CITY OF ST. AUGUSTINE CITY COMMISSION

City Commission Meeting

MONDAY, AUGUST 24, 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

3.A. Presentation of the 11th Bernardo de Gálvez Award *(N. Sikes-Kline, Mayor)*

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.A.2. Updates to the St. Augustine Certified Guide Handbook and Examination *(M. Wissel, Communications Director)*

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 2026-20:** Requiring a Unanimous Vote for Changes to Conservation Lands *(I. Lopez, City Attorney)*

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 2026-21:** Amendments to Reorganization Meeting *(I. Lopez, City Attorney)*

9.B. Resolutions

9.B.1. **Resolution 2026-26:** Adopting Events Manual, Establishing Fees, and Setting Dates *(J. Perkins, Community Services Director)*

9.B.2. **Resolution 2026-27:** Supporting the National Trust for Historic Preservation and other efforts to oppose revisions to the regulations implementing Section 106 of the National Historic Preservation Act, and to reiterate the importance of a meaningful review process to preserve history in all forms. *(A. Skinner, Planning and Building Director)*

10. STAFF REPORTS AND PRESENTATIONS

10.A. Bridge of Lions Permanent Lighting Proposal *(J. Perkins, Community Services Director)*

10.B. Septic to Sewer State Grant and Cost Share Habitat for Humanity — Cypress Village Project *(J. Foster, Development Supervisor)*

11. ITEMS BY CITY ATTORNEY

12. ITEMS BY CITY CLERK

12.A. Notification of one (1) vacancy — Board of Trustees, St. Augustine Firefighters' Pension Trust Fund *(D. Galambos, City Clerk)*

12.B. 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 SEPTEMBER 14, 2026:

- **Ordinance 2026-21:** Amendments to Reorganization Meeting *(I. Lopez, City Attorney)*

CA.3 Reminder of Upcoming Meetings:

- August 28, 2026, 8:30AM, Special Community Redevelopment Agency (CRA) Meeting — Round Table Discussion of FY 2027 Tentative Budget
- August 28, 2026, Immediately Following CRA Budget Meeting, Special City Commission Meeting — Round Table Discussion of FY 2027 Tentative Budget and Action Items
- September 9, 2026, 4:30PM, Special Community Redevelopment Agency Meeting (CRA) — Budget Meeting
- September 9, 2026, 5:05PM, Special City Commission Meeting — Initial Public Hearing for FY 2027 Budget and Tentative Millage Rate Adoption

CA.4 APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS:

- July 13, 2026, 3:00PM, Special City Commission Meeting Budget Assumptions Workshop
- July 13, 2026, 5:00PM, Regular City Commission Meeting
- July 27, 2026, 5:00PM, Regular City Commission Meeting
- August 10, 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).

- **Proclamation 2026-25:** Designates September 14th through 18th, 2026 as Florida Redevelopment Week *(N. Sikes-Kline, Mayor)*

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 Lien: 83 Weeden Street *(I. Lopez, City Attorney)*

END CONSENT AGENDA

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: City Commission

DATE: August 24, 2026

RE: Presentation of the 11th Bernardo de Galvez Award

On June 12, 2026, the Fundación Consejo España–Estados Unidos presented the 11th Bernardo de Galvez Award to the City of St. Augustine in Avilés, Spain. The award recognizes outstanding contributions by U.S. individuals or institutions that have strengthened reciprocal awareness and cooperation between Spain and the United States.

It is my honor to publicly present the bronze statue of Bernardo de Galvez on horseback to the City Commission and share this proud achievement with the community.

The foundation produced a video that explains the significance of the award and the importance of our historic ties to Spain. The Gálvez Award video is available online at CityStAug.com/GalvezAwardVideo.

Please place this on the agenda under Section 3. Special Presentations, Recognitions and Proclamations.

Respectfully,

Nancy Sikes-Kline, Mayor

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Mayor, Vice-Mayor, and Commissioners

DATE: August 24, 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, August 24, 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 & 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

FLORIDA MAIN STREET PROGRAM APPLICATION

Application Deadline: Tuesday, September 1, 2026 by 5:00 p.m. ET

Florida Main Street is a program of the Florida Department of State, Division of Historical Resources, Bureau of Historic Preservation

COMPLETED APPLICATIONS MUST BE **RECEIVED** IN THE FLORIDA MAIN STREET OFFICE BY THE DEADLINE DATE AND TIME (DOCUMENTATION MUST BE PROVIDED)

FLORIDA MAIN STREET
R.A. GRAY BUILDING
500 S. BRONOUGH STREET, 4TH FLOOR
TALLAHASSEE, FL 32399-0250
850.245.6345
FloridaMainStreet@DOS.MyFlorida.com

ELECTRONIC APPLICATIONS MUST BE **SUBMITTED** VIA PERSONALIZED MICROSOFT TEAMS LINK BY THE DEADLINE DATE AND TIME. LINKS ARE OBTAINED BY CONTACTING FLORIDA MAIN STREET STAFF DIRECTLY.

APPLICATION GUIDELINES AND INSTRUCTIONS

The statewide Florida Main Street Program is administered by the Florida Department of State, Division of Historical Resources, Bureau of Historic Preservation. Each year, the Florida Secretary of State

designates Apprentice Main Street Programs to participate in the statewide program from the applications received. The maximum number of Apprentice Programs to be selected each year for participation in the program is indicated in the application solicitation announcement published in the Florida Administrative Register. Applications are evaluated on a competitive basis consistent with the provisions of Chapter 1A-36, Florida Administrative Code.

Pre-Application Assistance is provided, upon request, to entities interested in making application for participation in the Florida Main Street Program. At a minimum, such assistance shall include meeting with community representatives, conducting a pre-application webinar annually, and responding to inquiries. Depending upon availability of resources, such assistance may also include an assessment visit to the proposed Local Program Area by the Program Coordinator.

BACKGROUND

The Florida Department of State, Division of Historical Resources initiated the Florida Main Street Program in 1985. The state coordinating program is based on the Main Street Four-Point Approach© that was developed by the National Main Street Center of the National Trust for Historic Preservation. Over 2,000 revitalization programs nationwide have adopted this preservation-based approach. While concentrating on revitalization of the community's historic commercial center, these local volunteer-based programs enhance the economic vitality, quality of life, and civic pride of the whole community while countering sprawl and encouraging greater citizen participation in the decisions that are shaping their future.

MAIN STREET AMERICA©

Main Street America© is a program of the National Main Street Center, Inc., a subsidiary of the National Trust for Historic Preservation. To help communities achieve their economic goals, the National Main Street Center/Main Street America© has developed a comprehensive revitalization strategy that pairs thoughtful preservation of historic assets with sensible business practices. By blending common sense with sound planning, economic development, promotion and design - all tailored for local needs - the Main Street Four-Point Approach© has already produced dramatic results. The cumulative success of the Main Street Programs on the local level has earned Main Street the reputation as one of the most powerful economic revitalization tools in the nation.

A community or district may not call itself "Main Street," nor may it employ a Main Street Executive Director without an application and official designation by the Florida Department of State, Division of Historical Resources under the National Main Street Center program.

THE MAIN STREET FOUR-POINT APPROACH©

Design involves improving the downtown's image by enhancing its physical appearance - not just the appearance of buildings, but also that of streetlights, window displays, parking areas, signs, sidewalks, promotional materials and all other elements that convey a visual message about the downtown and what it has to offer.

Organization means building cooperation and consensus among all the groups that play roles in the downtown - bankers, civic groups, government, merchants and individual citizens - to ensure that the Main Street program benefits from a community-wide vision of the future.

Promotion involves marketing the downtown's unique characteristics to shoppers, investors, new businesses, tourists and others. Effective promotion creates a positive image of downtown through retail promotional activity, special events and ongoing programs that build positive perceptions of the district.

Economic Vitality means strengthening the existing economic base of downtown while diversifying it. Economic Vitality activities include helping existing businesses expand, recruiting new businesses to provide a balanced mix, converting unused space into productive property and sharpening the competitiveness of downtown merchants. By strengthening the downtown's economy, communities are able to support the ongoing use of historic commercial buildings, preserving unique community assets.

THE PRINCIPLES OF MAIN STREET

While the Main Street Four-Point Approach© provides the format for successful revitalization, implementation is based on eight principles that pertain to all areas of the revitalization effort:

1. **Comprehensive.** Downtown revitalization is a complex process and cannot be accomplished through a single project. For successful long-term revitalization, a comprehensive approach must be used.
2. **Incremental.** Small projects and simple activities lead to a more sophisticated understanding of the revitalization process and help to develop skills so that more complex problems can be addressed, and more ambitious projects undertaken.
3. **Grassroots.** Local leaders must have the desire and the will to make the project successful. The National Main Street Center and the state Main Street Program provide direction, ideas, and training, but continued and long-term success depends upon the involvement and commitment of the community.
4. **Public/private partnership.** Both the public and private sectors have a vital interest in the economic health and physical viability of the downtown. Each sector has a role to play, and each must understand the other's strengths and limitations so that an effective partnership can be forged.
5. **Identifying and capitalizing on existing assets.** Business districts must capitalize on the assets that make them unique. Every district has unique qualities – like distinctive buildings and human scale that give people a sense of belonging. These local assets must serve as the foundation for all aspects of the revitalization process.
6. **Quality.** Quality must be emphasized in every aspect of revitalization of the Local Program Area. This applies equally to each element of the program, from storefront design to promotional campaigns and to educational programs.
7. **Change.** Changes in attitude and practice are necessary to improve current economic conditions. Public support for change will build as the Apprentice Program grows and becomes and Accredited Program.
8. **Implementation-oriented.** Activity creates confidence in the Apprentice Program and ever-greater levels of participation. Frequent, visible changes are a reminder that the revitalization effort is under way. Small projects pave the way for larger activities as the revitalization effort matures.

NATIONAL MAIN STREET/MAIN STREET AMERICA© PERFORMANCE STANDARDS

Upon formal Main Street designation there are two tiers: Apprentice and Accredited. The National Main Street "Performance Standards" are used for evaluation.

Apprentice Programs have committed to the comprehensive Main Street Approach but have not met the rigorous Performance Standards required to be Accredited.

Being an Accredited community is a "mark of distinction that signifies commitment to comprehensive revitalization and community engagement." To be selected as Accredited the program must meet the following "Performance Standards:"

1. Broad-based public/private support for the commercial district revitalization process, with strong support from both the public and private sectors
2. Vision and mission statements relevant to community conditions and to the Local Organization's organizational stage
3. Comprehensive Main Street work plan; active in all four-points
4. Historic preservation ethic
5. Active board of directors and committees, following the Four-Point Approach©
6. Adequate operating budget
7. Paid professional Executive Director. Communities with more than 5,000 population are required to hire a full-time Executive Director; communities with less than 5,000 population may employ a part-time Executive Director
8. On-going training for staff and volunteers. Attendance at all quarterly meetings, annual state conference and national conference are required
9. Reporting of key reinvestment statistics
10. Current member of the National Main Street network

SERVICES TO NEWLY DESIGNATED APPRENTICE MAIN STREETS

- **Reconnaissance Visit**. A one-day visit by the Program Coordinator to the community following designation to promote the Apprentice Program, train the board, and meet local stakeholders.
- **Resource Team Visit**. A three-day Resource Team Visit by an interdisciplinary team of experts in downtown revitalization issues will be provided to first-year communities. Resource Team Visits include an intensive series of meetings and workshops to assist the Apprentice Program in establishing a sound work plan that will address program needs in each of the areas of the Main Street Four-Point Approach©. Each Resource Team Visit will be concluded with a public meeting to present team findings and recommendations that will be documented by a written report.
- **Annual Assessment.** A one-day visit to the Local Program Area by the Program Coordinator to (a) assess the Apprentice Program progress toward annual and long-term goals, (b) assist with goal setting for the coming year, and (c) identify training and technical assistance needs for the coming year. Observations and recommendations will be included in a written report provided to the Apprentice Program.
- **Consultant Assistance.** On-site technical assistance will be provided by Florida Main Street staff, other state agencies, and professional consultants with expertise in a range of disciplines relating to historic preservation, organizational development and downtown revitalization.
- **National Main Street "Designated" Membership**. During the first year following designation, Florida Main Street will pay the Apprentice Program's membership in the National Main Street network.

- **Grant Match Waiver**. All Florida Main Street communities receive the required grant match waiver for the Division of Historical Resources Small Matching Grant award. Small matching grants can be used for historical surveys, architectural drawings, design guidelines, educational materials, long term planning and many other functions necessary for Main Street implementation.
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BENEFITS TO ALL APPRENTICE PROGRAMS

- **Program Coordinator and staff** who are responsible for conducting the statewide Florida Main Street Program and delivery of related training and technical assistance services.
- **Statewide Main Street 101 Training** that includes the Main Street Four-Point Approach© and historic preservation training for all Executive Directors, board members and volunteers.
- **Florida Main Street Quarterly Meetings** that rotate among regions of the state. Each quarter Executive Directors, board members and others gather for a one to two-day meeting that may include single or multiple topic workshops, presentations, and tours or demonstrations by the host community, and may include presentations or training by a consultant with specialized expertise.
- **Preservation on Main Street Annual Conference** is a multi-day conference that focuses on current downtown revitalization and preservation issues, and includes plenary sessions, educational sessions, and networking opportunities. Presenters include regional and national professionals.
- **Technical Assistance and on-site visits** to monitor the Apprentice Program and assist with work plan and board development. On-site visits shall be consistent with available resources.
- **Promotion of the Local Program Areas** and events on Florida Main Street social media pages and website.
- **Grant opportunities** through National Main Street and other organizations.
- **Secretary of State's Florida Main Street Awards Program** that Apprentice and Accredited Programs are eligible to annually submit and be recognized for outstanding achievement at the Secretary of State's Florida Main Street Awards Banquet.
- **National Main Street Accreditation** to programs that meet the National Main Street Performance Standards. To be designated as Accredited "signifies commitment to comprehensive revitalization, community engagement, and rigorous outcome measurement." Accredited Main Street Program designation includes a press release from National Main Street, a certificate, and the use of the Accredited branding logo.
- **Program of the Month** is an honor bestowed upon an Accredited Program by the Secretary of State. Designation includes a statewide press release, a certificate and social media coverage.

During the first three years following Main Street designation, Apprentice Programs are required to attend all 101 Training sessions, quarterly meetings, and the Preservation on Main Street Annual Conference.

HELPFUL HINTS FOR APPLICATION COMPLETION

MAKE SURE THE APPLICATION IS COMPLETE

A. Follow the application format. Keep responses brief and in the order indicated.
B. Proposed Local Program Area should be the small, well-defined traditional commercial core of your community. Select the area that has the strongest concentration of historic commercial buildings. Avoid the temptation to include peripheral areas with scattered buildings, residential neighborhoods and vacant land.
C. Applicant must demonstrate a commitment to actively participate in the Florida Main Street Program for a minimum of three years and the intent should be to continue after the initial period.
D. Offer a competitive salary to attract a qualified professional Executive Director. Offer job security by providing stable program funding. Do not expect the Executive Director to raise funds that are used for sustaining the Apprentice Program.
E. Provide a generous travel budget. The Executive Director is required to attend Florida Main Street training sessions, quarterly meetings and the Annual Florida Main Street Conference. Other members of the Apprentice Program board and volunteers are also encouraged to attend these meetings.
F. Population and demographic data is available from the U.S. Census Bureau (https://www.census.gov/).
G. Unemployment data is available through the Agency for Workforce Innovation (https://floridajobs.org/workforce-statistics/data-center/statistical-programs/local-area-unemployment-statistics).
H. The tax base information requested in the application is available from your county's tax assessor. The appraised value is the value assigned to the property before any exemptions. The assessed value of property is the value upon which property taxes are based, usually after all exemptions have been taken.
I. Each applicant will have time to present digital photographs and additional material during the public meeting at which applications are considered.

SUPPLEMENTAL MATERIALS TO BE SUBMITTED

A. The original signed application and all attachments must be submitted in a three-ring binder. Include with the original set eight (8) copies of the completed application and appendices.
B. Twenty-five (25) color high resolution **digital** photographs of the proposed Local Program Area on a flash drive. Each photo shall be labeled with the name of the city and a number. The number shall key the photo to a description sheet giving the address of the building, the direction from which the slide was taken (North, South, etc.). The photos shall also be keyed to a map of the proposed Local Program Area. DO NOT put images in a PowerPoint format. Please use JPG format only.
C. Each copy of the application form must be accompanied by the required attachments as indicated below. Tabs should be included in the binder to indicate Attachments A through J.

Florida Main Street Program
Application

The statewide Florida Main Street Program is administered by the Florida Department of State, Division of Historical Resources, Bureau of Historic Preservation. Each year, the Florida Secretary of State selects Apprentice Main Street programs to participate in the statewide program from the applications received. The maximum number of Apprentice Programs to be selected this year for participation in the program is indicated in the application solicitation announcement published in the Florida Administrative Weekly. Applications are evaluated on a competitive basis consistent with the provisions of Chapter 1A-36, Florida Administrative Code.

APPLICANT

City: _____

County: _____

This application prepared by:

Name: _____Title: _____

Applicant Organization: _____

Address: _____

City: _____Zip: _____

Daytime Telephone: _____

E-mail Address: _____

I certify that I am a duly authorized representative of the applicant and that, to the best of my knowledge, the information presented in this application is accurate. I further certify that it is the intent of the applicant to (a) execute the Florida Main Street Agreement, (b) apply for a Main Street start-up grant from the Historical Resources Small Matching Grant Program, (c) participate in the Florida Main Street Program for a minimum of three years, and (d) report key reinvestment statistics on a quarterly basis. Furthermore, I acknowledge that selection of applicants for participation in the Florida Main Street Program is made on a competitive basis, and neither the submission of this application nor acceptance of this application by the Bureau of Historic Preservation in any way constitutes any manner of commitment by the Bureau to select the applicant for participation in the Florida Main Street Program or to provide funding or technical assistance to the applicant.

_____ _____

Signature Date

s. 837.06, Florida Statutes, False official statements -- Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

I. CATEGORY APPLYING UNDER

- ❑ Rural City (less than 5,000 in population)
- ❑ Mid-sized City (5,000 - 50,000 in population)
- ❑ Large City (more than 50,000 in population)
- ❑ Urban District (traditional neighborhood commercial district within a city with population more than 50,000)
- ❑ County-wide or Regional Programs (with one or more traditional commercial districts)

II. HISTORICAL OVERVIEW

1. Provide a brief historical overview of your community dating back to incorporation or settlement, historical highlights and unique characteristics.

2. Describe the characteristics that make the proposed Local Program Area a compact, cohesive, pedestrian-oriented and recognizable mixed-use district with distinct cultural and historic features and/or architectural character.

3. Does your city have the following:

	Yes	No	In Progress
National Register District	____	____	____
National Register Properties	____	____	____
National Historic Landmark	____	____	____
Local historic designation program	____	____	____
Historic preservation ordinance	____	____	____
Design Review board/process	____	____	____
Certified Local Government	____	____	____
Historic preservation initiatives	____	____	____

4. If yes on any of the above items, please individually name the historic properties and the districts within the proposed Local Program Area (use a separate sheet, if necessary).

5. Of the existing building stock in the proposed Local Program Area, what is the approximate year of construction? *Estimate by percentage.*

Pre-1990:	_____%	1941 – 1960:	_____%
1901 – 1920:	_____%	1961 – 1974:	_____%
1921 – 1940:	_____%	1975 - Present:	_____%

6. Have any buildings in the proposed Local Program Area been demolished in the past five years? □ Yes □ No If yes, how many and what were the reasons for the demolition of the building(s)?

7. Are properties in the proposed Local Program Area subject to the provisions of a local historic preservation ordinance? □ Yes □ No If yes, briefly describe the key provisions of the ordinance.

III. COMMUNITY PROFILE

1. City Population: 2020 census _____Current estimate_____ Seasonal population peak ____

2. County Population: 2020 census_____ Current estimate_____ Seasonal population peak ____

3. Ethnic breakdown of city's population (percentage should total 100%):
   Caucasian _____% African American _____%
   Hispanic _____ % Native American _____%
   Asian _____% Other _____%

4. Local unemployment rate as compiled by the Florida Commerce:

5. Is tourism a major industry in your community? □Yes □No If yes, please describe.

6. Median Household Income:
   City: 2020 census _____Current estimate_____
   County: 2020 census_____ Current estimate_____

7. List the five largest employers in your community:
   Business name Type of Business Number of Employees_____

   I. _____

   II. _____

   III. _____

   IV. _____

   V. _____

8. Number of industrial parks:

9. Summarize the current development, demographic and economic trends in your community, including median age.

10. Are there other community-wide economic development groups (i.e., a private economic development foundation or partnership group, a chamber of commerce economic development team, regional planning council, special municipal task force, etc.) □ Yes □ No If Yes, please provide brief list of goals/objectives.

11. Other Community Organizations/Associations (if applicable):

Community Redevelopment Agency
Date established: _____ Make-up of board:
Is the proposed Local Program Area in the CRA plan? □ Yes □ No
Within the past five years, what have been the major activities and accomplishments?
Budget expenditures (previous five years)?

Chamber of Commerce
Organization Name:
Number of staff:
Number of members:
Source of funding:
Describe the chamber's primary area of focus:
Chamber activities specifically pertaining to downtown/district:
What type of support will this organization provide Main Street:

Merchants Association
Organization Name:
Number of staff:
Number of members:
Source of funding:
Describe the organization's primary area of focus:
Chamber activities specifically pertaining to downtown/district:
What type of support will this organization provide Main Street:

Local Historic Preservation Organization
Organization Name:
Number of staff:
Number of members:
Source of funding:
Describe the organization's primary area of focus:
Chamber activities specifically pertaining to downtown/district:
What type of support will this organization provide Main Street:

Other Community/Downtown Association/Downtown Development Authority
Organization Name:
Number of staff:
Number of members:
Source of funding:
Describe the organization's primary area of focus:
Chamber activities specifically pertaining to downtown/district:
What type of support will this organization provide Main Street:

IV. CITY GOVERNMENT

1. Please check if your city has any of the following:
   - □ A comprehensive plan as defined under Chapter 163, *Florida Statutes*?
     - □ A historic preservation element in that plan
     - □ A downtown revitalization element in that plan?
   - □ Community Redevelopment Agency (CRA)
     - □ A historic preservation element in the CRA plan
     - □ A downtown revitalization element in the CRA plan
   - □ Zoning ordinance
   - □ Sign ordinance
   - □ Design review ordinance
   - □ Minimum maintenance ordinance
   - □ Planning and zoning commission
   - □ Public housing authority
   - □ Building inspector
   - □ Staff person responsible solely for downtown revitalization? How many hours per week? What is the source of funding?

2. Does the city have a downtown master/vision plan? □Yes □No If yes, what date was it approved. What efforts has the city made to implement the plan?

3. Please note projects undertaken in the past five years to address streets, sidewalks, drainage, utilities or other infrastructure in the proposed Local Program Area.

4. Has the city received grants or transfers of funds from other governmental units, (i.e., Community Development Block Grant) in the past three years? □Yes □No If yes, how have they been used? Have any of these activities occurred in the proposed Local Program Area? □Yes □No
   If yes, briefly describe how used.

5. Are there un-obligated Community Development Block Grant or other funds that could be used for redevelopment in the proposed Local Program Area? □Yes □No If yes, please describe.

6. Has your community been a designated Rural Area of Critical Economic Concern or a REDI community? □Yes □No

7. Has your city participated in any other federal, state or local economic development programs (i.e., Small Business Administration (SBA) programs, Department of Economic Opportunity, etc.)? □Yes □No
   If yes, describe the program activities and indicate if the proposed Local Program Area is included in any of these activities.

8. City Financial Data

	Last Fiscal Year	Current Fiscal Year
Total City expenditures (all funds)	$	$
Total city revenues (all funds)	$	$
General Fund	$	$
a. Revenues	$	$
b. Expenditures	$	$
Revenue Funds (water, sewer, etc.)	$	$
a. Revenues	$	$
b. Expenditures	$	$
Outstanding Debt:	$	$
Ad valorem property tax rate (per $100)	$	$
Assessed valuation	$	$
Tax Increment Funds (CRA)	$	$
Total City expenditures (all funds)	$	$

9. Is there an active Capital Improvement Program/Plan? □Yes □No If yes, please describe the primary projects

10. Are any of the Capital Improvement projects in the proposed Local Program Area? □Yes □No If yes, please describe

11. What is the number of and dollar volume of building permits issued by the city in the last year? Number _____ Dollar Value $_____

12. How many financial institutions are in the city? Have any indicated a willingness to support the proposed Apprentice Program? □Yes □No If yes, please describe.

V. THE LOCAL PROGRAM AREA

1. How many blocks are in the proposed Local Program Area?

2. What percentage of the buildings in the proposed Local Program Area are:
   a. Absentee ownership _____%
   b. Local ownership _____%
   c. Public ownership _____%

3. Note the number of buildings in the following condition:
   a. Excellent condition (well maintained) _____
   b. Good condition (maintained) _____
   c. Fair condition (in need of repairs) _____
   d. Poor condition (in need of renovation) _____

4. In the proposed Local Program Area, indicate the number of the following:
   Businesses _____ Employers & employees _____
   Buildings _____ Storefronts _____

5. What is the appraised value of real property within the proposed Local Program Area? (includes property-tax exempt sites)

6. What is the appraised value of real property within the city?

7. What is the assessed tax base of the proposed Local Program Area?

8. What is the assessed tax base of the city?

9. What is the current city millage rate?

10. Note the number of buildings in the proposed Local Program Area in the following categories:

Financial institutions	_____
Restaurants	_____
Department/variety	_____
Grocery	_____
Bars/Lounges	_____
Furniture/furnishings	_____
Auto oriented	_____
Drug Store	_____
Hotel/Motel	_____
Theatres	_____
Antiques	_____
Churches	_____
Warehouses	_____
Residential/apartments	_____
Other service businesses	_____
Other retail	_____
Educational facilities	_____
Professional Offices	_____
Government offices	_____

11. What are the current rents per square foot for commercial space in the proposed Local Program Area?
    a. Average: $_____ per square foot/year
    b. Lowest: $_____ per square foot/year
    c. Highest: $_____ per square foot/year

12. Estimate the percentage of first floor vacancies in the proposed Local Program Area:

13. Estimate the percentage of upper floor vacancies in the proposed Local Program Area:

14. Describe trends in the proposed Local Program Area relating to the economic environment, such as business openings and closings in the past five years.

15. Number of vacant lots in the proposed Local Program Area.

16. Total number of parking spaces (both public and private) in the proposed Local Program Area:

17. Number and location of parks and/or recreation parks in the proposed Local Program Area:

18. What is the average daily traffic count at the 100% corner (main intersection) in the proposed Local Program Area?

VI. THE LOCAL ORGANIZATION

1. Name of organization or agency to administer the Apprentice Program:
   Date established: _____ Size of current membership: _____

2. Attach a copy of the by-laws and Articles of Incorporation

3. Federal Employer Identification (FEID) Number: _____

4. Taxing Status (i.e., 501(c)(3), etc.): _____

5. Has a Main Street Executive Director been hired? □Yes □No If yes, date started?
   - □ Full-time (required for Communities with a population more than 5,000)
   - □ Part-time (Exception: Communities with a population less than 5,000 may employ a part-time Executive Director

6. Executive Director's name: (Attach his/her resume)

7. To whom will the Main Street Executive Director report? What is their title?

8. Why would your city be a successful Main Street community; what are the potential benefits; and the expected impact on the city?

9. To be successful, a Main Street program requires wide community buy-in and support. (a) How have you informed community groups and citizens about the Main Street Program? Explain efforts and responses. (b) Have there been community meetings, visits from other Main Street organizations, field trips to other Main Street communities, education etc. Please include in this section any newspaper articles or supplemental material that support your response. (c) How will the Main Street program continue to generate public awareness and involvement?

10. Who is involved in completing this application and promoting public awareness of the Main Street program? Please list those involved and describe their role in the community.

11. What are the greatest challenges currently facing the proposed Local Program Area?

12. What are the greatest opportunities in the proposed Local Program Area?

13. List the five most important goals for your Local Organization in creating an Apprentice Program.

14. How did you arrive at these goals?

15. List specific activities and projects undertaken in the proposed Local Program Area during the past two years by the private sector, which demonstrate interest and support for revitalization of the proposed Local Program Area. Give a brief description of the scope of these activities, projects or programs and potential impact.

16. Describe sources of funding for necessary operating expenses, program support, additional expenses warranted to sustain the proposed Main Street organization and relevant projects.

17. Describe long-term public and private funding strategies, including anticipated grants, contracts for services, fund raising events, membership dues, etc.

18. Other than funding, describe how the public and private sectors will be involved in the Main Street organization?

REQUIRED ATTACHMENTS

ATTACHMENT A

This section should include the following in the order indicated

1. Google Earth™ or Google™ Maps, outlining the proposed Local Program Area, within the context of downtown, in a scale sufficient to identify streets and cohesiveness.
2. Twenty-five (25) high resolution digital photographs on a flash drive. DO NOT put images in a PowerPoint format. (Refer to "Materials to be Submitted" on page VIII for detailed requirements).
3. Proposed Local Program Area street map that is keyed to the 25 digital photographs.
4. Copy of 25 photographs and keyed description sheet.

ATTACHMENT B

This section should contain the following in the order indicated

1. By-laws for applicant organization.
2. Articles of incorporation for applicant organization or agency (unless a local government).

ATTACHMENT C

This section should contain the following in the order indicated

1. Specific letters and resolutions of partnership commitment from key community organizations, and institutions.
2. General letters of support from merchants, organizations, institutions, citizens, elected officials, etc. Form letters are discouraged, but petitions may be used.

ATTACHMENT D

This section should contain the following in the order indicated

1. Related press clippings.
2. Miscellaneous supporting materials.

ATTACHMENT E

Use the provided Attachment E to create separate budget summaries for each of the first three years of the Apprentice program. Fill in the year (1,2 or 3) and the organization's corresponding fiscal year dates. Attach one completed form for each year as:

1. Year 1 Budget Summary (use provided Attachment E)
2. Year 2 Budget Summary (use provided Attachment E)
3. Year 3 Budget Summary (use provided Attachment E)

ATTACHMENT F

1. Verification for funding from the public and private sectors for the first three years of the Apprentice Program.
2. List of all in-kind services donated to the Apprentice Program (Include letters from individuals and organizations describing what is donated and its fair market value and duration for each in-kind service).

ATTACHMENT G

1. Attach the provided **Attachment G – Funding Certification** to the Application, certifying the availability of full funding for the first three (3) years for the Apprentice Program. The attachment must be complete and signed by the duly authorized individual.

ATTACHMENT H

This section should include the following in the order indicated

1. Attach the provided **Attachment H – Certification of Intent to Hire an Executive Director**. The attachment must be complete and signed by the duly authorized individual.
2. Also attach a copy of the job description, performance evaluation standards and procedures, amount of salary, amount and description of benefits and contract as applicable).

ATTACHMENT I

1. *Attachment I is a copy an official Resolution Authorizing Participation in the Florida Main Street Program from the Local Government. A sample Resolution is provided. Please submit a copy of the actual resolution passed by the local government with all signatures.*

ATTACHMENT J

1. *Attachment J is a summary sheet of the information included in this application.*

NOTE: Application materials submitted become property of Florida Main Street and will not be returned.

ATTACHMENT E – Budget Summary

YEAR #_____ BUDGET SUMMARY xx.xx.xxxx to xx.xx.xxxx (use organization's fiscal year dates)

REVENUE	
City Government	$
CRA Trust Fund	$
County Government	$
Private/Memberships	$
Grants	$
Promotions/Special Events	$
Other Revenue	$
TOTAL INCOME	**$**
EXPENSES	
Executive Director Salary[1]	$
Executive Director FICA	$
Executive Director other benefits	$
Staff Salary	$
Staff FICA	$
Staff other benefits	$
Office operations (computer, printer, supplies, postage, etc.)	$
Rent	$
Utilities	$
Telephone/Internet	$
Memberships[2]	$
Insurance (special events and Directors and Officers liability)	$
Professional Development/Travel (Executive Director is required to attend trainings, quarterly meetings and Florida Main Street Conference)	$
Annual Board Retreat[3]	
Design/Incentive Grants[4]	$
Promotion/Special Events	$
Marketing/Website	
Economic Vitality	
TOTAL EXPENSES	**$**
NET	**$**

[1] In 2022, the average salary for a full-time Florida Main Street Executive Director was $50,000. A part-time Executive Director was $24,000.

[2] National Main Street annual membership is required. (Florida Main Street pays the newly designated Main Street's first year membership in the National Main Street Network).

[3] Board retreats should be an annual expense to accommodate a facilitator in developing a work plan.

[4] Design Grants, such as façade or sign improvement grants are extremely important to Apprentice Programs because they help spur projects and create visibility and awareness of the Apprentice Program.

ATTACHMENT G - Funding Certification

As the duly authorized representative of _____ (name of organization/government), I hereby certify that on _____ (date) _____ (name of organization/government) has $_____ in-hand and $_____ pledged for year one of the Apprentice program's participation in the Florida Main Street Program and that these funds are allocated for this purpose. I further certify that this organization/government has $_____ in-hand and $_____ pledged for three years for the Apprentice Program's participation in the Florida Main Street Program, as indicated in the Budget Summaries included in this application.

_____ _____

Signature of duly authorized representative Date

_____

Printed name and title of duly authorized representative

s. 837.06, Florida Statutes, False official statements -- Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

ATTACHMENT H - Certification of Intent to Hire an Executive Director

As the duly authorized representative of _____
(name of organization/government), I hereby certify that _____
(name of organization/government) agrees to employ a professional Main Street Executive Director for a period of at least three years following execution of a formal Florida Main Street Agreement between the Division of Historical Resources and our agency/organization for participation in the Florida Main Street Program.

NOTE: Communities with more than 5,000 population are required to hire a full-time Executive Director; communities with less than 5,000 population may employ a part-time Executive Director.

_____ _____
Signature of duly authorized representative Date

_____
Printed name and title of duly authorized representative

Attachment I is a Resolution Authorizing Participation in the Florida Main Street Program from the Local Government. The following is a <u>Sample</u> Municipal Resolution. Please submit a copy of the actual resolution passed.

SAMPLE – ATTACHMENT I

A Resolution Authorizing Participation in the
Florida Main Street Program

WHEREAS, the Florida Main Street Program (Program) has been created to assist Florida communities in developing public-private efforts to revitalize their Local Program Areas, and

WHEREAS, the Secretary of State will select a specific number of communities to participate in the Program in the upcoming year based on Department resources.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF _____ that the City hereby endorses submission by _____ of an application to participate in the Program with the specific goal of revitalization within the context of the Main Street Approach.

BE IT FURTHER RESOLVED that the City agrees to financially support this Apprentice Program for at least the first three years and participate in its activities.

APPROVED AND ADOPTED THIS _____ day of _____, 20_____ .

Commissioner, Mayor Name: _____ Vote: _____

Commissioner Name: _____ Vote: _____

Commissioner Name: _____ Vote: _____

Commissioner Name: _____ Vote: _____

Commissioner Name: _____ Vote: _____

Attest: _____

City Clerk: _____

Approved as to legal form: _____, City Attorney

ATTACHMENT J – Application Summary Sheet

Community _____ Category _____

Community Profile

1. City Population	
2. Median Household Income	$
3. Median Age	
4. Unemployment Rate	
5. % of Families Below Poverty Level	%
6. Sales Tax Receipts for City	$
7. Community Redevelopment Agency	Yes/No
8. Date CRA Established	
9. Annual Budget Expenditures of CRA	$
10. Other Downtown Association	Yes/No
11. Local Preservation Organization	Yes/No
12. Local Preservation Ordinance	Yes/No
13. Seasonal Population Peak	

Local Organization

1. Tax Status	
2. Annual Executive Director Salary	$
3. Annual Executive Director Benefits	$
4. Annual Travel Budget	

Local Program Area

1. Number of Blocks	
2. Number of Buildings	
3. Total Square Footage	sq.ft.
4. 1st Floor Vacancy	sq.ft.
5. % Local Ownership	%
6. % Absentee Ownership	%
7. % Public Ownership	%

Age of Buildings (%)

1. Pre-1900	%
2. 1901-1920	%
3. 1921-1940	%
4. 1941-1960	%
5. 1961-1970	%
6. 1971-Present	%

Use of Buildings (%)

1. Owner Occupied	%
2. Renter Occupied	%
3. Vacant	%

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: City Commission

DATE: August 24, 2026

RE: Updates to the St. Augustine Certified Guide handbook and examination

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The City Commission in 2023 updated its tour guide requirements to create a "St. Augustine Certified Guide" program, Article V. of the municipal code. The Commission also directed staff to update the training handbook and examination.

The purpose of the updates is to provide a standard level of understanding of our local history and a baseline of knowledge for any interested St. Augustine Certified Guide operator. The updated *Official Handbook for St. Augustine Certified Guides* will be provided by the city as the study guide to anyone who wishes to take the exam or is required to be certified pursuant to a franchise or other agreement.

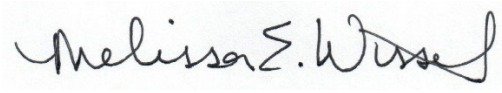
Additionally, as part of its Lifelong Learning program, Flagler College has offered a course that uses the study guide for its textbook. Upon completion of the course, students may choose to take the exam and earn the certificate.

A recent review of the study guide revealed the need for a significant overhaul of the material. Flagler College has offered to assist in updating the study guide and create a new question bank for the exams, at no cost to the City. The materials will be provided to the City without copyright or other proprietary restrictions to the intellectual property.

I have invited, from Flagler College, J. Michael Butler, Ph. D., Kenan Distinguished Professor of History and Humanities Department Chair, and Trevor E. Bryant, PhD, Assistant Professor of History and Director of the Public History Program, to offer remarks regarding the updated handbook and examination question bank.

Please place this on the agenda under Section 7, General Public Presentations.

Respectfully,



Melissa Wissel
Communications Director

FLAGLER COLLEGE — FALL 2026

A NEW ST. AUGUSTINE: REVISING THE CITY TOUR GUIDE HANDBOOK

Name/Contact: Dr. Trevor Bryant; Dr. Michael Butler
tbryant@flagler.edu; mbutler1@flagler.edu
Pronouns: he/him/his
Class time: T/R: 3:30-4:45PM
Class location: Kenan 135
Pre-Req: Instructor Approval
Office/Office Hours: Bryant: Kenan 514 M/W 12-2PM, and by appointment
Butler: Kenan 345 T/TH 1-3 and by appointment
Credit Hours: 3
REQUIRED TEXTS:

- Michael Gannon, *History of Florida*, ISBN 9780813064017 (Hardback or Paperback is acceptable)
- *Official Handbook For Sightseeing Tour Guides & Drivers For Hire*. St. Augustine, FL: City of St. Augustine, 2019 (provided in class)
- *City of St*. Augustine Tour Guide Test (provided in class)

COURSE DESCRIPTION: This advanced public history research seminar is a collaborative project with the City of St. Augustine designed to update the City's Tour Guide Certification Handbook. Through archival and secondary-source research, students will examine the current scholarship on St. Augustine's history, evaluate existing handbook content, and produce historically-grounded, well-documented revisions and new sections to the guidebook. Emphasis is placed on critical analysis of primary and secondary sources, scholarly writing, and the communication of history to public audiences in both oral and written formats.

Under faculty supervision, students will update assigned sections of the handbook for public consumption. They will also write new questions for the tour guide certification exam. The course culminates in a formal presentation of the revised handbook and test questions to the St. Augustine City Council. Pending approval, students' work will become the new, official handbook and exam used as the study guide for the City's tour guide certification. By participating in this project, students will gain practical experience in applied historical research, collaborative authorship, editorial review, and public history while making a meaningful contribution to the interpretation of St. Augustine's past.

.

STUDENT LEARNING OUTCOMES: By the end of this course, students will be able to:

1. Conduct historical research by locating, analyzing, and synthesizing primary and secondary sources to produce historically accurate interpretations of St. Augustine's past.
2. Write for a public audience by creating clear, engaging, and historically grounded handbook content and certification exam questions that communicate complex historical information to non-specialist readers.
3. Edit and revise historical content by critically evaluating existing handbook entries and applying scholarly evidence, editorial standards, and collaborative feedback to improve their accuracy, clarity, and accessibility.

4. Present historical research to a public audience by delivering professional oral presentations that effectively communicate research findings and proposed handbook revisions to community stakeholders.

Course Requirements, Grade Weighting, and Methods of Assessment:
This is an intensive reading and writing course that will require you to attend in-class meetings to discuss your work and to manage a rigorous writing schedule to complete the assignments and deliverables. The first meeting of the week will feature lectures and guest speakers while the second meeting time will be devoted to discussing your research and writing.

- Grant Assignment (15%): Due September 17. Each written assignment should consider the STATE OF FIELD (Existing Handbook), STRENGTHS/GAPS in existing handbook, PROPOSED EDITS they intend to address using specific evidence, and DELIVERABLES (what changes they intend to make to that section).
- Handbook draft (10%): To distinguish between new and existing material, any language from the past handbook should be written in red ink. Students will submit 3-5 key primary documents (the evidence) for their section.
- Test questions (15%)
- Final handbook entry (25%)
- Final presentation (25%)
- Attendance/Participation (10%)

More detailed instructions for each assignment will be posted on our Canvas page in advance of the due date.

Late Work Policy: Due to the nature of this seminar – and the time-sensitive importance of all assignments – late work will NOT be accepted.

Attendance Policy: Students should attend all classes unless there is a reason that both Dr. Butler and Dr. Bryant determine are excused absences. Each unexcused absence will result in a 5-point deduction from the final attendance and participation grade. Students who miss more than **four** classes due to unexcused reasons will be removed from the course.

Citation: The guide and exam will be published by the city of St. Augustine and can be listed as a published work on your CV/Resume. This work is as an edited work and so needs to be formatted in certain ways according to how you are citing it.

The official Chicago bibliography entry for the entire handbook is:

- Butler, J. Michael, and Trevor E. Bryant, eds. *Official Handbook For Sightseeing Tour Guides & Drivers For Hire*. St. Augustine, FL: City of St. Augustine, 2027.

You can list the publication on your CVs/Resumes as:

- Last Name, First Name. Contributing author, *Official Handbook For Sightseeing Tour Guides & Drivers For Hire*. Edited by J. Michael Butler and Trevor E. Bryant. St. Augustine, FL: City of St. Augustine, 2027.

If you would like to add a description under the citation in your CV/Resume, you would write, "I was one of six contributing authors responsible for researching, writing, and revising assigned sections of the handbook and for developing corresponding certification examination questions. The revised edition was prepared in an advanced public history research seminar at Flagler College under the editorial supervision of J. Michael Butler and Trevor E. Bryant. It was published by the city of St. Augustine."

AI Policy: This course requires you to conduct original historical research, analysis, and writing, which means that all submitted work must represent your own intellectual contributions. The research, interpretation, and writing you contribute to the revised handbook and exam must be produced by you and your fellow seminar participants. Submitting work generated by artificial intelligence (AI) tools (including ChatGPT, Claude, Jasper.ai, Elicit, or similar platforms) without prior approval from the instructors constitutes a violation of academic integrity because it misrepresents AI-generated content as the student's own original research, analysis, and writing.

This course differs from a traditional research course in that your work will contribute to a professional public history publication and is in collaboration with the city. The purpose of this project is not only to produce accurate historical content but also to develop your skills as researchers, writers, editors, and public historians. For this reason, AI tools may only be used with prior permission from Dr. Butler and Dr. Bryant. Requests to use AI must clearly explain what tool will be used, when and where it will be used, how it will contribute to the project, and why its use is appropriate.

Any work found to have been generated by AI without explicit permission from the instructors beforehand will receive an automatic zero and will require a meeting with the professor(s) to determine further action under the College's academic integrity policies. The instructors reserve the right to ask students to discuss their submissions, provide research materials or drafts, and explain their writing and revision process when questions arise regarding authorship.

AI detection tools may be used as one source of information when evaluating concerns about submitted work. Yet, conclusions regarding academic integrity will be based on a combination of evidence, including the submitted work, research materials, drafts, and discussion with the student. It is your responsibility to understand and follow this policy and the College's academic integrity guidelines. If you have questions about whether a particular use of AI is permitted, ask the instructors before using the tool.

Canvas Course and Email:
We will use Canvas, the learning management system at Flagler College. The Canvas course will serve as the nexus for submitting assignments, online correspondence, and hosting supplementary reading and digital materials. You should regularly use Canvas. There is a handy app for Android and iPhone available for download.

Should you have any questions about this course or your assignments, contact us via Canvas (preferred) or mbutler1@flagler.edu / TBryant@flagler.edu if needed. While we endeavor to

respond promptly to your requests during normal office hours, our response time at night and on weekends may be slower, including up to the next business day.

Handbook Sections and Student Responsibilities:

- Pre-Columbian/Pre-Historic Period (up to 1492): Trinity Cole
- Exploration Period (1513 to 1565): Antonio Carvahalo
- First Spanish Period (1565 to 1763): Veronica Chavez
- British Period and Second Spanish Period (1763 to 1821): Jules Margot and Ian McCaslin
- U.S. Territorial Period and Early Statehood Period (1821-61): Mia Clark

- U.S. Civil War (1861 to 1865): Ian McCaslin
- Reconstruction (1865 to 1885): Jules Margot
- Flagler Era (1885 to 1913): Veronica Chavez
- The Twentieth Century and City Restoration (1913 - present day): Trinity Cole and Antonio Carvahalo
- Civil Rights and St. Augustine (1960 - present day): Mia Clark

Diversity, Respect and Civility:
Because of the complex historical legacies of the subject matter discussed in this course, we are committed to a learning environment where all students feel comfortable and respected. We endeavor to present materials in a way that does not discriminate, exclude, judge, or demean any persons, beliefs, values, or lifestyles. We expect that you will adhere to this same commitment. Flagler College students are expected to demonstrate civility in their classroom speech and behavior. Civility is defined as courteous behavior, politeness, and the capacity to respectfully disagree. Do note that this policy extends to electronic communications and person-to-person communications, in both campus offices and traditional classrooms. In the case of a suspected case of incivility in the classroom or online, we will contact the Dean of Academic Life and the Vice President of Student Services.

