 2016053663
BK: 4241 PG: 1847
8/18/2016 12:48 PM
Recording $52.50
Doc M: $12.60
Int. Tax $7.07

UNIT CONNECTION FEE MORTGAGE

THIS MORTGAGE, by and between **Angela Proctor**, whose address is 323 S Rodriguez Street, hereinafter called "Mortgagor") and **CITY OF ST. AUGUSTINE, FLORIDA,** a municipal corporation organized under the laws of the State of Florida, whose address is P.O. Box 210, Attention Financial Services Department, St. Augustine, Florida, 32085 (hereinafter called "Mortgagee").

WITNESSETH that for good and valuable consideration, and also in consideration of the Mortgagee's deferment of certain water and/or sewer unit connection fees owed by the Mortgagor to the Mortgagee as evidenced by the Unit Connection Fee Promissory Note hereinafter described, the said Mortgagor does hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the said Mortgagee all that certain piece, parcel or tract of land of which the said Mortgagor is now seized and possessed and in actual possession, situate in the county of St. Johns and state of Florida, described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

Together with all structures and improvements now and hereafter on said land, and the fixtures attached thereto.

To have and to hold the same, together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, and also all the estate, right, title, interest, homestead, separate estate, possession, claim and demand whatsoever, as well in law as in equity, of the said Mortgagor in and to the same, and every part thereof, unto the said Mortgagee, in fee simple.

And the Mortgagor hereby covenants with the Mortgagee that it is indefeasibly seized of said land in fee simple; that it has full power and lawful right to convey the same in fee simple as aforesaid; and that said Mortgagor will make such further assurances to prove the fee simple title to said land to said Mortgagee as may be reasonably required.

Provided always, and these presents are executed and delivered upon the following conditions, to-wit:

The Mortgagor agrees to timely pay the Mortgagee, or order, the payments described in the copy of the Unit Connection Fee Promissory Note attached hereto as Exhibit "B" in the manner and at the times described therein.

And shall duly, promptly and fully perform, discharge, execute, effect, complete and comply with and abide by each and every of the stipulations, agreements, conditions, and covenants of said Promissory Note and of this mortgage, then this mortgage and the estate hereby created shall cease and be null and void.

And the Mortgagor further covenants as follows:

1. That it will pay all and singular the costs, charges and expenses, including reasonable attorney's fees, and costs of abstracts of title, incurred or paid at any time by the Mortgagee because of the failure on the part of the Mortgagor promptly and fully to perform the agreements and covenants of said Promissory Note and this mortgage, and said costs, charges and expenses shall be immediately due and payable and shall be secured by the lien of this mortgage.

2. That (a) in the event of any breach of this mortgage or any mortgage superior or junior hereto or default on the part of the Mortgagor under this or any other mortgage encumbering the property mortgaged hereby, or (b) in the event that any of said sums of money herein referred to be not promptly and fully paid without demand or notice, or (c) in the event that each and every of the stipulations, agreements, conditions and covenants of said note and this mortgage are not promptly and fully performed, then in either or any such event, the said aggregate sum mentioned in said note then remaining unpaid, with interest accrued to that time, and all moneys secured hereby, shall become due and payable forthwith, or thereafter, at the option of said Mortgagee, as fully and completely as if all of the said sums of money were originally stipulated to be paid on such day, anything in said note or in this mortgage to the contrary notwithstanding; and thereupon or thereafter, at the option of said Mortgagee, without notice or demand, suit at law or in equity may be prosecuted as if all moneys secured hereby had matured prior to its institution. The Mortgagee may foreclose this mortgage, as to the amount so declared due and payable, and the said premises shall be sold to satisfy and pay the same, together with costs, expenses and allowances.

3. That the Mortgagee will make monthly payments in the amount of $35.25 for 120 months.

IN WITNESS WHEREOF, the Mortgagor has hereunto set its hand and seal, this 5th day of August 2016.