The Statement of Disabilities, Title IX Statement, Notice of Nondiscrimination can be found in the syllabus tab on Canvas.

Syllabus Disclaimer:
We retain the right to modify the course syllabus for any reason throughout the semester. If there is a change to the syllabus during the semester, we will notify the class at least 24 hours in advance of the affected dates/assignments.

COURSE SCHEDULE

UNIT ONE: Learning and Identification

Thursday, August 27:

- Review of Syllabus
- Introductions
- Overview of the course's partnership with the City of St. Augustine

Tuesday, September 1:

- Introduction to public history and the tour guide handbook as a public-history project
- Identifying the needs of a public audience
- Evaluating historical interpretation for accuracy, clarity, and accessibility

Thursday, September 3:

- Assessing existing historical narratives and interpretations
- Identifying strengths, weaknesses, and gaps in the current handbook

Tuesday, September 8:

- Historical research methods for the handbook project
- Identifying appropriate evidence for handbook revisions

Thursday, September 10:

- Research workshop. Individual discussion of assigned handbook sections

Tuesday, September 15:

- Grant assignment workshop
    - Developing a research plan for assigned handbook sections
    - Identifying proposed revisions and the evidence needed to support them

Thursday, September 17:

- Discussion of research plans and proposed handbook revisions
- Transition from project identification to research and writing
- **Grant assignment due (15%)**
    - **Instructions on Canvas**

UNIT TWO: Research and Writing

Tuesday, September 22:

- Begin research for assigned handbook sections
- Writing historical content for a public audience

Thursday, September 24:

- Research workshop

- Evaluating and organizing primary-source evidence
- Individual research and writing consultations

Tuesday, September 29:
- Writing historical content for a public audience cont.

Thursday, October 1:
- Workshop: From research to handbook prose
    - Integrating primary and secondary sources into handbook entries
    - Discussion of documentation and citation

Tuesday, October 6:
- Developing handbook entries
- Identifying material that should be retained, revised, removed, or added
- Individual writing consultations

Thursday, October 8
- Drafting workshop
    - Peer and instructor feedback on handbook sections
    - Preparing evidence and documentation for the handbook draft

Tuesday, October 13:
- FALL BREAK: NO CLASS

Thursday, October 15:
- Handbook draft workshop
    - Revising historical interpretation and organization
    - Preparing the required primary-source evidence

Tuesday, October 20:
- Final preparation of handbook drafts
    - Editing for historical accuracy, clarity, and public accessibility
    - Preparing drafts for submission and class review

Thursday, October 22:
- **Handbook draft due (10%)**
    - Submission of handbook draft and 3–5 key primary documents
    - Introduction to the editing and revision process

UNIT THREE: Editing and Class Presentation

Tuesday, October 27:
- Editorial (RE: Professor) review of handbook drafts

    - Identifying historical inaccuracies, gaps, and opportunities for revision
    - Developing strategies for collaborative editing

Thursday, October 29:

- Revision workshop
    - Improving clarity, organization, and accessibility for a public audience
    - Continued work on handbook entries and certification questions

Tuesday, November 3:

- Reviewing certification examination questions
    - Developing questions from historically significant content
    - Connecting test questions to handbook material

Thursday, November 5:

- Test-question workshop
    - Evaluating questions for accuracy, clarity, and appropriateness
    - Continued revision of handbook entries

Tuesday, November 10:

- Final handbook editing
    - Preparing entries for public presentation
    - Presentation preparation workshop

Thursday, November 12:

- Final presentation preparation
    - Practice presentations and peer feedback
    - Preparing responses to questions from guest reviewers

Tuesday, November 17:

- **In-class presentations**

Thursday, November 19:

- **In-class presentations**

Tuesday, November 24:

- **In-class presentations**

Thursday, November 26:

- THANKSGIVING BREAK: NO CLASS
- Students will complete final revisions based on class and instructor feedback

Tuesday, December 1:

- Final editorial review and submission

- **All guidebook entries due (25%)**

Thursday, December 3:

- **All test questions due (15%)**
    - Final review of certification examination questions
    - Preparation for City Commission presentation

Dec. 8:

- Final revisions and submission for handbook as directed by the instructors

Monday, December,14:

- **St. Augustine City Commission presentation (25%)**
    - Formal presentation of the revised handbook and certification examination questions to the City of St. Augustine

Student Acknowledgement:

This course involves a collaborative partnership with the City of St. Augustine and requires students to contribute original research, writing, and editorial work. By signing below, you acknowledge that you have reviewed and agree to the terms, expectations, and requirements outlined in this syllabus, including the standards for research, writing, collaboration, academic integrity, professional conduct, and timely submission of course assignments according to the deadlines listed in the course schedule. Your signature confirms your understanding of the responsibilities associated with participating in this project before beginning coursework.

Student Signature: _____

Date (mm/dd/yyyy): _____

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: August 11, 2026

RE: **ORDINANCE 2026-20 REQUIRING A UNANIMOUS VOTE FOR CHANGES TO CONSERVATION LANDS**

Enclosed please find Ordinance 2026-20 requiring a unanimous vote for intensification of uses on city-owned conservation lands, or when removing lands from conservation designation. This proposed ordinance was requested by Vice-Mayor Blonder at the July 27th, 2026 meeting with consensus of the Commission. A map showing possible properties that would come under these new provisions is included.

Please place Ordinance 2026-20 on the regular agenda for second reading and public hearing at the August 24, 2026 City Commission meeting.

Thank you.

Isabelle C. Lopez
City Attorney

/sl
Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Darlene Galambos, City Clerk

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. 2026-20

AN ORDINANCE OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, CREATING ARTICLE V, DIVISION 2, SECTION 5.24, OF THE CHARTER OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR A UNANIMOUS VOTE OF THE CITY COMMISSION FOR ANY PROPOSITION TO INTENSIFY THE USES OF CITY OWNED CONSERVATION LANDS OR TO REDUCE THE SIZE OF CITY OWNED CONSERVATION LANDS; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR 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:
  a. 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;
  b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  c. Sections 190.005 and 190.046, relating to statutory Community Development Districts;
  d. Section 553.73, relating to the Florida Building Code; or
  e. 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):**

   THE PROPOSED ORDINANCE CREATES A HIGHER THRESHOLD OF SUPPORT FOR CHANGES TO THE INTENSITY OF USES ALLOWED ON CITY-OWNED CONSERVATION LANDS OR CHANGES TO THE SIZE OF THE PROPERTY DEDICATED TO CONSERVATION. THE CITY COMMISSION MUST APPROVE SUCH A MEASURE BY A UNANIMOUS VOTE. THIS PROPOSED ORDINANCE SERVES A PUBLIC PURPOSE BY PROMOTING THE PUBLIC HEALTH, SAFETY, MORALS AND WELFARE OF RESIDENTS OF THE CITY BY PRESERVING CONSERVATION LANDS.

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 PROPOSED ORDINANCE HAS NO IMPACT ON PRIVATE BUSINESSES IN THE CITY AS IT ONLY APPLIES TO CITY-OWNED CONSERVATION LANDS.

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):**

   SEE THE RECORD OF THE HEARING.

ORDINANCE NO. 2026-20

AN ORDINANCE OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, CREATING ARTICLE V, DIVISION 2, SECTION 5.24, OF THE CHARTER OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR A UNANIMOUS VOTE OF THE CITY COMMISSION FOR ANY PROPOSITION TO INTENSIFY THE USES OF CITY OWNED CONSERVATION LANDS OR TO REDUCE THE SIZE OF CITY OWNED CONSERVATION LANDS; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the City of St. Augustine has acquired parcels of property through a conservation land acquisition program, or through other means over time; and,

WHEREAS, the citizens of the City of St. Augustine have voiced support for the perpetual preservation of park or conservation lands at public meetings; and,

WHEREAS, the City of St. Augustine is limited in size and mostly developed through its long history, therefore wilderness or conservation areas are at a premium and difficult to replace; and,

WHEREAS, the provision for a supramajority vote achieves the appropriate balance of preservation of conservation lands while maintaining local control; and,

WHEREAS, the City Commission finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted consistent with the requirements of § 166.021(4), Florida Statutes.

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

Section 1. Charter Article V., Division 2, Section 5.24 is hereby created, as follows:

" **Sec. 5.24.-- Unanimous vote requirement.** A proposition affecting municipal property designated for conservation purposes must be approved by a unanimous vote of the city commission if the proposition would have the effect of intensifying the uses allowed on the conservation property or reducing the area of land designated for conservation. Municipal conservation property that is already encumbered by a recorded covenant and restriction, reservation, reverter, conservation easement, or other similar terms and conditions, is exempt from this provision. Activities and improvements consistent with public lands conservation best management practices such as, but not limited to, eradication of invasive species, restoration of ecosystems, re-vegetation and tree planting, trails and elevated boardwalks, wayfinding and interpretative signage or kiosks, benches,

receptacles, restrooms, fencing, and stabilized parking are not considered intensification of uses as described in this section."

Section 2. Inclusion in Charter. The City Commission intends that the provisions of this ordinance shall become and shall be made part of the Charter of the City of St. Augustine, that the sections of this ordinance may be renumbered or re-lettered and that the word ordinance may be changed to section, article or other such appropriate word or phrase in order to accomplish such intentions.

Section 3. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase, word, or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 5. Effective Date. This Ordinance shall become effective ten (10) days after passage, pursuant to § 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)

COSA-OWNED PROPERTIES – POSSIBLE CONSERVATION PROPERTIES FOR PROPOSED CHARTER AMENDMENT

Avery Street/Theodore Street – City has applied for Florida Communities Trust Funding. If awarded, this property will be encumbered by a Dedication to Public Use and a Declaration of Restrictive Covenants.
11.39 ac.

Fish Island Preserve Inholding
2.67 ac.

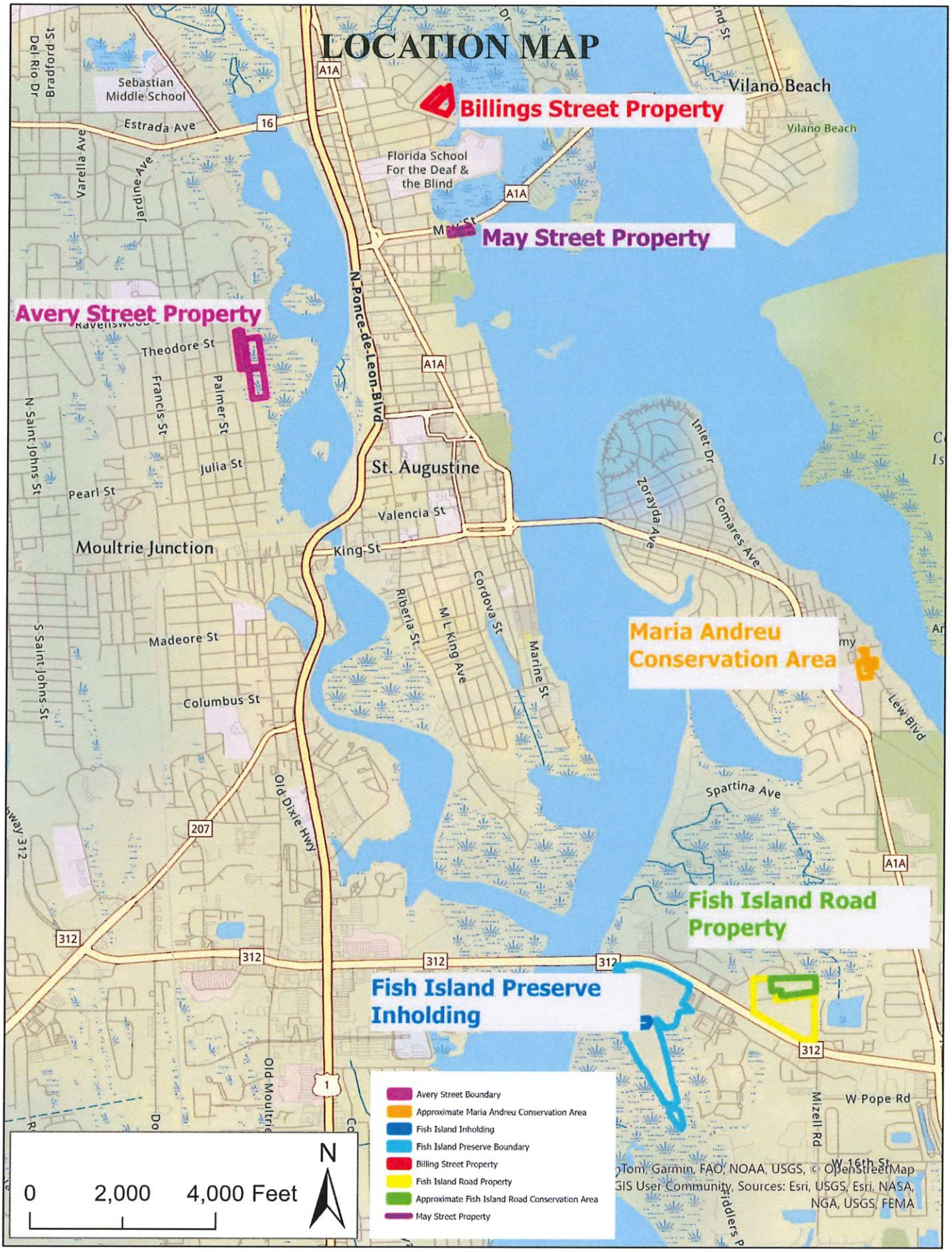
Billings St. Property (100 Acre Marsh Property)
4.56 ac.

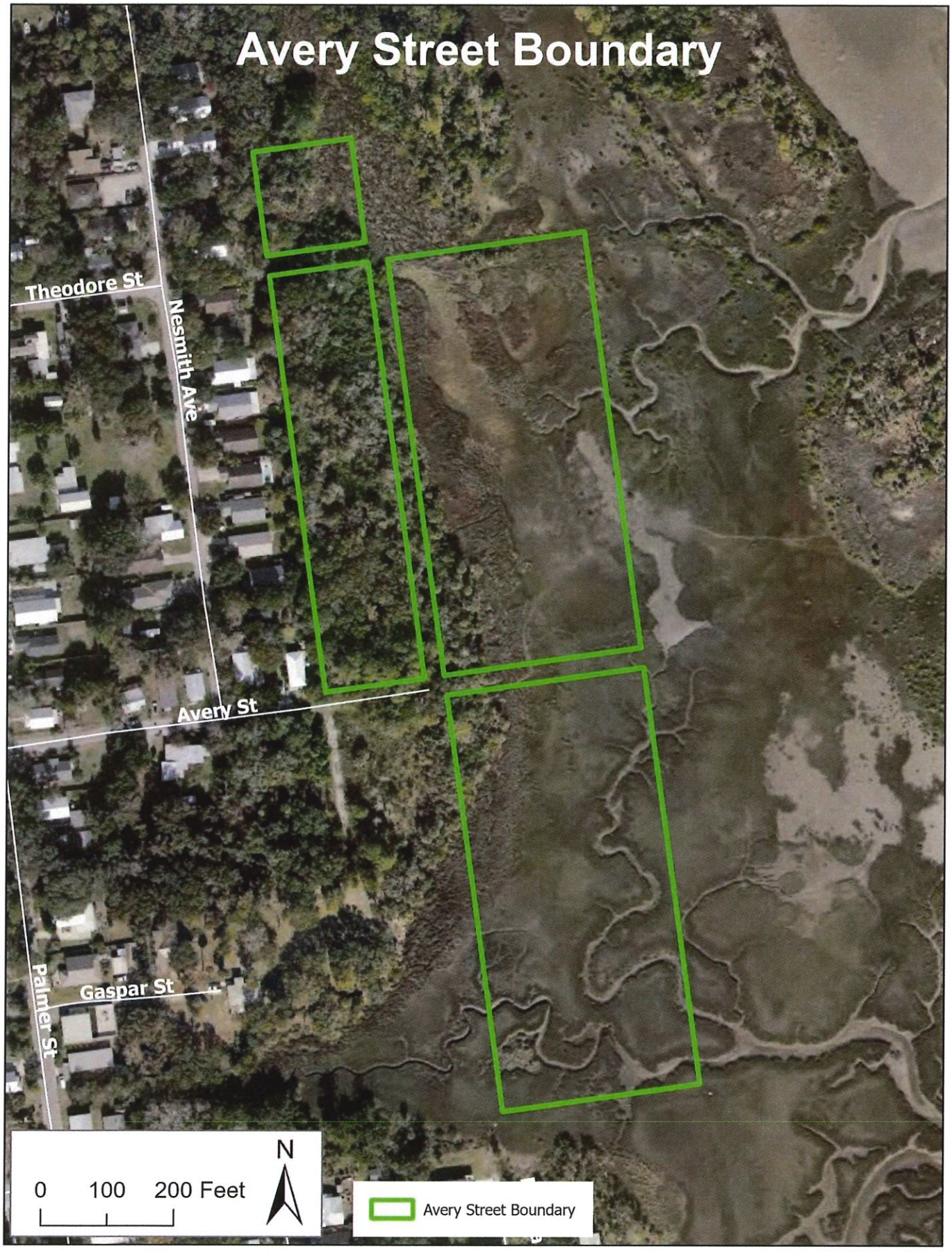
Maria Andreu Conservation Area at Lighthouse Park – portions of the maritime hammock that are of good quality.
Approximately 2.2 ac. – There should be some title work done to ensure exactly what the city owns.

Fish Island Road Property (Stone Cutters Creek Park) – Part of property that wasn't part of the municipal dump and wastewater treatment plant #2.

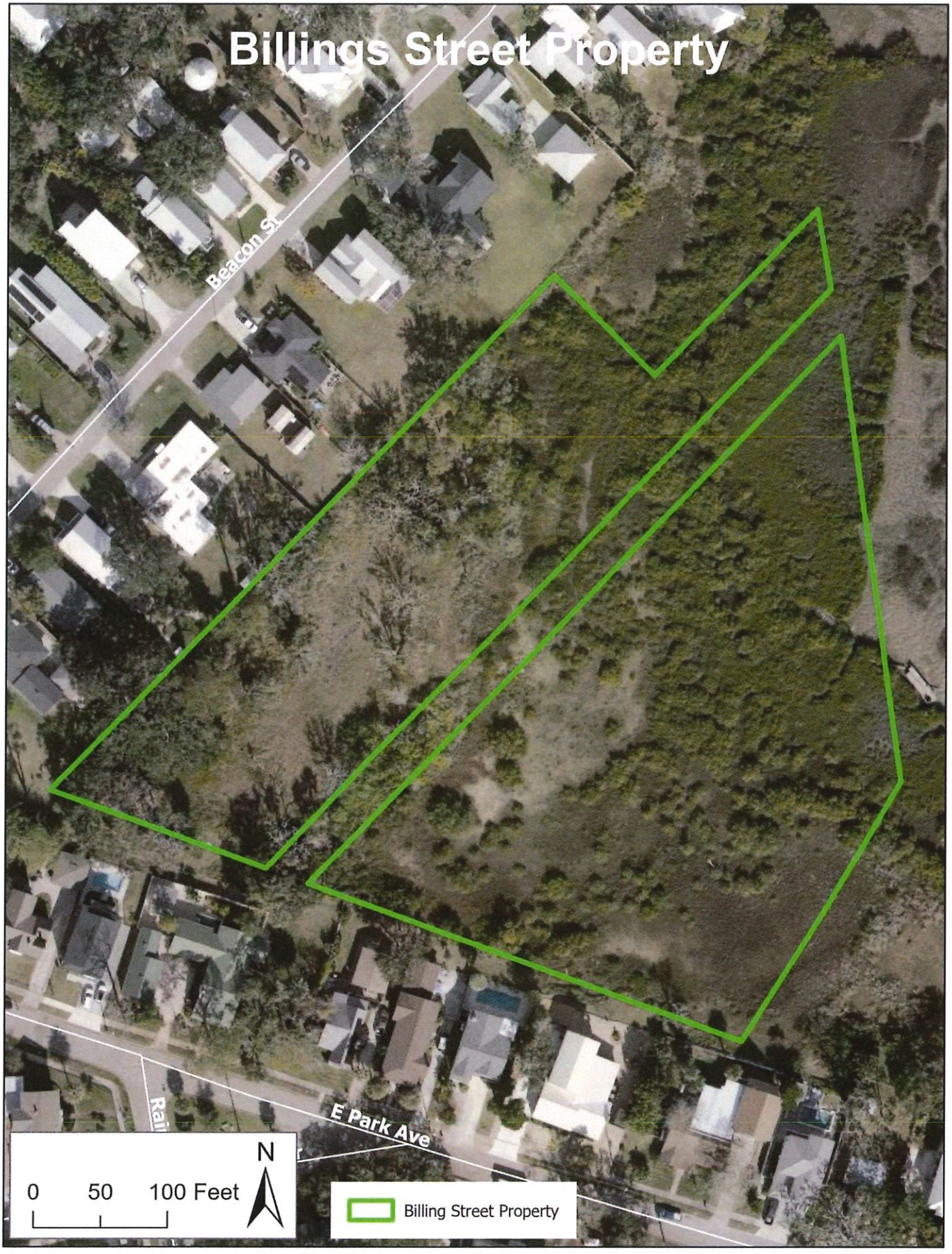
Approximately 7.2 ac. without ponds and 15.8 ac. with ponds.

May Street at Hospital Creek – High value, deep water shoreline
1.18 ac.


LOCATION MAP
Billings Street Property
May Street Property
Avery Street Property
Maria Andreu Conservation Area
Fish Island Road Property
Fish Island Preserve Inholding
Sebastian Middle School
Estrada Ave
Florida School For the Deaf & the Blind
Vilano Beach
Varella Ave
Jardine Ave
N Ponce de Leon Blvd
Theodore St
Francis St
Palmer St
Julia St
Pearl St
N Saint Johns St
S Saint Johns St
St. Augustine
Moultrie Junction
Valencia St
King St
Madeore St
Columbus St
Riberia St
M L King Ave
Cordova St
Marine St
Inlet Dr
Zorayda Ave
Comares Ave
Lew Blvd
Spartina Ave
Old Dixie Hwy
Old Moultrie
Mizell Rd
W Pope Rd
W 16th St
A1A
16
207
312
1
Avery Street Boundary
Approximate Maria Andreu Conservation Area
Fish Island Inholding
Fish Island Preserve Boundary
Billing Street Property
Fish Island Road Property
Approximate Fish Island Road Conservation Area
May Street Property
N
0
2,000
4,000 Feet
Tom, Garmin, FAO, NOAA, USGS, © OpenStreetMap
GIS User Community, Sources: Esri, USGS, Esri, NASA, NGA, USGS, FEMA


Avery Street Boundary
Theodore St
Nesmith Ave
Avery St
Gaspar St
Palmer St
0 100 200 Feet
N
Avery Street Boundary

Fish Island Preserve Inholding
C.R. Road 312
Marina Cove Dr
Plantation Island Dr S
Plantation Island Dr S
Harbour Cay Way
Harbour Vista Cir
Sunset Cir N
Sunset Pt
0
250
500 Feet
N
Fish Island Inholding
Fish Island Preserve Boundary


Billings Street Property
Beacon St
E Park Ave
N
0
50
100 Feet
Billing Street Property

Maria Andreu Conservation area
Ocean Vista Ave
Santa Monica Ave
Red Cox Dr
Lew Blvd
Altadena Ave
N
0
50
100 Feet
Approximate Maria Andreu Conservation Area

Fish Island Road Property
(Stone Cutters Creek Park)
E Marina Cove Dr
Fish Island Dr
Bird Island Dr
Fish Island Rd
Mizell Rd
Anastasia Lakes Dr
Anastasia Lakes Dr
State Road 312
Islander Dr
Plantation Island Dr S
N
0 100 200 Feet
Fish Island Road Property
Approximate Fish Island Road Conservation Area

May Street Property
0
50
100 Feet
N
May Street Property

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: August 12, 2026

RE: **ORDINANCE 2026-21: AMENDMENTS TO REORGANIZATION MEETING**

Enclosed please find Ordinance 2026-21 amending the start time and providing for flexibility in location within the city limits for the first December City Commission meeting following each regular municipal election. Per the direction of the City Commission at the August 10, 2026 meeting, the location of the meeting will be at City Hall but could be held anywhere in the city that complies with Sunshine Law, and the start time is changed to 5:00pm.

Please place Ordinance 2026-21 on the regular agenda for first reading at the August 24, 2026 City Commission meeting.

Thank you.

Isabelle C. Lopez
City Attorney

/sl
Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Darlene Galambos, City Clerk

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. 2026-21

AN ORDINANCE OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, AMENDING ARTICLE V, DIVISION 1, SECTION 5.02, OF THE CHARTER OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR AN AMENDED START TIME AND FLEXIBILITY IN LOCATION WITHIN THE CITY LIMITS FOR THE FIRST DECEMBER CITY COMMISSION MEETING FOLLOWING EACH REGULAR MUNICIPAL ELECTION; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR 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:
  a. 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;
  b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;
  c. Sections 190.005 and 190.046, relating to statutory Community Development Districts;
  d. Section 553.73, relating to the Florida Building Code; or
  e. 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):**

   THE PROPOSED ORDINANCE AMENDS THE START TIME AND PROVIDES FLEXIBILITY IN LOCATION WITHIN THE CITY LIMITS FOR OF THE CITY'S REORGANIZATION MEETING HELD THE FIRST MONDAY IN DECEMBER FOLLOWING EACH REGULAR MUNICIPAL ELECTION. THIS PROPOSED ORDINANCE SERVES A PUBLIC PURPOSE BY PROMOTING THE PUBLIC HEALTH, SAFETY, MORALS AND WELFARE OF RESIDENTS OF THE CITY.

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):**

   SEE THE RECORD OF THE HEARING.

ORDINANCE NO. 2026-21

AN ORDINANCE OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, AMENDING ARTICLE V, DIVISION 1, SECTION 5.02, OF THE CHARTER OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR AN AMENDED START TIME AND FLEXIBILITY IN LOCATION WITHIN THE CITY LIMITS FOR THE FIRST DECEMBER CITY COMMISSION MEETING FOLLOWING EACH REGULAR MUNICIPAL ELECTION; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, the City's reorganization meeting is currently held at 7:30 p.m. on the first Monday in December following each regular municipal election; and,

WHEREAS, the City's annual Nights of Lights is active by the first Monday of December, meaning that evening holiday tours, holiday events, and crowds will be in the city vying for parking spaces; and,

WHEREAS, a 5:00 p.m. start time is more consistent with regular City Commission meetings and less disruptive for necessary support staff than a 7:30 p.m. meeting start time; and,

WHEREAS, at its regular meeting on August 10, 2026, the City Commission was presented with options to provide flexibility in location and potentially change the start time of the reorganization meeting with the consensus being to move the start time to 5:00 p.m.; and,

WHEREAS, the City Commission finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted consistent with the requirements of § 166.021(4), Florida Statutes.

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

Section 1. Charter Article V., Division 1, Section 5.02 is hereby amended, as follows:

"**Sec. 5.02. - Regular meetings.**

At ~~7:30~~5:00 p.m. on the first Monday in December, ~~1988~~2026, and thereafter at ~~7:30~~5:00 p.m. on the first Monday in December following each regular municipal election, the city commission shall meet at City Hall, or at any location within the municipal boundaries of the City of St. Augustine consistent with Florida's Government in the Sunshine Law,~~the usual place for holding the meetings of the legislative body of the city~~, at which time the newly elected commissioners shall assume the duties of office. Thereafter, the city commission shall meet at such time as may be prescribed by ordinance or resolution,

except that it shall meet regularly not less than once each month, unless such meeting is impracticable due to a federal, state, or local declaration of a state of emergency."

Section 2. Inclusion in Charter. The City Commission intends that the provisions of this ordinance shall become and shall be made part of the Charter of the City of St. Augustine, that the sections of this ordinance may be renumbered or re-lettered and that the word ordinance may be changed to section, article or other such appropriate word or phrase in order to accomplish such intentions.

Section 3. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase, word, or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 5. Effective Date. This Ordinance shall become effective ten (10) days after passage, pursuant to § 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

M E M O R A N D U M

TO: David Birchim, AICP
City Manager

DATE: August 13, 2026

RE: Item for the August 24, 2026, City Commission Meeting
Resolution 2026-26 Adopting Events Manual, Establishing Fees, and Setting Dates

By means of this memorandum, staff is requesting consideration of Resolution 2026-26, a resolution updating the City's policies governing special events held on public property and formally adopting the Terms of Use for Public Property Events Manual and fee schedule as Exhibit "A" to the resolution.

The proposed resolution repeals prior Resolution Nos. 2018-13 and 2019-29 and consolidates the City's current special event policies into an updated framework intended to address event scheduling, mobility, public safety, venue capacity, City resource demands, and impacts associated with large-scale events and street closures.

Among other provisions, the resolution establishes limitations and block-out periods for events at Francis Field; maintains certain protections for historically established multi-day events; establishes parameters for events at the Plaza de la Constitución Gazebo and events requiring roadway closures; provides requirements for shuttles, parking, and traffic-management support for qualifying events; establishes updated event use fees; and provides administrative procedures for permit decisions and appeals.

The resolution also recognizes the impact that large-scale and closely scheduled events can have on residents, mobility, emergency response time, parking availability, City staffing, landscaped infrastructure, and businesses, particularly during periods of peak visitation. The proposed policies are intended to balance the City's continued support of special events with its responsibility to manage public spaces, maintain public safety, and protect the quality of life of our residents.

The Manual provides the administrative and operational requirements that govern the application, review, permitting, coordination, and management of special events utilizing City property and public rights-of-way. The resolution authorizes the City Manager or their designee to revise the Manual as operational needs evolve, subject to the City Charter and Municipal Code.

The proposed resolution has an effective date of October 1, 2026, which will allow staff time to communicate the updated requirements to event organizers, implement the revised administrative procedures, and provide consistency with the annual fee adoption schedule.

Attached are Resolution 2026-26 and accompanying Exhibit "A" Terms of Use for Public Property Events Manual, for your review. 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, MPA, PMP
Director, Community Services

Attachments: Resolution 2026-26
-
Copy: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, PE, Assistant City Manager
Isabelle Lopez, City Attorney

RESOLUTION 2026-26

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, REPEALING RESOLUTION NOS. 2018-13 AND 2019-29; ESTABLISHING LIMITS ON THE NUMBER OF SPECIAL EVENTS HELD DURING CERTAIN TIMES AND ESTABLISHING FEES FOR THE USE OF PUBLIC PROPERTY FOR EVENTS.

WHEREAS, special events have long been a part of the cultural environment of the City of St. Augustine, which includes annual parades, festivals, art shows and musical performances; and

WHEREAS, the City supports a wide variety of special events by making venues available that include Francis Field, the Gazebo in the Plaza de la Constitución, the Municipal Marina, Lightner Courtyard and rights-of-way throughout the City; and

WHEREAS, the City Commission has determined that, from time to time, fees and charges for the use of public property and related Special Event Permit services may be established by resolution and set forth in Appendix A of the Terms of Use for Public Property Events Manual; and

WHEREAS, the City Commission continues its commitment to support solutions to mobility issues through budgetary and staff support; and

WHEREAS, St. Augustine's ever-increasing popularity as a year-round visitor destination contributes to the City’s mobility issues, especially during identifiable peak periods of increased visitation and related traffic; and

WHEREAS, major events on Francis Field that are scheduled during times of peak visitation exacerbate mobility challenges by drawing additional traffic to the City’s downtown; and

WHEREAS, street closures and the elimination of parking required to support events in the right-of-way have an adverse impact on commerce by reducing the availability of parking because businesses in the historic core are not required by code to provide parking for clients, customers or employees; and

WHEREAS, traffic congestion caused by special events with a large number of attendees being held during peak visitation and street closures implemented in support of events in the right-

of-way are known to diminish the response time of emergency response vehicles thus posing a threat to maintaining public safety; and

WHEREAS, multiple events held in the same area in a short period of time that draw large numbers of attendees have an adverse impact on City's landscaped infrastructure especially during growing seasons; and

WHEREAS, multiple events held in a short period of time which often include Sundays and holidays, increase the strain on City support services, including staffing by Public Works, General Services, and the Police Department; and

WHEREAS, the Historic Downtown Parking Facility, the City's only large-scale parking facility, reaches capacity multiple times on consecutive days when large events are held during periods of peak visitation, which contributes to the congestion of traffic on City streets; and

WHEREAS, the Historic Downtown Parking Facility serves the City's franchised tour vehicles as a pick-up and drop-off location and increased congestion at peak times disrupts the schedules of these operators who have leased space from the City; and

WHEREAS, the City Commission has expressed the prohibition of events on consecutive weekends, except during March and April and then only for events that were held between October 1, 2016, and September 30, 2017; and

WHEREAS, the addition of other large-scale events has increased demand on Francis Field and City resources, making it necessary to establish additional block-out periods to preserve venue availability, support public safety, and minimize impacts on mobility; and

WHEREAS, residents and businesses in the City have consistently identified quality of life as a core value and identified mobility issues as being a primary challenge to that core value; and

WHEREAS, the City Commission has expressed a desire to initiate mitigation of some of these issues by restricting the time, place and manner of special events.

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

Section 1. The Terms of Use for Public Property Manual Events Manual, published by the City of St. Augustine Community Services Department, dated October 1, 2026, is hereby adopted and incorporated by reference and is attached hereto as Exhibit "A". The City Manager or his or her designee may revise the manual, and any successor manual will be incorporated by reference upon adoption by publication, and repeal and replace all prior manuals. The City Charter and Code of Ordinances will prevail, to the extent that there is a conflict with the Terms of Use for Public Property Events Manual.

Section 2. Upon the effective date of this Resolution, no multi-day event will be permitted on Francis Field, except those events held between October 1, 2016, and September 30, 2017, or events approved by the City Commission at its Regular Meeting on February 23, 2026, for dates occurring annually during the month of May.

Section 3. Upon the effective date of this Resolution, no event will be scheduled on Francis Field during the designated block-out periods, except for events held between October 1, 2016, and September 30, 2017.

Section 4. Upon the effective date of this Resolution, no event will be scheduled on Francis Field during the month of May, except those events approved by the City Commission at its Regular Meeting on February 23, 2026.

Section 5. Upon the effective date of this Resolution, Francis Field may not be used for events on consecutive weekends except during March and April and then only for events that were held between October 1, 2016, and September 30, 2017.

Section 6. Block-out periods will be defined as:

- The months of March, April, and May;
- The Saturday before Thanksgiving through January 31 of the following year;
- Friday, Saturday, Sunday and Monday of weekends with a federal Monday holiday, including Martin Luther King Jr. Day, Presidents Day, Memorial Day, Labor Day, and Columbus Day;
- Independence Day and the day before and after; July 3, 4 and 5;
- The day of and two (2) days prior to the Daytona 500.

Section 7. Upon the effective date of this Resolution, no event will be scheduled on Francis Field during a festival or fair anticipated to draw large crowds within the municipal boundaries of the City, except as approved by City Administration.

Section 8. Upon the effective date of this Resolution, no event will be permitted in the Gazebo in the Plaza de la Constitución which lasts longer that two (2) hours except those which were held between October 1, 2016, and September 30, 2017.

Section 9. Upon the effective date of this Resolution, no more than one (1) event will be permitted at the Gazebo in the Plaza de la Constitución within any thirty (30) day period for the same applicant or organization. Exceptions may be approved by City Administration based on event type, scheduling availability, seasonal demand, including the Night of Lights season, or other operational considerations.

Section 10. Upon the effective date of this Resolution, no event will be permitted that requires the closing of a street and/or interruption of traffic for more than two (2) hours except those which were held between October 1, 2016, and September 30, 2017.

Section 11. For events using the City's streets, excluding events using only sidewalks, in the area bounded by Matanzas Bay, Bridge Street, Ponce de Leon Boulevard, and Grove Avenue and events affecting Florida Department of Transportation-maintained roads for more than 15 minutes except those which were held between October 1, 2016, and September 30, 2017:

- Athletic events may only be held on Saturdays or Sundays, and events may begin as early as 6:00 a.m. and must conclude no later than 10:00 a.m. on Saturdays and 12:00 p.m. on Sundays;
- Athletic events held on Sunday are limited to two (2) Sundays per calendar year, total whether or not the two (2) events are organized by one or more organizations; and
- Parades events may start as early as 9:00 am and must conclude by 11:00 pm on weekdays and Saturdays; and
- Road closures requiring a FDOT permit are not permitted on consecutive days, except as approved by City Administration.

Section 12. Events on Francis Field or in the City's public right-of-way, excluding events using only sidewalks, will be required to provide shuttle service when the event has historically required two (2) Historic Downtown Parking Facility closures lasting more than eight (8) hours or three (3) Historic Downtown Parking Facility closures, regardless of event duration. Additional shuttle services may be required as determined by the City's Mobility Manager. Such events are responsible for mitigating traffic congestion caused by the event and:

- Provide satellite parking for event volunteers and vendors;
- Provide funding support for a City-operated parking and transit plan that may include operation of a park-and-ride shuttle system; and
- Fund all traffic management costs associated with the event.

Section 13. Upon the effective date of this Resolution, the following fees are established. These fees do not preclude payment for City provided support services or the standard permit fees of $50 or the $75 for all parades and processions.

- Tier A events on Francis Field (up to four (4) hours) will pay a use fee of $300;
- Tier B events on Francis Field (more than four (4) hours and up to eight (8) hours) will pay a use fee of $750 per event day;
- Tier C events on Francis Field (more than eight (8) hours) will pay a use fee of $1,500 per event day;
- Shoulder days, defined as approved move-in and move-out days for Tier B and Tier C events, will be assessed a use fee of $500 per day; and
- Events using the City's public right-of-way, excluding events using only sidewalks, will pay a permit fee ranging from $50 to $150, as established by the City Fee Schedule.

Section 14. The City Fire Marshal will determine the maximum occupancy for events on Francis Field by calculating the open space of the site, excluding all permanent or temporary infrastructures (i.e. stage, exhibits, dumpsters, portable restrooms, etc.) allowing a minimum of seven (7) square feet per person. The maximum occupancy will include all persons (i.e. event attendees, event support personnel, vendors, etc.). The event organizer will be responsible for ensuring that the maximum occupancy is not exceeded at any time during the event.

Section 15. Nothing in this resolution is intended to restrict the First Amendment right of freedom of expression nor to place an undue burden on activities organized by or participated in

by indigents. The City shall provide a process and forms for use of right-of-way for First Amendment activities including indigency protections.

Section 16. All decisions regarding the approval or denial of a Special Event Permit application pursuant to this Resolution shall be conveyed in writing to the applicant within thirty (30) days of the submission of a completed application. The City may refuse to issue, reissue, or revoke a Special Event Permit for failure to comply with this Resolution, the Terms of Use for Public Property Events Manual, or applicable federal, state, county, or City laws and ordinances.

Section 17. An applicant may appeal a decision of the Events Division by submitting a written appeal to the City Manager or the City Manager's designee within fifteen (15) days of the decision. A decision on the appeal will be rendered within five (5) days of receipt of a completed appeal request. The decision of the City Manager or the City Manager's designee shall constitute the final administrative appeal.

Section 18. This Resolution will take effect on October 1, 2026.

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

ATTEST:

_____
Nancy Sikes-Kline, Mayor-Commissioner

_____
Darlene Galambos, City Clerk
(SEAL)

Exhibit A

CITY OF ST. AUGUSTINE

TERMS OF USE FOR PUBLIC PROPERTY EVENTS MANUAL

CITY OF ST AUGUSTINE™
EST. 1565

Adopted FY 2026

City of St. Augustine Terms of Use for Public Property Events Manual

Community Services Department, Events Division

75 King Street

St. Augustine, FL 32084

Phone: (904) 825-1004

Email: events@citystaug.com

City of St. Augustine

David Birchim, AICP, City Manager

Reuben Franklin, P.E., Asst. City Manager

Meredith Breidenstein, CPA, Asst. City Manager

Jaime D. Perkins, MPA, FRA-RA, Community Services Director

City Commission

The City of St. Augustine is governed by a five-member City Commission:

Nancy Sikes-Kline, Mayor

Barbara Blonder, Vice Mayor

Cynthia Garris, Commissioner

Jim Springfield, Commissioner

Jon DePreter, Commissioner

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Introduction

Purpose

The purpose of this manual is to provide guidance for individuals and organizations planning special events on City-owned property and within public right-of-way in the City of St. Augustine. It outlines the Special Event Permit process, venue information, operational requirements, City services, applicable fees, and event policies to assist organizers in planning safe, successful, and well-coordinated events.

This manual serves as a resource throughout the event planning process and should be used in conjunction with the City of St. Augustine Code of Ordinances and all applicable local, state, and federal laws and regulations.

Nothing herein is intended to modify any existing provision of the City Code. All terms and conditions of these event regulations and permitting requirements shall be interpreted to complement the City Code.

Authority

The City of St. Augustine regulates the use of City-owned venues and public right-of-way for special events. This manual establishes the policies, procedures, and operational requirements for obtaining a Special Event Permit and coordinating events held on City-owned venues or within the public right-of-way.

Event organizers are responsible for complying with all applicable City ordinances, policies, permit requirements, and local, state, and federal laws. Approval of a Special Event Permit does not relieve the event organizer of the responsibility to obtain any additional permits, licenses, or approvals required by other City departments or outside agencies.

Contact Information

The Community Services Department, Events Division facilitates the Special Event Permit process, issues Special Event Permits, and coordinates the use of City-owned venues and public right-of-way for special events.

For information regarding special events, venue availability, or the Special Event Permit process, please contact:

Community Services Department
Events Division
Email: events@citystaug.com
Phone: (904) 825-1004

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Special Event Permit Process

When is a Special Event Permit Required?

A Special Event Permit is required for events held on City-owned venues, within the public right-of-way, or for events that require City services.

A Special Event Permit is required for events held at the following City-owned venues, as well as other City-owned event venues that may become available:

- Francis Field
- Plaza de la Constitución Gazebo
- Eddie Vickers Park Community Event Lawn
- Eddie Vickers Park Gazebo
- St. Augustine Municipal Marina
- Lightner Courtyard

A Special Event Permit is also required for events occurring within the public right-of-way, including, but not limited to:

- Athletic events
- Parades
- Processions
- Street events & parties
- Walks (e.g. Fun Run)

In addition, a Special Event Permit may be required for events or demonstrations that require City services, including law enforcement, traffic control, road closures, sanitation services, or other City support.

Staff review of the proposed event will determine whether a Special Event Permit is required.

Note: Events held at the Eddie Vickers Park Gazebo and the Lightner Courtyard follow different application procedures. Please refer to the applicable venue section for additional information.

Application Process

Before submitting a Special Event Permit application, event organizers must verify the availability of the requested venue and event date by reviewing the City's Events Calendar or by contacting the Events Division. The Events Calendar is available at: https://www.citystaug.com/280/Events-and-Venues.

All Special Event Permit applications must be submitted online and are subject to a non-refundable application review fee. Applications will not be reviewed until the application review fee has been paid.

The Events Division will review each application for completeness. Once complete, the application will be distributed to the appropriate City departments for review and comment. During

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this process, departments may request additional information, identify required operational conditions and City services, or recommend modifications necessary to support the event.

If determined necessary during the departmental review process, the event organizer may be required to attend an Event Review Committee meeting to discuss the proposed event and any operational requirements.

If the event is recommended for approval, the Events & Venue Coordinator will prepare an Event Review Report outlining the approved event details and required City services. The report will be forwarded to the Community Services Director and then to the City Manager for final approval. Upon approval, and after payment of any required deposit, a Special Event Permit will be issued.

Venue Lease Agreements

Certain venues require the execution of a venue-specific lease, license, or rental agreement in addition to the issuance of a Special Event Permit. Applicable lease agreements are provided in **Appendix H** and must be completed prior to the event, when required.

Event Review Committee

The Event Review Committee (ERC) is an interdepartmental committee that reviews events requiring coordination among multiple City departments. The committee evaluates the proposed event, reviews the site plan and operational details, and identifies any City services or operational requirements necessary to support the event.

The ERC is chaired by the Events and Venue Coordinator and includes representatives from:

- Police Department
- Fire Department
- General Services Department
- Mobility Division
- Planning and Building Department
- Public Works Department

Only complete applications are eligible for ERC review. Incomplete applications may delay the review process and the issuance of a Special Event Permit.

Timelines & Deadlines

To ensure adequate time for review, coordination, and approval, event organizers must submit Special Event Permit applications within the timeframes listed below. Applications submitted after the applicable deadline may be denied if there is insufficient time to complete the required review process.

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Reservation Window

Reservations for City-owned venues and public right-of-way are accepted no more than one (1) calendar year prior to the proposed event date. City Administration may modify this reservation window due to maintenance, construction, or other administrative needs.

Submission of a completed Special Event Permit application places a temporary hold on the City's events calendar for the requested date and location while the application is under review. If the application is approved, the event organizer will be notified of any required deposit. When applicable, the deposit must be paid before the reservation is confirmed and a Special Event Permit is issued.

Applicants are encouraged to submit applications as early as possible, particularly for large-scale events, first-time events, or events involving road closures, alcohol service, or amplified sound. Early submission allows sufficient time for departmental review, public safety planning, and any required revisions.

Minimum Application Deadlines

Event Type	**Minimum Application Deadline**
Francis Field	At least **6 months** prior to the event
Eddie Vickers Park Community Event Lawn	At least **6 months** prior to the event
Plaza de la Constitución Gazebo	At least **1 month** prior to the event
Public Right-of-Way Events	At least **3 months** prior to the event

Final Document Deadlines

Requirement	**Deadline**
Certificate of Insurance	At least **10 business days** prior to the event
Final Site Plan (Francis Field and Eddie Vickers Park Community Event Lawn only)	At least **1 month** prior to the event
Final Solid Waste Plan (Francis Field and Eddie Vickers Park Community Event Lawn only)	At least **7 days** prior to the event
Certified Crowd Manager Certificate (when required)	At least **10 business days** prior to the event
Temporary Alcohol Permit and Liquor Liability Insurance (when applicable)	At least ten (10) business days prior to the event*
Right-of-Way Permit	At least **1 month** prior to the event
FDOT Road or Bridge Closure Permit (when applicable; obtained by the City)	At least **7 days** prior to the event

*Additional processing time may be required by outside agencies.

Failure to submit required documentation by the applicable deadlines may delay permit issuance or result in cancellation of the event.

*For payment deadlines, see the **Payment Procedures** section on page 29.*

Required Documents

Event Site Plan

An Event Site Plan is required for events held at Francis Field, the Eddie Vickers Park Community Event Lawn, and street events & parties. The site plan shall be drawn to scale, illustrate the proposed event layout, comply with current City requirements, and remain within the approved event area.

At a minimum, the Event Site Plan shall identify:

- Event boundaries
- Street and sidewalk closures
- Tents and booths (including quantity, size, and location)
- Stages and entertainment areas
- Food trucks and vendor locations
- Activity areas
- Portable restrooms and handwashing or hand sanitizer stations
- Alcohol service and consumption areas (when applicable)
- Any other information necessary to evaluate the event

Certified Crowd Manager Certificate

Certified Crowd Managers are required for events held at Francis Field, the Eddie Vickers Park Community Event Lawn, and street events & parties with 250 or more attendees.

The event organizer is responsible for providing one (1) Certified Crowd Manager for every 250 attendees, in accordance with NFPA 101, Section 12.7.6.

Individuals may become Certified Crowd Managers by successfully completing an approved online Crowd Manager training course that meets the requirements of the Florida Fire Prevention Code and NFPA 101.

Documentation verifying completion of the required training shall be submitted to the Events Division at least ten (10) business days prior to the event.

Property Owner Permission Letters

If a road closure is requested and any portion of the event will be held on private property, the event organizer must provide written permission from the affected property owner(s). The letter must authorize the organizer's use of the property in connection with the event and must be submitted prior to permit issuance.

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Public Right-of-Way Permit

Events utilizing City streets, sidewalks, or other public right-of-way may require a Public Right-of-Way Permit. Public Right-of-Way's include streets and sidewalks maintained by the City of St. Augustine and the Florida Department of Transportation (FDOT).

Public Right-of-Way Permits are issued by the City's Public Works Department. Events requiring the temporary closure of an FDOT-maintained roadway or bridge also require an FDOT permit.

For information on Public Right-of-Way Permit requirements, eligible event types, restrictions, and the review process, see the **Public Right-of-Way Events** section on page 21.

Special Event Permit Denial, Revocation & Appeals

Denial

All decisions regarding the approval or denial of a Special Event Permit application shall be provided to the applicant in writing within thirty (30) days of the submission of a completed application.

Revocation

The City may refuse to issue, reissue, or revoke a Special Event Permit for failure to comply with this manual or applicable City ordinances.

If the City Building Official, Fire Marshal, or their designees determine that a structure used in connection with an event or located on the event premises is being operated or maintained in violation of applicable laws or ordinances, the Special Event Permit may be revoked. Applicable requirements include the Florida Building Code, Fire Prevention Code, and other federal, state, county, or City laws or ordinances.

Any violations of an approved Special Event Permit, the requirements of this manual, or applicable laws or ordinances may also be considered by the City when reviewing future Special Event Permit applications.

In the event of an emergency, the City reserves the right to revoke or modify a Special Event Permit when necessary to preserve public safety.

Appeals

An applicant may appeal the decision of the Events Division within fifteen (15) days of the decision by submitting a written appeal to the City Manager or the City Manager's designee.

A decision on the appeal will be rendered within five (5) days of receipt of a completed appeal request.

The decision of the City Manager or the City Manager's designee shall constitute the final administrative appeal.

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Venue Information and Rental Policies

The City of St. Augustine offers a variety of public venues available for special events, community gatherings, ceremonies, meetings, and other approved activities. Each venue provides unique amenities, capacities, and operational capabilities, making it suitable for an array of events.

Events held at City venues are subject to the Special Event Permit process and may require advance planning, application review, coordination with City departments, and payment of applicable rental fees and City service charges. With the exception of the Lightner Courtyard and the St. Augustine Municipal Marina, all venue reservations are subject to the Special Event Permit application review fee. Permit requirements, staffing levels, and operational conditions vary depending on the venue, event size, anticipated attendance, and proposed activities.

The City currently offers the following venues for rental:

- Francis Field
- Plaza de la Constitución Gazebo
- Willie Galimore Community Center
- Eddie Vickers Community Park Event Lawn
- Eddie Vickers Park Gazebo
- St. Augustine Municipal Marina
- Lightner Courtyard

The following sections provide venue-specific information, permitted uses, capacities, rental requirements, available services, and operational policies for each location.

Francis Field

Located at 55 West Castillo Drive, Francis Field is the City's largest venue available for special events. The approximately four-acre site is adjacent to the St. Augustine & St. Johns County Visitor Information Center and the Historic Downtown Parking Facility and is commonly used for festivals, cultural events, arts and craft shows, and other large community gatherings.

The venue consists of a fenced grass event area enclosed by a 40-inch chain-link fence with both vehicular and pedestrian entrances. Francis Field also includes a designated vendor support area, basic utilities including water and electrical service, and a small event support building known as the Dental Building to accommodate a variety of event and operational needs.

Francis Field was designated primarily for recreational activities. Events held at Francis Field should be consistent with the intended use of the property. Alcohol may be served or sold at approved events provided it is not the primary purpose of the event and all applicable requirements of the Florida Department of Business and Professional Regulation (DBPR) and the City of St. Augustine Planning and Building Department are met. See the **Temporary Alcohol Permit** section on page 26 for additional requirements.

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Availability

Francis Field is **unavailable** during the following block-out periods:

- March and April except events that were held between October 1, 2016, and September 30, 2017
- May, due to the annual Sing Out Loud event
- The Saturday before Thanksgiving through January 31 of the following year
- Friday through Monday of federal holiday weekends, including Martin Luther King Jr. Day, Presidents Day, Memorial Day, Labor Day, Columbus Day, and Juneteenth Day
- July 3, 4, and 5
- The day of and two (2) days prior to the Daytona 500, held on the third Sunday in February
- Fridays, Saturdays, and Sundays during Daytona Beach Bike Week, typically held in March
- Friday through Sunday during Daytona Beach Biketoberfest, typically held in October

Additional Restrictions

The following restrictions also apply to Francis Field:

- Events may not be held on consecutive weekends, except during March and April for events that were held between October 1, 2016, and September 30, 2017.
- Multi-day events are prohibited, except for events held between October 1, 2016, and September 30, 2017

Note: If a qualifying multi-day event is discontinued, the City Commission may consider allowing a comparable multi-day event in its place.

June Construction Notice

Availability during the month of June is subject to change due to the City's annual construction schedule.

Rental Tiers

Francis Field rental fees are based on the approved rental tier for the event. Rental tiers and associated fees are provided in the chart below.

Francis Field – Tier A Event (Up to 4 hours) – Per Day	$300.00
Francis Field – Tier B Event (More Than 4 Hours, Up to 8 Hours) – Per Day	$750.00
Francis Field – Tier C Event (Over 8 Hours) – Per Day	$1,500.00
Deposit	50% of Rental Fee

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Shoulder Days

Additional setup and breakdown days "shoulder days" may be requested for Tier B and Tier C events. Shoulder days must be included in the event application and are subject to City approval and venue availability.

Approved shoulder days will be assessed as a fee of $500 per day.

Deposits

A deposit equal to fifty percent (50%) of the applicable site rental fee is required to reserve Francis Field. The deposit must be paid within five (5) business days of receiving the Event Review Report and will be applied toward the total site rental fee and deducted from the final event invoice.

See the **Payment Procedures** section on page 29 for additional information regarding deposits, invoicing, and final payment.

Site Plan

A preliminary site plan shall be submitted with the Special Event Permit application. Event organizers shall prepare the site plan in accordance with the Francis Field – Event Site Plan Development Packet provided in **Appendix B**, which includes the City's site plan requirements, venue layout, emergency access requirements, utility locations, and other information necessary to develop a site plan.

A final site plan shall be submitted at least thirty (30) days prior to the event. The City may require revisions to the site plan during the review process to address public safety, accessibility, emergency access, operational needs, or other event-related considerations.

Site Amenities

Dental Building

The Dental Building is a small on-site support facility available for event operations. The building includes restrooms intended for event staff only and may not be used by vendors or event attendees.

Prior to the event, City General Services staff will clean and stock the restrooms. The building and restrooms must be returned in the same condition in which they were provided. If additional cleaning is determined to be necessary at the discretion of the Property Services Supervisor, the event organizer will be charged a cleaning fee of $40.00 per hour, per City staff member required to restore the facility.

Any plumbing issues or damage within the Dental Building must be reported immediately to the Events & Venue Coordinator. The event organizer is responsible for arranging repairs by a licensed plumber and for any associated costs when the damage results from the event.

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Vendor Lot

Event organizers shall use the designated vendor support area located in the Ketterlinus Elementary School parking lot at 40 Orange Street, St. Augustine, Florida 32084, to minimize vendor and event support vehicle parking on Francis Field.

The parking lot is available for event use beginning at 6:00 PM on Friday through the conclusion of the event and can accommodate approximately 90 vehicles. For events occurring on Sunday, use of the Ketterlinus Elementary School parking lot is limited to approximately 35 parking spaces.

Utilities

Electrical service is available throughout Francis Field, including twenty-one (21) electrical bollards and electrical service within the Dental Building. A summary of the electrical system and bollard locations is provided in **Appendix C**.

Event organizers are responsible for determining whether the available electrical service is sufficient for their event. Event organizers are encouraged to have food trucks and concession trailers utilize their own generators whenever possible rather than connecting to City electrical service.

Prior to event setup, City staff will inspect all electrical outlets and document their condition using the Francis Field Electrical Verification Form. Before staging begins, the event organizer must complete and return the form to the Events & Venue Coordinator. A sample of the form is included in **Appendix C**.

Once Francis Field has been turned over to the event organizer, the organizer is responsible for any electrical repairs required during the event. Repairs must be completed by a licensed electrician, and the Events & Venue Coordinator must be contacted before any major electrical repairs are performed. A licensed electrician must also be available during the event to respond to emergency electrical repairs.

No digging or trenching is permitted on Francis Field. Temporary electrical lines must comply with all applicable electrical codes, be protected to eliminate trip hazards, and be installed by a licensed electrician. City electrical permits are required.

If a water line or pipe is damaged during event setup, operation, or breakdown, the event organizer must immediately notify the Events & Venue Coordinator and arrange for repairs by a licensed plumber. The event organizer is responsible for all costs associated with repairs resulting from damage caused by the event.

Water service is available throughout Francis Field. Twenty (20) of the twenty-one (21) electrical bollards are equipped with water service. Bollard 21 does not have a water connection.

Access to water requires a ¼-turn turnkey valve, which must be installed at each electrical bollard where water service is needed. Turnkey valves are available for event use and may be checked out from the Historic Downtown Parking Facility Administrative Office during key pickup, between

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the hours of 7:00 AM and 9:00 PM. Turnkey valves must be returned with the facility keys at the conclusion of the event.

A replacement fee of $65.00 per turnkey valve will be assessed for any valve that is lost or not returned following the event.

Upon return of the field to the City, General Services staff will inspect the electrical and plumbing systems for damage. The event organizer is responsible for the cost of any repairs resulting from damage that occurred during the event.

Restrooms & ADA Requirements

Event organizers are responsible for providing an adequate number of portable restrooms, ADA-accessible portable restrooms, handwashing stations or hand sanitizer stations, and portable holding tanks, as necessary, based on the anticipated attendance, event duration, and the nature of food preparation and service.

At a minimum, the City requires:

- One (1) portable restroom for every 50 attendees on-site at any one time
- One (1) portable restroom for every 30 attendees on-site at any one time when alcohol is served
- A minimum of one (1) ADA-accessible portable restroom

The organizer and the portable restroom provider shall comply with the Florida Department of Health Standards for Onsite Sewage Treatment and Disposal Systems, Chapter 64E-6.0101, Florida Administrative Code.

The proposed locations of all portable restrooms, ADA-accessible units, handwashing stations, and portable holding tanks must be identified on the event site plan.

Venue Access & Operations

Site Orientation

Event organizers hosting an event at Francis Field for the first time are required to complete a site orientation with the Events & Venue Coordinator within one (1) month prior to the event. During the site orientation, the Events & Venue Coordinator will review venue operations, demonstrate the use of facility keys, and familiarize the organizer with the Dental Building, vendor support area, utilities, and other site amenities.

Key Pickup

The Events & Venue Coordinator will coordinate an approved date and time for key pickup prior to the event. Once approved, keys may be picked up from the Historic Downtown Parking Facility Administrative Office, located at 1 Cordova Street, between the hours of 7:00 AM and 9:00 PM

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Vehicle Access

Francis Field includes two (2) gates along the east side of the venue. The north gate may be used as a pedestrian entrance and exit during the event. The southeast gate, located adjacent to Project SWING, is designated for event loading and unloading only and shall remain closed during event hours.

All other gates must remain openable and accessible at all times to allow for public safety and emergency access.

Once an event begins, vehicles located within the fenced event area shall remain stationary until the conclusion of the event. This restriction does not apply to golf carts used for event operations.

Overnight Camping

Overnight camping and sleeping in recreational vehicles, campers, or other vehicles on Francis Field is prohibited.

Signage

Temporary event signage shall comply with all applicable City ordinances and permit requirements. All temporary event signage is subject to approval by the Events & Venue Coordinator prior to installation. Signs attached to the Francis Field fence may be installed no earlier than five (5) days prior to the event, provided they do not interfere with another permitted event. If another event is occurring prior to the permitted event, signage may not be installed until authorized by the Events & Venue Coordinator. All temporary signage must be removed immediately following the event. Event organizers are responsible for the installation, maintenance, and removal of all temporary signage.

Amplified Sound

When amplified sound is approved as part of an event, speakers shall be oriented toward the Historic Downtown Parking Facility to help minimize impacts to surrounding properties. Events requesting amplified sound that exceeds the City's allowable noise limits must obtain a Special Permit to Exceed Noise Levels. See the **Amplified Sound** section on page 27.

City Services

The City of St. Augustine provides a variety of services to support the safe and successful operation of events held at Francis Field. Depending on the size, scope, and activities of the event, organizers may be required to coordinate with one or more City departments. The event organizer is responsible for all costs associated with required and requested City services.

Available City services, equipment, and applicable fees are listed in the Fee Schedule in **Appendix A**. **Payment Procedures** are outlined on page 29.

St. Augustine Police Department

The St. Augustine Police Department (SAPD) provides public safety, security, traffic control, and law enforcement services for special events held at Francis Field.

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Events where alcohol is served are required to hire a minimum of two (2) off-duty SAPD officers. SAPD will determine the total number of officers required based on the size, scope, anticipated attendance, and operational needs of the event. Event organizers may request additional officers beyond the minimum requirement.

For events where alcohol is not served, hiring off-duty SAPD officers is optional unless otherwise required by the City.

Off-duty SAPD services are subject to a three (3) hour minimum per officer. The event organizer is responsible for all costs associated with required and requested SAPD services. Applicable rates are listed in the Fee Schedule in **Appendix A**. Additional billing and payment information is provided in the **St. Augustine Police Department Billing** section on page 30.

St. Augustine Fire Department

The St. Augustine Fire Department (SAFD) reviews special events to ensure compliance with applicable fire and life safety requirements. Event organizers are responsible for complying with all SAFD requirements and submitting any applicable documentation identified in the **Required Documents** section on page 5, including documentation required for temporary structures and mobile food vendors.

Temporary Tents and Canopies

Temporary tents and canopies shall comply with all applicable fire and life safety requirements.

- Tents larger than 10 feet by 10 feet shall provide documentation demonstrating compliance with the flame propagation requirements of National Fire Protection Association 701, as required by the Authority Having Jurisdiction (AHJ). Acceptable documentation includes a manufacturer's certificate or other documentation approved by the Fire Marshal.
- Temporary tents shall be installed in accordance with applicable fire code requirements, including required separation distances and emergency egress provisions, unless otherwise approved by the AHJ.
- Smoking is prohibited inside tents unless specifically approved by the AHJ.

Mobile Food Vendors

Prior to operating at an event, all mobile food vendors must pass an inspection by the SAFD. Inspections should be scheduled at least one (1) week prior to the event and may be conducted at the SAFD or another pre-approved location within the city limits by appointment only. Upon successful inspection, approval is valid for one (1) year from the date of compliance.

Mobile food vendors participating in a special event shall comply with the requirements outlined in **Appendix D**, Mobile Food Vendor Requirements.

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St. Augustine Solid Waste & Sanitation Division

The St. Augustine Solid Waste & Sanitation Division provides waste collection services for special events, including dumpsters, trash carts, and recycling carts.

Event organizers must submit a Solid Waste Plan as part of the event application. The Solid Waste & Sanitation Manager will review the plan and determine the solid waste services required for the event, including whether dumpsters must be rented.

City staff will deliver rented solid waste equipment to an agreed-upon location at Francis Field prior to the event. All rented equipment must be returned to the same location for pickup at the conclusion of the event.

Event organizers are responsible for emptying all rented trash carts and recycling carts into the dumpsters before pickup. A fee of $12.00 per cart will be assessed if trash or recycling remains in the carts. Photographs will be taken to document carts that are not returned empty.

Francis Field must be left in the same condition in which it was received. If additional cleanup is required, the event organizer will be charged a cleaning fee of $40.00 per hour, per City staff member required to restore the site.

Shuttle Services

At a minimum, shuttle service is required for events that historically required two Historic Downtown Parking Facility closures lasting more than eight (8) hours or three Historic Downtown Parking Facility closures, regardless of event duration.

Additional shuttle service may be required as determined by the City's Mobility Manager based on the size, duration, anticipated attendance, parking impacts, and operational needs of the event.

For first-time events, shuttle service requirements will be determined based on the anticipated size, duration, attendance, parking impacts, and operational needs of the event. If the event returns in future years, shuttle service requirements may be adjusted based on operational experience from previous events.

The event organizer is responsible for all costs associated with required shuttle services. Applicable fees are listed in the Fee Schedule in **Appendix A**.

Crossing Guards

Crossing guards may be required to safely manage pedestrian traffic between Francis Field and the Historic Downtown Parking Facility. The need for crossing guards, the number required, and the hours of service will be determined by the City based on anticipated pedestrian activity and operational needs.

For first-time events, crossing guards may not be required until pedestrian traffic patterns have been evaluated. If an event returns in future years, crossing guard requirements may be adjusted based on operational experience from previous events.

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Event organizers are responsible for all costs associated with required crossing guard services. Applicable fees are provided in the Fee Schedule in **Appendix A**.

Plaza de la Constitución Gazebo

Located in the center of the Plaza de la Constitución, the Gazebo is one of the City's most recognizable public event venues. The Plaza, listed on the National Register of Historic Places, has served as a public gathering place since the late 16th century and is bounded by St. George Street, Cathedral Place, Charlotte Street, and King Street.

Event use within the Plaza is limited to the Gazebo, which includes a covered stage, electrical service, and interior lighting. The covered stage measures approximately 18 feet long by 19.5 feet wide with a 10-foot ceiling height and includes an uncovered thrust stage measuring approximately 7 feet long by 16 feet wide.

The Gazebo is best suited for concerts, presentations, ceremonies, rallies, and other small public gatherings.

Availability

Use of the Gazebo is limited to two (2) hours within a 24-hour period.

Use of the Gazebo is limited to no more than one event, per 30 days, per applicant/organization. Exceptions may be considered based on event type, scheduling availability, and seasonal demand, including the Night of Lights season and are subject to administrative approval.

Submission of an application does not guarantee approval. All events are subject to review through the Special Event Permit process and must comply with all applicable City policies and regulations.

Rental Information

The following fees apply to the rental of the Gazebo:

Gazebo Rental Fee	$285.00
Security Deposit	$100.00

The Gazebo rental includes:

- Up to two (2) hours of exclusive use of the Gazebo
- Electrical service
- Two (2) reserved parking spaces on King Street. If the reserved Gazebo parking spaces are unavailable upon arrival, event organizers may park in any available City metered parking space.

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A non-refundable $50.00 Special Event Application Review Fee is required at the time the application is submitted.

Additional City services, if required, will be billed separately. See the Fee Schedule in **Appendix A** and the **Payment Procedures** section on page 29.

Signage

Signs and banners may not be attached to the Gazebo or placed in the ground within the Plaza.

Willie Galimore Community Center

Located at 399 Riberia Street, St. Augustine, Florida 32084, the Willie Galimore Community Center is a City-owned indoor event venue suitable for meetings, receptions, celebrations, community events, and other approved gatherings. The facility features a 50-foot by 50-foot assembly hall with an adjacent warming kitchen and accommodates up to 230 guests. A separate conference room is also available for smaller meetings and gatherings.

The center honors Willie Galimore, a Lincolnville native and professional football player who was inducted into the College Football Hall of Fame.

Availability

The Willie Galimore Community Center is available for rental seven (7) days a week between the hours of 8:00 AM and 11:00 PM.

The facility is unavailable during the following block-out periods:

- Holidays observed by the City of St. Augustine
- Light-Up! Night
- The Regatta of Lights
- Periods reserved for long-term lease agreements
- Other dates as determined by City Administration due to staffing, maintenance, construction, or other operational needs

Reservations may be made up to one (1) year in advance, subject to venue availability.

Rental Information

The following fees apply to the rental of the Willie Galimore Community Center:

Entire Facility	$35.00 per hour
Conference Room Only	$20.00 per hour
Security Deposit	$100.00

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A completed rental application and the required security deposit are required to reserve a date. Full payment is due no later than thirty (30) days prior to the event. Late payments may result in cancellation of the reservation and forfeiture of the security deposit.

Included Amenities

Rental of the Willie Galimore Community Center includes:

- Assembly hall
- Warming kitchen with reheating, warming, and refrigeration capabilities
- 8-foot rectangular tables
- 84-inch round tables
- Folding chairs
- Additional rooms, when available
- Restroom facilities
- On-site parking
- Trash bins and liners
- Ice machine
- Wi-Fi
- Podium
- Projection screen and projector

Facility Policies

Decorating, set-up, and cleanup time must be included within the reserved rental period. An additional one (1) hour following the event is provided for cleanup. Additional cleanup time will be billed at $25.00 per half-hour.

To protect the facility, push pins, staples, nails, tape, glitter, and confetti are prohibited. Violations may result in forfeiture of the security deposit and additional fees.

The applicant must remain on-site throughout the rental period, including setup, the event, and cleanup. The facility may not be left unattended, and guests or vendors may not remain without the applicant present.

Maximum occupancy and seating arrangements must comply with established facility requirements. See **Appendix I** for maximum capacity and seating requirements.

The applicant is responsible for all setup, decorating, takedown, and cleanup, including trash removal, sweeping floors, wiping surfaces, cleaning spills, and returning tables and chairs to their designated storage locations. Damage to the facility or equipment may result in forfeiture of the security deposit, additional charges as determined by City staff following the post-event inspection, and prohibition from future rentals.

Alcohol

Alcohol service may be permitted with the required approvals and documentation. However, alcohol is not permitted in the park, parking lot, or pool area. If alcohol will be served or sold in an approved area, additional insurance and permits may be required. See the **Temporary Alcohol Permit** section on page 26 for additional requirements.

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Cancellation Policy

- More than Thirty (30) days prior to the event: Full refund
- Thirty (30) days or less prior to the event: Rental fee refunded; security deposit is non-refundable
- No refunds will be issued for unused rental hours

Insurance

For events where alcohol will be served or sold, or where attendance is expected to be 100 or more guests, a certificate of insurance is required. Please refer to the **Certificate of Insurance** section on page 26 for insurance requirements and certificate holder information**.** The certificate of insurance must be received by the City at least ten (10) business days prior to the event. Failure to provide the required certificate of insurance by the deadline may result in cancellation of the reservation, and no refund will be issued**.**

For venue availability and additional information, contact the Willie Galimore Community Center Coordinator at (904) 201-5904 or email events@citystaug.com.

Eddie Vickers Park Community Event Lawn

Located at 399 Riberia Street, St. Augustine, Florida 32084, behind the Willie Galimore Community Center, the Eddie Vickers Park Community Event Lawn is a City-owned outdoor venue available for small festivals, community events, and other approved outdoor gatherings.

Appendix B includes a map showing the designated area of the Eddie Vickers Park Community Event Lawn.

Events that include amplified music are required to obtain a permit to exceed the City's Noise Ordinance. See the **Amplified Sound** section on page 27 for permit requirements and application procedures.

Rental Information

The Eddie Vickers Park Community Event Lawn is available for rental on Saturdays only. Current rental fees are:

Eddie Vickers Park Community Event Lawn – Private Event (Saturdays Only)	$150.00 per day
Eddie Vickers Park Community Event Lawn – Public or Ticketed Event (Saturdays Only)	$300.00 per day
Security Deposit	50% of rental fee

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City Services

Events held at the Eddie Vickers Park Community Event Lawn are subject to the same City service requirements as Francis Field, including SAPD, SAFD and St. Augustine Solid Waste & Sanitation services. Deposit requirements also apply. Please refer to the corresponding Francis Field sections for applicable policies, procedures, and fees.

For applicable City service requirements, including Temporary Tents and Canopies and Mobile Food Vendors, see the **Francis Field** section on page 13.

Eddie Vicker Park Gazebo

Located at 399 Riberia Street, St. Augustine, Florida 32084, the Eddie Vickers Park Gazebo is a City-owned outdoor rental venue within Eddie Vickers Park. The Gazebo is available for birthday parties, family gatherings, picnics, small celebrations, and other similar activities.

Rental Information

The Eddie Vickers Park Gazebo may be reserved for $25.00 per four (4) hour rental period.

Reservations are made through the City of St. Augustine's online reservation system. To check availability and make a reservation, visit: Events and Venues | St. Augustine, FL

Site Amenities

The Eddie Vickers Park Gazebo includes the following amenities:

- Electrical service with two (2) standard outlets
- Interior lighting
- Eight (8) picnic tables
- Two (2) charcoal grills

St. Augustine Municipal Marina

Located at 111-E Avenida Menendez, St. Augustine, Florida, the St. Augustine Municipal Marina is a City-owned waterfront venue located just south of the Bridge of Lions. The venue includes approximately 7,000 square feet of waterfront lawn space and is available for waterfront-related events, including boating club events, fishing tournaments, concerts, weddings, private parties, and governmental, civic, and social gatherings.

The Marina provides:

- Approximately 7,000 square feet of waterfront lawn space
- Electrical service
- Potable water
- Public restrooms

Event organizers are responsible for providing all event equipment and services, including tents, tables, chairs, catering, and event setup.

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Rental Information

The waterfront lawn may be rented independently of the marina facilities. Rental fees are provided in the Fee Schedule in **Appendix A**.

For venue availability and additional information, contact the St. Augustine Municipal Marina at (904) 825-1026.

Once venue availability has been confirmed, event organizers may submit a Special Event Permit application. Please refer to the **Application Process** section on page 2 for application requirements and procedures.

Lightner Courtyard

Located at 75 King Street, the Lightner Courtyard is an open-air courtyard located within the historic Alcazar Building, constructed in 1889 as the Alcazar Hotel. Today, the building houses the Lightner Museum and St. Augustine City Hall.

Due to the building's primary use as a museum, office, and commercial space, activities within the courtyard are limited by available space, time of day, and the number of participants. The Lightner Courtyard is best suited for wedding-related events, including ceremonies, rehearsals, and photography sessions.

Use Restrictions

Food and beverages, including alcoholic beverages, are not permitted in the Lightner Courtyard. Loud or amplified music is not permitted during normal business hours.

Rental Information

The Lightner Courtyard is available for rent at a rate of $250.00 per hour. Renters are required to provide a certificate of insurance demonstrating general liability coverage of at least $1,000,000 per occurrence and $1,000,000 aggregate, with the City of St. Augustine listed as the certificate holder and additional insured.

The City of St. Augustine has designated The Wedding Authority as the property manager for the Lightner Courtyard. To inquire about availability, make a reservation, or obtain additional rental information, please contact:

The Wedding Authority
Phone: (904) 826-0166
Email: calltwa@gmail.com

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Open Use Areas

The City of St. Augustine maintains several parks and open spaces that are available for public use on a first-come, first-served basis. These areas may not be reserved for exclusive use, and activities must not interfere with or restrict access by the general public.

Open use areas are intended for informal recreational use and are most appropriate for family gatherings, picnics, birthday parties, and other small activities that do not require exclusive use of public space. No permit, rental fee, or City support services are required for typical open use activities. All activities must comply with Sections 22-525 and 4-5 of the City Code.
Commercial activities or requests for exclusive use of an open use area require a Special Event Permit and are subject to City review and approval.

City-managed open use areas include:

- Davenport Park
- Hamilton Upchurch Park
- Oglethorpe Park
- Parque de Menendez
- Project SWING Park
- Robert B. Hayling Freedom Park
- Eddie Vickers Park Pickleball and Basketball Courts
- Lighthouse Park

Please note: The Eddie Vickers Park Community Event Lawn and Gazebo is a City-managed rental venue and is addressed separately in this manual. Other areas of Eddie Vickers Park, including the baseball field, and sports courts, though owned by the City of St. Augustine are managed/maintained by the St. Johns County Parks and Recreation Department.

For information regarding the use of Pomar Park or the County-managed portions of Eddie Vickers Park, contact the St. Johns County Parks and Recreation Department at (904) 209-0382 or sjcparksandrec@sjcfl.us.

Public Right-of-Way Events

A Special Event Permit is required for events that utilize City streets, sidewalks, or other public right-of-way. Public right-of-way events include:

- Athletic events, including races and fun runs
- Parades
- Walks and processions
- Street events and parties
- Private property events that require the use of the public right-of-way

As part of the Special Event Permit process, a Public Right-of-Way Permit issued by the City's Public Works Department is also required. Public Right-of-Way Permits are subject to a permit fee. In addition to any applicable Special Event Permit fees, Public Right-of-Way Permit fees are provided in the Fee Schedule in **Appendix A**.

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Public right-of-way events require coordination among multiple City departments to ensure public safety and minimize impacts to traffic and surrounding properties. All public right-of-way events also require a SAPD presence. Staffing levels will be determined based on the event type, anticipated attendance or number of participants, event location, and other operational considerations. Event organizers are responsible for the cost of any traffic control equipment, including cones, barricades, and signs, required by the SAPD. Applicable fees are provided in the Fee Schedule in **Appendix A**.

Events in the public right-of-way are subject to the following restrictions:

- Street closures or interruptions to vehicular traffic exceeding two (2) hours are prohibited, except for events that were held between October 1, 2016, and September 30, 2017
- Additional restrictions apply to events using City streets within the area bounded by Matanzas Bay, Bridge Street, Ponce de Leon Boulevard, and Grove Avenue, and to events affecting FDOT-maintained roadways for more than fifteen (15) minutes
- Road closures requiring an FDOT permit are prohibited on consecutive days

The following sections describe the requirements for each type of public right-of-way event.

Athletic Events

Athletic events, including races, fun runs, and similar events, utilize public streets or other public right-of-way and typically require the rerouting or interruption of vehicular traffic for more than fifteen (15) minutes.

The City maintains pre-approved race routes of varying lengths and complexity; however, event organizers may also submit a proposed route for City review and approval. A map of the pre-approved race routes is provided in **Appendix G**.

Athletic events are subject to the following requirements:

- Events may be held only on Saturdays and Sundays. Saturday events may begin as early as 6:00 AM and must conclude by 10:00 AM. Sunday events may begin as early as 6:00 AM and must conclude by 12:00 PM. Sunday athletic events are limited to two (2) per calendar year, regardless of the event organizer
- Races and organized walks shall maintain a minimum pace of twenty (20) minutes per mile. The City may reopen roadways if this pace is not maintained, requiring remaining participants to continue on the sidewalk.
- Routes exceeding three (3) miles may require a contract ambulance for emergency response, as determined by the SAPD and SAFD

Parades

Parades, including holiday parades, commemorative parades, community celebrations, and similar events, utilize public streets and typically require the rerouting or interruption of vehicular traffic for more than fifteen (15) minutes.

The City maintains three (3) pre-approved parade routes:

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- Downtown Loop (approximately 1.2 miles)
- San Marco/Downtown Route (approximately 1.6 miles)
- St. George Street (approximately 0.4 miles)

Applicants may also submit a proposed parade route for City review and approval. Because each route varies in length and complexity, certain parades may be better suited to one route than another. Parades utilizing St. George Street may propose an alternate ending location, subject to approval by the SAPD. A map of the pre-approved parade routes is provided in **Appendix F**.

Parades are subject to the following requirements:

- Parades may begin as early as 9:00 AM and must conclude by 11:00 AM on weekdays and Saturdays
- Event organizers shall provide a Parade Marshal to assist with maintaining parade operations and minimizing gaps between participants

Walks & Processions

Walks and processions, including awareness walks, memorial walks, religious processions, ceremonial processions, and similar events, may utilize public sidewalks, public streets, or a combination of both. Events utilizing public streets typically require temporary interruptions of vehicular traffic as participants move along the route.

Routes utilizing public streets typically follow one of the City's pre-approved routes; however, event organizers may submit a proposed route for City review and approval. Walks and processions utilizing only sidewalks may also utilize a proposed route, subject to City review and approval.

The ERC will determine the traffic control measures, City services, and operational requirements necessary to support each event.

Street Events & Parties

Street events and parties, including neighborhood gatherings, community celebrations, business district events, and similar activities, require the temporary closure of a public street to enhance pedestrian safety.

Residents and/or businesses may request the temporary closure of a street within their area for a street or block party. The closure must not interfere with the normal flow of business outside the event area or impede emergency vehicle access. The City will not permit a street closure that blocks access to private property unless the affected property owner provides written consent.

Approval of a street event or party authorizes the temporary closure of the public street for the approved event. Event activities and equipment located within the closure area shall be identified as part of the Special Event Permit application and are subject to City review and approval. All applicable City ordinances governing activities within the public right-of-way remain in effect.

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Street events and parties are also subject to the applicable City service requirements, including those for the SAPD, SAFD, and St. Augustine Solid Waste & Sanitation. Deposit requirements also apply. Refer to the **City Services** section on page 12 to determine applicable City services.

An example road closure plan for street events or parties is provided in **Appendix E**.

Resident Notification

The ERC will determine whether resident notification is required. When required, the ERC will identify the notification area. Prior to distributing notifications, the event organizer shall submit the proposed notification letter and a list of the affected addresses to the Events Division for review and approval.

For all athletic events and parades, Traffic Disruption Signs are required to notify residents and motorists of anticipated vehicular or pedestrian traffic delays. These City-issued signs, identified as "City Permitted Event" signs, shall be placed at locations designated by the SAPD no later than three (3) days prior to the event.

Event organizers are responsible for placing, removing, and returning all Traffic Disruption Signs. Failure to return the signs will result in additional fees.

Private Property Events Requiring Public Right-of-Way Use

A Special Event Permit may be required for events held on private property that utilize the public right-of-way or request City services, including law enforcement, traffic control, road closures, or Solid Waste & Sanitation services. Available City services and applicable fees are provided in the Fee Schedule in **Appendix A**.

Events involving the sale or service of alcoholic beverages may require a Temporary Alcohol Permit. See the **Temporary Alcohol Permit** section on page 26.

If a road closure is requested in conjunction with an event held on private property, written authorization from the affected property owner(s) shall be submitted with the application.

Events held entirely on private property that do not utilize the public right-of-way or require City services do not require a Special Event Permit.

Filming and Photography Permits

Commercial filming and certain photography activities conducted on City-owned property or within the public right-of-way require a Film & Photography Permit. Permit requirements vary depending on the scope of the activity and its potential impact on public spaces, traffic, parking, and normal City operations.

Photography and filming conducted entirely on private property generally do not require a City Film & Photography Permit.

Properties managed by the National Park Service, including the Castillo de San Marcos National Monument and the City Gates, require separate permits through the National Park Service.

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Permit fees and other applicable City service fees are provided in the Fee Schedule in **Appendix A**.

Commercial Film & Photography Permit

A Commercial Film & Photography Permit is required for commercial or large-scale productions involving crew, equipment, staging, or activities that may impact public spaces, traffic, parking, or normal City operations on City-owned property or within the public right-of-way.

Applications are subject to review for scheduling, location availability, and public safety. Requests may be denied or delayed if they conflict with major City events, including the Fourth of July and Night of Lights, or during tropical weather watches or warnings.

Applications must be submitted at least fifteen (15) business days prior to the scheduled preparation date.

Commercial Drone Operations

Commercial drone operations require a drone permit. Operators are required to comply with all FAA requirements. The St. Augustine Airport is located within Class D airspace, and drone operations may require approval from the air traffic control tower.

Drone permit applications must be submitted at least fifteen (15) business days prior to the scheduled shoot date.

Photography Permit

A Photography Permit is required for portrait-style photography sessions conducted on City-owned property or within the public right-of-way, including engagement, wedding, family, graduation, birthday, and similar sessions involving staging, equipment, multiple locations, or activities that may impact public spaces.

Applications are reviewed to ensure public safety, accessibility, and coordination with other permitted activities.

Applications must be submitted at least three (3) business days prior to the requested photography date.

Requirements Applicable to All Permit Types

Public Safety

Depending on the scope of the production or photography session, the SAPD may require off-duty officers or other public safety measures. Activities impacting streets, sidewalks, or traffic may also require a Public Right-of-Way Permit and Traffic Control Plan. See the **Public Right-of-Way Events** section on page 21.

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Insurance

Applicants shall provide a Certificate of Insurance when required. Insurance requirements are provided in the **Certificate of Insurance** section on page 26.

Parking

Parking requests are subject to City approval and availability. Available parking locations include:

- Historic Downtown Parking Facility: 7:00 AM - 9:00 PM (first come, first serve)
- Oversized Parking Lot (RVs, buses, and trailers): 7:00 AM - 9:00 PM (first come, first serve)
- King Street: 10:00 AM - 9:00 PM
- Cathedral Place: 10:00 AM - 9:00 PM
- Avenida Menendez: 8:00 AM - 9:00 PM

Additional parking locations may be approved on a case-by-case basis. Parking fees are provided in the Fee Schedule in **Appendix A**.

General Policies

Compliance with Laws

All events shall comply with applicable federal, state, and local laws, ordinances, resolutions, permit conditions, and applicable department requirements. Issuance of a Special Event Permit does not relieve the event organizer of the responsibility to obtain any additional permits, licenses, or approvals required by other governmental agencies.

Certificate of Insurance

The event organizer must provide a certificate of insurance demonstrating general liability coverage of not less than $1,000,000 per occurrence and $1,000,000 aggregate**.** Coverage must be provided under an occurrence policy. Claims-made policies will not be accepted. The City of St. Augustine shall be listed as the certificate holder and additional insured. No Special Event Permit will be issued until the required certificate of insurance has been received.

The certificate holder address shall be:

City of St. Augustine
75 King Street
St. Augustine, FL 32084

Temporary Alcohol Permit

Events involving the sale or service of alcoholic beverages require additional approvals and permits.

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The event organizer must:

- Obtain all required approvals from the City's Planning and Building Department and the Florida Division of Alcoholic Beverages and Tobacco (ABT), including the appropriate temporary alcohol permit or special sales license
- Complete the City's Alcohol Request Application here
- Submit Liquor Liability Insurance with limits of $1,000,000 at least ten (10) business days prior to the event
- Identify all alcohol service and consumption areas on the event site plan

Alcohol may be served, sold, and consumed only within the approved permitted area(s) and in accordance with all applicable laws and permit conditions. The event organizer is responsible for ensuring compliance with all alcohol-related regulations and for the conduct of event attendees.

Events serving or selling alcohol are required to hire a minimum of two (2) off-duty SAPD officers. The SAPD may require additional officers based on the size and nature of the event and reserves the right to approve the location of all alcohol service areas.

Amplified Sound

The City of St. Augustine regulates amplified sound in accordance with Chapter 11, Article IV of the City Code. It is unlawful to create a noise disturbance by making, continuing, or causing any unreasonably loud, excessive, unnecessary, or unusual noise in violation of the City's Noise Ordinance.

Events requesting amplified sound that exceeds the allowable noise limits on public property must obtain a Special Permit to Exceed Noise Levels.

Requests for a Special Permit to Exceed Noise Levels are submitted through the online Special Event Permit application. Once the Special Event Permit has been issued, the Events & Venue Coordinator will submit the request to the City Manager for consideration pursuant to Section 11-93 of the City Code.

A Special Permit to Exceed Noise Levels may be considered only when the following conditions are met:

- The event is open to the public (admission may be charged)
- The event takes place on public property
- The permit is requested for a specific event and duration
- Amplified sound is limited to the hours of 9:00 AM and 12:00 AM

The City Manager may impose reasonable conditions necessary to minimize adverse impacts to the surrounding community, including requirements related to stage and speaker placement or other sound management measures.

For additional information, refer to Chapter 11, Article IV of the City Code.

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Business Tax Receipts

Event organizers are responsible for ensuring all vendors obtain the required business tax receipts prior to conducting business at a special event. The event organizer may obtain the required business tax receipts on behalf of participating vendors or require each vendor to obtain the necessary receipts individually.

City of St. Augustine

Vendors conducting business within the City of St. Augustine must obtain a City Business Tax Receipt. Information and the application are available here. For additional information, contact the City at (904) 825-1034.

St. Johns County

Vendors may also be required to obtain a St. Johns County Business Tax Receipt. Information and the application are available here. For additional information, contact the St. Johns County Tax Collector's Office at (904) 209-2250.

Fireworks, Pyrotechnics & Open Flames

Fireworks, pyrotechnics, smoke-producing devices, and open fires are prohibited unless approved by the St. Augustine Fire Marshal.

If you have questions regarding activities that may require Fire Marshal approval, please contact the Events Division.

Mobile Food Vendors

Mobile food vendors participating in a special event must comply with the requirements outlined in **Appendix D**, Mobile Food Vendor Requirements. Prior to operating at the event, all mobile food vendors must be inspected by the St. Augustine Fire Department or their designee to verify compliance with applicable life safety requirements**.**

Site Maintenance

The City reserves the right to perform scheduled or emergency maintenance on City-owned property as necessary.

Every reasonable effort will be made to notify affected event organizers of maintenance activities that may impact an event and to minimize disruptions whenever possible.

If City maintenance results in the cancellation of reserved City services, fees for unused services will be refunded. The City is not responsible for expenses incurred by an event organizer as a result of scheduled or emergency maintenance, site closures, or event rescheduling.

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Payment Procedures

Applicable Fees

Special events may be subject to site rental fees, deposits, permit fees, City service fees, and other applicable charges. A complete list of fees is provided in the Fee Schedule in **Appendix A**.

Payment may be made by check or credit card. Checks shall be made payable to the City of St. Augustine.

Deposits

Deposits are required for the following venues:

- Francis Field
- Eddie Vickers Park Community Event Lawn
- Willie Galimore Community Center
- Plaza de la Constitución Gazebo

Submission of a completed Special Event Permit application places a temporary hold on the requested date and location while the application is under review. If the application is approved, the event organizer will be notified of any required deposit. When applicable, the reservation is not confirmed and a Special Event Permit will not be issued until the required deposit has been paid.

Deposit requirements for the Willie Galimore Community Center are provided in the **Willie Galimore Community Center** section on page 16.

Post-Event Invoice

Within thirty (30) days following the event, the Events & Venue Coordinator will issue a Post-Event Invoice for all applicable City fees and services. Any deposit previously paid will be credited toward the applicable site rental fee, and the Post-Event Invoice will reflect the remaining balance due.

The Post-Event Invoice may include, but is not limited to:

- Remaining site rental fees, after application of the deposit, when applicable
- Parking
- Streets & Grounds services
- Mobility services
- Solid Waste & Sanitation services
- Cleaning or damage charges, when applicable
- Other approved City services

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Unpaid Balances

Any unpaid balance not paid within the time period specified by the City shall accrue interest at a rate of five percent (5%) per month until paid in full. The event organizer shall also be responsible for any legal fees, court costs, and other expenses incurred by the City in collecting the outstanding balance. Failure to pay all outstanding balances owed to the City will result in the denial of future event permits, venue reservations, or other special event approvals.

This section does not apply to the Eddie Vickers Park Gazebo, Lightner Courtyard, or Willie Galimore Community Center, where applicable site rental fees are paid prior to the event.

St. Augustine Police Department Billing

SAPD services are billed separately from the City's post-event invoice. Following issuance of the Special Event Permit, the event organizer will receive an invoice from SAPD for all required off-duty police services. The invoice will list the officers assigned to the event and provide a breakdown of the applicable rates for each officer. Applicable rates are also provided in the Fee Schedule in Appendix A.

Payment must be received no later than seven (7) calendar days prior to the event. Failure to pay all required SAPD charges by the payment deadline will result in cancellation of the event. Payment may be made by cash or by separate checks payable to each individual officer as identified on the invoice. Additional payment options may become available and are subject to change. Applicable processing or service fees may apply.

Events cancelled twenty-four (24) hours or less prior to the scheduled start time will be charged the minimum three (3) hour rate for each assigned off-duty officer. If a scheduled off-duty officer is unable to report for the event for any reason, the event organizer will receive a refund for the applicable charges following the event.

Cancellation, Refunds & Rescheduling

Cancellation by the Event Organizer

Event organizers cancelling an event shall notify the Events Division as soon as possible. The following cancellation policy applies:

- Cancellations made more than forty-eight (48) hours prior to the event are eligible for a full refund of any applicable deposit, and no City service fees will be assessed
- Cancellations made within forty-eight (48) hours of the event are responsible for any City service fees already incurred on behalf of the event
- Cancellations made less than twenty-four (24) hours prior to the event will result in the forfeiture of any applicable site deposit, in addition to any City service fees already incurred

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Events requiring shuttle services are subject to the following cancellation policy:

- Cancellations made more than twenty-one (21) days prior to the event are not subject to a cancellation fee.
- Cancellations made within twenty-one (21) days, but more than seven (7) days prior to the event, will be charged fifty percent (50%) of the shuttle service contract price.
- Cancellations made seven (7) days or less prior to the event, including the day of shuttle service, will be charged the full shuttle service contract price.

Cancellation and payment requirements for SAPD services are provided in the **St. Augustine Police Department Billing** section on page 30.

Cancellation by the City

The City reserves the right to cancel, postpone, modify, or close an event when necessary to protect public health, safety, or welfare, including in anticipation of a hurricane or major storm event.

Examples include, but are not limited to:

- Severe weather or other emergency conditions
- Insufficient SAPD staffing to safely support the event
- Failure to submit required documentation by the applicable deadlines

If an event is cancelled by the City and cannot be rescheduled, refund requests will be reviewed on a case-by-case basis and are subject to approval by City Administration.