Signed, sealed and delivered
in the presence of:

Witness
Printed Name: Barbara J Muench

Witness
Printed Name: John Augustus

BY: _____

(Printed Name) Angela Proctor
(Address) 323 S Rodriguez Street
(Telephone) 904-392-7515

*** * * NOTARY CERTIFICATION APPEARS ON THE FOLLOWING PAGE * * ***

FOR AN INDIVIDUAL ACTING IN HIS OR HER OWN RIGHT:

STATE OF Florida

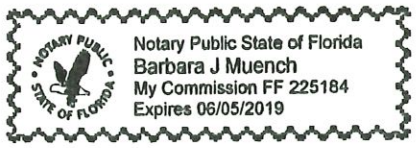
COUNTY OF St. Johns

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, **Angela Proctor**, who is personally known to me or who has produced FLA. DRIVER'S LICENSE as identification and is the person described in and who executed the foregoing instrument, and acknowledged before me that she executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this 5th day of August 2016.

Barbara J. Muench

Notary Public, State of Florida



LEGAL DESCRIPTION

Lot 5, Block 5, Sunrise Park, according to Map of said Subdivision filed February 8, 1946 and recorded in Map Book Number 6, Page 8, Public Records of St. Johns County, Florida.

Parcel No. 121500-0000

Exhibit "A"

UNIT CONNECTION FEE
PROMISSORY NOTE

APPLICANT(S) NAME: **Angela Proctor**
ADDRESS: **323 S Rodriguez Street**
Saint Augustine, FL 32084

3,536.00 St. Augustine, Florida

FOR VALUE RECEIVED, and as payment for certain unit connection fees on premises **located at 323 S Rodriguez Street,** the undersigned, jointly and severally, promises to pay to the order of **CITY OF ST. AUGUSTINE, P.O. Box 210, St. Augustine, Florida, 32085**, or elsewhere as the holder hereof may from time to time require, the principal sum of **3536.00 Dollars**, together with interest on so much of said principal sum as remains from time to time outstanding and unpaid, at the rate of **3.67 percent** per annum from the date hereof until paid. Said principal and interest shall be paid in equal consecutive monthly installments of **35.25 Dollars** each, commencing on the date hereof and continuing on the same date each and every month thereafter until paid in full, said installments to be applied first to interest and the balance to principal.

The maker(s) hereof waives presentment for payment and demand. Time is of the essence hereof. It is expressly agreed that if this Note or any part or installment thereof be not paid within ten (10) days after the same becomes due and payable, anything herein to the contrary notwithstanding, the maker(s) hereof understands that all unpaid sums shall immediately be due and payable at once, without notice or demand, together with all costs of collection, including reasonable attorney's fees, whether suit be filed or not.

The maker(s) hereof may prepay any part of the principal sum hereof in any amount at any time, but any such prepayment shall not relieve the maker(s) hereof from making payment of the installment then due nor any subsequent installment provided hereby, unless at the time of such prepayment the maker(s) hereof pays all sums hereon.

Any waiver of the right to exercise any option by the holder hereof shall not constitute a waiver of the right to exercise said option at any future time.

All notices, demand, presentment, dishonor and requirements under any law of Florida are hereby expressly waived.

Note: Fl. Stat. 159.17 – Lien of services charges – any municipality issuing revenue bonds hereunder shall have a lien on all lands or premises served by any water system, sewer system or gas system for all service charges for such facilities until paid, which liens shall be prior to all other liens on such lands or premises except the lien of state, county and municipal taxes and shall be on a parity with the lien of such state, county and municipal taxes. Such liens, when delinquent for more than 30 days, may be foreclosed by such municipality in the manner provided by the laws of Florida for the foreclosure of mortgages on real property.

Exhibit "B"

This Note is secured by and subject to the terms of a mortgage (or a letter of credit) of even date herewith.

Signed, sealed and delivered **Dated as of: August 5, 2016,** in the presence of:

Witness
Printed Name: Barbara J Muench

Witness
Printed Name: John Augustus

BY: _____
(Printed Name) Angela Proctor
(Address) 323 S Rodriguez Street
(Telephone) 904-392-7515

STATE OF FLORIDA
COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, **Angela Proctor**, who is personally known to me or who has produced FLA. DRIVER'S LICENSE as identification and is the person described in and who executed the foregoing instrument, and acknowledged before me that she executed the same for the uses and purposes therein expressed.

Witness my hand and official seal, this 5th day of August 2016.

Notary Public, State of Florida

Notary Public State of Florida
Barbara J Muench
My Commission FF 225184
Expires 06/05/2019