Rescheduling Requests

The City will make every reasonable effort to accommodate requests to reschedule an event, provided the requested date complies with the requirements of this manual and venue availability.

If a new date is approved, a revised Special Event Permit will be issued, and all applicable policies, deadlines, and fees shall remain in effect.

If the event cannot be rescheduled, any applicable deposit will be refunded.

Non-Refundable Fees

Application review fees are non-refundable.

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APPENDIX A
Fee Schedules

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

EVENT FEE SCHEDULE

GENERAL FEES	
Special Event Application Review Fee (Nonrefundable)	$50.00
Race/Parade Permits (Nonrefundable)	$75.00
Film & Photography Permits – Per Day	$35.00

SITE USE FEES	
Francis Field – Tier A Event (Up to 4 hours) – Per Day	$300.00
Francis Field – Tier B Event (More Than 4 Hours, Up to 8 Hours) – Per Day	$750.00
Francis Field – Tier C Event (Over 8 Hours) – Per Day	$1,500.00
Francis Field – Shoulder Day (Applicable to Tier B & Tier C Events Only)	$500.00
Francis Field Deposit	50% of Rental Fee
The Gazebo at the Plaza de la Constitución – 2 Hour Limit and Includes 2 Parking Spaces	$285.00
The Gazebo at the Plaza de la Constitución Deposit	$100.00
St. Augustine Municipal Marina – Per Day	$500.00
Willie Galimore Center – Per Hour	$35.00
Willie Galimore Center Small Conference Room ONLY – Per Hour	$20.00
Willie Galimore Center Deposit	$100.00
Eddie Vickers Park Gazebo – Per 4 Hours	$25.00
Eddie Vickers Community Event Lawn – Private Event (Saturdays Only) – Per Day	$150.00
Eddie Vickers Community Event Lawn – Public or Ticketed Event (Saturdays Only) – Per Day	$300.00
Lightner Courtyard – Wedding/Photography Permit (1 hr limit)	$250.00

PUBLIC WORKS DEPARTMENT PERMITS	
Right-of-Way Permit	$50.00-$150.00

SOLID WASTE SERVICES	
30-Yard Roll-Off Container For Garbage or Recycling – Per Unit	$344.00
Roll-Off Disposal Fee (Based on Volume)	Actual tipping fees
8-Yard Dumpster for Garbage (Includes Disposal) – Per Unit	$125.00
8-Yard Dumpster for Recycling (Includes Disposal) – Per Unit	$125.00
Trash or Recycling Cart – Per Unit	$23.00
Case of Black Trash bags or Clear Recycling Cart Bags – Per Box	$55.00
Sustainability fee for contaminated recycling - Per Unit	$100.00
Field Clean Up – Per Person, Per Hour	$40.00
Cart Cleaning Fee (If Returned Dirty) – Per Unit	$12.00

PROPERTY SERVICES	
Restroom Cleaning – Per Person Per Hour	$40.00

STREETS & GROUNDS SERVICES	
Traffic Control Devices for Parades & Races	
Sign – Per Unit	$7.00
Barricade – Per Unit	$5.00
Cone – Per Unit	$2.00
Water Barricade & Bike Rack Fencing – Per Unit	$10.00
Drop Off/Retrieval Fee – Per Person Per Hour	$54.00

PUBLIC SAFETY SERVICES – POLICE DEPARTMENT	
Traffic Control (All Personnel Subject to 3-Hour Minimum Billing)	
Civilian Traffic Control Employee	$65.00
Officer/Public Service Assistant – Per Hour	$75.00
Supervisor – Per Hour (4th Officer Assigned Must Be a Supervisor)	$85.00
Commander – Per Hour (15th Officer Assigned Must Be a Command-Level Supervisor)	$95.00

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PUBLIC SAFETY SERVICES – POLICE DEPARTMENT CONT.	
Security Details (All Personnel Subject to 3-Hour Minimum Billing)	
Officer – Per Hour	$60.00
Supervisor – Per Hour (4th Officer Assigned Must Be a Supervisor)	$70.00
Commander – Per Hour (15th Officer Assigned Must Be a Command-Level Supervisor)	$80.00

Reserved Event Parking	
King Street: 10:00 AM - 9:00 PM – Per Day	$27.50
Cathedral Place: 10:00 AM - 9:00 PM – Per Day	$27.50
Avenida Menendez: 8:00 AM - 9:00 PM – Per Day	$32.50

Mobility Services	
Crossing Guard	
Crossing Guard (1) – Per Hour	$32.45
Shuttle Operations (All Personnel/Shuttles Subject to 12-Hour Minimum Billing)	
Small Bus (28 Seats) – Per Hour	$120.00
Large Bus (56 seats including ADA) – Per Hour	$143.75
Overall Supervisor (1) – Per Hour	$30.00
Parking Supervisor (1) – Per Hour	$22.00
Parking Attendants (5) – Per Hour	$18.00
Portable Restrooms – Per Unit	$175.00
Light Towers – Per Unit	$210.00
Signs (2 Map 2 Rules) 1 per location	$30.00
Canopy Tent (1) – Per Pick Up Location	$25.00
Traffic Cones (20) – Per Pick Up Location	$40.00
Cases of Bottled Water (2) – Per Pick Up Location	$14.00
Radios – 1 Per Bus and Per Stop	$10.00

Effective Date: 10/01/2026. Fees are subject to change annually.

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APPENDIX B
Venue Planning Documents

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FRANCIS FIELD

EVENT SITE PLAN DEVELOPMENT PACKET

CITY OF ST AUGUSTINE™
EST. 1565

25 W Castillo Drive

St. Augustine, Florida 32084

904-825-1004

FRANCIS FIELD

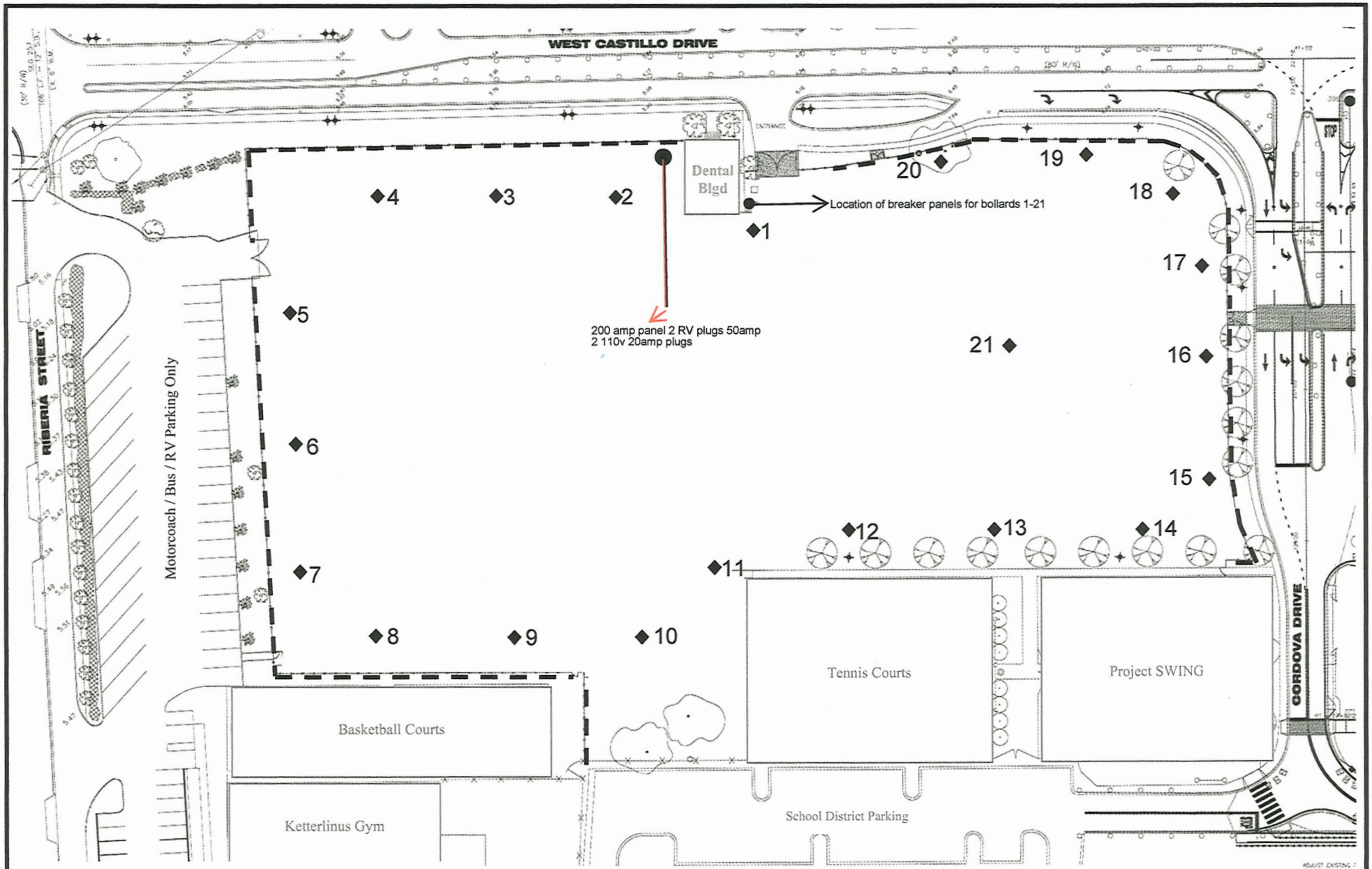
EVENT SITE PLAN DEVELOPMENT PACKET

TABLE OF CONTENTS

1. Site Map & Emergency Access Routes
2. Electrical Bollards & Water Access Points Map
3. Irrigation Line Locations
4. Vendor Parking Lot

CITY OF ST AUGUSTINE EST. 1565

W Castillo Dr
Riberia St
Cordova St
EMERGENCY LANE
EMERGENCY LANE
EMERGENCY LANE
Vendor Load-in/out
GUEST ENTRANCE
*Emergency Access and Egress Lanes must be at least 12 feet wide and must remain clear
Oversized Vehicle Lot
Vendor Load-in/out
Francis Field
Public Restrooms
Water/Electric
Ketterlinus Elementary School



FRANCIS FIELD

West Castillo Drive / St. Augustine, Florida

Field dimensions

300' × 300' × 240'

Utility service locations 21

- **Potable water - One (1) spigot**
- **Electrical - Four (4) 110volt/20 amp outlets**
- **One (1) 220volt/~~50~~ amp** 25 AMP

A MAP SHOWING IRRIGATION LINES
FOR
FRANCIS FIELD

0 40 60 80
1"=40'

N E S W

W Castillo Dr

Riberia St

Cordova St

Orange St

Ketterlinus Elementary School

ELEC PANEL BOLLARD/ W GASS

ICV BOX

ICV

5MND DRMP LB 2648

5MND DRMP LB 2648 IN TREE STUMP

DRMP	LB# 2648
2804 N. FIFTH STREET, UNIT 101 ST. AUGUSTINE, FL 32084	PHONE (904) 824-3055 FAX (904) 824-5753

PROJECT No: 20-0745.017
SURVEY DATE: 5-8-25
CAD FILE: COSA VALVES FRANCIS FIELD.DWG
CHECKED BY: TMD
DRAWN BY: MRB
FIELD WORK: J.D.
FB: SEE FILE

*Stakes longer than 12 inches are not permitted on or around blue lines

Francis Field

Vendor Parking Lot Availability

- Vendor Parking – Friday (After 6:00 PM) & Saturday
- Vendor Parking – Sunday

EDDIE VICKERS PARK COMMUNITY EVENT LAWN

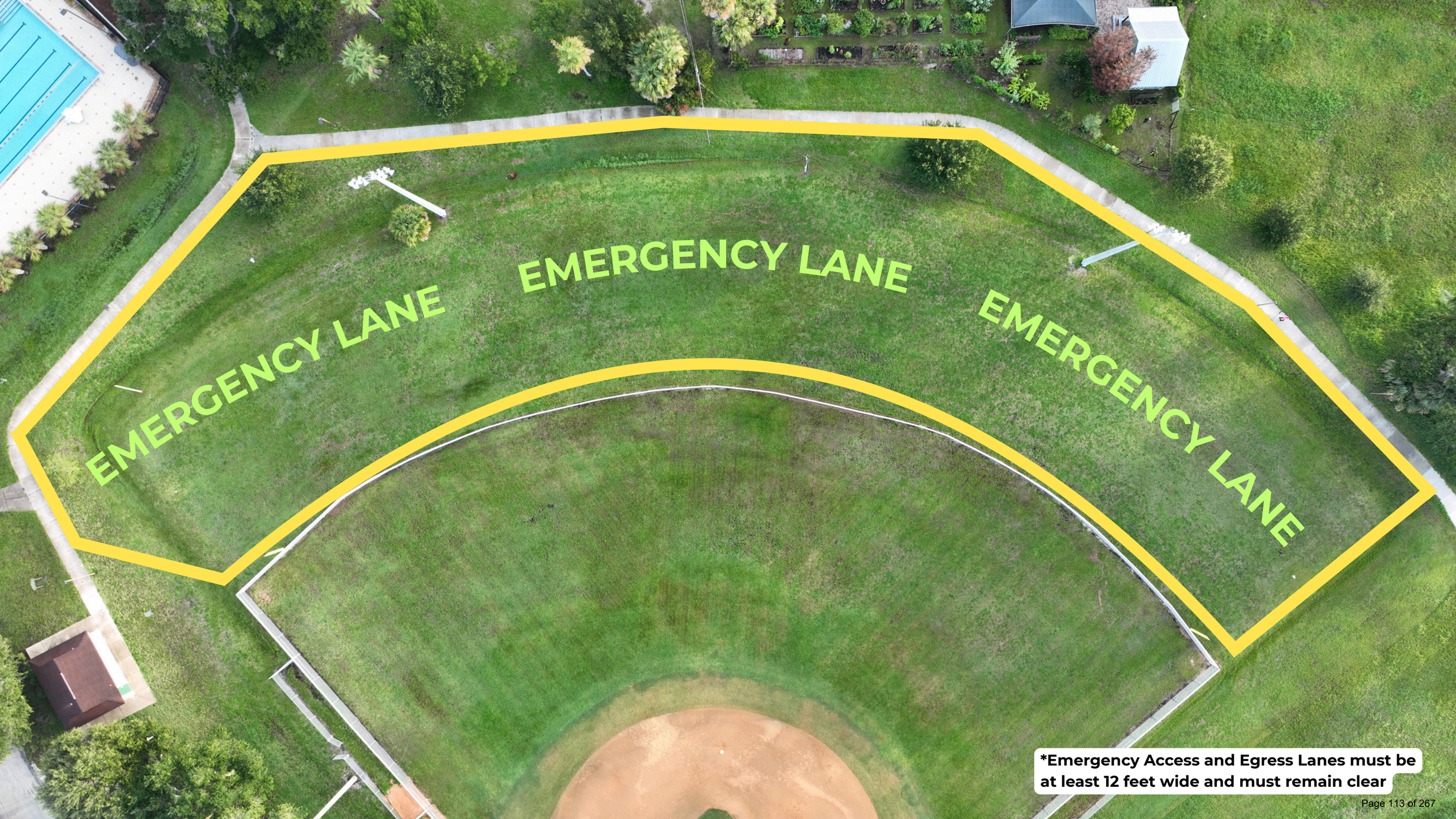
SITE DEVELOPMENT MAP

CITY OF ST AUGUSTINE™
EST. 1565

399 Riberia Street

St. Augustine, Florida 32084

904-201-5904



***Emergency Access and Egress Lanes must be at least 12 feet wide and must remain clear**

APPENDIX C
Electrician Information & Requirements

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FRANCIS FIELD

FRANCIS FIELD ELECTRICAL GUIDELINES

CITY OF
ST AUGUSTINE™
EST. 1565

25 W Castillo Drive
St. Augustine, Florida 32084
904-825-1004

FRANCIS FIELD

FRANCIS FIELD ELECTRICAL GUIDELINES

TABLE OF CONTENTS

1. Electrical Guidelines
2. Francis Field Electrical Bollards Site Map
3. Sample Electrical Verification Form

CITY OF ST AUGUSTINE™
EST. 1565

Francis Field Electrical Guidelines

Purpose

This document provides general information regarding the electrical infrastructure available at Francis Field and establishes requirements for the safe use of City electrical services during special events.

Electrical Service Overview

Utility Provider: Florida Power & Light

- Main Service Voltage: 120/220V, single phase
- Main Service Size: 200A panel
- Main Service Location: East side of the Dental Building
- Meter Location: East side of the Dental Building
- Secondary Power Pole Location: West side of the Dental Building
- Secondary Power Pole Rating: 150A, 120/240V
- Electrical service locations are shown on the Francis Field Electrical Map

Distribution Bollards

Each electrical bollard is rated at 40A, 120/240V.

- Each bollard contains:
    - Two 15A / 120V receptacles
    - One 10A / 240V receptacle
    - Panel locations are identified on the Francis Field Electrical Map

Temporary Power Requirements

Prior to the event, the City will:

- Review event power requirements.
- Confirm proper operation of power at electrical bollards.
- Inspect receptacles and electrical panels.
- Confirm GFCI protection where required.

Before taking possession of Francis Field, the event organizer or their designee is responsible for verifying all field utilities.

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Once the City agreement has been executed and possession of the site has been transferred, the event organizer assumes responsibility for any damage to the electrical infrastructure occurring during the rental period.

Repairs must be completed by a licensed electrician and permitted when required. If major repairs are needed, contact the Events & Venue Coordinator before proceeding.

Temporary Electrical Installations

The following requirements apply to all temporary electrical installations at Francis Field:

- No digging or trenching is permitted within Francis Field.
- Temporary electrical lines must comply with all applicable electrical codes.
- Temporary electrical lines must be installed by a licensed electrician in St. Johns County.
- Temporary electrical lines must be protected to eliminate trip hazards.
- Permits are required as determined by the City Building Department.
- Temporary power distribution equipment must be UL-listed, weather-rated, properly grounded, and protected from vehicle traffic.
- Double-lugging is prohibited.
- The event organizer is responsible for ensuring all temporary electrical connections and generator hookups are properly installed by a licensed electrician.

Generator Recommendations

The City recommends that food trucks and concession trailers utilize their own generators rather than connecting to City electrical services. This may streamline event operations and reduce potential electrical issues.

Emergency Procedures

- Power Failure
    - Verify the scope of the outage
    - Check the main breaker status
    - Determine whether the outage is utility-related or an internal fault
    - Notify the Facilities Manager and the Events & Venue Coordinator
- Electrical Fire
    - Call emergency services
    - Shut off the main power if it is safe to do so
    - Use a Class C fire extinguisher, do not use water

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Contact Information

Kristin Odom, Events & Venue Coordinator
Office: 904-825-1004 Cell: 904-808-2332
Email: kodom@citystaug.com

Contractor Information

Contractor Company Name: _____

Primary Contact: _____

Phone: _____

Email: _____

Dates / Times On-Site: _____

Type of Work / Service:

_____
_____
_____
_____

Insurance & Compliance

☐ Contractor maintains valid insurance coverage.

☐ Contractor agrees to comply with all City rules, regulations, and applicable electrical codes.

Acknowledgment

I certify that all contractors identified above are authorized to perform work during my rental period and will comply with all applicable safety requirements, regulations, and City policies.

Renter Signature: _____

Date: _____

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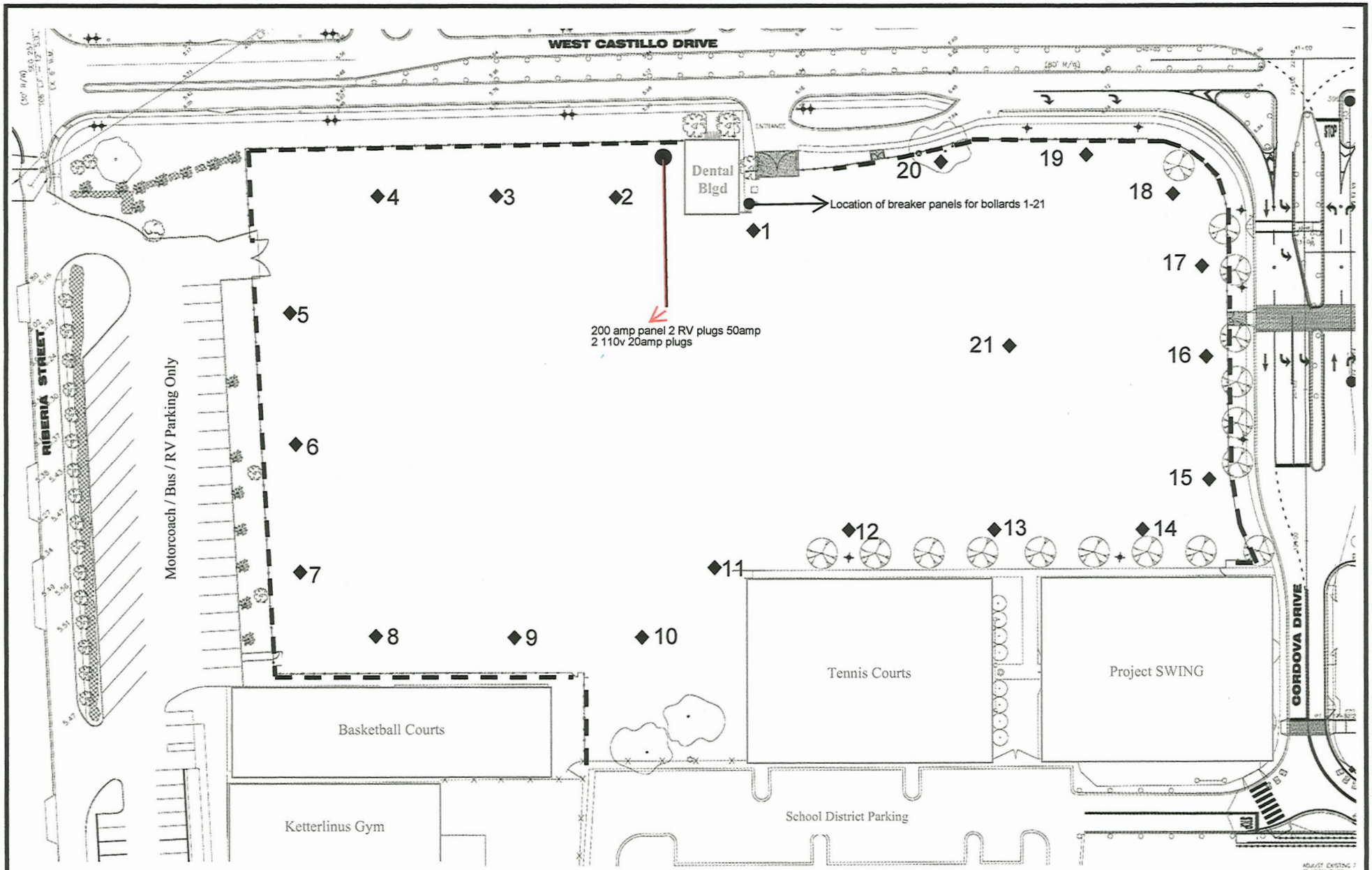

FRANCIS FIELD

West Castillo Drive / St. Augustine, Florida

Field dimensions

300' × 300' × 240'

Utility service locations 21

- **Potable water - One (1) spigot**
- **Electrical - Four (4) 110volt/20 amp outlets**
- **One (1) 220volt/~~50~~ amp** 25 AMP

City of St. Augustine – Francis Field Electrical Verification For

This form is to be completed by City staff before and after events. Detach this page, fill it out, and return it to the City of St. Augustine Events and venue Coordinator. Then it will be shared with the event Organizer.

Event Name: _____ Event Date(s):_____

Section 1 – Facilities Staff Electrical Inspection

Electrical Bollard	Working Before Event (Yes/No)	Notes/Repair Needed Date: _____	Working After Event (Yes/No)	Notes/Repair Needed Date: _____
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

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19				
20				
21				
22 Temp. Pole				

This electrical inspection was completed by Name: _____

Section 2 – Renter Electrical Acknowledgement

The Events Coordinator must be notified if any electrical issues arise during the event.

By signing below, the Renter acknowledges and agrees to the following:

☐ The Renter confirms that the electrical service on the field has been tested and confirmed operational prior to event setup.

OR

☐ The Renter trusts and accepts that the City of St. Augustine has tested and confirmed that the electrical service on the field is operational prior to event setup.

The Renter further agrees that:

- Any electrical malfunction occurring during the event will be the responsibility of the Renter to correct at their own expense using a licensed electrician.
- The licensed electrical contractor engaged for repairs may only make necessary repairs to restore functionality and is not authorized to add, modify, or install any additional electrical components or equipment.

Renter Name: _____

Renter Signature: _____

Date: _____

Events & Venue Coordinator Name: _____

Events & Venue Coordinator Signature: _____

Date: _____

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APPENDIX D
Mobile Food Vendor Fire Safety Inspection Program

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ST AUGUSTINE
FIRE DEPARTMENT

Mobile Food Vendor Fire Safety Inspection Program

The St. Augustine Fire Department (SAFD) requires all food trucks and mobile food vendors to successfully complete a fire safety inspection before operating within the City of St. Augustine.

For vendors participating in a special event, inspections should be scheduled **at least five (5) business days prior to the event** to allow sufficient time for scheduling and any necessary corrections. Food trucks that **do not pass inspection must correct all deficiencies and successfully pass a reinspection before operating within the city.**

Food trucks that pass inspection will receive an SAFD inspection decal. **Inspection decals will not be issued on the day of a special event**, and food trucks without a current SAFD inspection decal will not be permitted to operate in the city.

SAFD fire safety inspections are valid for **one (1) year** from the date indicated on the inspection decal.

Inspections are available **by appointment only** and may be conducted at St. Augustine Fire Station 1 (101 Malaga Street, St. Augustine, FL 32084) or at another location within the St. Augustine city limits.

Scheduling an Inspection

To schedule an inspection or for questions, please call, text, or email:

- **Dustin Hamilton:** (904) 808-3369
- **Abby Pedigo:** 904) 808-5537
- **Email:** fireinspections@citystaug.com

Please Note

The SAFD fire safety inspection verifies compliance with applicable fire and life safety requirements only. Food truck operators remain responsible for obtaining all other required permits, licenses, and approvals from the appropriate agencies before operating.

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ST AUGUSTINE
FIRE DEPARTMENT

Mobile Food Vendor Fire Safety Inspection Checklist

Vehicle & Fuel System

☐ **Wheel Chocks** – Minimum of **two (2)** wheel chocks are provided to prevent vehicle movement.

☐ **Generator** – Securely mounted or otherwise secured to the vehicle.

☐ **Propane (LPG) Cylinders** – Securely mounted or otherwise secured to the vehicle.

☐ **Propane (LPG) Cylinder Requalification** – Cylinders more than **12 years old** have a current requalification date.

- No letter after the requalification date: Requalify every **12 years**
- **S**: Requalify every **7 years**
- **E**: Requalify every **5 years**

☐ **Carbon Monoxide Detector** – UL Listed and installed inside the unit.

☐ **Propane Leak Detector** – Installed when propane-fueled cooking appliances are used.

☐ **"No Smoking" Sign** – At least one sign is posted in the vicinity of propane (LPG) cylinders and gasoline-powered generators.

Electrical

☐ **Extension Cords** – Free of splices, frayed insulation, damage, and loose connections.

☐ **Electrical Wiring** – No exposed wiring. Permanent wiring is installed in conduit in accordance with **NFPA 70**.

☐ **Switches & Receptacles** – All switches and electrical outlets have approved cover plates installed.

☐ **Electrical Panel** – No open or unused breaker spaces without approved filler plates.

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Fire Protection

Note: All required fire protection systems and portable fire extinguishers shall be inspected, serviced, and tagged by a licensed company within **12 months** of the scheduled inspection unless otherwise noted.

☐ **Kitchen Hood Suppression System** *(where grease-laden vapors are produced)* – Current inspection tag.

☐ **Kitchen Hood & Exhaust Cleaning** *(where applicable)* – Hood and exhaust system cleaned and tagged within the last **6 months**.

☐ **Portable Fire Extinguisher** – Minimum **2A:10BC** dry chemical extinguisher with inspection tag dated from within one (1) year.

☐ **Class K Fire Extinguisher** *(where grease-laden vapors are produced)* – with inspection tag dated from within one (1) year

☐ **Solid Fuel Cooking** *(wood or charcoal)* – Minimum of **one (1) 2-A rated water spray extinguisher or one (1) 1.6-gallon wet chemical extinguisher** located within **20 ft (6 m)** of the solid-fuel cooking appliance and bearing an inspection tag dated from within one (1) year.

Site Requirements

☐ **Fire Hydrants & Fire Department Connections (FDCs)** – Maintain a minimum clearance of **15 ft**.

☐ **Separation Distance** – Maintain a minimum clearance of **10 ft** from buildings, other food trucks, and combustible materials, including fences, roof overhangs, and vegetation.

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ST AUGUSTINE
FIRE DEPARTMENT

Mobile Food Vendor Fire Safety Guidelines

All mobile food vendors are required to successfully complete a fire safety inspection before operating within the City of St. Augustine. This guide is intended to help vendors prepare for their inspection and understand the fire and life safety requirements applicable to mobile food operations.

Additional requirements may be identified during the inspection based on the specific equipment or operation. For complete requirements, refer to the Florida Fire Prevention Code, including **NFPA 1, Chapter 50**, **NFPA 96**, **NFPA 17A**, **NFPA 10**, and **NFPA 58**.

Site Requirements

- Maintain a minimum clearance of **15 feet** from all fire hydrants and fire department connections (FDCs).
- Maintain a minimum clearance of **10 feet** from buildings, other food trucks, and combustible materials, including fences, roof overhangs, vegetation, and tent canopies.
- Do not obstruct any building exit, fire lane, fire hydrant, or emergency access route.
- Hood exhaust ducts and solid-fuel cooking exhaust shall discharge at least **10 feet** from combustible materials.
- A minimum of **two (2) wheel chocks** shall be used whenever the vehicle is parked for operation.

Electrical Safety

- All extension cords, electrical equipment, and wiring shall be in good condition and free from damage, splices, exposed conductors, or loose connections.
- Permanent wiring shall be installed in accordance with **NFPA 70 (National Electrical Code)**.
- Electrical switches and receptacles shall have approved cover plates installed.
- Electrical panels shall not have open or unused breaker spaces.

Propane (LPG) Systems

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Cylinders

- A maximum of **two (2) 100-pound propane cylinders** is permitted (one in service and one spare).
- Cylinders shall be mounted outside the vehicle and securely fastened.
- Storage compartments for propane cylinders shall be properly vented.
- Cylinders more than **12 years old** shall bear a current requalification marking:
    - No letter after the date: every **12 years**
    - **S**: every **7 years**
    - **E**: every **5 years**
- A **"NO SMOKING"** sign shall be posted near all propane cylinders.

Installation

- Propane-burning appliances shall be listed for LPG use.
- Homemade LPG appliances may require engineering documentation and approval before being placed into service.
- Piping, fittings, valves, and regulators shall comply with **NFPA 58**.
- Flexible LPG hose shall be listed for propane service.
- Flexible appliance connectors shall not exceed **5 feet** in length.
- Manual shutoff valves shall be provided at the propane supply and at each appliance.
- Pressure relief valve discharges shall terminate at least **3 feet** horizontally from:
    - Vehicle openings
    - Appliance air intakes or exhaust vents
    - Internal combustion engine exhaust outlets

Kitchen Hood & Fire Suppression Systems

Appliances that produce grease-laden vapors (such as deep fryers, griddles, ranges, or tilt skillets) shall be protected by a **Type I hood** and an **automatic fire suppression system**.

- Hood suppression systems shall be inspected and serviced annually by a licensed company.
- Hood filters shall remain installed during operation.
- Cooking equipment producing grease-laden vapors shall be located entirely beneath the hood.
- Hood systems, filters, ducts, and cooking equipment shall be maintained free of excessive grease accumulation.
- Deep fat fryers shall be separated from open-flame appliances by at least **16 inches**, or by an approved **8-inch-high baffle**.

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Portable Fire Extinguishers

All required fire extinguishers shall be readily accessible, properly mounted, and inspected and tagged by a licensed company annually.

Minimum extinguisher requirements include:

- **One (1) 2A:10BC dry chemical extinguisher** for all mobile food vendors.
- **One (1) Class K extinguisher** when cooking produces grease-laden vapors.
- **Solid fuel cooking operations** shall also provide either:
    - One listed **2-A water spray extinguisher**, or
    - One **1.6-gallon wet chemical extinguisher**, located within **20 feet** of the appliance.

Solid Fuel Cooking Operations (Utilizing wood or charcoal)

- Exhaust systems serving solid fuel cooking equipment shall be independent of all other exhaust systems.
- Exhaust ducts shall discharge directly to the exterior.
- Spark arresters shall be installed where required.
- Solid fuel appliances shall not be installed where flammable vapors or gases are present.

Solid Fuel Storage

- Fuel shall not be stored above heat-producing appliances.
- Fuel shall be stored at least **3 feet** from cooking appliances or other ignition sources.
- Fuel shall not obstruct ash removal.
- Fuel shall be separated from flammable liquids, chemicals, food products, and packaging materials.

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ST AUGUSTINE FIRE DEPARTMENT

Mobile Food Vendor Fire Safety Inspection FAQs

Who is required to have a fire safety inspection?

All food trucks and mobile food vendors operating within the City of St. Augustine are required to successfully complete an SAFD fire safety inspection before operating.

How often do I need to be inspected? Annually, if operating in the city of St. Augustine

How much does a fire safety inspection cost? $25.00. An invoice will be emailed after inspection and can be paid online, over the phone, or in-person.

How do I schedule an inspection? Call, text, or email our inspectors:

Dustin Hamilton 904-808-3369

Abby Pedigo 904-808-5537

fireinspections@citystaug.com

How far in advance should I schedule my inspection?

We recommend scheduling your inspection at least five (5) business days before your event to allow time for scheduling and any necessary corrections.

Where are inspections conducted? St. Augustine Fire Department Station 1 (101 Malaga St, St. Augustine, 32084) or another approved location within the city of St. Augustine limits.

How long does an inspection take? Typically, no more than about 10 minutes.

What should I have ready when the inspector arrives? All current inspections for extinguishers, fire protection systems, and LPG cylinders; wheel chocks, extinguisher(s), CO detector, and propane detector visible.

Do I need to be present during the inspection? Someone affiliated with the food truck must be present, whether it is you or your designee.

What happens if my food truck does not pass inspection? Your inspector will discuss any deficiencies with you during inspection and email you a copy of your inspection report with

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deficiencies listed as well. You will not be allowed to operate in the city of St. Augustine until all deficiencies have been corrected. Once all deficiencies have been corrected, a re-inspection can be scheduled.

If I fail my inspection, is there a fee for reinspection? No, but we cannot guarantee your reinspection will be conducted in time for your intended event, so please be ready and prepared for your first inspection.

Do I need a new inspection for every special event? No, only if your current inspection is expired. Inspections are valid for one year from the date indicated on inspection decal.

Will my SAFD inspection decal be recognized at other events or jurisdictions? Likely, no. Your decal is only valid in the city of St. Augustine.

I already passed an inspection in another city. Do I still need an SAFD inspection? Yes, an SAFD decal is still required to operate in the city of St. Augustine.

Can I transfer my inspection decal to another food truck or trailer? No, each food truck must be inspected for compliance and receive its own decal.

What if I replace my food truck or make significant modifications after it has been inspected? New food trucks must be inspected for compliance. For modifications to an existing truck, reach out to the SAFD Fire Prevention Bureau to discuss whether a new inspection is required.

What fire extinguishers are required on my food truck? At a minimum, a 2A10BC multi-purpose fire extinguisher must be provided for all food trucks. A**ll extinguishers must be inspected by a licensed third-party company (not the fire department), annually and equipped with a current inspection tag, even if they are brand new.**

Cooking which **creates grease-laden vapors**, such as on griddles, on stovetops, or in fryers, must also have a **K- Class** extinguisher.

Cooking with **solid fuel,** such as wood or charcoal, must also have a **K-class** extinguisher **or** a **Class A water-spray** extinguisher.

Where can I find a licensed third-party company to inspect my fire extinguisher(s)? Check online for “fire extinguisher companies near me”. There is one local company in St. Augustine and several out of Jacksonville and surrounding areas who can inspect and tag your extinguisher. You can take a pre-purchased extinguisher to them for service or buy one directly through them that is ready to go.

Do I need a hood suppression system? If your cooking creates grease-laden vapors, a hood suppression system will be required. Typically, this sort of cooking is done on griddles, in fryers, or on the stovetop with butter or oil. If you are only steaming or boiling food, baking it in

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an oven, grilling or smoking outside of the truck, a suppression system will not be required. In most cases, even if a **suppression** system is not required, a hood system with an exhaust fan will still be necessary to exhaust heat, smoke, and moisture from the truck. Specific requirements for suppression systems can be found online in NFPA 17a and specific requirements for hood systems can be found in NFPA 96

What is the difference between a carbon monoxide (CO) detector and a propane (LPG) detector and why do I need both? Although both devices improve safety, they detect different hazards and serve different purposes.

Carbon Monoxide (CO) Detector: Detects carbon monoxide—a colorless, odorless, toxic gas produced by fuel-burning appliances and generators. A CO detector provides early warning of dangerous CO levels to help prevent carbon monoxide poisoning. It should be installed **inside the food truck** in accordance with the manufacturer's instructions.

Propane (LPG) Leak Detector: Detects leaking propane gas before it can accumulate to dangerous levels and create a fire or explosion hazard. Because propane is **heavier than air**, LPG leak detectors are typically installed **near the floor** in accordance with the manufacturer's instructions, where leaking gas is most likely to collect.

Does the SAFD inspection satisfy all requirements to operate my food truck? The SAFD inspection only satisfies the fire and life safety requirements of the truck. Trucks that will be operating at a permanent location (vs a one-time special event) will still need a Business Tax Receipt through the city and approval from the city's public works department. The public works mobile food vendor packet can be found here https://www.citystaug.com/DocumentCenter/View/6690/Public-Works-Mobile-Food-Vendor-Requirements-and-Forms-PDF?bidId= and a business license can be applied for through the city's permit portal.

Who do I contact if I have additional questions? Call, text, or email our inspectors:

Dustin Hamilton 904-808-3369

Abby Pedigo 904-808-5537

fireinspections@citystaug.com

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APPENDIX E
Example Road Closure Plan

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St. Augustine Community Table | Friday, March 27 | 12:00pm - 2:30pm

Barricades | Table | Music | Trash/Recycle | Food Distro

APPENDIX F
Pre-Approved Parade Route Maps

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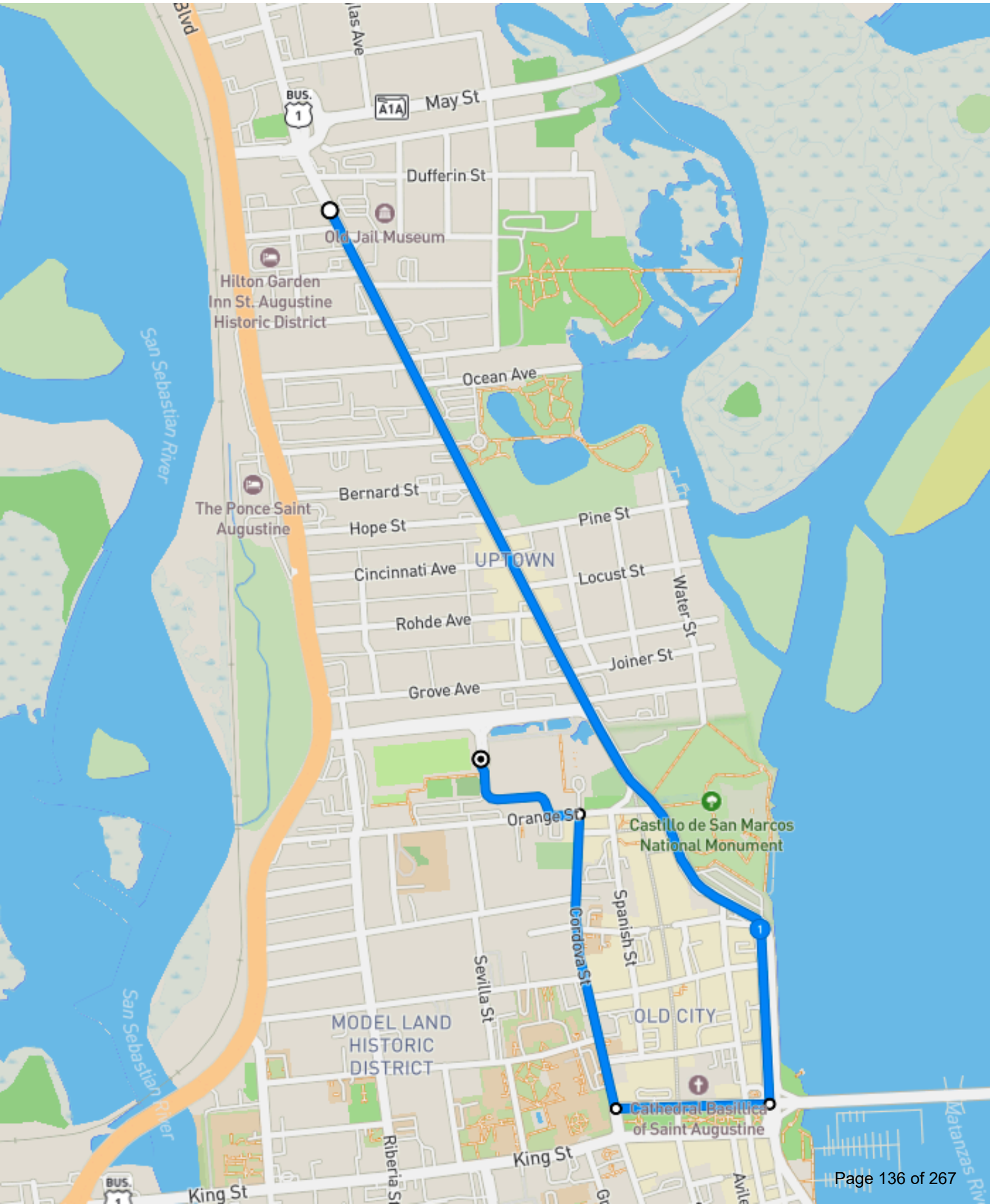
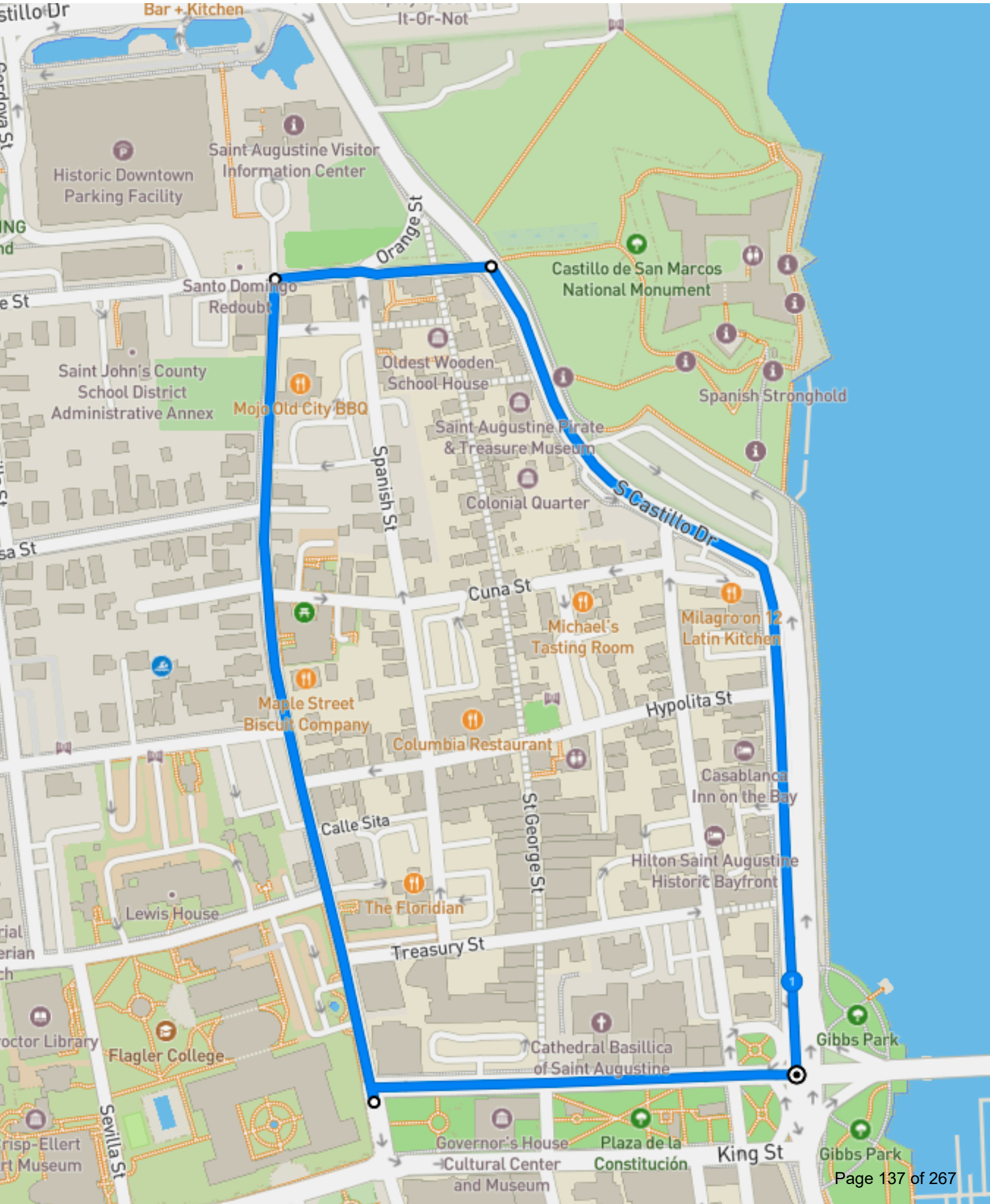
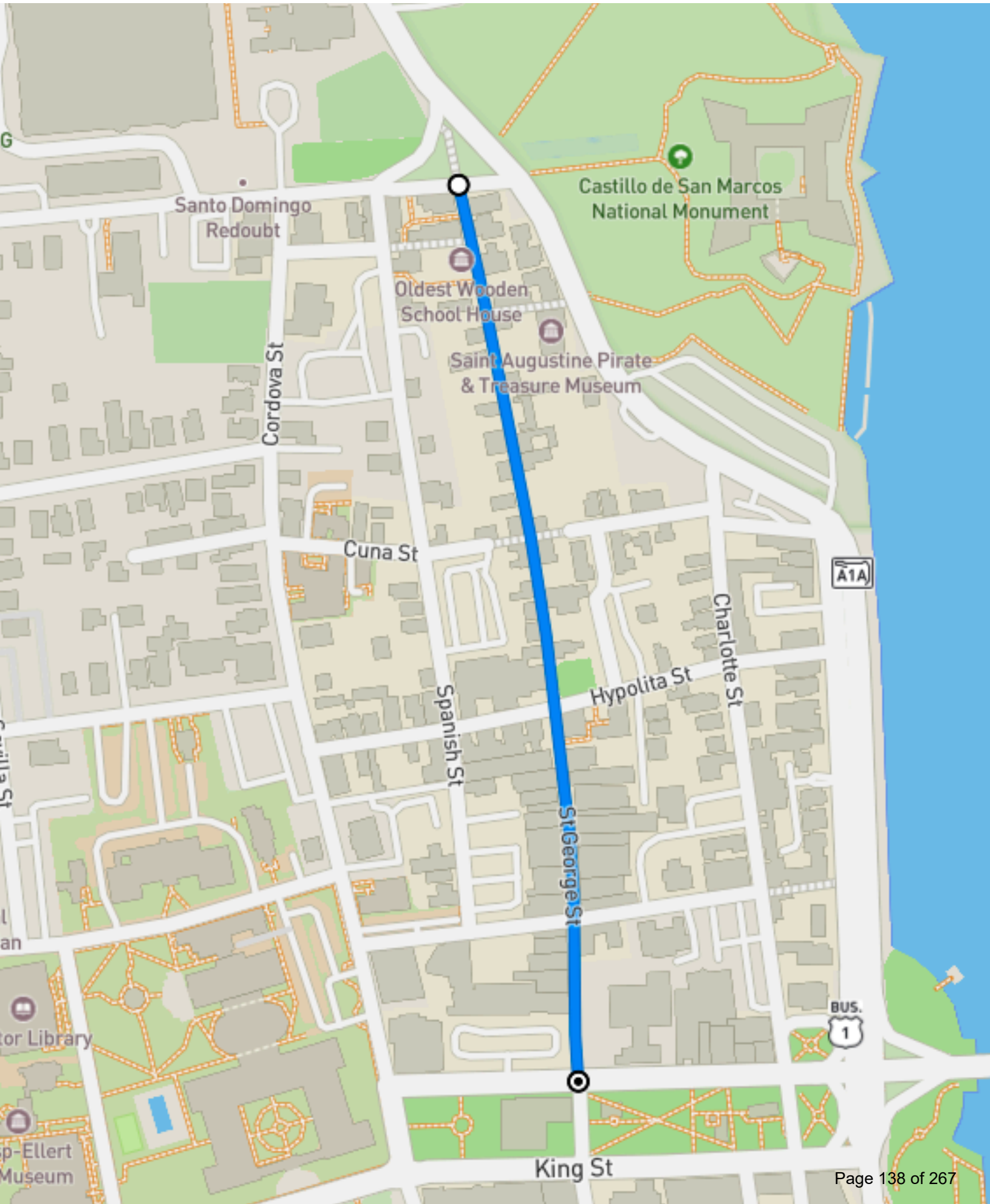
SAN MARCO/DOWNTOWN ROUTE



DOWNTOWN LOOP



ST. GEORGE STREET ROUTE



APPENDIX G
Pre-Approved Race Route Maps

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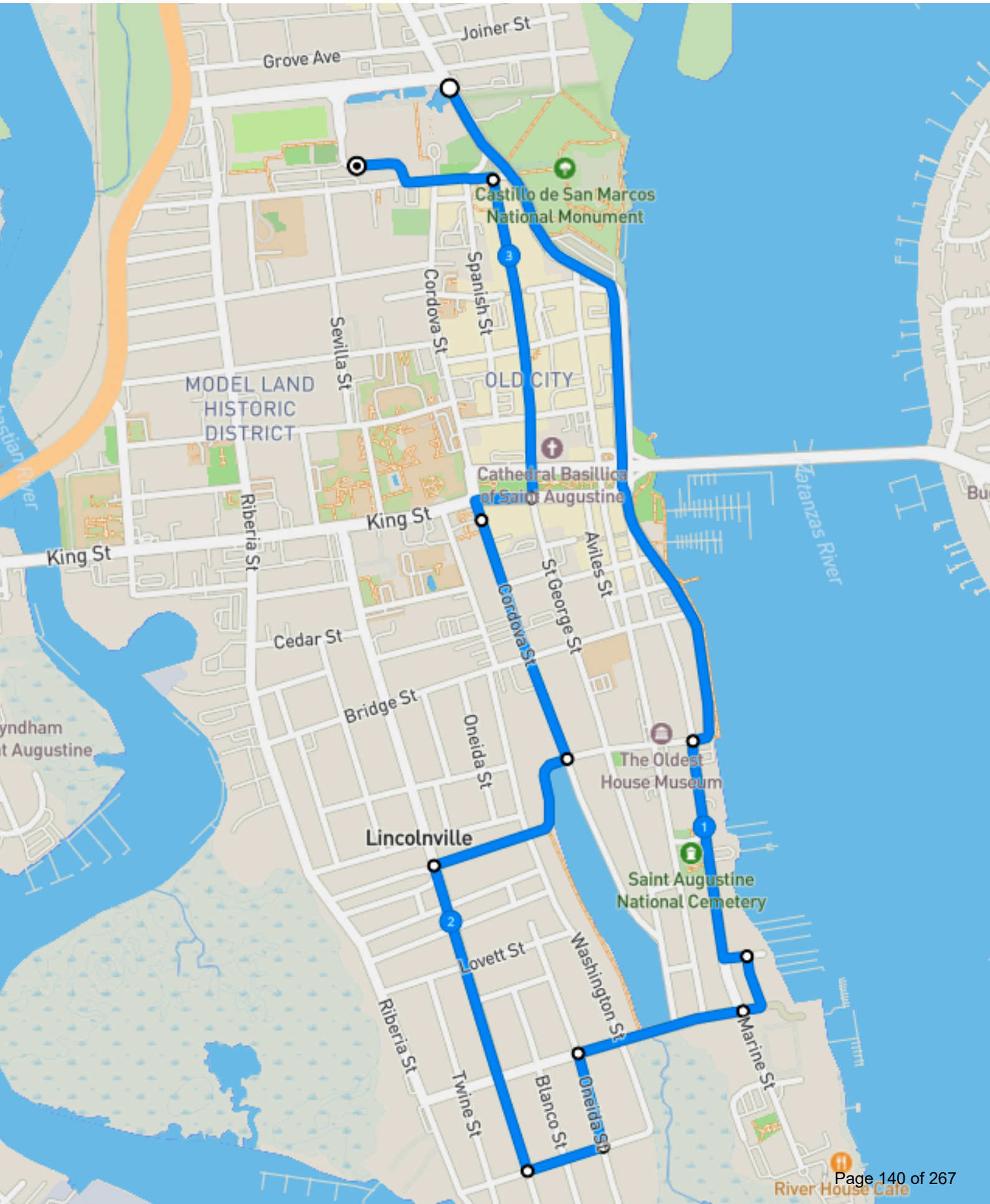
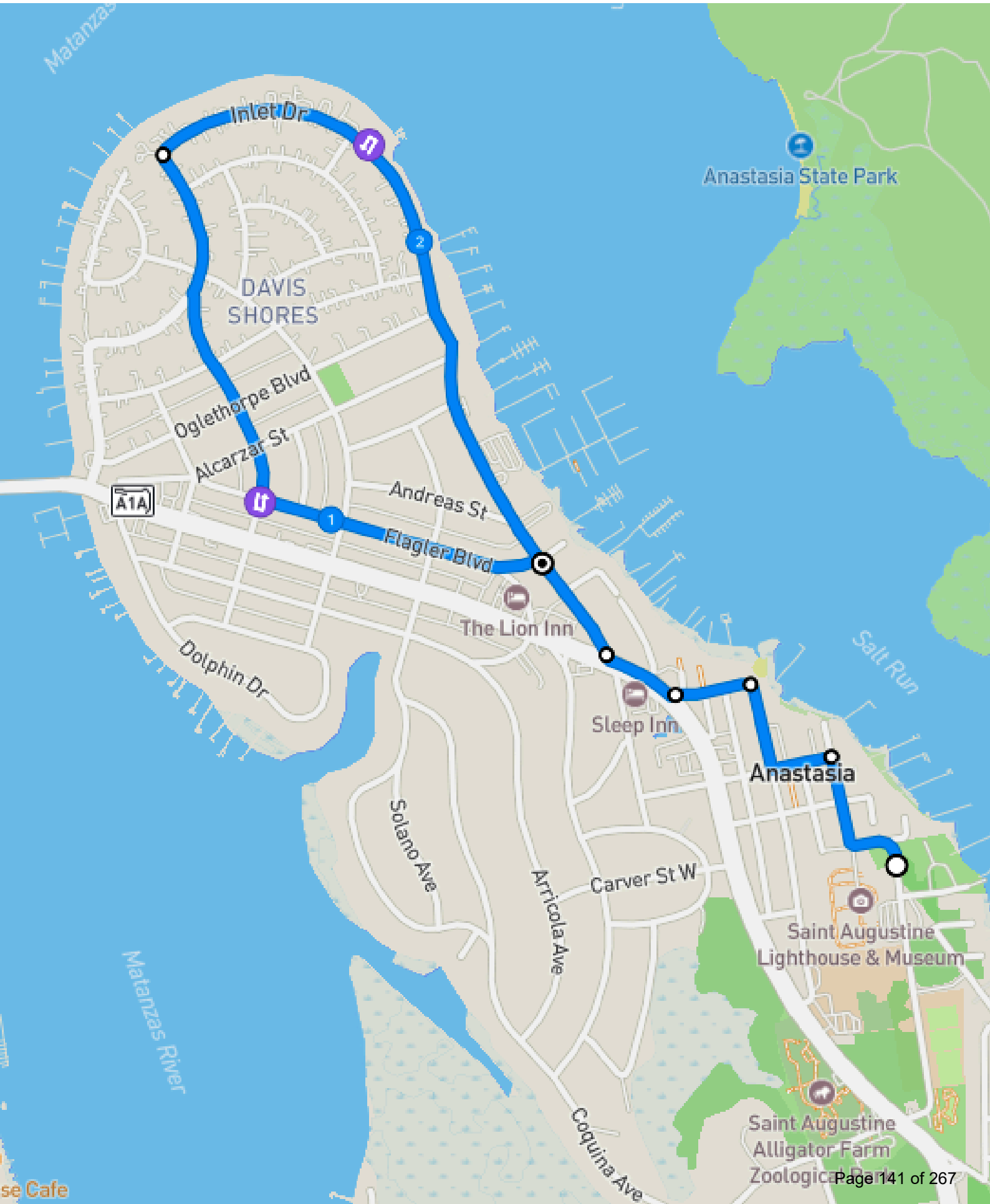
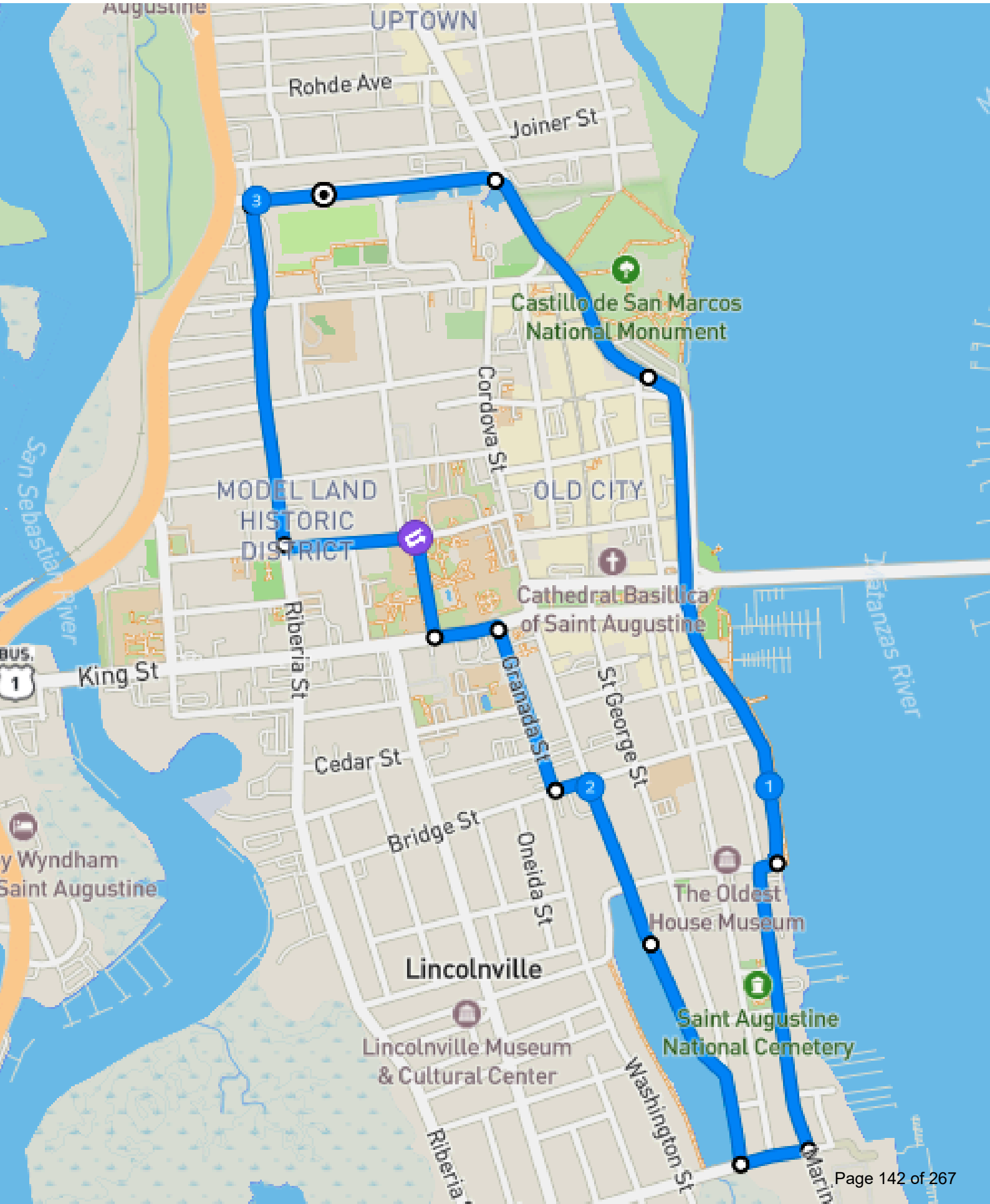
ROUTE 1


Joiner St
Grove Ave
Castillo de San Marcos
National Monument
Spanish St
Cordova St
Sevilla St
MODEL LAND
HISTORIC
DISTRICT
OLD CITY
Cathedral Basillica
of Saint Augustine
King St
King St
Riberia St
Cedar St
Bridge St
Oneida St
Cordova St
St George St
Aviles St
Matanzas River
The Oldest
House Museum
Lincolnville
Saint Augustine
National Cemetery
Lovett St
Washington St
Riberia St
Twine St
Blanco St
Oneida St
Marine St
River House Cafe

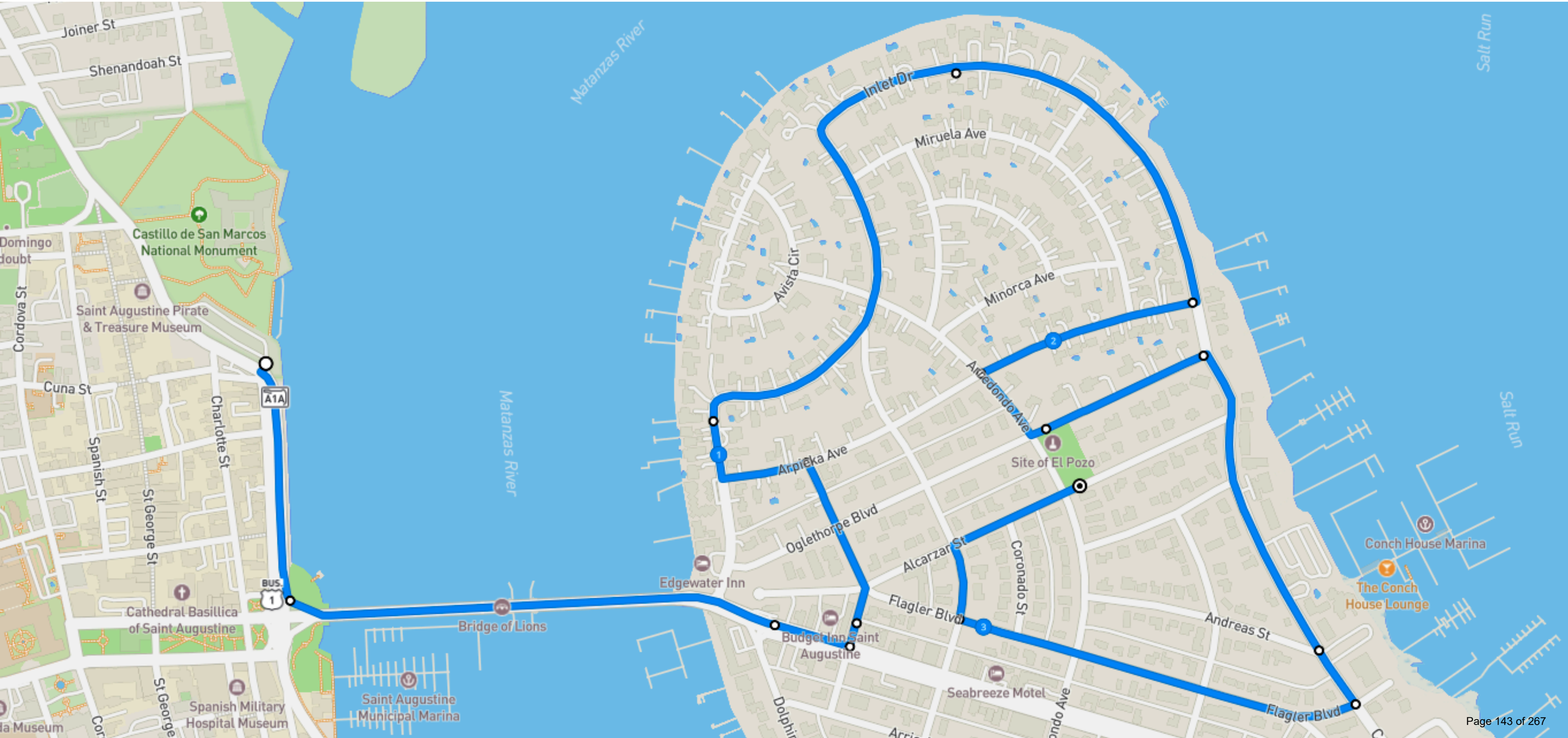
ROUTE 2


Inlet Dr
DAVIS SHORES
Oglethorpe Blvd
Alcarzar St
A1A
Andreas St
Flagler Blvd
The Lion Inn
Dolphin Dr
Anastasia State Park
Salt Run
Sleep Inn
Anastasia
Solano Ave
Arricola Ave
Carver St W
Saint Augustine Lighthouse & Museum
Matanzas River
Coquina Ave
Saint Augustine Alligator Farm Zoological Park

ROUTE 3


UPTOWN
Rohde Ave
Joiner St
Castillo de San Marcos
National Monument
Cordova St
MODEL LAND
HISTORIC
DISTRICT
OLD CITY
Cathedral Basilica
of Saint Augustine
Riberia St
King St
Granada St
St George St
Cedar St
Bridge St
Oneida St
The Oldest
House Museum
Lincolnville
Saint Augustine
National Cemetery
Lincolnville Museum
& Cultural Center
Washington St
San Sebastian River
Matanzas River
Wyndham
Saint Augustine

ROUTE 4 - 5K


Joiner St
Shenandoah St
Matanzas River
Salt Run
Castillo de San Marcos National Monument
Saint Augustine Pirate & Treasure Museum
Cordova St
Cuna St
Spanish St
St George St
Charlotte St
A1A
BUS 1
Cathedral Basilica of Saint Augustine
Bridge of Lions
Saint Augustine Municipal Marina
Spanish Military Hospital Museum
Inlet Dr
Miruela Ave
Avista Cir
Minorca Ave
Aberdondo Ave
Arpieka Ave
Site of El Pozo
Oglethorpe Blvd
Alcarzar St
Coronado St
Edgewater Inn
Budget Inn Saint Augustine
Flagler Blvd
Andreas St
Seabreeze Motel
Conch House Marina
The Conch House Lounge
1
2
3

APPENDIX H
Sample License Agreements

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City of St. Augustine
Event Space License Agreement and Special Event Permit

This agreement for the event space license of _____ ("premises") and any related special event permit is made and entered into by and between the CITY OF ST. AUGUSTINE, FLORIDA, a municipal corporation organized and existing under and by virtue of the laws of the State of Florida (hereinafter referred to as "City"), whose mailing address is P.O. Box 210, St. Augustine, Florida 32085 and **(Name of organizer)**, on their behalf and on behalf of _____ **(Name of organization)**, (hereafter referred to as "Licensee"), whose mailing address is _____. The Licensee agrees to be individually liable for compliance with all terms and conditions of this License Agreement, and if the Licensee is entering into this License Agreement on behalf of a corporation, partnership, or other organization, the Licensee represents that the Licensee has authority to bind the entity the Licensee represents and agrees to bind that entity to all the terms and conditions of this contract as its authorized agent.

Whereas, the Licensee desires to temporarily rent, occupy, and make use of the City's venue, located at _____ and known as _____ ("Premises"), and any public infrastructure related to the special event permit, and;

Whereas, the Licensee agrees to the terms and conditions of the license, occupation, and use of the venue in consideration of certain payments and limitations of this License Agreement;

Whereas, the License Agreement incorporates all terms and conditions of the related special event permit, including but not limited to, conditions of use of public roads, sidewalks, parking lots, and other public places necessary for the event;

Now, therefore, the parties agree to the following terms and conditions:

Scope of Agreement

The License Agreement defines the obligations of both parties pertaining to the license of the event space venue described in the License Agreement. The venue described in this License Agreement has been reserved for the Licensee only for the date(s) and time stipulated. The hours assigned to the event include all set-up and clean-up, including the set-up and clean-up of all the performers, vendors, service providers, subcontractors, and participants in the event. The Licensee understands and agrees that the Licensee is responsible for following all the special event permit terms and conditions, as well as, the laws, rules, and regulations of the State of Florida and City of St. Augustine, and that the Licensee agree to be responsible for any damage to the Premises, delays caused by the event not ending on the date and time permitted, or additional repair, clean-up, and health and safety costs incurred by the City of St. Augustine due to the Licensee's use of the venue described in this License Agreement. The Licensee assumes responsibility for the Licensee, as well as the Licensee's performers, participants, guests, guests, invitees, agents, vendors,

and subcontractors resulting from the Licensee's use of the venue. The Licensee further understands and agrees that the City may terminate the Licensee's use of the venue, or may refuse to enter into a future License Agreement with the Licensee, if the Licensee violates these terms and conditions. All terms and conditions of the special event permit are incorporated by reference and made a part of this License Agreement.

EVENT DESCRIPTION / VENUE ACCESS: The Licensee shall have access to and use of the venue from _____ on _____, to _____ on _____, for the purpose of hosting the _____ event. City shall provide the Licensee keys and spigots to give the Licensee access no later than _____.

The actual hours of the event are as follows:

Date: _____ Time: _____
Date: _____ Time: _____

SPECIAL EVENT PERMIT TERMS AND CONDITIONS:

- ○ See attached as Exhibit "A" special event terms and conditions, or
- ○ Not applicable.

LICENSE COST: The fee for the use of the venue described in this License Agreement is $_____. The license fee will be invoiced along with any other fees incurred (Solid Waste, SAPD, etc.) at the conclusion of the event and shall be payable to the City upon receipt of the invoice. The license deposit will be credited to the fees owed. Failure to pay in full the license costs described in this License Agreement, or to pay for any clean-up, damage, or costs of delays, will be deemed a breach of the terms and conditions and may result in termination of the License Agreement and related special event. The City reserves the right to refuse to enter into a future License Agreement or related special event permit with individuals or organizations that previously breached the terms of the License Agreement or related special event permit.

DEPOSIT: A non-refundable and non-transferable deposit of $0.00 is required at the same time as signing this License Agreement in order to complete the reservation. No other reservation method will be accepted.

Expiration of License Period: The Licensee shall return the keys and spigots to City by _____ on _____, or be subject to fees to replace items, and any related costs of delays.

Fees associated with events held on public property are determined at a rate sufficient to cover all costs of the services delivered by the City of St. Augustine. These costs are known as cost recovery fees. There are some basic fixed fees that remain unchanged (i.e., application fee, site use fee), and others that vary based on cost recovery (i.e., personnel by the hour or solid waste by the volume). For some events, depending on their complexity, an exact determination of costs prior to the event may not be possible, but City staff will work diligently to provide an accurate estimation based on the past history of the specific

event or similar events. Estimation of costs will be determined during the development of the unified operations plan when details and level of City provided services of the event are confirmed. The current fee schedule can be obtained by contacting the Event & Venue Coordinator at events@citystaug.com.

Removal of Belongings: The Licensee shall remove all personal property, trash, and other items that were not present in the venue when the Licensee took control of it. Any personal property left on the premises after the expiration of the license period will be deemed abandoned property and will be disposed of according to law. Any costs of disposal will be charged to the Licensee.

UNPAID BALANCE FEES: In the event that the Licensee fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 5% per month until it is paid. The Licensee shall also be liable to City for any legal fees, court costs, and other expenses associated with collection.

HOLD HARMLESS; INSURANCE: The Licensee agrees that the Licensee will at all times indemnify and save and keep City harmless from any and all claims for damage and liability to persons or property occasioned, either directly or indirectly, by the use and occupancy of the Premises by the Licensee and the Licensee's invitees, guests, agents and employees, including any court costs and attorney's fees, including any appeals, and shall defend the City against any such claims. The Licensee, at the Licensee's expense, shall provide policies of insurance generally known as public liability and property damage insurance insuring City and the Licensee against all claims and demands made by any persons whomsoever for injuries of any type and/or kind to persons or property incurred in connection with the operation and/or maintenance of the Premises in a coverage amount of not less than $1,000,000 for each occurrence for damages to persons or property and $500,000 for damages to the Premises. **The Licensee shall obtain and deliver to City prior to or at commencement of this agreement, a copy of the original policy showing the City as a named insured along with a corresponding certificate of insurance.** Failure to so provide such a policy or renewals shall constitute a default and breach of the terms and conditions of this License Agreement. The Licensee also shall provide the City proof of current Worker's Compensation coverage to the extent such coverage is required by law.

NO WAIVER OF SOVEREIGN IMMUNITY: Nothing in this Agreement shall be construed as a waiver of sovereign immunity beyond that provided in Section 768.28, Florida Statutes, nor shall anything in this Agreement be construed as increasing the limits of the sovereign immunity as provided in Section 768.28, Florida Statutes.

ALTERATIONS, REPAIRS: The Licensee shall not make changes to the Premises or other public infrastructure without prior written consent of City. Any approved changes, additions, alterations, improvements or repairs shall be made at the Licensee's sole cost. The Premises and other public infrastructure must be returned to the same condition as it was received by the Licensee.

FIELD: Electrical power on the field will be turned on/off by the City. The Licensee will check all outlets to ensure proper operation, prior to accepting the license. The Licensee is responsible for any electrical issues after acceptance of the field. The Licensee is required to have a licensed electrician available for any repairs during the term of the license. It is the Licensee's responsibility for any damages. Trenching on the field is not allowed.

SIGNAGE: Event signs (promotional, directional, etc.) may be displayed only as permitted by law. Only authorized government signs and authorized special event signs identified in a special event permit are allowed on the rights-of-way. Any signs placed on the fence at Francis Field can only be placed up to five days before the event takes place.

PORTABLE TOILETS: The Licensee is responsible for providing sufficient portable toilets, including disabled accessible toilets, hand washing stations and portable holding tanks based on expected attendance, number of days of the event, the nature of cooking and foodservice consistent with the requirements of the Americans with Disabilities Act and sanitation regulations. The Licensee and the provider of the portable toilet and hand washing facilities shall comply with the Standards for Onsite Sewage Treatment and Disposal Systems, State of Florida Department of Health, Chapter 64E-6.0101, Fla. Admin. Code. The location of all portable toilet and hand washing facilities must be specified in the operations profile.

ALCOHOLIC BEVERAGES: The Licensee is responsible for ensuring that the distribution and consumption of alcohol is conducted only as allowed by law and in compliance with all required permits. The Licensee is responsible for securing and completing the Application for One/Two/Three Day Permit or Special Sales License (Form DBPR-ABT-6003) from the Florida Department of Business & Professional Regulation and securing appropriate signatures from the City's Planning & Building Department. Alcoholic beverages may be sold and consumed only where and when permitted by law. Any event allowing sale or consumption of alcoholic beverages will be required to have additional security by the St. Augustine Police Department during hours when alcohol is distributed and/or consumed at a level determined by the Police Department. The Police Department reserves the right to approve the placement of points of alcohol service, as well as entrance and exits. St. Augustine does not allow drinking in public or open containers of alcoholic beverages on its streets, sidewalks, and parking lots, unless the area is closed to the general public and has restricted access pursuant to a special event permit. Violators will be prosecuted.

PUBLIC SAFETY: The City of St. Augustine Police Department and the St. Augustine Fire Department are the lead agencies for public safety relating to events within their jurisdictions. Both departments will work with the Licensee to develop a suitable plan that will provide a safe environment for participants and attendees and not impede the event's operations.

Representatives from each department will determine the level of service an event requires based on the type of event, location and expected attendance. If the event's impact causes limitations on access to certain areas by the fire department, the Licensee is responsible for

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the cost of the establishment of a temporary satellite fire unit. The cost of all public safety services is the Licensee's responsibility.

CROWD CONTROL MANAGERS: Additionally, for any event with 250 or more attendees, the Licensee is responsible for ensuring the event has trained Certified Crowd Managers at a ratio of 1:250 attendees and as provided in accordance with National Fire Protection Association standards (NFPA 101.12.7.6).

AMPLIFIED SOUND: The City Code sets maximum permissible sound limits (Section 11-88) and prohibits noise disturbances (Section 11-89). If the Licensee anticipates that the event will exceed any noise ordinance limits, the Licensee must request a special permit to exceed noise levels in writing prior to the event pursuant to Section 11-93 of the City Code. The Licensee must comply with all conditions and limits stated on the noise or special event permit. Consistent with City code, permits may be granted for the purpose of entertainment under the following conditions:

a) The function must be open to the public (admission may be charged).
b) The function must take place on public property.
c) The permit will be given for specific events and durations of time.
d) The function must be staged between the hours of 9:00 a.m. and 12:00 midnight.

The City may prescribe any reasonable conditions or requirements it deems necessary to minimize adverse effects upon the community or the surrounding neighborhood, including placement of stages and speakers, use of mufflers, screens, or other sound-attenuating devices. Bullhorns are prohibited in all instances except in emergency situations.

WEAPONS: The discharge of Weapons, whether modern or historic in nature, are prohibited in any event venue unless they are an essential part of entertainment, exhibits or demonstrations and their use is approved by the City of St. Augustine Police Chief or their designee. Events discharging historic weapons must meet safety standards set by the St. Augustine Police Department including proof of applicable certifications and sufficient levels of training with such weapons specifically for public demonstrations utilizing such weapons. If discharge of weapons will occur as part of the demonstration, a trained Historic Weapons Supervisor/Leader must be on scene during firing demonstrations and safety zones must be established and well defined.

The use or discharge of modern or historic weapons for theatrical purposes must follow appropriate industry safety protocols, including applicable Actors' Equity Association standards for theatrical firearms and weapons.

FIREWORKS: Fireworks or other pyrotechnics, including smoke-producing devices are prohibited unless approved by the City of St. Augustine Fire Marshal.

OPEN FIRES: Open fires are prohibited unless approved by the City of St. Augustine Fire Marshal.

OVERNIGHT CAMPING: City ordinances prohibit sleeping overnight in vehicles on public property, or camping in tents or open-air, thus event participants, including

entertainers, vendors, volunteers, etc. are not permitted to sleep or camp, remain in tents, shelters, recreational vehicles, campers, or other vehicles overnight. Violators will be prosecuted.

CITY OF ST. AUGUSTINE OR ST. JOHNS COUNTY LOCAL BUSINESS TAX: The Licensee is responsible for obtaining and paying for any required local business tax receipt in the jurisdiction where the Licensee maintains its business office, pursuant to Chapter 205, Florida Statutes. If the Licensee's business office is located in St. Johns County, information regarding local business tax receipts is available through the St. Johns County Tax Collector at www.sjctax.us/BusinessTax.aspx. If the Licensee's business office is located within the City of St. Augustine limits, information is available at https://www.citystaug.com/1202/Business-Licenses.

SITE MAINTENANCE: The City of St. Augustine has an obligation to maintain public property and reserves the right to conduct such measures as is necessary to ensure that maintenance is performed in a timely manner to structures, landscaping and public rights-of-way. Every effort will be made to notify the Licensee of scheduled or emergency maintenance when such maintenance may affect an event and will work with the Licensee to minimize any inconvenience arising from such maintenance. Should the Licensee decide not to use the site because of such circumstances, fees for unused services will be refunded. The City of St. Augustine is not liable for any expenses incurred by the Licensee arising from unscheduled or emergency maintenance or rescheduling of an event when the area is closed.

FILMING AND PHOTOGRAPHY: All commercial filming and photography that takes place on public property requires a permit specific to the event. Permit requests must contain the date, time and locations being requested. Based on the complexity of the event, police officers may be necessary to assist with maintaining public safety when streets or sidewalks will be impacted and restrict public access. Operation of drones is regulated by the Federal Aviation Authority and Florida Statutes, Chapter 330.41. Any nuisance, reckless endangerment, or property damage resulting from the use of a drone is prohibited as authorized by law.

FORCE MAJEURE: The ability to execute this License Agreement and related special event permit is subject to Acts of God, including but not limited to hurricanes, flooding, high wind, tidal events, earthquakes, fires, epidemic and other public health emergencies, as well as, accidental damage to the venue or public infrastructure, disruption of service, government interventions, labor disputes or strikes, civil disorders, terrorism, arson, vandalism, or other emergencies. City reserves the right to cancel the License Agreement and related special event permit at its sole discretion in order to protect the life, safety, or welfare of its residents and visitors, and the necessary operations of City government. The Licensee understands and agrees that City shall bear no responsibility nor liability for any costs associated with a Force Majeure cancellation. Should the License Agreement and related special event permit be cancelled through a Force Majeure occurrence, all fees paid by the Licensee to the City will be returned to the Licensee.

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In witness of the Licensee's understanding of, and agreement to, the terms and conditions herein contained, the parties affix their signatures below.

LICENSEE	**CITY OF ST. AUGISTINE**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

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Willie Galimore Community Center
399 Riberia Street, St. Augustine, FL 32084
Phone: (904) 201-5904 | Email: events@citystaug.com

Applicant Information

Name: _____

Organization (if applicable): _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Phone: _____ **Email:** _____

Alternate Contact Name: _____

Phone: _____ **Email:** _____

Event Details

☐ **Full Facility License** ☐ **Conference Room Only**

Event Date: _____

Hours: From _____ **AM/PM to** _____ **AM/PM**

Number of Hours: _____

Estimated Attendance: _____ **(Maximum 230 for Full Facility)**

Event Description:

_____

_____

_____

_____

Food Service: ☐ Yes ☐ No

Alcohol Service: ☐ Yes ☐ No

If alcohol is served or sold, attach proof of insurance (if applicable).

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Alcohol Sales: ☐ Yes ☐ No

If alcohol is sold attach Florida Department of Revenue permit (if applicable).

License Fees

Full Facility License:

$35 per hour × _____ hours = $_____

Conference Room License Only:

$20 per hour × _____ hours = $_____

Security Deposit (Required for All Licenses): $100

Total Amount Due: $_____

A $100 security deposit is due at booking. The remaining balance is due at least 30 days before the event, or in full at booking if the event is within 30 days. The deposit will be refunded within 10 business days after the event, pending inspection and verification of compliance with all policies.

Applicant Acknowledgment

By signing below, I acknowledge that I have read and agreed to comply with all policies, procedures, and requirements outlined in the Willie Galimore Community Center cover page, including but not limited to cancellation and alcohol policies. I understand that failure to comply with these policies may result in forfeiture of my security deposit and/or cancellation of my reservation.

I further acknowledge that the City of St. Augustine is not responsible or liable for any loss, theft, or damage to personal items brought to, used at, or stored at the Willie Galimore Community Center by me, my guests, vendors, or event participants. All personal property is brought and maintained at the Licensee sole risk.

Applicant Signature: _____ **Date:** _____

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FOR STAFF USE ONLY – CITY OF ST. AUGUSTINE

Willie Galimore Community Center – Internal Processing

Application Received By: _____ **Date Received:** _____

PAYMENT & DOCUMENTATION

Security Deposit paid ($100): ☐ Yes ☐ No **Date of Payment:** _____

Method of Payment:_____ **Receipt:** _____

License Fee: $_____ **Amount Due:** $_____ **Date Paid:** _____

Insurance Certificate (if applicable):
☐ Received ☐ Not Required

Alcohol Sales Permit (if applicable):
☐ Received ☐ Not Required

POST-EVENT ASSESSMENT

Facility Condition:
☐ Clean ☐ Additional Cleaning Required ☐ Damage Present

Additional Fees: $_____

Damage Observed:

☐ Yes (describe below) ☐ No

_____

_____

_____

Deposit Refund Status:
☐ Full Refund ☐ No Refund
Check #: _____ **Date:** _____

STAFF REMARKS

_____

_____

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APPENDIX I
Willie Galimore Center Seating Requirements

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Willie Galimore Center Seating Requirements

Seating and spacing requirements must comply with directions below. For questions, reach out to Fire Marshal Abby Pedigo- 904-808-5537 apedigo@citystaug.com

Big room- no tables- **299 people**

Little room- no tables- **49 people**

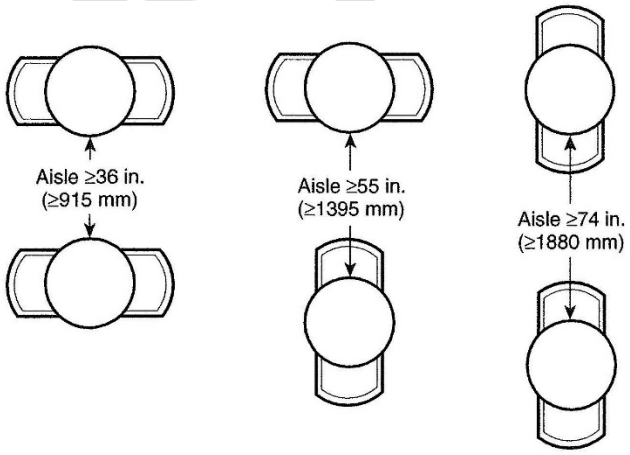
*For seating arrangements of **chairs only**, the aisle accessway between rows of seating shall be no less than 22 inches measured from the back of one seat to the most forward projection of the seat behind it.

Big room- tables/ chairs- **154 people**

Little room- tables/ chairs- **42 people**

*The width of aisles serving seating **at tables** shall be not less than 44 inches where serving an occupant load exceeding 50, and 36 inches where serving an occupant load of 50 or fewer.

*Where nonfixed seating is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line 19 inches, measured perpendicularly to the edge of the table, away from the edge of said table.



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CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: August 13, 2026

RE: Resolution 2026-27 – Supporting the National Trust for Historic Preservation and other efforts to oppose revisions to the regulations implementing Section 106 of the National Historic Preservation Act, and to reiterate the importance of a meaningful review process to preserve history in all forms.

It has come to our attention that regulatory changes have been proposed at the federal level that are very concerning and alarming to the overall historic preservation community.

City staff have participated in several informational meetings put on remotely by the National Trust for Historic Preservation. The proposed revisions to the Section 106 program will change longstanding processes aimed at garnering as much comment and input from subject matter experts on federal projects proposed by federal agencies.

As a call to action the National Trust is requesting that local governments provide support towards them and other efforts to reject these regulatory reforms. Even if it is recognized that the Section 106 process could be improved it should be a collaborative effort while maintaining the core principles of the initial legislation.

At the City Commission meeting of August 10, 2026, the Mayor specifically brought this issue to the attention of the other commissioners and asked for a consensus of support to bring a resolution forward expressing the city's concerns related to these changes.

Attached you will find Resolution 2026-27 and an information sheet produced by the National Trust for Historic Preservation. Please place Resolution 2026-27 on the City Commission August 24, 2026, agenda. If you have any questions, please let me know.

Amy McClure Skinner, AICP
Director, Planning and Building Department

Section 106 Is Under Threat: Please Oppose Regulatory Changes

National Trust for Historic Preservation®

The Advisory Council on Historic Preservation (ACHP) is advancing a sweeping and damaging proposal to rewrite the regulations for Section 106 of the National Historic Preservation Act (NHPA). If implemented, these new rules would dramatically diminish the effectiveness of the NHPA and the current legal protections for historic and cultural places.

Since the enactment of NHPA 60 years ago, Section 106 has been the foundational requirement for federal agencies to "take into account" the effects of their actions on historic properties and places, enabling public participation and comment in the process, empowering state and local governments and tribal communities to have a voice in the process, and often improving the project and enhancing the outcome.

The ACHP Proposal Would Eviscerate This Process And Principles

These new regulations will lead to more delays and more litigation as federal agencies and applicants try to navigate compliance without the well-known and well-used consultation process, which often leads to negotiated win-win outcomes. The preservation community and our partners across the country are mobilizing to fight this harmful proposal.

Some of the most disturbing aspects of the proposed changes include:

- Federal agencies will no longer be required to try to avoid or minimize damage to America's historic architecture, neighborhoods, and landscapes.
- State and local governments will no longer have the right to be notified or have the opportunity to comment when federal agencies propose to damage or destroy historic places within their jurisdiction.
- The public's opportunity to comment on federal historic preservation policies or actions would now be entirely optional, at the discretion of the federal agency.
- The federal government will no longer be required to consult with Native American tribes or seek their expertise regarding their own significant cultural resources.
- Significant cultural landscape features would no longer be considered historic properties, so federal agencies would no longer be required to take into account any adverse effects to significant places such as the Grand Canyon.
- Federal agencies would no longer be required to consider the reasonably foreseeable consequences of their actions on historic properties, other than direct actions that physically damage the properties.
- These regulations are inconsistent with the National Historic Preservation Act and would violate the Council's own rules and procedures.
- The proposed changes are also internally inconsistent and riddled with errors, likely to cause enormous regulatory confusion and chaos.

Help Protect America's Historic and Cultural Heritage

To stay informed on the latest developments, including action alerts, please visit: https://savingplaces.org/section106

Section 106 Updates & Resources

Proposed Revisions to Section 106 Threaten Local Voices

Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires federal agencies to consider the effects on historic properties of projects they carry out, assist, fund, permit, license, or approve throughout the country. If a federal or federally-assisted project has the potential to affect historic properties, a Section 106 review will take place.

Section 106 gives the Advisory Council on Historic Preservation (ACHP), interested parties, and the public the chance to weigh in on these matters before a final decision is made. **This process is an important tool for citizens to lend their voice in protecting and maintaining historic properties in their communities.**

What is Happening?

On July 24, ACHP voted to move forward with a Notice of Proposed Rulemaking (NPRM) to revise the regulations implementing Section 106. The draft NPRM has now been sent to the Office of Information and Regulatory Affairs for interagency review.

The proposed revisions are not yet final; the NPRM must be reviewed and published in the Federal Register before the formal public rulemaking process begins.

Why This Matters to Local Commissions?

Section 106 recognizes that historic resources are often best understood by the people who live, work, and interact with them every day. That is why the process provides opportunities for the public and other interested parties to participate before a final decision is made.

Certified Local Governments (CLGs) have a formal legal right to participate as consulting parties in federal undertakings that may affect historic properties within their jurisdictions. This role gives local communities an opportunity to share their knowledge, identify concerns, and help shape decisions about historic resources that matter to them.

The proposed revisions to Section 106 would make consultation with the public, CLGs, Tribes, State Historic Preservation Offices, and other interested parties optional for the federal agency conducting the undertaking or issuing the permit. **If adopted, these changes could significantly reduce opportunities for local commissions and communities to participate in decisions affecting the historic places they know and care about.** The people with the greatest knowledge of a community's historic resources could be excluded from the conversation.

NAPC's Response

NAPC continues to keep its members and broader audience informed about developments related to the proposed changes to Section 106, provide guidance and resources, and gather feedback through its Advisory Group, which met in person at FORUM 2026 in Minneapolis.

NAPC also regularly works with national preservation partners to monitor developments, coordinate advocacy efforts, and develop strategies to protect meaningful local participation in the Section 106 process.

Letter to ACHP

On July 23rd, NAPC submitted a letter to the ACHP strongly opposing the changes to Section 106. NAPC stressed that the changes aimed to strip local communities of the long-standing right to participate in decisions by the federal government that directly impact the places they care about.

Read the Letter

Call for Comment Response

On August 3rd, NAPC responded to the ACHP's call for comments on changes to Section 106 despite the process being upended by the vote on July 24th before the comment period ended. In this letter, NAPC provided a response to these questions informed by feedback from members and the NAPC Advisory Group.

Read the Letter

Section 106 Success Story Collection

NAPC is collecting Section 106 success stories to share with elected officials, community leaders, and the general public. If you have one to share, please complete this form.

Submit a Section 106 Story

Additional Resources

National Trust for Historic Preservation

Section 106 Under Threat

https://savingplaces.org/section106

Cultural Heritage Partners

War Room: Fight Back

https://culturalheritagepartners.com/war-room-for-threats-to-section-106/

The National Council of State Historic Preservation Officers

Section 106 AT RISK!

https://ncshpo.org/news/

Resolution 2026-27

RESOLUTION NO. 2026-27

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE, FLORIDA, EXPRESSING THE CITY'S OPPOSITION TO THE ADVISORY COUNCIL ON HISTORIC PRESERVATION'S 2026 PROPOSED REVISIONS TO THE REGULATIONS IMPLEMENTING SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT AND URGING THE RETENTION OF A TRANSPARENT REVIEW PROCESS THAT INCLUDES STATE, TRIBAL, LOCAL GOVERNMENT, AND PUBLIC PARTICIPATION

WHEREAS, the City of St. Augustine, founded in 1565, is the oldest continuously occupied European-established settlement in the continental United States and possesses an extraordinary concentration of historic and architectural resources, archaeological sites, cultural landscapes and other features documenting centuries of Spanish, Indigenous, African, Minorcan, Caribbean, British, and American history; and

WHEREAS, Congress passed the National Historic Preservation Act of 1966 ("NHPA") establishing a national policy for preservation of historic properties and a cooperative framework involving the Federal Government, States, Indian Tribes, local governments, and the public; and

WHEREAS, the NHPA established the Certified Local Government ("CLG") program as an enduring federal-state-local partnership through which local governments play a meaningful role in historic preservation and receive technical assistance, training, and other benefits in exchange for maintaining a strong local preservation program; and

WHEREAS, St. Augustine's historic and archaeological resources are of local, state, national, and international significance including rich archaeology resources, landmarks, designated historic districts and individual properties, and contributing buildings and cultural landscapes; and

WHEREAS, the City of St. Augustine has been a Certified Local Government since 1986 and has developed a longstanding local preservation and archaeology program; and

WHEREAS, Section 106 of the NHPA, codified at 54 U.S.C. § 306108, requires federal agencies to take into account the effects of undertakings they carry out, approve, or fund on historic properties and to afford the Advisory Council on Historic Preservation ("ACHP") a reasonable opportunity to comment; and

WHEREAS, the regulations implementing Section 106, 36 C.F.R. Part 800, provide an established framework for consultation with State Historic Preservation Officers, Tribal Historic Preservation Officers, Indian Tribes, local governments, other parties, and the public; and

WHEREAS, Section 106 is not a prohibition on federal projects, but establishes a consultation process through which federal agencies identify historic properties, evaluate potential effects, consult with affected parties, consider alternatives, and seek to avoid, minimize, or resolve adverse effects to historic properties; and

WHEREAS, the Section 106 process is particularly important in St. Augustine because archaeological resources may be located beneath existing development, requiring early identification and consideration and because federal undertakings may affect historic districts,

National Historic Landmarks, archaeological sites, historic buildings, cultural landscapes, waterfront resources, transportation infrastructure, and other interconnected historic resources; and

WHEREAS, the city possesses substantial professional expertise, and institutional knowledge concerning its historic and archaeological resources and can provide federal agencies with information that may not otherwise be available through federal records or generalized historic resource databases resulting in better-informed decisions; and

WHEREAS, the City of St. Augustine believes that preservation and responsible development are not mutually exclusive and that a transparent consultation process enables communities and federal agencies to identify practical solutions that accommodate necessary public projects while protecting irreplaceable historic resources; and

WHEREAS, the City Commission recognizes that the Section 106 process should continue to improve in efficiency and clarity; and

WHEREAS, on July 24, 2026, the Advisory Council on Historic Preservation voted to move forward with a Notice of Proposed Rulemaking concerning revisions to the regulations implementing Section 106, with the proposed rule proceeding through interagency review prior to publication in the Federal Register; and

WHEREAS, the City Commission is concerned that revisions to the Section 106 regulations could diminish meaningful opportunities for State, Tribal, local government, and public participation and could result in historic preservation concerns being identified later in project planning, when meaningful alternatives may be more difficult to consider;

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

SECTION 1. Opposition to Proposed Revisions.

The City Commission of the City of St. Augustine hereby expresses its strong opposition to proposed revisions to 36 C.F.R. Part 800 to the extent that such revisions would diminish meaningful consultation, public participation, local government involvement, or consideration of historic properties and archaeological resources under Section 106 of the National Historic Preservation Act.

SECTION 2. Principles for Section 106 Review.

The City Commission urges the Advisory Council on Historic Preservation and federal agencies to maintain a Section 106 process that:

1. Preserves meaningful and predictable opportunities for State, Tribal, and local governments to participate in consultation when federal undertakings may affect historic properties within or affecting their jurisdictions;
2. Preserves meaningful opportunities for affected communities and members of the public to receive timely notice of federal undertakings affecting historic or cultural resources, to obtain advance information on the proposed project, and the ability to provide input; and
3. Ensures that historic districts, archaeological resources, cultural landscapes, historic settings, and the relationships among historic resources are appropriately considered;
4. Identifies historic properties sufficiently early in project planning to allow meaningful consideration of alternatives and measures to avoid or minimize adverse effects; and
5. Provides clear, consistent, transparent, and predictable procedures while strengthening the federal-state-tribal-local partnership established by the NHPA and embodied in the Certified Local Government program.

SECTION 3. St. Augustine's Historic Resources.

The City Commission specifically requests that the ACHP and federal agencies recognize the unique circumstances of St. Augustine, where nationally significant historic and archaeological resources form an interconnected historic environment and where local professional expertise and institutional knowledge are essential to informed federal decision-making.

SECTION 4. Consultation Prior to Final Rulemaking.

The City Commission urges the ACHP, before adopting final revisions to 36 C.F.R. Part 800, to conduct robust consultation with State Historic Preservation Offices, Tribal Historic Preservation Officers, Indian Tribes, Certified Local Governments, local governments, preservation and archaeology organizations, affected communities, and the public, and to fully consider the concerns raised through that consultation.

SECTION 5. Consistency with the National Historic Preservation Act.

The City Commission requests that any final regulations remain faithful to the statutory purposes and requirements of the National Historic Preservation Act and preserve meaningful opportunities for State, Tribal, local government, and public participation in decisions affecting historic properties.

SECTION 6. Transmission.

The City Commission directs the City Manager, or designee, to transmit a copy of this Resolution to the Advisory Council on Historic Preservation; the National Park Service; the United States Department of the Interior; the Florida State Historic Preservation Officer; the Florida Department of State, Division of Historical Resources; the City's congressional delegation; and other appropriate federal, state, tribal, local, and preservation officials and organizations.

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)

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: David Birchim, AICP
City Manager

DATE: August 12, 2026

RE: Staff Report Item for the August 24, 2026, City Commission Meeting
Bridge of Lions Permanent Lighting Proposal

At the request of Mayor Nancy Sikes-Kline, City staff have been exploring architectural lighting options for the Bridge of Lions in anticipation of the bridge's upcoming 100th anniversary. The proposed concepts are consistent with previous Commission direction and the City's commitment to historic preservation.

The Bridge of Lions opened in 1927, with the first automobile crossing occurring on February 26. Later that same year, the marble lion statues, a gift from Dr. Andrew Anderson, were installed, giving the bridge its iconic name. Listed on the National Register of Historic Places in 1982, the Bridge of Lions remains one of St. Augustine's most recognizable and treasured landmarks.

The proposed lighting design features warm white accent lighting beneath the bridge and along its columns to highlight and enhance the bridge's architectural character. The lighting has been carefully designed to complement the historic nature of the structure while minimizing physical alterations. Solid cast brass fixtures would be mounted without penetrating the bridge's historic fabric.

More than a decade ago, the city explored architectural lighting for the Bridge of Lions and conducted field demonstrations of several lighting concepts on the structure. Building upon those efforts, the City contracted with Marquis Latimer + Halback, Inc. to prepare conceptual renderings of a refined lighting design.

Staff request that the City Commission review the proposed concepts and provide directives on the preferred design so the project may proceed into the design phase. Following Commission direction and authorization, the selected concept will be presented to the Historic Architectural Review Board (HARB) for review and approval. Coordination with the Florida Department of Transportation (FDOT), including permitting requirements, will occur as part of the project's advancement.

Attached are the relevant sheets from the Bridge of Lions Architectural Lighting Design Packet for your review. 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, MPA, PMP
Director, Community Services

Attachments: Bridge of Lions Architectural Lighting Design Packet

Copy: Meredith Breidenstein, Assistant City Manager
Reuben Franklin, PE, Assistant City Manager
Isabelle Lopez, City Attorney

Wednesday, August 12, 2026

NOT FOR CONSTRUCTION; FOR COORDINATION, REVIEW, AND BIDDING PURPOSES ONLY.

Angels in the Architecture, Inc.
217 Desoto Road
St. Augustine, FL 32080
Contact: Chris Fitts

BRIDGE OF LIONS LIGHTING

ST. AUGUSTINE, FL

07.30.2026

ML+H PROJECT 26.27.0

Marquis Latimer + Halback
LANDSCAPE ARCHITECTURE · PLANNING

Design Team

Marquis Latimer + Halback, Inc.
Project Management + Landscape Architecture
Project Managers: Jeremy Marquis | jeremy@halback.com
34 Cordova Street, Suite A
St. Augustine, FL 32084
Ph: 904.825.6747
Florida LA6667110

Angels in the Architecture
Lighting Designer + Electrical Coordination
Project Managers: Chris Fitts | angelsinthearchitecture1998@gmail.com
217 Desoto Road
St. Augustine, FL 32080

Prepared For

Mobility Department
City of St. Augustine

Project Manager
Marcus Pinson
Mobility Director

Site Location
St. Augustine, Florida

Jurisdictional Review
City of St. Augustine
City

Historic Architectural Review Board
Review Board

Sheet Index

Drawing no.	DRAWING TITLE	SCHEMATIC DESIGN
COVER	COVER SHEET	7/14/26
L-5.10	OVERALL LIGHTING PLAN	7/14/26
L-5.11	LIGHTING PLAN	7/14/26
L-5.12	LIGHTING PLAN	7/14/26
L-5.13	LIGHTING PLAN	7/14/26
L-5.14	LIGHTING PLAN	7/14/26
L-5.15	LIGHTING PLAN	7/14/26
L-5.16	LIGHTING DETAILS	7/14/26
L-5.17	LIGHTING DETAILS	7/14/26
L-5.18	LIGHTING RENDER	7/14/26
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L-5.20	LIGHTING RENDER	7/30/26
L-5.21	LIGHTING RENDER	7/30/26

811
Know what's below.
Call 811 before you dig.

ML+H
Marquis Latimer + Halback, Inc.
34 Cordova Street, Suite A
St. Augustine, FL 32084
Ph 904.825.6747
www.halback.com
LA6667110 Qualifier

LANDSCAPE ARCHITECT OF RECORD
Jeremy Marquis, RLA (LA6667110)

DRAWN BY: JRM, RR, GC

CITY OF ST AUGUSTINE EST. 1565

BRIDGE OF LIONS LIGHTING
CITY OF ST. AUGUSTINE, FLORIDA
COVER SHEET

REV	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08/12/26
	SCHEMATIC DESIGN	07/14/26

SIZE: ANSI D
PRIME PROJECT #:
ML+H PROJECT #: 26.XX.0

DRAWING NO.
COVER

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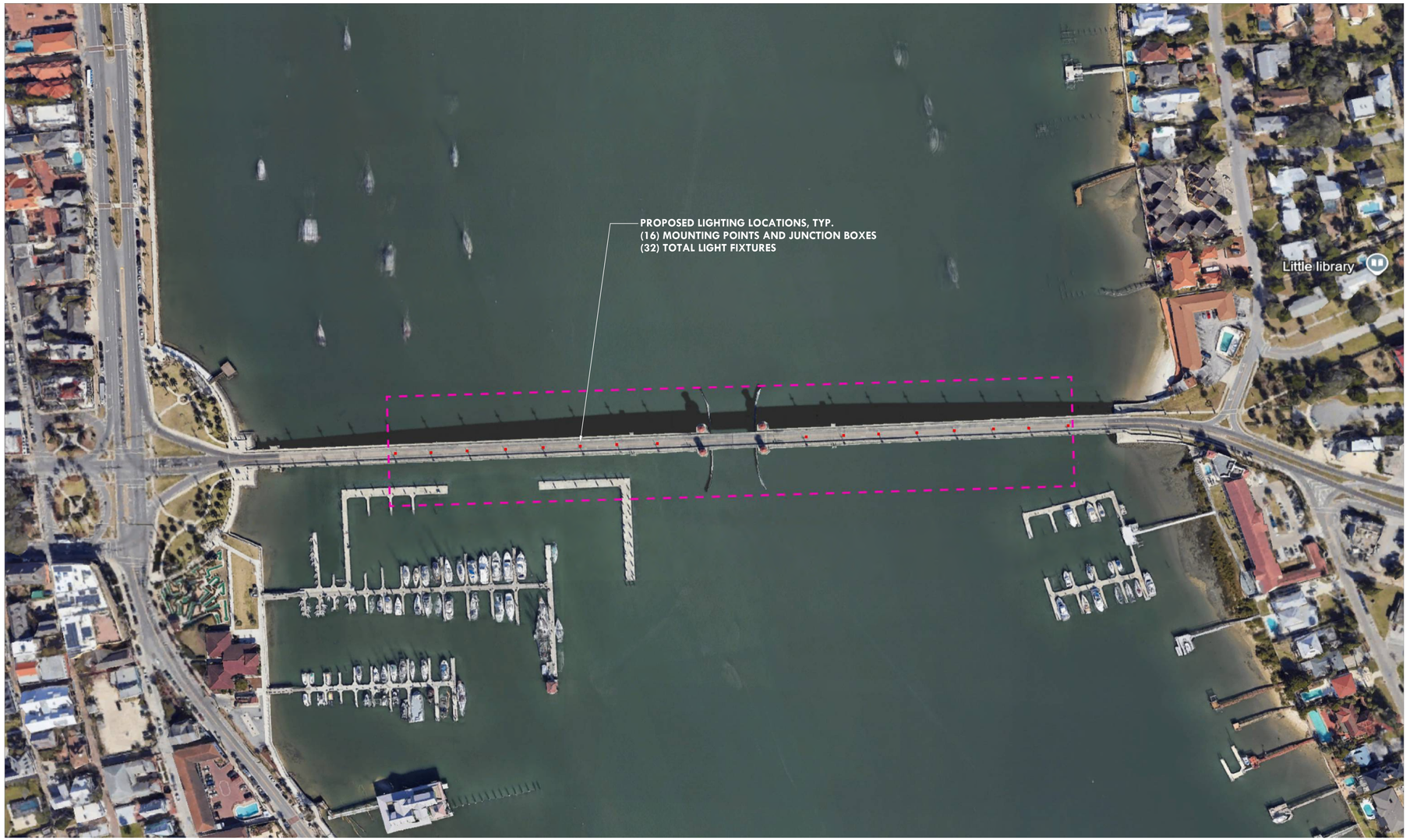
Angels in the Architecture, Inc.
217 Desoto Road
St. Augustine, Fl 32080
Contact: Chris Fitts



0' 30' 60' 120'
SCALE: 1"=60'-0"

Marquis Latimer + Halback, Inc.
34 Cordova Street, Suite A
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Ph 904.825.6747
www.halback.com
LA6667110 Qualifier

LANDSCAPE ARCHITECT OF RECORD
Jeremy Marquis, RLA (LA6667110)

DRAWN BY: JRM, RR, GC

CITY OF ST AUGUSTINE EST. 1565

BRIDGE OF LIONS LIGHTING

CITY OF ST. AUGUSTINE, FLORIDA

OVERALL LIGHTING PLAN

REV	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08/12/26
	SCHEMATIC DESIGN	07/14/26

SIZE: ANSI D
PRIME PROJECT #:
ML+H PROJECT #: 26.XX.0

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L-5.10

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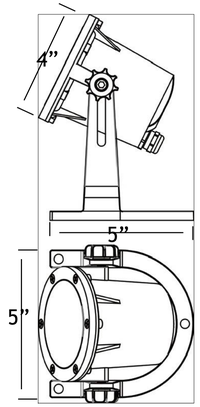
Angels in the Architecture, Inc.
217 Desoto Road
St. Augustine, FL 32080
Contact: Chris Fitts

AMP® HydraProTM Open Face MR16 Brass Underwater Light

Product Description

This redesigned underwater light has several improved features. It is made from cold forged brass and better suited for water-related conditions. It also has a pressure fit gasket that creates a tight seal keeping water out of the internal housing. Newly designed wire glands prevent water from getting into the fixture at one of the most common points of failure. Along with a newly designed mount for better underwater stability, this fixture can also be used on land with its efficient heat dissipation. It also comes lamp-ready to use with one of our wide variety of LED MR16 bulbs.

Product Dimensions



Features & Benefits

- Cold forged brass faceplate with pressure fit gasket (must be tightened in a star pattern) to guarentee complete waterproofing.
- Water tight wire glands ensure water cannot get inside the fixutre.
- Extra heavy brass mount for stability.
- Efficient heat dissipation.
- This fixture can be used fully submersed in water or on land.
- Raised lens to prevent water from puddling.

Specifications

Construction: Cold Forged Brass

Finish: Bronze

Lead Wire: UL approved 18AWG, 2 conductor SJTW wire

Glass or Lens: Clear Flat Glass

Light Source: MR16

Operating Voltage: 12V

Powered by: AMP’s Low Voltage Transformer

Torque Setting: 1.5 ft. lbs.

Warranty

Lifetime Warranty

Certifications

Max 35 Watts
File #E466348

Max 35 Watts
File #E466348

BRASS HARDWARE

CURRENT FIXTURE

Specifications subject to change without notice.

©Copyright 2018, AMP ® Lighting, Lutz FL 33549 - All rights reserved. Patents pending.

Marquis Latimer + Halback, Inc.
34 Cordova Street, Suite A
St. Augustine, FL 32084

Ph 904.825.6747
www.halback.com
LA6667110 Qualifier

LANDSCAPE ARCHITECT OF RECORD
Jeremy Marquis, RLA (LA6667110)

DRAWN BY: JRM, RR, GC

CITY OF ST AUGUSTINE EST. 1565

BRIDGE OF LIONS LIGHTING
CITY OF ST. AUGUSTINE, FLORIDA
LIGHTING DETAIL

REV	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08/12/26
	SCHEMATIC DESIGN	07/14/26

SIZE: ANSI D
PRIME PROJECT #:
ML+H PROJECT #: 26.XX.0

DRAWING NO. L-5.17

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Wednesday, August 12, 2026
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Angels in the Architecture, Inc.
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St. Augustine, FL 32080
Contact: Chris Fitts

ML+H

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LANDSCAPE ARCHITECT OF RECORD
Jeremy Marquis, RLA (LA6667110)

DRAWN BY: JRM, RR, GC

CITY OF ST AUGUSTINE EST. 1565

BRIDGE OF LIONS LIGHTING

CITY OF ST. AUGUSTINE, FLORIDA

LIGHTING RENDER

REV	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08/12/26
	SCHEMATIC DESIGN	07/14/26

SIZE: ANSI D
PRIME PROJECT #:
ML+H PROJECT #: 26.XX.0

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LANDSCAPE ARCHITECT OF RECORD
Jeremy Marquis, RLA (LA6667110)

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CITY OF ST AUGUSTINE EST. 1565

BRIDGE OF LIONS LIGHTING

CITY OF ST. AUGUSTINE, FLORIDA

NIGHTS OF LIGHTS RENDER

REV	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08/12/26
	SCHEMATIC DESIGN	07/14/26

SIZE: ANSI D
PRIME PROJECT #:
ML+H PROJECT #: 26.XX.0

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Wednesday, August 12, 2026

Angels in the Architecture, Inc.
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Contact: Chris Fitts

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LANDSCAPE ARCHITECT OF RECORD
Jeremy Marquis, RLA (LA6667110)

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BRIDGE OF LIONS LIGHTING

CITY OF ST. AUGUSTINE, FLORIDA

NIGHTS OF LIGHTS RENDER

REV	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08/12/26
	SCHEMATIC DESIGN	07/14/26

SIZE: ANSI D
PRIME PROJECT #:
ML+H PROJECT #: 26.XX.0

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Wednesday, August 12, 2026

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LANDSCAPE ARCHITECT OF RECORD
Jeremy Marquis, RLA (LA6667110)

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CITY OF ST AUGUSTINE EST. 1565

BRIDGE OF LIONS LIGHTING

CITY OF ST. AUGUSTINE, FLORIDA

TOWER LIGHTING RENDER

REV	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08/12/26
	SCHEMATIC DESIGN	07/14/26

SIZE: ANSI D
PRIME PROJECT #:
ML+H PROJECT #: 26.XX.0

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CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, AICP
City Manager

DATE: August 13, 2026

RE: Septic to Sewer State Grant and Cost Share
Habitat for Humanity – Cypress Village Project
August 24, 2026, City Commission Meeting, Staff Report by Jonathan Foster

---

Staff have worked closely with the Habitat for Humanity team in review of this project, and with the State to utilize a Septic to Sewer Grant to cover the gravity sewer collection system costs of this project. The Cypress Village project will be located at N. Clay Street and King Street Extension.

This project will add to and improve the city's wastewater collection system, including a new wastewater lift station and gravity sewer mains. The project's sewer improvements will also allow for the expansion of additional septic to sewer projects.

The City has approval from the State to utilize the remaining $2.3 million grant from the 80 Acres affordable housing project. The sanitary sewer improvements associated with Habitat for Humanity's Cypress Village project are estimated to be $1.36 million, and would be reimbursed through this proposed cost share with the City. There are, therefore, no costs to the City.

The cost share agreement is attached here for presentation to the commission and execution by the City Manager. The project is expected to begin in September 2026.

Please let me know if you have any questions regarding this agenda item.

Stephen L. Slaughter, P.E.
Utilities & Public Works Director

Attachments: Proposed Cost Shae Agreement
Copy: Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, PE, Assistant City Manager

COST SHARE AGREEMENT

HABITAT FOR HUMANITY CYPRESS VILLAGE PROJECT

THIS AGREEMENT is made by and between HABITAT FOR HUMANITY OF ST. AUGUSTINE/ST. JOHNS COUNTY, INC. ("DEVELOPER"), whose mailing address is 7 Hopkins Street, Saint Augustine, Florida, 32084, and the **CITY OF ST. AUGUSTINE**, a Florida municipal corporation ("CITY"), whose mailing address is P.O. Box 210, St. Augustine, Florida, 32085.

RECITALS

WHEREAS, the DEVELOPER intends to develop PROPERTY in St. Johns County as described below:

Parcel (STRAP)	Address	Owner Name
0952800000	201 N Clay Street St. Augustine, FL 32084	Currently owned by: Habitat for Humanity of St. Johns County, Inc.

WHEREAS, the PROPERTY lies outside the boundaries of the City of St. Augustine, Florida, and within the CITY's utility service area; and

WHEREAS, the DEVELOPER desires to develop the PROPERTY in such a fashion that impacts Public Facilities and thus requires improvements of CITY owned facilities to serve the project and to mitigate those impacts to the Public Facilities; and

WHEREAS, the CITY desires to improve the availability of sanitary sewer and facilitate future gravity sewer extension projects in the area; and

WHEREAS, the PROPERTY development requires improvements consisting of a sanitary sewer lift station, sanitary force main, and gravity sanitary sewer extension (these improvements being the "Public Facilities" referenced herein); and

WHEREAS, the improvements to the Public Facilities will benefit the CITY's facilities in the broader area surrounding the project; and

WHEREAS, the DEVELOPER and CITY wish to share in the cost of the Public Facilities improvements; and

WHEREAS, the DEVELOPER agrees to provide all required easements for utilities; and

NOW, THEREFORE, the DEVELOPER and CITY, in consideration of the mutual covenants and promises contained in this Agreement, the adequacy and receipt of which are hereby acknowledged, hereby agree as follows:

1. **Recitals.** The above recitals are true and correct and incorporated herein.

2. **Obligations of DEVELOPER.**

(a) DEVELOPER shall be responsible for design of all Public Facilities as laid out in the conceptual renderings included as "Exhibit A - Conceptual Renderings". CITY reserves the right to approve the design and technical capabilities of the Public Facilities. A 25 ft. minimum depth sanitary sewer lift station shall be constructed. Gravity sewer facilities shall be constructed within the development and extend south along N Clay Street from the

intersection of Chapin Street and N Clay Street to the intersection of King Street Extension and N Clay Street. The new gravity sewer shall also extend west along King Street Extension from the intersection of N Clay Street and King Street Extension west approximately 340 feet. Sewer service laterals shall be stubbed out to the 25 existing addresses fronting the new sewer infrastructure. The design may be subject to minor changes during the design and review process.

(b) Prior to commencement of the work and prior to the City Pre-Construction Meeting, DEVELOPER agrees to make payment to CITY in the amount of Forty Two Thousand Five Hundred Dollars and Seventy Nine Cents ($42,500.79) in accordance with the Statement of Availability dated April 8, 2026, attached hereto and incorporated herein as "Exhibit B"-Statement of Availability.

(c) Prior to commencement of the work and prior to the City Pre-Construction Meeting, DEVELOPER agrees to secure the timely and satisfactory completion of the work with a performance bond in form and content satisfactory to CITY and insured by a surety satisfactory to CITY.

(d) DEVELOPER agrees to design, construct, and install the Public Facilities and improvements in accordance with all plans, permits, and specifications. The design plans shall be based on the conceptual renderings attached in this agreement as Exhibit A.

(e) DEVELOPER agrees that the CITY's proportionate fair share of the Public Facilities improvements is equal to the amount of One Million, Three Hundred and Sixty Thousand, Eight Hundred and Thirteen Dollars

($1,360,813.00).

(f) DEVELOPER agrees to be responsible for all associated design, permitting, project management, construction, testing and costs as per Approval Letter, plans, specifications and permits.

(g) DEVELOPER agrees to complete construction and installation and successfully complete final inspection of the work within two hundred seventy (270) days following the date of the pre-construction meeting to be held by and between CITY and DEVELOPER.

(h) DEVELOPER agrees to grant to CITY the tract of land containing the new lift station as depicted in the conceptual renderings included as Exhibit A.

(i) Following successful completion of construction and prior to CITY acceptance of the Public Facilities, DEVELOPER agrees to secure the completed work for a period of one year with a maintenance bond in form and content satisfactory to the CITY and insured by a surety satisfactory to the CITY.

(j) Following successful completion of construction and prior to CITY acceptance of the Public Facilities, DEVELOPER agrees to grant easements to the CITY in form and content satisfactory to the CITY in accordance with all plans, permits, and specifications and the terms of this Agreement.

(k) DEVELOPER agrees to transfer ownership and maintenance of the Public Facilities to the CITY following successful completion of construction and close-out documentation to current CITY standards.

3. **Obligations of the CITY.**

(a) CITY agrees that reimbursement of its proportionate fair share shall occur through periodic progress payments during construction. Upon submission and approval of each pay application or reimbursement request, CITY shall pay its proportionate fair share of the eligible costs reflected therein. Payments shall total One Million, Three Hundred and Sixty Thousand, Eight Hundred and Thirteen Dollars ($1,360,813.00) which is equal to the amount estimated by the CITY to be the CITY's proportionate fair share.

4. **Modification.** This Agreement may be modified only by written agreement approved and executed by all parties to this Agreement.

5. **Effective Date.** This Agreement shall become effective on the later of the date the Agreement is executed by the CITY Manager for the CITY and the date the Agreement is executed by the authorized representative of DEVELOPER.

6. **Remedies.** Each party to this Agreement shall be entitled to seek enforcement of this Agreement against the other party and shall have all remedies available at law or in equity, including the remedy of specific performance and all forms of injunctive relief.

7. **No Waiver of Sovereign Immunity.** The CITY, specifically and expressly, reserves all rights to sovereign immunity granted to municipalities by law, including, but not limited to, Section 768.28, Florida Statutes. Nothing in this Agreement shall constitute a waiver of the CITY'S sovereign immunity or any increase in the statutory limits of that sovereign immunity.

8. **Unenforceability of Provisions.** If any provision of this Agreement or any portion thereof is held by a court of competent jurisdiction to be invalid or unenforceable, then the remainder of this Agreement shall remain in full force and effect.

9. **Attorney's Fees.** In the event of any litigation, mediation, action by legal counsel, bankruptcy proceeding or collection efforts arising out of this Agreement, whether or not suit be brought, the prevailing or substantially prevailing party shall be entitled to recover all court costs, reasonable attorney's fees and attorney's costs, including those arising from appeal, incurred at all levels of the proceedings.

10. **Judicial Interpretation.** If any of the provisions of this Agreement require judicial interpretation, the court interpreting or construing same shall not interpret or construe the terms more strictly against the party who prepared the Agreement, it being agreed that all parties or their agents have participated in the preparation of the Agreement.

11. **Governing Law; Venue.** This Agreement shall be governed by the laws of the State of Florida. Each party agrees that any action, controversy or cause of action arising out of the interpretation or enforcement of the terms of this Agreement shall be brought in a court of competent jurisdiction located in St. Johns County, Florida, regardless of the place of execution of the Agreement, and each party hereby waives any right to require that any action arising out of this Agreement be brought in any other jurisdiction or venue.

12. **Notices.** Any notices regarding this Agreement are to be addressed to the following representatives:

CITY OF ST. AUGUSTINE

Stephen Slaughter, P.E.

Utilities & Public Works Director

P.O. Box 210

St. Augustine, FL 32085-0210

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

7 Hopkins Street

St. Augustine, FL 32084

13. **Entire Agreement.** No other agreements, representations or promises shall be binding on the parties except those agreements, representations and promises contained herein or in some future writing signed by the parties. The parties expressly acknowledge and agree that they have neither made nor relied on any promise or representation except those expressly set forth in this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the dates set forth below.

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

ATTEST: By:_____

_____

_____ Print Name and Position

Date:_____

(SEAL)

CITY OF ST. AUGUSTINE, FLORIDA,

a municipal corporation

ATTEST: By:_____

David Birchim, AICP, City Manager

_____

Darlene Galambos, City Clerk

Date:_____

(SEAL)

APPROVED AS TO FORM AND,

LEGAL SUFFICIENCY:

_____

Isabelle Lopez, City Attorney

Attachments:

EXHIBIT A – Conceptual Renderings
EXHIBIT B – Statement of Availability

EXHIBITS

EXHIBIT A – CONCEPTUAL RENDERINGS

EXHIBIT B - STATEMENT OF AVAILABILITY

City of St. Augustine

STATEMENT OF WATER/SEWER AVAILABILITY

*** CONCLUSIVE - FINAL STATEMENT ***

Residential Subdivision Project

Public Works Department • City Hall, 75 King Street, Lobby B - 4th Floor • PO Box 210 • St. Augustine, FL 32085-0210
www.CityStAug.com • Phone: (904) 825-1040 • Fax: (904) 209-4286 • Email: UtilConnect@CityStAug.com

Subject Property of this Availability Statement: **Outside City Limits**

Street Address: ***201 N Clay Street**

Other Description (if applicable) **HFH - Cypress Village**

Parcel #(s): **095280-0000**

Reason for Utility Request: **Construction - NEW Development**

Applicant:

Name: **Jeremy Calloway, P.E.** *Business:* **Maverick Engineering**

Mailing Address: **10 Willow Winds Parkway** *Email:* **sharla@mavengineers.com** *Phone:* **(321) 292-9086**

City: **St. Johns** *State:* **FL** *Zip Code:* **32259**

WATER Availability - Domestic (potable) & Landscape Irrigation:

Determination: **AVAILABLE** *Service Location:* **Per City-Approved Civil Engineering Plans** *Util Acct #:*

# Services: **17**	*# Services:* **1**	*# Services:* **2**	*# Services:* **1**
Size: **1" Tap & 3/4" Meter**	*Size:* **1" Tap & 3/4" Meter w/ BFP**	*Size:* **6" Tap**	*Size:* **2" Tap**
Use: **Domestic (Potable) SFRs**	*Use:* **City Lift Station**	*Use:* **Water main replacement**	*Use:* **Water main replacement**

Utility Work BY DEVELOPER's CONTRACTOR(s): **Responsible for ALL aspects of Utility Construction & Plumbing**

Utility Work BY CITY UTILITY CREW: **SET water meter in meter box FULLY constructed by Developer's Contractor**

WATER Availability - Fire Protection / Sprinkler Service:

Determination: **AVAILABLE; Order FLOW TEST to Determine if Flow is Adequate** *Service Location:* **Per City-Approved Civil Engineering Plans** *Util Acct #:*

# Services: **1**	*# Services:*	*Utility Work BY DEVELOPER's CONTRACTOR(s):* **Responsible for ALL aspects of Utility Construction & Plumbing**
Size: **6" Tap**	*Size:*	
Use: **Fire Sprinkler**	*Use:*	

Utility Work BY CITY UTILITY CREW: **INSPECTION ONLY**

SANITARY SEWER Availability:

Determination: **AVAILABLE by Line Extension by Developer** *Service Location:* **Per City-Approved Civil Engineering Plans** *Util Acct #:*

# Services: **24**	*# Services:* **1**	*Maintenance of Sewer Collection System:* ***PUBLIC - City Owned & Maintained***
Size: **4" Gravity Sewer Lateral**	*Size:* **4" Force Main**	

Utility Work BY DEVELOPER's CONTRACTOR(s): **Responsible for ALL aspects of Utility Construction & Plumbing**

Utility Work BY CITY UTILITY CREW: **INSPECTION ONLY**

City of St. Augustine

STATEMENT OF WATER/SEWER AVAILABILITY

*** CONCLUSIVE - FINAL STATEMENT ***

Residential Subdivision Project

Public Works Department • City Hall, 75 King Street, Lobby B - 4th Floor • PO Box 210 • St. Augustine, FL 32085-0210
www.CityStAug.com • Phone: (904) 825-1040 • Fax: (904) 209-4286 • Email: UtilConnect@CityStAug.com

Statement Date: **04/08/2026** ***Valid Through:*** **09/30/2026**	**Availability Verified By:**	*Signature:* *Name:* **Daniel Borrer** *Title:* **Engineering Development Coord**

FLOW Calculation:

PROPOSED Flow per City Code:

CREDIT for Previous Use (If Available per City Code): **NOT APPLICABLE; NO CREDIT AVAILABLE**

Additional Info or Data (if applicable):

NET Flow per City Code: **NO Net Additional Flow to City Utility System**

Final - Conclusive **FLOW & CONNECTION FEES**

For: ***Construction per City Approved Plans***

Payment Due: ***After City Plan Approval; Prior to and within 6 Months of City Pre-Con Mtg***

It is unlawful to connect multiple buildings to a single water or sewer tap. All new construction is required to connect to City utilities where available

Fees Per City Code:	**Water**	**Sewer**	**Total**
Gallons Per Day	0.00	0.00	
Flow-Based Fees	$0.00	$0.00	
Northwest Forcemain Fees		$0.00	
Tap & Meter Fees	$10,535.93	$11,630.71	
Right-of-Way Restoration Fees	$0.00	$0.00	
Inspection Fees	$7,802.82	$12,531.33	
Permit Fees	$0.00	$0.00	
Other Charges Or Credits	$0.00	$0.00	
Total	**$18,338.75**	**$24,162.04**	**$42,500.79**

Backflow Prevention

Backflow Preventer IS Required at City Lift Station

For City Use Only

UNPAID

Acct Code	**Amount**	**Acct Code**	**Amount**
WTRCON:	$0.00	WTRTAP:	$10,535.93
SWRCON:	$0.00	SWRTAP:	$11,630.71
INDUST:	$0.00	U-MISC:	$20,334.15

Total: $42,500.79

Additional Information (If Applicable):

Individual Lot Capacity Reservation fees paid separately, see Page 3

City of St. Augustine

STATEMENT OF WATER/SEWER AVAILABILITY

*** CONCLUSIVE - FINAL STATEMENT ***

Residential Subdivision Project

Public Works Department • City Hall, 75 King Street, Lobby B - 4th Floor • PO Box 210 • St. Augustine, FL 32085-0210
www.CityStAug.com • Phone: (904) 825-1040 • Fax: (904) 209-4286 • Email: UtilConnect@CityStAug.com

***Informational Only* - RESIDENTIAL UNIT FEES**
(Subject to Change with each City Fiscal Year)

For: *1 Residential Unit with Individual Water Meter (multiply flow & forcemain fees for number of units in building)*

Payment Due: *Prior to Permit for Each Building; Apply Separately; Service will be Connected for Paid Units Following City Acceptance of Utility Construction*

Fees Per City Code:	**Water**	**Sewer**	**Total**
Gallons Per Day	300 GPD	210 GPD	
Flow-Based Fees	$2,589.00	$1,934.10	$4,523.10
Northwest Forcemain Fees		$0.00	$0.00
Meter / Connection	$528.95	$332.97	$861.92
Restoration Fees		By Developer	
Permit Fees		By Developer	
Total	$3,117.95	$2,267.07	$5,385.02

PAYMENT:

This Statement becomes VOID after 5:00 PM on "VOID AFTER" date, unless plans are approved by City and fees are paid prior to this date. Statement is not a commitment for utility service. Full fee payment establishes utility commitment.

Payment Options

1. **In person.** Cash, check, credit card (Visa/Mastercard). City Hall - 75 King Street - Public Works - Elevator B - 4th Floor.
2. **By mail.** Check payable to City of St. Augustine. Send to: City Public Works Department - PO Box 210 - St. Augustine, Florida 32085-0210. Clearly reference "Utility Fees" and the Project Name on the check.

City of St. Augustine

STATEMENT OF WATER/SEWER AVAILABILITY

*** CONCLUSIVE - FINAL STATEMENT ***

Residential Subdivision Project

Public Works Department • City Hall, 75 King Street, Lobby B - 4th Floor • PO Box 210 • St. Augustine, FL 32085-0210
www.CityStAug.com • Phone: (904) 825-1040 • Fax: (904) 209-4286 • Email: UtilConnect@CityStAug.com

ALL CHECKED ITEMS APPLY TO THIS STATEMENT:

Read the following checked items carefully and retain this document for future reference.

☐ This is a Preliminary Statement based solely on information provided by applicant without benefit of City-approved construction plans. The City currently has uncommitted water/wastewater capacity available.

☐ A conclusive, final Statement will be provided and fees may be paid after construction plans are approved by City Public Works Department. Refer to *attached* Connection Fee Payment Policy for more information.

☐ Refer to the *attached* existing City utility information for project planning purposes. Utility mains, services and meter sizes must be determined by developer's professional consultants with applicable calculations provided to City for review .

☐ A City Public Works permit will be required for this project. Refer to City Public Works website for information, application forms, fee schedules, permitting process and construction requirements. (www.CityStAug.com)

☐ Developer's civil engineer is encouraged to schedule one no-charge 30-minute pre-application meeting with Public Works staff for review of preliminary design plans. Contact City Public Works Permit Technician to schedule and with questions related to permitting forms, requirements and process: (904) 209-4375 or PWPermits@citystaug.com

☒ Developer is responsible for all land surveying, testing, design, permits, approvals, construction, materials, restoration and costs. Following City acceptance of utilities, City will own and maintain domestic water lines up to and including meter assemblies; fire protection taps; public fire hydrants; and sanitary sewer manholes, mains and service lines up to first cleanout on lateral. Developer is responsible for protecting utilities during all construction activities. City will not be responsible for damage. Repair costs incurred by City may be charged back to developer.

☒ The City will inspect construction by developer's Florida licensed underground utility contractor who must obtain performance and maintenance bonds in favor of the City in accordance with City bond requirements (*copy attached for reference*). Developer, consultants and contractors must adhere to current City Construction and Dedication Requirements in effect at time of construction (*copy attached for reference*). Utilities not constructed to City standards and specifications will not be placed in service.

Additional Comments by City Reviewer:
*** Subject lots & City Lift Station must be assigned an official E-911 street address prior to payment of connection charges. Customer is responsible for providing proof of address. Contact St. Johns County GIS addressing, (904) 209-0798 or GISaddress@sjcfl.us**

xc: David D. Birchim, AICP, City Manager
Stephen L. Slaughter, P.E., Utilities Director
Kevin McGinnis, COSA Environmental (Backflow@citystaug.com)

For City Use Only					
To Design & Drafting:					Materials Ordered:
Permit Submitted:		Received:			Field Work Completed:
To T&D Division:					Field Drawings Made:
Locate Ticket #:					Set Meter / Inspection:
Service Installation:	Stake-W	Stake-S	Poly Stub-out	Per Attached Plans	Contact to Coordinate:
	Set Meter(s) Only		Insp Sewer Conn	____ # BF Preventers to be installed & tested by Developer's plumber	

HFH CYPRESS VILLAGE

201 N CLAY STREET
ST. JOHNS COUNTY, FL

PREPARED FOR:

HABITAT FOR HUMANITY

PROJECT TEAM:

DEVELOPER:
HABITAT FOR HUMANITY
7 HOPKINS STREET
ST. AUGUSTINE, FL 32084
(904) 826-3252
ATTN: MALINDA EVERSON

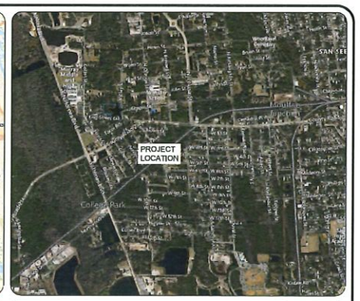
CIVIL ENGINEER:
MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FL 32259
(904) 655-6687
ATTN: JEREMY W. CALLOWAY, P.E.

SURVEYOR:
BOATWRIGHT LAND SURVEYORS
1500 ROBERTS DRIVE
JACKSONVILLE BEACH, FL 32250
(904) 241-8550
ATTN: JASON D. BOATWRIGHT, P.S.M.

ENVIRONMENTAL:
CARTER ENVIRONMENTAL
42 MASTERS DRIVE
ST. AUGUSTINE, FL 32084
PHONE: (904) 540-1786
ATTN: RYAN CARTER

GEOTECHNICAL ENGINEER:
JACKSON GEOTECHNICAL
164 PLAZA DEL RIO DRIVE
ST. AUGUSTINE, FL 32084
PHONE: (904) 252-2292

VICINITY MAP - 1" = 4,000'



AERIAL MAP - 1" = 2,000'

FLOOD MAP - 1" = 1,000'

QUAD MAP - 1" = 2,000'

PREPARED BY:

MAVERICK ENGINEERING

Digitally signed by Jeremy W Calloway
Date: 2026.05.20 12:39:41 -04'00'

This item has been digitally signed and sealed by Jeremy W. Calloway, P.E. on the date adjacent to the seal.

Signature must be verified on any electronic copies.

Sheet List Table

Sheet Number	Sheet Title
1	COVER SHEET
2	GENERAL NOTES
3	COSA UTILITY NOTES
4	SURVEY
5	DEMO & CLEARING PLAN
6	TREE INVENTORY TABLE
7	SITE PLAN
8	GRADING PLAN
9	NEIGHBORHOOD SITE PLAN
10	UTILITY PLAN
11 -13	UTILITY PLAN & PROFILE
14	LANDSCAPE PLAN
15 - 16	CONSTRUCTION DETAILS
17 -25	COSA UTILITY DETAILS
26	SWPPP
27	SWPPP CERTIFICATION
28	MOT PLAN
29	MOT PLAN

GENERAL NOTES:

(1) SEE SURVEY FOR LEGAL DESCRIPTION
(2) ALL ELEVATIONS SHOWN HEREIN ARE REFERENCED TO THE NORTH AMERICAN GEODETIC VERTICAL DATUM 1988 (NAVD88)
(3) ANY AND ALL WORK PERFORMED IN ST. JOHNS COUNTY RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH APPLICABLE LAND DEVELOPMENT CODES.
(4) IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW ALL DRAWINGS AND SPECIFICATIONS ASSOCIATED WITH THIS PROJECT PRIOR TO CONSTRUCTION COMMENCEMENT. IF A DISCREPANCY IS DISCOVERED BETWEEN THE SURVEY, ABOVE AND BELOW GROUND FIELD VERIFICATION, AND/OR APPLICABLE CODES, THE ENGINEER OF RECORD MUST BE NOTIFIED IN WRITING PRIOR TO THE INITIATION OF CONSTRUCTION. FAILURE BY THE CONTRACTOR TO NOTIFY THE ENGINEER OF RECORD SHALL CONSTITUTE FULL RESPONSIBILITY BY THE CONTRACTOR TO COMPLETE THE SCOPE OF WORK AS DETAILED BY THE DRAWINGS AND SPECIFICATIONS AND IN FULL CONFORMANCE WITH APPLICABLE REGULATIONS AND CODES.
(5) THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO AVOID DAMAGE TO ADJACENT PROPERTY AND EXISTING SITE FEATURES TO REMAIN AND WILL BE HELD SOLELY RESPONSIBLE FOR ANY DAMAGE.
(6) IT IS THE APPLICANT'S RESPONSIBILITY TO SCHEDULE A PRE-CONSTRUCTION/ PRE-PERMIT MEETING WITH ST. JOHNS COUNTY & COSA AFTER PLANS ARE RELEASED FOR CONSTRUCTION BY THE COUNTY/ CITY AND BEFORE STARTING ANY SITE CONSTRUCTION ACTIVITIES.

811 Know what's below. Call before you dig.

IF YOU DIG IN FLORIDA...
CALL US FIRST!
1-800-432-4770
SUNSHINE STATE ONE-CALL OF FLORIDA, INC
IT'S THE LAW

REGULATORY AGENCIES:

ST. JOHNS COUNTY DEVELOPMENT SERVICES
4040 LEWIS SPEEDWAY
ST. AUGUSTINE, FL 32084
(904) 209-0660

ST. AUGUSTINE PUBLIC WORKS DEPARTMENT:
75 KING STREET
ST. AUGUSTINE, FL 32084
(904) 825-1040

ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
7775 BAYMEADOWS WAY
JACKSONVILLE, FL 32256
(904) 730-6270

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION:
8800 BAYMEADOWS WAY WEST
JACKSONVILLE, FL 32256
(904) 256-1700

FLOOD ZONE

THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "X" PER FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 12109C0313J, DATED DECEMBER 7, 2018

PROJECT DATUM: NAVD '88

JEREMY W. CALLOWAY LICENSE No. 70838 STATE OF FLORIDA PROFESSIONAL ENGINEER
JEREMY W. CALLOWAY CA34646 PE70838

MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-6687

REVISIONS

#	DATE	DESCRIPTION
3	01-16-2026	REVISED PER SJC COMMENTS
4	02-06-2026	REVISED PER SJC COMMENTS (NOTE ADDED)
5	02-27-2026	REVISED PER COSA COMMENTS
6	03-16-2026	REVISED PER SJC COMMENTS
7	05-13-2026	REVISED PER COSA COMMENTS

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

COVER SHEET
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

1
OF 30

GENERAL NOTES

1. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS AT THE JOB SITE TO INSURE THAT ALL NEW WORK WILL FIT IN THE MANNER INTENDED ON THE PLANS, SHOULD ANY CONDITIONS EXIST THAT ARE CONTRARY TO THOSE SHOWN ON THE PLANS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND THE LOCAL GOVERNING BODY OF SUCH DIFFERENCES IMMEDIATELY AND PRIOR TO PROCEEDING WITH THE WORK.
2. THE CONTRACTOR SHALL COMPLY WITH ALL CONDITIONS AS SET FORTH BY THE WATER MANAGEMENT DISTRICT AND FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION.
3. THE CONTRACTOR SHALL MAINTAIN THE CONSTRUCTION SITE IN A SECURE MANNER. ALL OPEN TRENCHES AND EXCAVATED AREAS SHALL BE PROTECTED FROM ACCESS BY THE GENERAL PUBLIC.
4. ANY PUBLIC LAND CORNER WITHIN THE LIMITS OF CONSTRUCTION SHALL BE PROTECTED. IF A CORNER MONUMENT IS IN DANGER OF BEING DESTROYED AND HAS NOT BEEN PROPERLY REFERENCED, THE CONTRACTOR SHOULD NOTIFY THE ENGINEER.
5. THE CONTRACTOR SHALL INSTALL ALL SEDIMENT AND EROSION CONTROLS PRIOR TO ANY EARTH DISTURBING ACTIVITIES. ALL COMPONENTS SHALL BE MAINTAINED BY THE CONTRACTOR UNTIL ALL VEGETATION IS ESTABLISHED, THE ENTIRE PROJECT AREA IS STABILIZED, AND THE OWNER HAS ACCEPTED OPERATION AND MAINTENANCE.
6. ALL DISTURBED AREAS NOT SODDED SHALL BE SEEDED WITH A MIXTURE OF LONG-TERM VEGETATION AND QUICK GROWING SHORT-TERM VEGETATION FOR THE FOLLOWING CONDITIONS, FOR THE MONTHS FROM SEPTEMBER THROUGH MARCH, THE MIX SHALL CONSIST OF 70 POUNDS PER ACRE OF LONG-TERM SEED AND 20 POUNDS PER ACRE OF WINTER RYE. FOR THE MONTHS OF APRIL THOUGH AUGUST, THE MIX SHALL CONSIST OF 70 PER ACRE OF LONG-TERM SEED AND 20 POUNDS PER ACRE OF MILLET.
7. THE LOCATION OF THE UTILITIES SHOWN IN THE PLANS ARE APPROXIMATE ONLY. THE EXACT LOCATION SHALL BE DETERMINED BY THE CONTRACTOR DURING CONSTRUCTION. CONTRACTOR SHALL PROTECT ALL UTILITIES WITHIN THE PROJECT AREAS.
8. ALL UTILITY CONSTRUCTION SHALL MEET THE WATER AND WASTEWATER UTILITY STANDARDS OF THE UTILITY SERVICE PROVIDER IN THE PROJECT AREA.
9. THE CONTRACTOR SHALL WASTE ALL EXCESS EARTH ON SITE AS DIRECTED BY THE ENGINEER.
10. ALL SITE CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LOCAL GOVERNING BODY'S LAND DEVELOPMENT REGULATIONS.
11. CONTRACTOR SHALL REVIEW AND BECOME FAMILIAR WITH ALL REQUIRED UTILITY CONNECTIONS PRIOR TO BIDDING. CONTRACTOR SHALL PROVIDE ALL WORK AND MATERIALS REQUIRED TO COMPLETE CONNECTION TO THE EXISTING UTILITIES. THIS INCLUDES BUT IS NOT LIMITED TO MANHOLE CORING, WET TAPS, PAVEMENT REPAIRS AND DIRECTIONAL BORING.
12. CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER CONTRACTORS WITHIN PROJECT AREA.
13. CONTRACTOR SHALL PROVIDE ACTUAL INVERT ELEVATIONS ON ALL DRAINAGE STRUCTURES, INCLUDING CULVERTS, PRIOR TO PLACING ANY BASE MATERIAL. DEVIATIONS FROM THE PLANS SHALL BE APPROVED BY THE ENGINEER BEFORE CONTINUING WORK.
14. THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE F.D.O.T. STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (CURRENT EDITION) AND THE F.D.O.T. DESIGN STANDARDS (CURRENT EDITION), AWWA SPECIFICATIONS, AND THE LOCAL GOVERNING BODY'S DEVELOPMENT STANDARDS UNLESS OTHERWISE NOTED.
15. IF UNSUITABLE MATERIAL IS ENCOUNTERED DURING GRADING, CONTRACTOR SHALL REMOVE UNSUITABLE MATERIAL TO A DEPTH OF 24" BELOW FINISHED GRADE WITHIN THE CONSTRUCTION LIMITS AND REPLACE WITH CLEAN COARSE SAND HAVING NO MORE THAN 5% PASSING THE No. 200 SIEVE K/S= 23.4 FT/DAY.
16. THE CONTRACTOR SHALL NOTIFY THE LOCAL GOVERNING BODY AT LEAST 48 HOURS IN ADVANCE PRIOR TO BEGINNING OF CONSTRUCTION.
17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONSTRUCTION COMMENCEMENT NOTICE AND NOTIFYING THE ENGINEER OF THE CONSTRUCTION SCHEDULE.
18. THE CONTRACTOR SHALL INSTALL CONSTRUCTION FENCING AND NO TRESPASSING SIGNS FOR THE DURATION OF CONSTRUCTION.
19. THE CONTRACTOR IS CAUTIONED TO VISIT THE SITE AND FAMILIARIZE HIMSELF WITH THE PROJECT PRIOR TO BIDDING.
20. THESE DRAWINGS REPRESENT KNOWN STRUCTURES AND UTILITIES LOCATED IN THE PROJECT AREA. THE CONTRACTOR IS CAUTIONED THAT OTHER STRUCTURES AND UTILITIES, ABOVE OR BELOW GROUND, MAY BE ENCOUNTERED DURING THE COURSE OF THE PROJECT. THE CONTRACTOR SHOULD NOTIFY THE ENGINEER IMMEDIATELY UPON ENCOUNTERING ANY UNEXPECTED STRUCTURE, UTILITY LINE, OR OTHER UNUSUAL CONDITION.
21. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION OF EXISTING UTILITIES AND TO TAKE WHATEVER STEPS NECESSARY TO PROVIDE FOR THEIR PROTECTION.
22. ADEQUATE PROVISIONS SHALL BE MADE FOR FLOW OF SEWERS, DRAINS, AND WATER COURSES ENCOUNTERED DURING CONSTRUCTION.
23. THE CONTRACTOR SHALL PLACE AND MAINTAIN ADEQUATE BARRICADES, CONSTRUCTION SIGNS, FLASHING LIGHTS, TORCHES, RED LANTERNS AND GUARDS DURING CONSTRUCTION WORK UNTIL IT IS SAFE FOR BOTH PEDESTRIAN AND VEHICULAR TRAFFIC.
24. ALL DEMOLISHED ASPHALT, CONCRETE, PIPE, STRUCTURES AND OTHER DEBRIS SHALL BE REMOVED FROM THE PROJECT SITE AND DISPOSED OF IN A LEGAL MANNER.
25. MAINTAIN 12' VERTICAL SEPARATION BETWEEN ALL POTABLE WATER MAINS AND SANITARY SEWER GRAVITY AND FORCE MAINS.
26. WHERE WATER MAINS CROSS THE SANITARY SEWER, THE SEWER MAIN SHALL BE ENCASED IN CONCRETE FOR A DISTANCE OF 10 FEET BOTH SIDES OF THE WATER MAIN, UNLESS A MINIMUM OF 12" VERTICAL SEPARATION IS MAINTAINED WITH THE WATER ABOVE TO SEWER MAIN.
27. ALL NEW SEWER MAINS SHALL HAVE A MINIMUM COVER OF 36".
28. ALL EXISTING DRIVES, ROADS, CULVERTS, ETC. THAT ARE DAMAGED DURING CONSTRUCTION ARE TO BE RESTORED TO THEIR ORIGINAL CONDITION.
29. ALL DISTURBED AREAS ARE TO BE CLEANED, GRADED AND ROLLED TO ORIGINAL CONTOURS, HYDROSEEDED TO DOT SPECIFICATIONS UNLESS SPECIFICALLY NOTED OTHERWISE. CONTRACTOR SHALL MAINTAIN DISTURBED AREAS UNTIL A SATISFACTORY STAND OF GRASS IS ESTABLISHED WITHOUT BARE SECTIONS OR ERODED AREAS.
30. CONTRACTOR SHALL PROVIDE SIGNED AND SEALED AS-BUILTS BY A LICENSED PLS TO THE EOR FOR REVIEW AND APPROVAL.

EROSION CONTROL NOTES

1. THIS EROSION AND SEDIMENTATION CONTROL PLAN COMPLIES WITH THE REQUIREMENTS OF THE "FLORIDA DEVELOPMENT MANUAL" AND THE "FLORIDA EROSION AND SEDIMENT CONTROL INSPECTOR'S MANUAL".
2. THE CONTRACTOR SHALL ADHERE TO THE LOCAL GOVERNING BODY, F.D.E.P, AND OTHER GOVERNING AUTHORITIES FOR EROSION AND SEDIMENT CONTROL REGULATIONS. IF THE CONTRACTOR NEEDS TO CHANGE THIS PLAN TO MORE EFFECTIVELY CONTROL EROSION AND SEDIMENTATION, THE CONTRACTOR SHALL USE BMP's FROM THE "FLORIDA EROSION AND SEDIMENT CONTROL INSPECTOR'S MANUAL".
3. THE CONTRACTOR SHALL ADJUST AND REVISE THIS PLAN TO MEET ACTUAL FIELD CONDITIONS. ANY REVISIONS SHALL BE APPROVED BY THE REVIEWING AGENCIES.
4. SEDIMENT AND EROSION CONTROL FACILITIES, STORM DRAINAGE FACILITIES AND DETENTION BASINS SHALL BE INSTALLED PRIOR TO ANY OTHER CONSTRUCTION.
5. EROSION CONTROL MEASURES SHALL BE INSPECTED WEEKLY AND AFTER EACH RAINFALL AND REPLACED AS NECESSARY.
6. SEDIMENT AND EROSION CONTROL MEASURES SHALL NOT BE REMOVED UNTIL ALL CONSTRUCTION IS COMPLETE AND UNTIL A PERMANENT GROUND COVER HAS BEEN ESTABLISHED.
7. ALL OPEN DRAINAGE SWALES SHALL BE GRASSED AND RIPRAP SHALL BE PLACED AS REQUIRED TO CONTROL EROSION.
8. SILT FENCES SHALL BE LOCATED ON SITE TO PREVENT SEDIMENT AND EROSION FROM LEAVING PROJECT LIMITS.
9. CONTRACTOR SHALL PLACE A DOUBLE ROW OF SILT FENCE IN AREAS WHERE RUNOFF FROM DISTURBED AREAS MAY ENTER WETLANDS.
10. DURING CONSTRUCTION AND AFTER CONSTRUCTION IS COMPLETE, ALL STRUCTURES SHALL BE CLEANED OF ALLDEBRIS AND EXCESS SEDIMENT.
11. ALL GRADED AREAS SHALL BE STABILIZED IMMEDIATELY WITH A TEMPORARY FAST-GROWING COVER AND/OR MULCH.
12. A PAD OF RUBBLE RIP RAP SHALL BE PLACED AT THE BOTTOM OF ALL COLLECTION FLUMES AND COLLECTION PIPE OUTLETS, GRANITE OR LIMESTONE RIPRAP IS REQUIRED, NO BROKEN CONCRETE WILL BE ACCEPTED.
13. ALL SIDE SLOPES STEEPER THAN 3:1 SHALL BE ADEQUATELY PROTECTED FROM EROSION THROUGH THE USE OF HAY BALES OR SODDING.
14. ALL STABILIZATION PRACTICES SHALL BE INITIATED AS SOON AS PRACTICABLE IN AREAS OF THE JOB WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY STOPPED, BUT IN NO CASE SHALL THE DISTURBED AREA BE LEFT UNPROTECTED FOR MORE THAN SEVEN DAYS.
15. ALL WASTE GENERATED ON THE PROJECT SHALL BE DISPOSED OF BY THE CONTRACTOR IN AREAS PROVIDED BY CONTRACTOR.
16. LOADED HAUL TRUCKS SHALL BE COVERED WITH TARPS.
17. EXCESS DIRT SHALL BE REMOVED DAILY.
18. THIS PROJECT SHALL COMPLY WITH ALL WATER QUALITY STANDARDS.
19. QUALIFIED PERSONNEL SHALL INSPECT THE AREA USED FOR STORAGE OF STOCKPILES, THE SILT FENCE AND STRAW BALES, THE LOCATION WHERE VEHICLES ENTER OR EXIT THE SITE, AND THE DISTURBED AREAS THAT HAVE NOT BEEN FINALLY STABILIZED, AT LEAST ONCE EVERY SEVEN CALENDAR DAYS AND WITHIN 24 HOURS OF THE END OF A STORM OF 0.5 INCHES OR GREATER.
20. SITES THAT HAVE BEEN FINALLY STABILIZED WITH SOD OR GRASSING SHALL BE INSPECTED AT LEAST ONCE EVERY WEEK.

RIGHT-OF-WAY CONSTRUCTION NOTES

ALL WORK IN THE COUNTY RIGHT OF WAY SHALL CONFORM TO THE FOLLOWING:

1. CONTRACTOR SHALL NOTIFY THE COUNTY PUBLIC WORKS DEPT. 24 HOURS IN ADVANCE OF STARTING PROPOSED WORK.
2. MAINTENANCE OF TRAFFIC SHALL BE IN ACCORDANCE WITH APPLICABLE FDOT STANDARD INDEXES.
3. ALL DISTURBED AREAS IN THE COUNTY RIGHT OF WAY NOT RESTORED AS PAVEMENT SHALL BE SODDED.
4. RPM'S SHALL BE INSTALLED IN ACCORDANCE WITH FDOT STANDARD INDEX 17352.
5. ALL PERMANENT STRIPING IN COUNTY R.O.W. SHALL BE THERMOPLASTIC.

WATER AND SEWER NOTES

1. ALL UTILITY CONSTRUCTION SHALL MEET THE UTILITY PROVIDER AND LOCAL GOVERNING BODY'S WATER AND WASTEWATER UTILITY STANDARDS.
2. THE CONTRACTOR SHALL MAINTAIN EXISTING WATER MAINS IN SERVICE DURING CONSTRUCTION. IN THE EVENT INTERRUPTIONS TO SERVICE ARE REQUIRED DURING CONSTRUCTION, SUCH INSTANCES SHALL BE MINIMIZED.
3. ALL NEW OR RELOCATED WATER MAINS THAT SERVE FIRE HYDRANTS AND ALL FIRE HYDRANT LEADS SHALL BE NO SMALLER THAN SIX INCHES IN DIAMETER. AUXILIARY VALVES SHALL BE PROVIDED ON ALL HYDRANT LEADS.
4. SUFFICIENT VALVES SHALL BE PROVIDED IN NEW AND RELOCATED WATER MAINS SO THAT INCONVENIENCE AND SANITARY HAZARDS WILL BE MINIMIZED DURING REPAIRS. (VALVES SHALL BE PLACED IN NO MORE THAN 500-FOOT INTERVALS IN COMMERCIAL DISTRICTS AND AT NO MORE THAN ONE-BLOCK OR 800-FOOT INTERVALS IN OTHER DISTRICTS.)
5. IF THERE ARE ANY NEW OR RELOCATED WATER MAINS THAT CROSS UNDER ANY SURFACE WATER, A MINIMUM COVER OF TWO FEET SHALL BE PROVIDED OVER THE WATER MAIN PIPE AT EACH SURFACE WATER CROSSING, AND IF THE SURFACE WATER IS GREATER THAN 15 FEET IN WIDTH, THE FOLLOWING FEATURES SHALL BE PROVIDED: (A) FLEXIBLE WATER TIGHT JOINTS FOR THE WATER MAIN PIPE AT THE CROSSING, (B) EASILY ACCESSIBLE VALVES LOCATED IN A MANHOLE, AND (C) PERMANENT TAPS ON EACH SIDE OF THE VALVE WITHIN THE MANHOLE TO ALLOW FOR SAMPLING AND INSERTION OF A SMALL METER TO DETERMINE LEAKAGE.
6. PROPER BACKFLOW-PREVENTION ASSEMBLIES/DEVICES SHALL BE PROVIDED IN ACCORDANCE WITH RULE 62-555.360, F.A.C., AND THE AWWA'S MANUAL M/4, RECOMMENDED PRACTICE FOR BACKFLOW PREVENTION AND CROSS-CONNECTION CONTROL.
7. THIS PROJECT SHALL NOT INCLUDE ANY INTERCONNECTION BETWEEN PREVIOUSLY SEPARATE PUBLIC WATER SYSTEMS THAT HAVE SEPARATE WATER SUPPLY SOURCES, (A SPECIFIC CONSTRUCTION PERMIT IS REQUIRED FOR SUCH AN INTERCONNECTION.)
8. ALL NEW RELOCATED WATER LATERALS THAT CROSS ANY SANITARY SEWERS, STORM SEWERS, FORCE MAINS, OR RECLAIMED WATER LINES SHALL CROSS ABOVE SUCH PIPELINES.
9. CONTRACTOR SHALL PROVIDE AN AS-BUILT SURVEY MEETING THE REQUIREMENTS OF CHAPTER 61G17 F.A.C. FOR THE POTABLE WATER MAIN EXTENSION AND THE SANITARY SEWER MAIN EXTENSIONS. INCLUDE HORIZONTAL AND VERTICAL DIMENSIONAL DATA SO THAT IMPROVEMENTS ARE LOCATED AND DELINEATED RELATIVE TO THE BOUNDARY. PROVIDE SUFFICIENT DETAILED DATA TO DETERMINE WHETHER THE IMPROVEMENTS WERE CONSTRUCTED IN ACCORDANCE WITH THE PLANS. SUBMIT THE SURVEY TO THE ENGINEER IN DIGITAL AUTOCAD FORMAT.
10. COPPER TRACER WIRE SHALL BE PLACED ON ALL POTABLE WATER LINES AND WATER LATERALS. TRACER WIRE SHALL BE CONTINUOUS WITH NO INTERRUPTIONS.
11. LOCATOR BALLS SHALL BE PROVIDED AT END OF ALL WATER AND SANITARY SEWER LATERALS. THE LOCATOR BALLS SHALL BE SECURED TO THE LATERALS WITH A PLASTIC TIE STRAP.
12. WATER AND SANITARY SEWER LATERALS SHALL BE LEFT UNCOVERED UNTIL INSPECTED BY THE ENGINEER OR THE ENGINEER'S INSPECTOR.
13. CONTRACTOR SHALL PROVIDE TEMPORARY STAKES (2" BY 2" WOODEN STAKES) AT THE END OF EACH LATERAL. EACH STAKE SHALL INDICATE EITHER WATER OR SANITARY SEWER LATERAL. CONTRACTOR SHALL MAINTAIN THE STAKES UNTIL AN AS-BUILT SURVEY OF WATER AND SANITARY SEWER MAINS AND LATERALS ARE COMPLETE AND APPROVED BY THE ENGINEER.
14. MEGALUG MECHANICAL JOINT RESTRAINTS OR SERIES 1390 UNI-FLANGE BLOCK BUSTER RESTRAINT DEVICES SHALL BE USED WITH MANUFACTURER'S RECOMMENDATIONS. ALL RESTRAINED JOINTING MUST BE LEFT OPEN UNTIL VIEWED BY THE CITY INSPECTOR.
15. FOR SANITARY SEWER PERFORM HYDROSTATIC TEST. ALLOWABLE LEAKAGE IS A MAXIMUM OF 50 GAL. PER INCH OF NOMINAL PIPE SIZE PER MILE OF PIPE, DURING A 24-HOUR PERIOD. OPTION: TEST DUCTILE-IRON PIPING ACCORDING TO AWWA C600, SECTION "HYDROSTATIC TESTING". USE TEST PRESSURE OF AT LEAST 10 PSI. FOR SANITARY SEWERAGE, PERFORM AIR TEST ACCORDING TO UNI-B-6.
16. FOR SANITARY SEWERAGE ALIGNMENT: EACH SECTION OF THE COMPLETED SEWER SYSTEM SHALL BE INSPECTED FOR PROPER ALIGNMENT. INSPECTION SHALL CONSIST OF "LAMPING" FROM MANHOLE TO MANHOLE. ANY SECTION OF THE SEWER SYSTEM, WHICH DOES NOT DISPLAY TRUE, CONCENTRIC ALIGNMENT, SHALL BE INSTALLED AT NO ADDITIONAL EXPENSE TO THE OWNER.
17. CLEAN AND DISINFECT WATER DISTRIBUTION PIPING SYSTEMS AND PARTS OF EXISTING SYSTEMS THAT HAVE BEEN ALTERED, EXTENDED OR REPAIRED BEFORE USE. USE PURGING AND DISINFECTING PROCEDURE PRESCRIBED BY AUTHORITIES HAVING JURISDICTION OR USE PROCEDURE PRESCRIBED BY AUTHORITIES HAVING JURISDICTION OR USE PROCEDURE DESCRIBED IN AWWA C651.
18. PVC GRAVITY FLOW SEWER PIPE AND FITTINGS 15 INCH AND SMALLER IN DIAMETER SHALL BE SDR35 PIPE WITH BELL AND SPIGOT GASKET JOINT THAT COMPLIES WITH THE REQUIREMENTS OF ASTM D3034.
19. ALL PIPE, PIPE FITTINGS, PIPE JOINT PACKING AND JOINTING MATERIALS, VALVES, FIRE HYDRANTS, AND METERS INSTALLED UNDER THIS PROJECT SHALL CONFORM TO APPLICABLE AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARDS.
20. ALL PUBLIC WATER SYSTEM COMPONENTS, EXCLUDING FIRE HYDRANTS, THAT WILL BE INSTALLED UNDER THIS PROJECT AND THAT WILL COME INTO CONTACT WITH DRINKING WATER SHALL CONFORM TO NSF INTERNATIONAL STANDARD 61 AS ADOPTED IN RULE 62-555.335, F.A.C., OR OTHER APPLICABLE STANDARDS, REGULATIONS, OR REQUIREMENTS REFERENCED IN PARAGRAPH 62- 555.320(3)(B), F.A.C.
21. ALL PIPE AND PIPE FITTINGS INSTALLED UNDER THIS PROJECT SHALL CONTAIN NO MORE THAN 8.0% LEAD, AND ANY SOLDER OR FLUX USED IN THIS PROJECT WILL CONTAIN NO MORE THAN 0.2% LED.
22. ALL WATER PIPE AND PIPE FITTINGS INSTALLED UNDER THIS PROJECT SHALL BE COLOR CODED OR MARKED IN ACCORDANCE WITH SUBPARAGRAPH 62-555.320(21)(B) 3, F.A.C., USING BLUE AS A PREDOMINANT COLOR. (UNDERGROUND PLASTIC PIPE SHALL BE SOLID-WALL BLUE PIPE, WILL HAVE A CO-EXTRUDED BLUE EXTERNAL SKIN, OR WILL BE WHITE OR BLACK PIPE WITH BLUE STRIPES INCORPORATED INTO, OR APPLIED TO, THE PIPE WALL; AND UNDERGROUND METAL OR CONCRETE PIPE SHALL HAVE BLUE STRIPES APPLIED TO THE PIPE WALL. PIPE STRIPED DURING MANUFACTURING OF THE PIPE SHALL HAVE CONTINUOUS STRIPES THAT RUN PARALLEL TO THE AXIS OF THE PIPE, THAT ARE LOCATED AT NO GREATER THAN 90-DEGREE INTERVALS AROUND THE PIPE, AND THAT WILL REMAIN INTACT DURING AND AFTER INSTALLATION OF THE PIPE. IF TAPE OR PAINT IS USED TO STRIPE PIPE DURING PIPE AND THAT IS LOCATED ALONG THE TOP OF THE PIPE; FOR PIPE WITH AN INTERNAL DIAMETER OF 24 INCHES OR GREATER, TAPE OR PAINT WILL BE APPLIED IN CONTINUOUS LINES ALONG EACH SIDE OF THE PIPE AS WELL AS ALONG THE TOP OF THE PIPE. ABOVEGROUND PIPE SHALL BE PAINTED BLUE OR WILL BE COLOR-CODED OR MARKED LIKE UNDERGROUND PIPE.)
23. SUFFICIENT VALVES SHALL BE PROVIDED ON NEW OR ALTERED WATER MAINS INCLUDED IN THIS PROJECT SO THAT INCONVENIENCE AND SANITARY HAZARDS WILL BE MINIMIZED DURING REPAIRS.
24. ALL FIRE HYDRANTS THAT WILL BE INSTALLED UNDER THIS PROJECT AND THAT WILL HAVE UNPLUGGED, UNDERGROUND DRAINS SHALL BE LOCATED AT LEAST THREE FEET FROM ANY EXISTING OR PROPOSED STORM SEWER, STORMWATER FORCE MAIN, PIPELINE CONVEYING RECLAIMED WATER REGULATED UNDER PART III OF CHAPTER 62-610, F.A.C., OR VACUUM-TYPE SANITARY SEWER; CONVEYING RECLAIMED WATER REGULATED UNDER PART III OF CHAPTER 62-610, F.A.C., OR VACUUM-TYPE SANITARY SEWER; OR PIPELINE CONVEYING RECLAIMED WATER NOT REGULATED UNDER PART III OF CHAPTER 62-10, F.A.C.; AND AT LEAST TEN FEET FROM ANY EXISTING OR PROPOSED "ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM."
25. NEW OR ALTERED CHAMBERS, PITS, OR MANHOLES THAT CONTAIN VALVES, BLOW-OFFS, METERS, OR OTHER SUCH WATER DISTRIBUTION SYSTEM APPURTENANCES AND THAT ARE INCLUDED IN THIS PROJECT WILL NOT BE CONNECTED DIRECTLY TO ANY SANITARY OR STORM SEWER, AND BLOW-OFFS OR AIR RELIEF VALVES INSTALLED UNDER THIS PROJECT SHALL NOT BE CONNECTED DIRECTLY TO ANY SANITARY OR STORM SEWER.
26. NEW OR ALTERED WATER MAINS INCLUDED IN THIS PROJECT SHALL BE INSTALLED IN ACCORDANCE WITH APPLICABLE AWWA STANDARDS OR IN ACCORDANCE WITH MANUFACTURERS' RECOMMENDED PROCEDURES.
27. A CONTINUOUS AND UNIFORM BEDDING SHALL BE PROVIDED IN TRENCHES FOR UNDERGROUND PIPE INSTALLED UNDER THIS PROJECT; BACKFILL MATERIAL WILL BE TAMPED IN LAYERS AROUND UNDERGROUND PIPE INSTALLED UNDER THIS PROJECT AND TO A SUFFICIENT HEIGHT ABOVE THE PIPE TO ADEQUATELY SUPPORT AND PROTECT THE PIPE; AND UNSUITABLY SIZED STONES (AS DESCRIBED IN APPLICABLE AWWA STANDARDS OR MANUFACTURERS' RECOMMENDED INSTALLATION PROCEDURES) FOUND IN TRENCHES WILL BE REMOVED FOR A DEPTH OF AT LEAST SIX INCHES BELOW THE BOTTOM OF UNDERGROUND PIPE INSTALLED UNDER THIS PROJECT.
28. ALL WATER MAIN TEES, BENDS, PLUGS, AND HYDRANTS INSTALLED UNDER THIS PROJECT SHALL BE PROVIDED WITH RESTRAINED JOINTS TO PREVENT MOVEMENT.
29. NEW OR ALTERED WATER MAINS THAT ARE INCLUDED IN THIS PROJECT AND THAT WILL BE CONSTRUCTED OF ASBESTOS-CEMENT OR POLYVINYL CHLORIDE PIPE SHALL BE PRESSURE AND LEAKAGE TESTED IN ACCORDANCE WITH AWWA STANDARD C603 OR C605, RESPECTIVELY, AS INCORPORATED INTO RULE 62-555.330, F.A.C., AND ALL OTHER NEW OR ALTERED WATER MAINS INCLUDED IN THIS PROJECT SHALL BE PRESSURE AND LEAKAGE TESTED IN ACCORDANCE WITH AWWA STANDARD C600 AS INCORPORATED INTO RULE 62-555.330.
30. NEW OR ALTERED WATER MAINS, INCLUDING FIRE HYDRANT LEADS AND INCLUDING SERVICE LINES THAT WILL BE UNDER THE CONTROL OF A PUBLIC WATER SYSTEM AND THAT HAVE AN INSIDE DIAMETER OF THREE INCHES OR GREATER, SHALL BE DISINFECTED AND BACTERIOLOGICALLY EVALUATED IN ACCORDANCE WITH RULE 62-555.340, F.A.C.
31. NEW OR ALTERED WATER MAINS THAT ARE INCLUDED IN THIS PROJECT AND THAT WILL BE INSTALLED IN AREAS WHERE THERE ARE KNOWN AGGRESSIVE SOIL CONDITIONS SHALL BE PROTECTED THROUGH USE OF CORROSION-RESISTANT WATER MAIN MATERIALS, THROUGH ENCASEMENT OF THE WATER MAINS IN POLYETHYLENE, OR THROUGH PROVISION OF CATHODIC PROTECTION.
32. NEW OR RELOCATED, UNDERGROUND WATER MAINS INCLUDED IN THIS PROJECT SHALL BE LAID TO PROVIDE A HORIZONTAL DISTANCE OF AT LEAST THREE FEET BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED VACUUM-TYPE SANITARY SEWER, STORM SEWER, STORMWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER REGULATED UNDER PART III OF CHAPTER 62-610, F.A.C.
33. NEW OR RELOCATED, UNDERGROUND WATER MAINS INCLUDED IN THIS PROJECT SHALL HAVE A HORIZONTAL DISTANCE OF AT LEAST SIX AND TEN FEET IS PREFERRED BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED GRAVITY-TYPE SANITARY SEWER, EXISTING OR PROPOSED PRESSURE-TYPE SANITARY SEWER, WASTEWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER NOT REGULATED UNDER PART III OF CHAPTER 62-610, F.A.C.
34. THE HORIZONTAL SEPARATION DISTANCE BETWEEN WATER MAINS AND GRAVITY-TYPE SANITARY SEWERS MAY BE REDUCED TO THREE FEET WHERE THE BOTTOM OF THE WATER MAIN IS LAID AT LEAST TWELVE INCHES ABOVE THE TOP OF THE SEWER.
35. A HORIZONTAL DISTANCE OF AT LEAST TEN FEET BETWEEN THE OUTSIDE OF THE WATER MAIN AND ALL PARTS OF ANY EXISTING OR PROPOSED "ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM."
36. NEW OR RELOCATED, UNDERGROUND WATER MAINS THAT ARE INCLUDED IN THIS PROJECT AND THAT WILL CROSS ANY EXISTING OR PROPOSED GRAVITY- OR VACUUM-TYPE SANITARY SEWER OR STORM SEWER SHALL BE LAID SO THE OUTSIDE OF THE WATER MAIN IS AT LEAST 12 INCHES ABOVE THE OTHER PIPELINE. NEW OR RELOCATED, UNDERGROUND WATER MAINS THAT ARE INCLUDED IN THIS PROJECT AND THAT WILL CROSS ANY EXISTING OR PROPOSED PRESSURE-TYPE SANITARY SEWER, WASTEWATER OR STORMWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER WILL BE LAID SO THE OUTSIDE OF THE WATER MAIN IS AT LEAST 12 INCHES ABOVE THE OTHER PIPELINE.
37. AT THE UTILITY CROSSINGS DESCRIBED ABOVE, SEPARATION DISTANCE SHALL NOT APPLY WHERE A WATER SERVICE PIPE CROSSES A SEWER PIPE, PROVIDED THE WATER SERVICE PIPE IS SLEEVED TO AT LEAST FIVE FEET HORIZONTALLY FROM THE SEWER PIPE CENTERLINE ON BOTH SIDES OF SUCH CROSSINGS PIPE MATERIAL LISTED IN FLORIDA BUILDING CODE SECTION 603.2.
38. NEW OR ALTERED WATER MAINS THAT ARE INCLUDED IN THIS PROJECT AND THAT WILL CROSS ABOVE SURFACE WATER SHALL BE ADEQUATELY SUPPORTED AND ANCHORED, PROTECTED FROM DAMAGE AND FREEZING, AND ACCESSIBLE FOR REPAIR OR REPLACEMENT.
39. NEW OR ALTERED WATER MAINS THAT ARE INCLUDED IN THIS PROJECT AND THAT WILL CROSS UNDER SURFACE WATER COURSES GREATER THAN 15 FEET IN WIDTH SHALL HAVE FLEXIBLE OR RESTRAINED, WATERTIGHT PIPE JOINTS AND WILL INCLUDE VALVES AT BOTH ENDS OF THE WATER CROSSING SO THE UNDERWATER MAIN CAN BE ISOLATED FOR TESTING AND REPAIR; THE AFOREMENTIONED ISOLATION VALVES WILL BE EASILY ACCESSIBLE AND WILL NOT BE SUBJECT TO FLOODING; THE ISOLATION VALVE CLOSEST TO THE WATER SUPPLY SOURCE WILL BE IN A MANHOLE; AND PERMANENT TAPS WILL BE PROVIDED ON EACH SIDE OF THE ISOLATION VALVE WITHIN THE MANHOLE TO ALLOW FOR INSERTION OF A SMALL METER TO DETERMINE LEAKAGE FROM THE UNDERWATER MAIN AND TO ALLOW FOR SAMPLING OF WATER FROM THE UNDERWATER MAIN.
40. AIR RELIEF VALVES SHALL BE INSTALLED AT HIGH POINTS IN THE FORCE MAIN AT ANY LOCATIONS HAVING 3' OR GREATER ELEVATION CHANGE WITHIN 100 LF OF LINE.

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REVISIONS

#	DATE	DESCRIPTION
3	01-16-2026	REVISED PER SJC COMMENTS
4	02-06-2026	REVISED PER SJC COMMENTS (NOTE ADDED)
5	02-27-2026	REVISED PER COSA COMMENTS
6	03-10-2026	REVISED PER SJC COMMENTS
7	05-14-2026	REVISED PER COSA COMMENTS

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

GENERAL NOTES

HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL

PREPARED FOR:
HABITAT FOR HUMANITY

CITY OF ST. AUGUSTINE (C.O.S.A.) WATER AND SEWER GENERAL NOTES

GENERAL NOTES

1. THE CITY OF ST. AUGUSTINE (C.O.S.A.) STANDARDS AND SPECIFICATIONS DESIGN MANUAL AND DETAILS, LATEST EDITION, SHALL PRESIDE; THESE NOTES AND THIS PLAN SET ARE NOT INTENDED TO BE ALL INCLUSIVE WITH REGARD TO ALL POSSIBLE CONSTRUCTION REQUIREMENTS FOR THIS PROJECT.
2. THE C.O.S.A. STANDARDS MANUAL, DETAILS, AND "UTILITY CONSTRUCTION AND DEDICATION REQUIREMENTS" (LATEST EDITIONS) ARE AVAILABLE ONLINE. LINKS TO THESE ITEMS CAN BE FOUND ON THE "Public Works Documents, Forms and Reports" PAGE OF THE CITY'S WEBSITE. GO TO: www.staugustinegovernment.com --> Forms, Applications & Docs --> Public Works Requests and Documents.
3. A PRE-CONSTRUCTION MEETING IS REQUIRED WITH THE DEVELOPER AND/OR OWNER'S REPRESENTATIVE, THE ENGINEER OF RECORD, THE GENERAL CONTRACTOR, THE UNDERGROUND UTILITY CONTRACTOR, AND THE C.O.S.A. PRIOR TO THE START OF ANY CONSTRUCTION. A PRE-CONSTRUCTION MEETING WITH THE C.O.S.A. IS REQUIRED REGARDLESS OF OTHER AGENCIES REQUIREMENTS.
4. FOR PRE-CONSTRUCTION MEETING REQUIREMENTS, REFER TO THE C.O.S.A.'S "UTILITY CONSTRUCTION AND DEDICATION REQUIREMENTS", LATEST EDITION, PLAN AHEAD -- C.O.S.A. APPROVAL OF PRE-CON SUBMITTAL ITEMS IS REQUIRED PRIOR TO SCHEDULING THE PRE-CON MEETING.
5. ALL WATER, SEWER, AND/OR REUSE CONSTRUCTION SHALL BE PERFORMED BY A CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES. A COPY OF THE CONTRACTOR'S GENERAL LICENSE AND/OR UNDERGROUND UTILITY LICENSE SHALL BE PROVIDED PRIOR TO THE PRE-CONSTRUCTION MEETING.
6. PLAN AHEAD FOR C.O.S.A. DEDICATION AND ACCEPTANCE REQUIREMENTS FOR UTILITIES. THE CITY MUST OFFICIALLY ACCEPT ALL UTILITIES TO BE DEDICATED TO THE CITY PRIOR TO INSTALLING ANY WATER METERS, AND PRIOR TO SIGNING OFF ON ANY USE PERMIT OR CERTIFICATE OF OCCUPANCY. REFER TO THE C.O.S.A.'S "UTILITY CONSTRUCTION AND DEDICATION REQUIREMENTS", LATEST EDITION, FOR SUBMITTAL REQUIREMENTS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE ALL REQUIRED DOCUMENTS ACCURATELY, DILIGENTLY AND IN A TIMELY MANNER. THE C.O.S.A. WILL NOT BE RESPONSIBLE FOR REQUESTING OR MANAGING SUBMITTAL OF THESE DOCUMENTS.
7. THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING THE SITE PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF ALL LOCATIONS AND ELEVATIONS, PROPERTY LINES AND EASEMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
8. CONTRACTOR SHALL LOCATE, VERIFY, AND IDENTIFY ALL EXISTING UTILITIES AND UNDERGROUND UTILITIES SHOWN OR NOT SHOWN ON THE PLANS PRIOR TO ANY EXCAVATING ACTIVITIES AND TAKE ALL MEASURES NECESSARY TO PROTECT ALL UTILITIES DURING CONSTRUCTION AT NO ADDITIONAL COST TO THE OWNER OR C.O.S.A. (INCLUDING MEASURES SPECIFIED BY C.O.S.A. INSPECTOR SUCH AS MECHANICAL JOINT RESTRAINTS). SHOULD ANY UTILITY LINE OR COMPONENT BECOME DAMAGED OR REQUIRE RELOCATION, CONTRACTOR SHALL IMMEDIATELY NOTIFY THE AFFECTED UTILITY COMPANY, ENGINEER OF RECORD, AND C.O.S.A. AT A MINIMUM. CONTRACTOR SHALL ENSURE PROTECTION OF ALL EXISTING UTILITIES BY FOLLOWING THE COMMON GROUND ALLIANCE BEST PRACTICES, LATEST VERSION, UNLESS EXCEPTIONS ARE SPECIFICALLY AGREED TO IN ADVANCE BY THE CITY. CONTRACTOR SHALL COORDINATE UTILITIES LOCATES WITH SUNSHINE STATE ONE-CALL OF FLORIDA. ONCE THE LOCATE SERVICE HAS FIELD MARKED ALL UTILITIES, CONTRACTOR SHALL VERIFY EACH UTILITY (INCLUDING ANY SERVICE LATERALS, I.E. WATER, SEWER, CABLE, GAS, ELECTRIC, PHONE, ETC.) AND THOSE WITHIN EACH PAVED AREA. VERIFICATION MAY BE PERFORMED UTILIZING GROUND PENETRATING RADAR, HAND DIG, OR VACUUM EXCAVATION, PRIOR TO CONSTRUCTION. CONTRACTOR SHALL RECORD ON THE DRAWINGS BOTH THE HORIZONTAL AND VERTICAL LOCATION OF THE UTILITIES OFF OF A PREDETERMINED BASELINE.
9. THE CONTRACTOR SHALL PERFORM ALL WORK NECESSARY TO LOCATE, EXCAVATE AND PREPARE FOR CONNECTIONS TO THE TERMINUS OF THE C.O.S.A.'S EXISTING WATER OR SEWER SYSTEMS AT THOSE POINTS SHOWN ON THE DRAWINGS OR WHERE DIRECTED BY THE C.O.S.A. OR THE ENGINEER. ALL COSTS ASSOCIATED WITH THIS WORK AND FOR THE ACTUAL CONNECTION OF THE EXISTING MAINS SHALL BE INCLUDED IN THE BID FOR THE PROJECT AND SHALL NOT RESULT IN ANY ADDITIONAL COST TO THE C.O.S.A.
10. THE CONTRACTOR SHALL FIELD VERIFY THE CONNECTION POINTS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ALL DISCREPANCIES SHALL BE REPORTED TO THE ENGINEER OF RECORD AND THE C.O.S.A. IMMEDIATELY.
11. THE WATER AND/OR SEWER SYSTEM SHALL BE CONSTRUCTED IN STRICT ACCORDANCE WITH THE C.O.S.A. APPROVED CONSTRUCTION DRAWINGS, DETAILS AND SPECIFICATIONS. IF THERE IS ANY DEVIATION FROM THE APPROVED CONSTRUCTION DRAWINGS, DETAILS OR SPECIFICATIONS, WITHOUT PRIOR AUTHORIZATION AND CONSENT FROM THE C.O.S.A., THE CONTRACTOR SHALL REMOVE THE DEVIATION AND RESTORE IT TO THE APPROVED CONSTRUCTION DRAWING CONFIGURATION AT NO EXPENSE TO THE C.O.S.A. FAILURE TO CONSTRUCT UTILITIES ACCORDINGLY WILL RESULT IN DELAYS IN OBTAINING SERVICE, C.O.S.A. REFUSAL TO ACCEPT THE UTILITIES, AND UNANTICIPATED COSTS AND CONSTRUCTION TIME WHILE CORRECTIONS ARE MADE. SUCH DELAYS AND COSTS WILL NOT BE THE RESPONSIBILITY OF THE C.O.S.A. THE C.O.S.A. WILL NOT ACCEPT UTILITIES WHICH ARE NOT CONSTRUCTED TO C.O.S.A. STANDARDS AND SPECIFICATIONS.
12. EXISTING UTILITIES SHOWN ON THESE PLANS HAVE BEEN LOCATED USING AVAILABLE MEANS. THE C.O.S.A. WILL NOT BE RESPONSIBLE FOR INACCURATE OR INCOMPLETE SURVEY INFORMATION, AND ANY RESULTANT DELAYS AND COSTS.
13. VERTICAL LOCATIONS OF ALL UTILITIES SHOWN ON THE PLANS HAVE BEEN REFERENCED TO A BENCH MARK NOTED ON THE PLANS. CONTRACTOR SHALL EXERCISE CAUTION DURING EXCAVATION NEAR EXISTING UTILITIES SHOWN ON THE PLANS AND SHALL NOTIFY THE ENGINEER IF LOCATION DIFFERS FROM THAT SHOWN ON THE PLANS BEFORE CONTINUING WITH CONSTRUCTION.
14. SHOULD CONDITIONS VARY FROM THOSE SHOWN ON THESE PLANS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER AND THE C.O.S.A. PRIOR TO CONTINUING CONSTRUCTION.
15. THE CONTRACTOR SHALL PROTECT SURVEY MARKERS, MONUMENTS, ETC. DURING CONSTRUCTION. THE CONTRACTOR SHALL RESTORE/REPLACE, AT NO ADDITIONAL EXPENSE TO THE OWNER, ANY DAMAGE DONE BY CONSTRUCTION ACTIVITIES.
16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES CAUSED BY HIS OR HER OPERATIONS. ANY DAMAGE SHALL BE REPLACED/REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER OR THE C.O.S.A.
17. THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION AND BUILDING PLACEMENT WITH ALL OTHER UTILITIES CONSTRUCTION.
18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND DISPOSAL OF ANY UNSUITABLE MATERIAL FROM THE OPERATION. FURNISHING AND COMPACTING SUITABLE REPLACEMENT BACKFILL MATERIAL SHALL BE IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS.
19. UNSUITABLE MATERIALS UNDER WATER AND/OR SEWER MAINS SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL PROPERLY COMPACTED TO 95% OF MAXIMUM DENSITY. BACKFILL SHALL BE COMPACTED IN A MAXIMUM OF ONE-FOOT (1) LIFTS. DENSITY TESTS SHALL BE TAKEN AFTER COMPACTION OF EVERY LIFT.
20. THE CONTRACTOR(S) SHALL NOTIFY ALL APPLICABLE UTILITIES COMPANIES, THE ENGINEER OF RECORD, THE PROPERTY OWNER, AND THE C.O.S.A. 72 HOURS PRIOR TO INITIATING ANY EXCAVATION ACTIVITIES, OR AS SPECIFIED BY THE UTILITY COMPANIES AND THE PERMITS OBTAINED FOR THE WORK.
21. THE ENGINEER OF RECORD AND THE C.O.S.A. SHALL BE GIVEN FORTY-EIGHT HOURS (48-HR) NOTICE OF ALL REQUESTED MEETINGS AND/OR TESTING MEASURES RELATED TO THE PROJECT.
22. ALL WORK, MATERIALS, AND EQUIPMENT SHALL BE IN COMPLETE ACCORDANCE WITH ALL RELEVANT C.O.S.A. STANDARDS AND REQUIREMENTS AS WELL AS STATE AND LOCAL REGULATIONS.
23. ALL UNDERGROUND UTILITY EQUIPMENT, MATERIALS AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE CITY OF ST. AUGUSTINE (C.O.S.A.) STANDARDS AND SPECIFICATIONS DESIGN MANUAL AND DETAILS, AND ALL INTERIM STANDARDS UPDATES, LATEST EDITION, AND ALL APPLICABLE FEDERAL, STATE AND LOCAL REGULATIONS, AND THE APPROVED PLANS.
24. ALL UTILITY CROSSINGS SHALL COMPLY WITH F.D.E.P. REGULATIONS (CHAPTER 62-555.314, F.A.C.)
25. DURING ALL EXCAVATION ACTIVITIES NEAR EXISTING C.O.S.A. UTILITIES, CONTRACTOR SHALL PROTECT EXISTING PIPE FROM DAMAGE AND SUPPORT PIPE AS NECESSARY. CONTRACTOR SHALL RESTRAIN EXISTING PIPE AS NECESSARY AND/OR AS DIRECTED BY THE PLANS OR C.O.S.A. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE, AND THE EXISTING UTILITIES SHALL BE REPLACED/REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER OR THE C.O.S.A.
26. LANDSCAPING TREES SHALL HAVE A MINIMUM OF 7.5 FEET SEPARATION FROM THE EDGE OF PIPELINE TO THE EDGE OF THE TREE CANOPY.

GENERAL NOTES (CONTINUED)

27. ALL ROCK AND UNSUITABLY SIZED STONES (AS DESCRIBED IN APPLICABLE AWWA AND C.O.S.A. STANDARDS AND/OR PIPE MANUFACTURER'S RECOMMENDED INSTALLATION PROCEDURES) FOUND IN TRENCHES FOR NEW AND RELOCATED PIPE SHALL BE REMOVED TO A DEPTH OF AT LEAST SIX (6) INCHES BELOW THE BOTTOM OF THE PIPE. CONTINUOUS AND UNIFORM BEDDING SHALL BE PROVIDED FOR NEW AND RELOCATED PIPES. THE BACKFILL MATERIAL SHALL BE TAMPED IN LAYERS AROUND THE NEW AND RELOCATED PIPES AND TO A SUFFICIENT HEIGHT ABOVE SUCH PIPE TO ADEQUATELY SUPPORT AND PROTECT THE PIPE.
28. DEWATERING SHALL BE PROVIDED TO KEEP GROUNDWATER ELEVATION A MINIMUM OF SIX INCHES BELOW UTILITIES BEING LAID. CONTRACTOR SHALL SECURE ALL REQUIRED FEDERAL, STATE AND LOCAL PERMITS FOR DEWATERING.
29. FOR WATER AND WASTEWATER MAINS SMALLER THAN 12 INCHES, THE MINIMUM AND MAXIMUM COVER SHALL BE 30 INCHES AND 36 INCHES, RESPECTIVELY, IN UNPAVED AREAS, AND 36 INCHES AND 42 INCHES, RESPECTIVELY, IN PAVED AREAS, OR AS REQUIRED WITHIN F.D.O.T. OR RAILROAD RIGHTS-OF-WAY. FOR MAINS GREATER THAN 12 INCHES, THE MINIMUM AND MAXIMUM COVER SHALL BE 42 INCHES AND 54 INCHES, RESPECTIVELY. EXCEPTIONS MAY BE MADE FOR CONFLICTS.
30. INSTALLATION OF FORCE MAINS OR WATER MAINS USING PIPE DEFLECTION WITHOUT FITTINGS SHALL ONLY BE ALLOWED AS APPROVED IN ADVANCE BY THE CITY. CONTRACTOR SHALL USE FITTINGS AS NECESSARY TO INSTALL PIPE WITHOUT JOINT DEFLECTION AT NO ADDITIONAL COST TO THE CITY. WHERE FORCE MAINS OR WATER MAINS ARE DEFLECTED WITHOUT FITTINGS, THE MAXIMUM JOINT DEFLECTION SHALL BE 80% OF THAT RECOMMENDED BY THE MANUFACTURER.
31. FITTINGS SHALL BE USED AT LOCATIONS INDICATED ON THE PLANS, UNLESS OTHERWISE APPROVED BY THE ENGINEER. ALL FITTINGS SHALL BE RESTRAINED PER THE RESTRAINED JOINT TABLE IN THE APPROVED PLAN SET.
32. ALL UNDERGROUND VALVES SHALL BE INSTALLED WITH AN ADJUSTABLE CAST IRON VALVE BOX WITH TOP SET TO FINAL GRADE IN ACCORDANCE WITH THE C.O.S.A. DETAILS AND SPECIFICATIONS. ALL VALVES SHALL HAVE PEG LOCATORS (145.7 KILOHERTZ).
33. ALL UNDERGROUND VALVES SHALL BE INSTALLED SO THAT THE OPERATING NUT IS ACCESSIBLE USING A STANDARD VALVE KEY. VALVE EXTENSIONS SHALL BE INSTALLED AS NECESSARY SO THAT THE OPERATING NUT IS A MAXIMUM OF 36" BELOW FINAL GRADE.
34. LOCATE WIRE AND LOCATOR PEGS SHALL BE INSTALLED ACCORDING TO C.O.S.A. STANDARDS, LATEST EDITION. IN GENERAL, LOCATE WIRE SHALL BE 10 GAUGE, SINGLE STRAND, UF RATED (DIRECT BURIAL), COPPER WIRE WITH 30 MIL (MIN.) INSULATION WITH EITHER WHITE OR YELLOW COLOR. LOCATOR PEGS SHALL BE ZIP-TIED TO BOTTOM SECTION OF ALL VALVE BOXES. THE ENTIRE LOCATING SYSTEM SHALL BE INSPECTED BY THE C.O.S.A. PRIOR TO BACKFILLING. AFTER BACKFILLING, ENTIRE LOCATING SYSTEM SHALL BE TESTED BY A CERTIFIED UTILITY LOCATOR OR BY A LICENSED ELECTRICAL CONTRACTOR, WITH THE TEST REPORT SUBMITTED TO C.O.S.A. THE C.O.S.A. SHALL BE NOTIFIED 72 HOURS IN ADVANCE OF ANY LOCATE SYSTEM TESTING. WHERE INSTALLED UNDER PAVEMENT AREAS, TESTING SHALL BE DONE PRIOR TO THE PLACEMENT OF PAVEMENT. IF ANY LOCATION IS IDENTIFIED WHERE THE TRACER WIRE IS NOT CONTINUOUS OR WHERE THE LOCATOR PEG DOES NOT DETECT, THE CONTRACTOR, AT NO ADDITIONAL COST TO THE OWNER OR C.O.S.A., SHALL MAKE NECESSARY REPAIRS AND RE-TEST. SUCCESSFUL LOCATE SYSTEM TEST REPORT IS REQUIRED PRIOR TO INSTALLATION OF WATER METERS.
35. CONTRACTOR IS RESPONSIBLE FOR PROPER NOTIFICATION TO INSPECTING AUTHORITIES BEFORE AND DURING CONSTRUCTION.
36. CONTRACTOR SHALL PROVIDE A MINIMUM OF SEVEN (7) CALENDAR DAYS NOTICE TO THE C.O.S.A. PRIOR TO SCHEDULING THE FINAL INSPECTION.
37. NO WORK REQUIRING CITY INSPECTION SHALL BE DONE AFTER 4:00 P.M. OR BEFORE 8:30 A.M. MONDAY THROUGH THURSDAY. NO WORK REQUIRING CITY INSPECTION SHALL BE DONE ON FRIDAYS, SATURDAYS, SUNDAYS, OR CITY RECOGNIZED HOLIDAYS UNLESS THE PROPER AND EFFICIENT PROSECUTION OF THE WORK REQUIRES OPERATIONS DURING THESE HOURS. IN THE EVENT THAT SUCH WORK HOURS ARE NECESSARY, THE CONTRACTOR SHALL REIMBURSE THE CITY FOR ALL COSTS ASSOCIATED WITH INSPECTION STAFF OVERTIME. WRITTEN NOTIFICATION FOR THE WORK SHALL BE PROVIDED TO THE CITY A MINIMUM OF 48 HOURS BEFORE STARTING WORK WITHIN THE ABOVE RESTRICTED HOURS AND SHALL BE SUBJECT TO THE AVAILABILITY OF THE INSPECTION STAFF. NO WORK THAT DOES NOT REQUIRE CITY INSPECTION SHALL BE DONE AFTER 7:00 P.M. OR BEFORE 7:00 A.M., OR ON SATURDAYS AND SUNDAYS, UNLESS THE PROPER AND EFFICIENT PROSECUTION OF THE WORK REQUIRES OPERATIONS DURING THESE TIMES. WRITTEN NOTIFICATION FOR THE WORK DURING THESE TIMES SHALL BE PROVIDED TO THE CITY A MINIMUM OF 48 HOURS BEFORE STARTING THE WORK. THE CITY SHALL HAVE 24 HOURS TO REVIEW AND APPROVE THE NOTIFICATION BEFORE THE WORK MAY BE STARTED.
38. THE C.O.S.A. RESERVES THE RIGHT TO KEEP ALL C.O.S.A. UTILITIES REMOVED DURING CONSTRUCTION.
39. ALL SPOOL PIECES TO BE MINIMUM 30-INCHES. CONTRACTOR SHALL PLAN AHEAD ACCORDINGLY TO ALLOW FOR THIS REQUIREMENT, AND SHALL NOTIFY CITY IMMEDIATELY SHOULD CONDITIONS DISCOVERED DURING CONSTRUCTION NECESSITATE ALTERNATE SOLUTIONS WHERE MINIMUM 30-INCH SPOOL PIECES CANNOT BE MET. ALL ALTERNATE FITTINGS, SUCH AS "STOSTER ADAPTER" FOR EXAMPLE, SHALL BE CONSIDERED INCIDENTAL AND SHALL BE INSTALLED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE CITY.
40. ALL OF THE STANDARD C.O.S.A. CONSTRUCTION DETAILS SHALL APPLY TO THIS PROJECT, REGARDLESS OF DETAILS SHOWN OR NOT SHOWN ON THE PLANS.
41. ADHERENCE TO THE PLANS AND SPECIFICATIONS CONTAINED HEREIN, OR THE CITY REPRESENTATIVE'S APPROVAL ON ANY ASPECT OF ANY CONSTRUCTION OPERATION COVERED BY THESE PLANS AND SPECIFICATIONS, SHALL IN NO WAY RELIEVE THE CONTRACTOR OF THEIR ULTIMATE RESPONSIBILITY FOR THE SATISFACTORY COMPLETION OF THE WORK.
42. CITY VALVES, FIRE HYDRANTS, LIFT STATIONS, FLUSHING HYDRANTS, AND SEWER MANHOLE COVERS ARE TO BE EXERCISED BY CITY STAFF OR OTHERS UNDER THE DIRECT SUPERVISION OF THE CITY INSPECTOR.
43. IN CASE OF ACCIDENTAL IMPACTS TO ANY CITY UTILITY SYSTEM IMMEDIATELY CONTACT THE CITY PUBLIC WORKS DEPARTMENT AT 904-825-1040 OR AFTER HOURS, CONTACT THE CITY WATER TREATMENT PLANT 904-825-1044.

NOTICE OF PROCEDURE

1. ALL BUILDING PERMITS AND WATER METERS PROCESSED THROUGH THE C.O.S.A. PLANNING & BUILDING DEPARTMENT, OR THE C.O.S.A. CUSTOMER SERVICE DEPARTMENT SHALL BE ACCOMPANIED BY A SET OF CIVIL SITE DESIGN AND CONSTRUCTION PLANS STAMPED APPROVED BY THE C.O.S.A. PUBLIC WORKS DEPARTMENT.
2. C.O.S.A. PUBLIC WORKS DEPARTMENT SITE PLAN APPROVAL IS REQUIRED PRIOR TO OBTAINING A BUILDING PERMIT.
3. ALL CONNECTIONS TO THE WATER AND/OR SEWER SYSTEM, FLUSHING, AND PRESSURE TESTS TO BE PERFORMED BY THE UTILITY CONTRACTOR OR LICENSED MASTER PLUMBER MUST BE SCHEDULED AT LEAST FIVE (5) WORKING DAYS IN ADVANCE WITH THE C.O.S.A. THE C.O.S.A. INSPECTOR MUST BE PRESENT PRIOR TO THE CONNECTION BEING MADE OR TESTING.
4. IT IS THE ENGINEER OF RECORD'S RESPONSIBILITY TO SECURE APPLICABLE PERMITS PRIOR TO CONSTRUCTION.
5. THE OWNER SHALL PURCHASE ALL WATER METERS THROUGH THE C.O.S.A.
6. WATER AND/OR SEWER UTILITY CONNECTION FEES SHALL BE PAID PRIOR TO ISSUANCE OF A SITE AND/OR BUILDING PERMIT.
7. ALL ON-SITE PRIVATE WATER AND/OR SEWER CONSTRUCTION BETWEEN THE METER OR CLEANOUT AND BUILDING MAY BE INSPECTED BY THE C.O.S.A. TO ENSURE STANDARDS ARE MET.
8. ALL REQUIREMENTS BY THE C.O.S.A. (I.E. FINAL INSPECTION, CORRECTION OF PUNCH LIST ITEMS, "AS-BUILTS", F.D.E.P. CERTIFICATION OF COMPLETION, BILL OF SALE, RECORDED EASEMENTS, ETC.) MUST BE SATISFIED PRIOR OF ISSUANCE OF CERTIFICATES OF OCCUPANCY.

AS-BUILT NOTES

1. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PRODUCE, SUBMIT AND OBTAIN APPROVAL OF REPRODUCIBLE "AS-BUILT" DRAWINGS FROM JURISDICTIONAL AGENCIES AS MAY BE REQUIRED.
2. "AS-BUILT" INFORMATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL EMPLOY THE SERVICES OF A SURVEYOR REGISTERED IN THE STATE OF FLORIDA TO DETERMINE ALL "AS-BUILT" INFORMATION.
3. REFER TO C.O.S.A.'S "UTILITY CONSTRUCTION AND DEDICATION REQUIREMENTS" AND SECTION 30 OF THE CITY'S MANUAL, LATEST EDITIONS, FOR A COMPLETE DESCRIPTION AND LISTING OF THE CITY'S AS-BUILT REQUIREMENTS.
4. ALL C.O.S.A. AS-BUILT REQUIREMENTS ARE REQUIRED TO BE MET PRIOR TO C.O.S.A. ACCEPTANCE OF UTILITIES, INSTALLATION OF WATER METERS, OR FINAL PAYMENT.
5. ALL AS-BUILT PLANS AND CAD DRAWINGS MUST BE PROVIDED ON THE NAD 83 STATE PLANE FLORIDA EAST COORDINATE SYSTEM (US FEET), AND CONTAIN A MINIMUM OF FOUR (4) GPS ACQUIRED LOCATION POINTS. THE C.O.S.A. WILL NOT ACCEPT AS-BUILT PLANS OR CAD DRAWINGS NOT REFERENCED TO S.P.C.
6. A MINIMUM OF FIVE WORKING DAYS PRIOR TO THE PRELIMINARY FIELD INSPECTION, TWO (2) SETS OF PRELIMINARY BLACKLINE "AS-BUILTS" SHOWING THE REQUIRED INFORMATION, SHALL BE SUBMITTED TO THE ENGINEER OF RECORD AND THE C.O.S.A.
7. THE RECORD OR "AS-BUILT" DRAWINGS TO BE PREPARED BY THE CONTRACTOR AND SUBMITTED AT THE TIME OF THE REQUEST FOR A LETTER OF RELEASE TO PLACE THE CONSTRUCTION INTO SERVICE WILL CLEARLY DEPICT THE VERTICAL CLEARANCES BETWEEN WATER, SEWER (INCLUDING STORM) AND REUSE LINES AT ALL CROSSINGS AND PARALLEL RUNS WHERE THE HORIZONTAL SEPARATION IS LESS THAN 10 FEET. IN ADDITION, THE CENTERING OF UNCUT LENGTHS OF PIPE (USUALLY 20 FEET) AT POINTS OF CROSSINGS WILL BE DOCUMENTED ON THE DRAWINGS AND ALL MITIGATING CONSTRUCTION MEASURES CLEARLY DEPICTED IN CASES WHERE A MINIMUM OF 18 INCHES OF VERTICAL CLEARANCE BETWEEN THE WATER AND SEWER (INCLUDING STORM) LINES IS NOT POSSIBLE.

POTABLE WATER SYSTEM NOTES

1. ALL WATER MAINS 4" THROUGH 12" DIAMETER SHALL BE PVC C-900, DR-18, COLOR "BLUE" WITH PUSH-ON GASKETED JOINTS OR C-906 HDPE DR 11 COLOR "BLUE" OR DIP CLASS 350.
2. ALL WATER MAINS 16" THROUGH 20" DIAMETER SHALL BE PVC C-905, DR-25, COLOR "BLUE" WITH PUSH-ON GASKETED JOINTS OR C-906 HDPE DR 11 COLOR "BLUE" OR DIP CLASS 250.
3. ALL WATER MAINS 24" AND LARGER DIAMETER SHALL BE DUCTILE IRON PIPE.
4. ALL WATER LINES 2" DIAMETER OR LESS SHALL BE HDPE CTS DR 9 COLOR "BLUE".
5. ALL CURB STOPS ARE TO BE FORD BALL-TYPE OR EQUAL WITH LOCKING CAPACITY AND LARGE NUT. 1" MINIMUM. SEE C.O.S.A. APPROVED MATERIALS AND MANUFACTURER'S LIST, LATEST EDITION.
6. THE SEPARATION REQUIREMENT BETWEEN POTABLE WATER MAINS AND OTHER UTILITIES SHALL BE PER CHAPTER 62-555, F.A.C.
7. A FULL UNCUT LENGTH OF WATER MAIN PIPE (USUALLY 20 FEET) SHALL BE CENTERED AT THE POINT OF CROSSING OF ALL WATER AND SEWER (INCLUDING STORM) LINES AT THE POINT OF CROSSINGS REGARDLESS OF THE VERTICAL SEPARATIONS.
8. WHERE SOLVENT CONTAMINATION IS FOUND IN THE TRENCH, WORK WILL BE STOPPED AND THE PROPER AUTHORITIES NOTIFIED. WITH THE APPROVAL OF THE C.O.S.A. AND THE HEALTH DEPARTMENT, DUCTILE IRON PIPE, FITTINGS AND APPROVED SOLVENT RESISTANT GASKET MATERIAL SHALL BE USED IN THE CONTAMINATED AREA. THE DUCTILE IRON PIPE WILL EXTEND AT LEAST 100 FEET BEYOND ANY DISCOVERED CONTAMINATION.
9. NO CONNECTION TO EXISTING POTABLE WATER SYSTEM SHALL BE ALLOWED UNTIL ALL PROPOSED WATER LINES HAVE BEEN PRESSURE TESTED, DISINFECTED, CLEARED FOR SERVICE AND ACCEPTED FOR MAINTENANCE BY THE C.O.S.A. AND F.D.E.P.
10. JUMPER CONNECTIONS WITH BACKFLOW PREVENTION DEVICE SHALL BE USED TO FILL OR FLUSH WATER MAINS.
11. ALL NEW AND RELOCATED WATER MAIN PIPE, FITTINGS, VALVES, AND FIRE HYDRANTS SHALL BE IN CONFORMANCE WITH APPLICABLE AMERICAN WATER WORKS ASSOCIATION (AWWA) AND THE C.O.S.A. STANDARDS.
12. ALL NEW AND RELOCATED WATER MAIN PIPE AND FITTINGS WILL COMPLY WITH THE LATEST F.D.E.P. AND AWWA STANDARDS FOR LEAD CONTENT.
13. ALL NEW AND RELOCATED WATER MAINS SHALL BE PRESSURE TESTED AND LEAKAGE TESTED IN ACCORDANCE WITH AWWA STANDARD C605, LATEST EDITION.
14. ALL NEW AND RELOCATED WATER MAINS SHALL BE DISINFECTED IN ACCORDANCE WITH AWWA STANDARD C651 AND RULE 62-555.340, F.A.C.
15. ALL NEW AND RELOCATED WATER SERVICES SHALL BE IN CONFORMANCE WITH THE STATE PLUMBING CODE AND THE C.O.S.A. STANDARDS.
16. THE BACTERIOLOGICAL SAMPLE POINTS SHALL BE INDICATED ON THE ASBUILT DRAWINGS. THE SAMPLE POINT NUMBERING AND STATIONING SHALL CORRESPOND TO THOSE ON THE BACTERIOLOGICAL SAMPLE CHAIN OF CUSTODY FORMS.
17. ALL METER BOX ASSEMBLIES ARE TO BE INSTALLED OUTSIDE PAVED AREAS UNLESS CONDITIONS NECESSITATE OTHERWISE AND ALTERNATE LOCATIONS ARE APPROVED IN ADVANCE BY THE CITY. ALL METER BOX ASSEMBLIES ARE TO BE INSTALLED 1-FOOT INSIDE RIGHT-OF-WAY LINES UNLESS CONDITIONS NECESSITATE OTHERWISE AND ALTERNATE LOCATIONS ARE APPROVED IN ADVANCE BY THE CITY.

WASTEWATER SYSTEM NOTES

1. INTERIOR LINERS ARE REQUIRED ON JUNCTION MANHOLES WITH THREE OR MORE INVERTS, AND/OR MANHOLES RECEIVING FORCE MAIN FLOW. LINERS SHALL BE SPECTRASHIELD, SEWPERCOAT, OR EQUAL AS APPROVED BY THE C.O.S.A.
2. SANITARY SEWER LINE TO DEPTHS OF 10' SHALL BE SDR-35 PVC PIPE CONFORMING TO ASTM D-3034 COLORED GREEN. SANITARY SEWER LINE OF DEPTHS 10' TO 15' SHALL BE SDR-26 PVC. ALL SANITARY SEWER LINES SHALL BE GREEN AND CLEARLY MARKED ON THE PIPE.
3. SANITARY SEWER FORCE MAIN 4" AND LARGER SHALL BE C900 DR25 PVC PIPE CONFORMING TO ASTM D-1784, D-1785, AND D-2241. DUCTILE IRON PIPE SHALL ONLY BE USED WITH PRIOR APPROVAL BY THE THE C.O.S.A. SANITARY FORCE MAIN SHALL BE COLOR CODED AND CLEARLY MARKED.
4. THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER OF RECORD AND THE C.O.S.A. ALL VIDEO LOGS, WRITTEN REPORTS, AND DEFLECTION TEST RESULTS FOR REVIEW AND APPROVAL.
5. THE CONTRACTOR SHALL CONTACT THE C.O.S.A. FOR INSPECTION AFTER INSTALLATION OF GREASE TRAPS, INTERCEPTORS, AND/OR OIL-WATER SEPARATORS.

HYDROSTATIC TESTING NOTES

1. AFTER ALL PRESSURE PIPES ARE INSTALLED, THE JOINTS COMPLETED, AND THE TRENCH BACKFILLED, THE NEWLY LAID PIPE AND APPURTENANCES SHALL BE SUBJECTED TO A HYDROSTATIC TEST FOR A PERIOD OF AT LEAST TWO (2) HOURS. THE ENGINEER AND THE C.O.S.A. MUST BE NOTIFIED AT LEAST 48 HOURS BEFORE A TEST IS TO BE PERFORMED. TEST SHALL BE AS SET FORTH IN AWWA STANDARD C605. ANY LEAKS DETECTED SHALL BE CORRECTED AND THE SECTION OF PIPELINE RETESTED. THE TWO HOUR TEST PERIOD SHALL BEGIN WHEN ALL JOINTS HAVE BEEN DETERMINED TO BE WATER TIGHT. LEAKAGE SHALL BE LIMITED TO THAT ALLOWANCE SET FORTH IN SECTION 4 OF AWWA STANDARD C600 LATEST EDITION. HYDROSTATIC AND LEAKAGE TEST AND BLOW-DOWN (ZEROING OF GAUGE) MUST OCCUR BEFORE SAMPLING FOR BACTERIOLOGICAL TEST. THE MAXIMUM ALLOWABLE PRESSURE LOSS IS 5 PSI.

UTILITY ABANDONMENT

1. ALL EXISTING WATER AND SEWER UTILITY SERVICES THAT WILL NO LONGER BE UTILIZED MUST BE PROPERLY ABANDONED BY CONTRACTOR BY CUTTING, CAPPING, AND REPAIRING SERVICE CONNECTIONS AT THE UTILITY MAIN LOCATIONS BY METHODS DIRECTED BY THE CITY INSPECTOR AND UNDER CITY INSPECTOR'S OBSERVATION. EXCAVATION MAY BE REQUIRED IN ORDER TO DETERMINE PROPER ABANDONMENT METHODS.
2. ALL EXISTING WATER AND SEWER UTILITY SERVICES INTENDED TO BE REUSED MUST BE INVESTIGATED BY THE CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR REPAIRS AND/OR REPLACEMENT TO RENEW EXISTING POTABLE WATER SERVICES, AND SEWER SERVICE LATERALS. ALL UTILITIES MUST BE RETURNED TO GOOD WORKING ORDER. ALL INVESTIGATIVE AND REPAIR/REPLACEMENT METHODS WILL BE AS DIRECTED BY THE CITY INSPECTOR AND UNDER CITY INSPECTOR'S OBSERVATION. EXCAVATION AND OTHER PROCEDURES SUCH AS CLOSED-CIRCUIT TV MAY BE REQUIRED IN ORDER TO DETERMINE CONDITION.

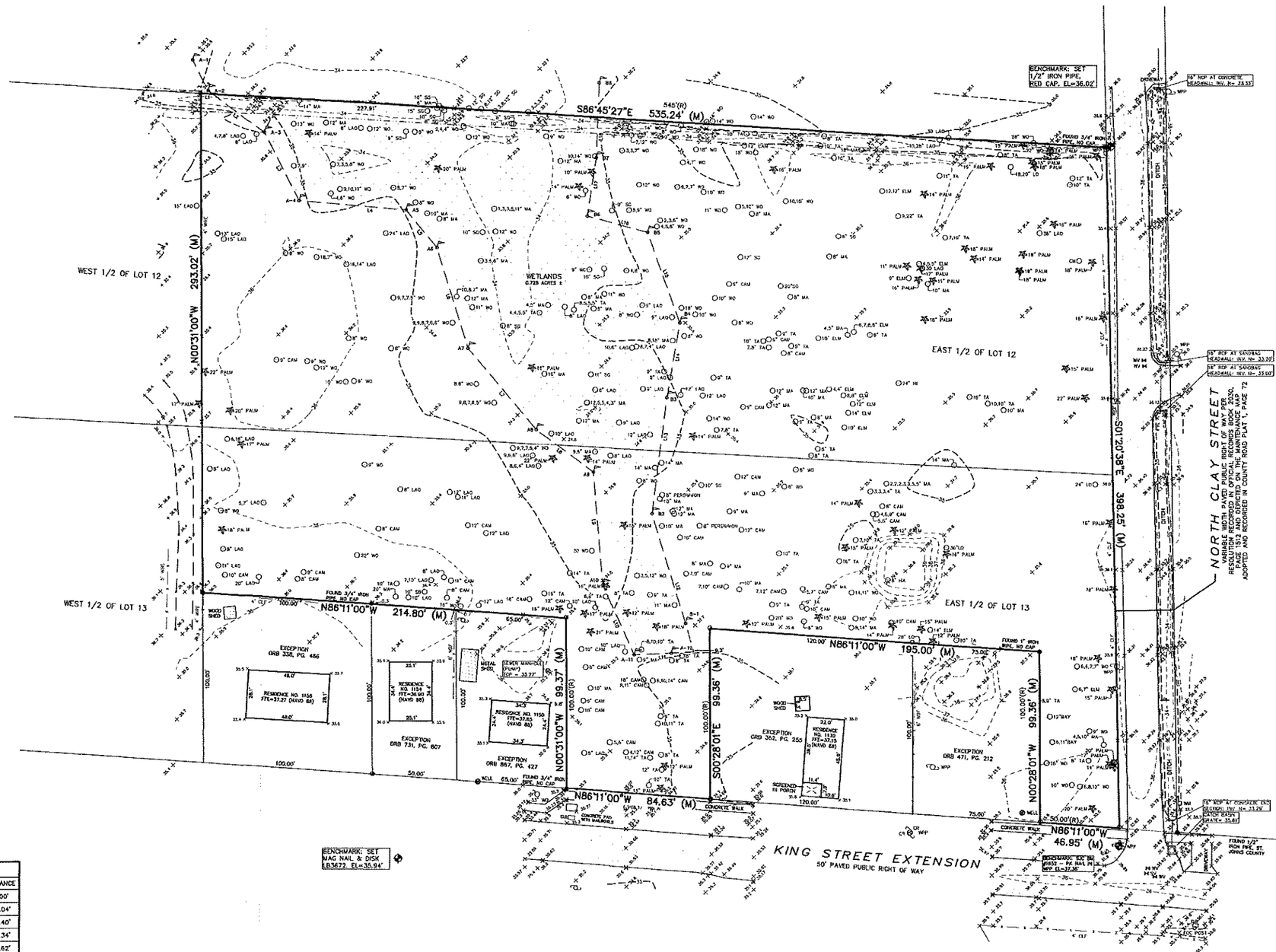
STANDARD WATER/SEWER/RECLAIMED WATER SEPARATION REQUIREMENTS

THE CONTRACTOR SHALL INSTALL ALL MAINS IN ACCORDANCE WITH THE REQUIREMENTS OF RULE 62-555.314, FAC, BELOW. THE CONTRACTOR SHALL NOTIFY THE C.O.S.A. IN ANY INSTANCE WHERE THE BELOW REQUIREMENTS CANNOT BE MET PRIOR TO INSTALLAT

MAP SHOWING SURVEY OF

THE EAST HALF OF LOTS 12 AND 13, BLOCK A, LCS CAMPOS PEQUENOS, AS RECORDED IN MAP BOOK 5, PAGE(S) 70, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

LESS AND EXCEPTING THEREFROM THOSE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 338, PAGE 466, OFFICIAL RECORDS BOOK 731, PAGE 807; OFFICIAL RECORD BOOK 857, PAGE 427, OFFICIAL RECORDS BOOK 352, PAGE 255 AND OFFICIAL RECORDS BOOK 471, PAGE 212, AND ALSO THAT PORTION OF THE RIGHT-OF-WAY OF NORTH CLAY STREET TAKEN BY RESOLUTION RECORDED IN OFFICIAL RECORDS BOOK 2030, PAGE 1512 AND DEPICTED ON THE MAINTENANCE MAP ADOPTED AND RECORDED IN COUNTY ROAD PLAT 1, PAGE 72, ALL OF THE PUBLIC RECORDS OF SAID COUNTY. A PORTION OF THE AFOREDESCRIBED LAND ALSO BEING THOSE SAME LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 4282, PAGE(S) 753 OF SAID PUBLIC RECORDS.



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S86°45'27"E	7.00'
L2	S53°29'59"E	38.04'
L3	S27°26'54"E	45.40'
L4	S85°08'20"E	63.34'
L5	S39°31'10"E	28.62'
L6	S17°34'32"E	61.96'
L7	S40°30'59"E	62.23'
L8	S53°55'04"E	41.92'
L9	S04°50'38"E	68.28'
L10	S24°23'25"E	44.72'
L11	N87°02'52"E	35.30'
L12	N17°07'31"W	84.80'
L13	N07°04'20"E	68.49'
L14	N09°24'43"E	44.36'
L15	N19°49'02"W	56.51'
L16	N75°25'46"W	36.57'
L17	N08°40'23"E	34.66'
L18	N01°52'33"E	24.07'

CORNER LEGEND
- ○ FOUND 1/2" REBAR, NO CAP
- ● FOUND 3/4" IRON PIPE, NO CAP
- ⊕ FOUND 1/2" REBAR, CAP LB7111
- × FOUND "X" CUT IN CONCRETE
- □ SET CONCRETE MONUMENT, #LB3672
- ■ FOUND CONCRETE MONUMENT, NO ID

NOTE: USE LEGEND FOR CORNER SYMBOLS UNLESS OTHERWISE LABELED

TREE LEGEND:

CAM	CAMPHOR
CM	CRAPE MYRTLE
LAO	LAUREL OAK
LO	LIVE OAK
MA	MAPLE
SW	SWEETGUM
TA	TALLOW
WO	WATER OAK

TREE INFORMATION SHOWN HEREON ARE NOT PROVIDED FROM A LICENSED ARBORIST.

TREE DIAMETER SHOWN HEREON ARE MEASURED AT AVERAGE CHEST HEIGHT.

SYMBOL LEGEND
- FIRE HYDRANT
- LIGHT POLE
- GAS VALVE
- WATER VALVE
- CLEAN OUT
- UTILITY POLE
- GUY ANCHOR
- BOLLARD
- WATER METER
- GAS RISER
- CABLE RISER
- ELECTRIC BOX
- SIGN
- TRANSFORMER
- MANHOLE

ABBREVIATION LEGEND

BFP	BACK-FLOW PREVENTER
(RC)	RECORDED MEASUREMENT
(M)	FIELD MEASUREMENT
ARF	ALUMINUM RAIL FENCE
CLF	CHAIN LINK FENCE
VF	VINYL FENCE
WF	WOOD FENCE
CONC	CONCRETE
ORB	OFFICIAL RECORDS BOOK
PB	PLAT BOOK
PG	PAGE
WES	WITNESS END SECTION
CMP	CORRUGATED METAL PIPE
PVC	POLYVINYL CHLORIDE PIPE
RCP	REINFORCED CONCRETE PIPE
EL	ELEVATION
FFE	FINISHED FLOOR ELEVATION
INV	INVERT ELEVATION
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY OF CURVE
POC	POINT OF COMPOUND CURVE
PRC	POINT OF REVERSE CURVE

GENERAL SURVEY NOTES

1. THIS IS A BOUNDARY AND TOPOGRAPHIC SURVEY.
2. BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM, IN NORTH AMERICAN DATUM (83), FLORIDA EAST ZONE, AND WERE ESTABLISHED BY GPS RTK OBSERVATION, USING TRIMBLE R12I RUNNING TRIMBLE VRS SOFTWARE.
3. BENCHMARK USED IS ST. JOHNS COUNT BENCHMARK #1652 (IN THE EAST FACE OF A WOOD UTILITY POLE AT THE NORTHWEST CORNER OF KING STREET EXT. AND NORTH CLAY STREET) HAVING AN ELEVATION OF 36.72' (N.A.V.D. 1988 DATUM). BENCHMARK ELEVATION AND DATUM WERE VERIFIED BY GPS OBSERVATION.
4. THE TOTAL SITE AREA IS 3.938 ACRES.
5. WETLANDS SHOWN HEREON WERE FLAGGED BY CARTER ENVIRONMENTAL SERVICES, INC UNDER PROJECT No. 5.21080 AND FIELD LOCATED BY THIS FIRM.
6. THIS SURVEY WAS PREPARED WITHOUT AN ABSTRACT OF TITLE; THEREFORE THE UNDERSIGNED MAKES NO GUARANTEES OR REPRESENTATIONS REGARDING INFORMATION SHOWN HEREON PERTAINING TO EASEMENTS, RIGHT OF WAYS, SETBACK LINES, AGREEMENTS, RESERVATIONS, OR OTHER SIMILAR MATTERS.
7. NO UNDERGROUND INSTALLATIONS, IMPROVEMENTS OR ENCROACHMENTS HAVE BEEN LOCATED EXCEPT THOSE SHOWN HEREON.
8. NO BUILDING RESTRICTION LINES BY PLAT OR DEED.
9. THE PROPERTY DESCRIBED HEREON LIES IN FLOOD ZONE "X" (AREA OF MINIMAL FLOOR HAZARD) AS WELL AS CAN BE DETERMINED FROM THE FLOOD INSURANCE RATE MAP No. 12109C0313J, EFFECTIVE DECEMBER 7, 2018, FOR ST. JOHNS COUNTY, FLORIDA.

REVISED 10/02/2025: ADDED FFE AND EXISTING GRADES FOR OFFSITE HOMES.

REVISED 4/15/2025: ADDED MISSING TREE.

CERTIFIED TO:
HABITAT FOR HUMANITY ST. JOHNS COUNTY, FLORIDA, INC.

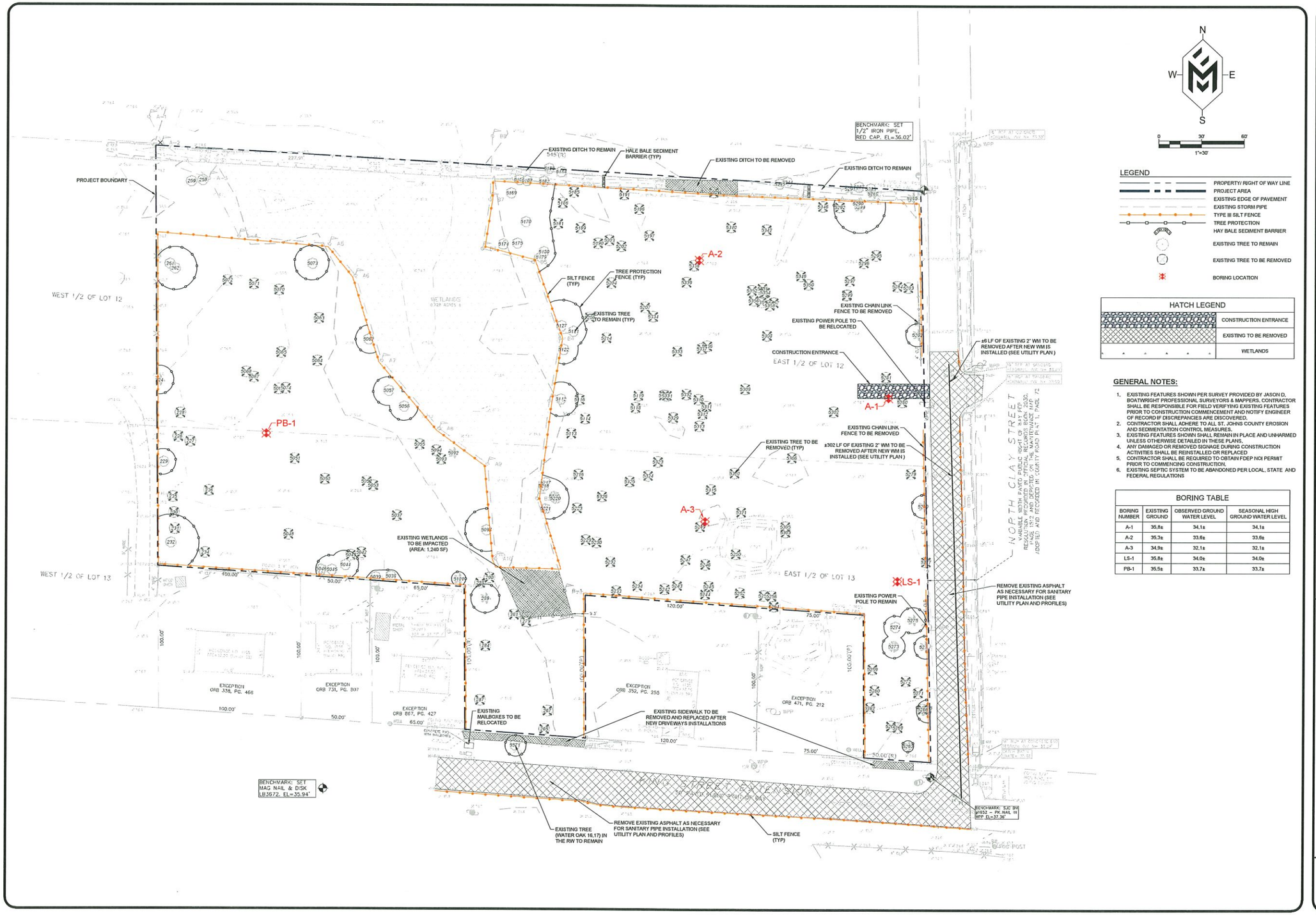
JASON D. BOATWRIGHT, P.S.M.
FLORIDA LICENSED SURVEYOR and MAPPER No. LS 7292

FLORIDA LICENSED SURVEYING & MAPPING BUSINESS No. LB 3672
"NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER."

BOATWRIGHT LAND SURVEYORS, INC.
1500 ROBERTS DRIVE, JACKSONVILLE BEACH, FLORIDA 32250 (PH) 904-241-8550

FILE: 2025-1227
DRAWN BY: JDB/DAF
SCALE: 1" = 30'
DATE: SEPTEMBER 03, 2024
SHEET 1 OF 1

J:\boat_2025 Project Folder\2025-1227 201 North Clay Street - Misc Lot\2025-1227.dwg



LEGEND

- PROPERTY/ RIGHT OF WAY LINE
- PROJECT AREA
- EXISTING EDGE OF PAVEMENT
- EXISTING STORM PIPE
- TYPE III SILT FENCE
- TREE PROTECTION
- HAY BALE SEDIMENT BARRIER
- EXISTING TREE TO REMAIN
- EXISTING TREE TO BE REMOVED
- BORING LOCATION

HATCH LEGEND	
	CONSTRUCTION ENTRANCE
	EXISTING TO BE REMOVED
	WETLANDS

GENERAL NOTES:

1. EXISTING FEATURES SHOWN PER SURVEY PROVIDED BY JASON D. BOATWRIGHT PROFESSIONAL SURVEYORS & MAPPERS. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING EXISTING FEATURES PRIOR TO CONSTRUCTION COMMENCEMENT AND NOTIFY ENGINEER OF RECORD IF DISCREPANCIES ARE DISCOVERED.
2. CONTRACTOR SHALL ADHERE TO ALL ST. JOHNS COUNTY EROSION AND SEDIMENTATION CONTROL MEASURES.
3. EXISTING FEATURES SHOWN SHALL REMAIN IN PLACE AND UNHARMED UNLESS OTHERWISE DETAILED IN THESE PLANS.
4. ANY DAMAGED OR REMOVED SIGNAGE DURING CONSTRUCTION ACTIVITIES SHALL BE REINSTALLED OR REPLACED
5. CONTRACTOR SHALL BE REQUIRED TO OBTAIN FDEP NOI PERMIT PRIOR TO COMMENCING CONSTRUCTION.
6. EXISTING SEPTIC SYSTEM TO BE ABANDONED PER LOCAL, STATE AND FEDERAL REGULATIONS

BORING TABLE

BORING NUMBER	EXISTING GROUND	OBSERVED GROUND WATER LEVEL	SEASONAL HIGH GROUND WATER LEVEL
A-1	35.8±	34.1±	34.1±
A-2	35.3±	33.6±	33.6±
A-3	34.9±	32.1±	32.1±
LS-1	35.8±	34.0±	34.0±
PB-1	35.5±	33.7±	33.7±

JEREMY W. CALLOWAY
CA#34546 PE#70838
MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-6687

REVISIONS

#	DATE	DESCRIPTION
3	01-16-2026	REVISED PER SJC COMMENTS
4	02-06-2026	REVISED PER SJC COMMENTS (NOTE ADDED)
5	02-27-2026	REVISED PER COSA COMMENTS
6	03-10-2026	REVISED PER SJC COMMENTS
7	05-19-2026	REVISED PER COSA COMMENTS

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 09-27-2025
PROJECT #: 2351

DEMO & CLEARING PLAN
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL

PREPARED FOR:
HABITAT FOR HUMANITY

TREE NUMBER	SPECIE	TRUNK	TREE DBH (IN)	PROPOSED ACTION	REMOVED TREE INCHES LOT AREAS	REMOVED TREE INCHES INFRASTRUCTURE	PRESERVED TREE INCHES LOT AREAS	PRESERVED TREE INCHES INFRASTRUCTURE	BONUS TREE INCHES
224	PALM	single	22	TO REMAIN	-	-		6	-
226	LAUREL OAK	double	22	TO BE REMOVED	-	22		-	-
227	PALM	single	17	TO BE REMOVED	-	6		-	-
228	PALM	single	20	TO BE REMOVED	-	6		-	-
229	LAUREL OAK	single	9	TO REMAIN	-	-		9	-
230	PALM	single	18	TO BE REMOVED	-	6		-	-
231	LAUREL OAK	single	8	TO BE REMOVED	-	8		-	-
232	LAUREL OAK	single	11	TO REMAIN	-	-		11	-
234	LAUREL OAK	single	20	TO BE REMOVED	-	20		-	-
235	WATER OAK	single	8	TO BE REMOVED	-	8		-	-
236	LAUREL OAK	single	12	TO BE REMOVED	-	12		-	-
258	LAUREL OAK	single	8	TO REMAIN	-	-		8	-
259	LAUREL OAK	tripple	19	TO REMAIN	-	-		19	-
261	LAUREL OAK	single	13	TO REMAIN	-	-		13	-
262	LAUREL OAK	single	15	TO REMAIN	-	-		15	-
265	PALM	single	15	TO BE REMOVED	6	-		-	-
267	PALM	single	12	TO BE REMOVED	6	-		-	-
279	MAPLE	single	9	TO BE REMOVED	9	-		-	-
281	LAUREL OAK	single	10	TO BE REMOVED	10	-		-	-
284	MAPLE	single	10	TO BE REMOVED	10	-		-	-
287	LAUREL OAK	single	8	TO BE REMOVED	8	-		-	-
288	PALM	single	17	TO BE REMOVED	-	6		-	-
289	PALM	single	21	TO REMAIN	-	-	6	-	-
290	LAUREL OAK	single	10	TO BE REMOVED	-	10		-	-
5037	LAUREL OAK	single	12	TO BE REMOVED	-	12		-	-
5038	LAUREL OAK	single	12	TO REMAIN	-	-		12	-
5039	WATER OAK	single	15	TO REMAIN	-	-		15	-
5042	LAUREL OAK	single	8	TO BE REMOVED	-	8		-	-
5043	LAUREL OAK	double	17	TO BE REMOVED	-	17		-	-
5044	SB	single	10	TO REMAIN	-	-		10	-
5045	LAUREL OAK	single	10	TO REMAIN	-	-		10	-
5046	MAPLE	single	20	TO REMAIN	-	-		20	-
5048	WATER OAK	single	22	TO BE REMOVED	-	22		-	-
5050	LAUREL OAK	single	8	TO BE REMOVED	-	8		-	-
5051	WATER OAK	single	9	TO BE REMOVED	-	9		-	-
5052	LAUREL OAK	single	12	TO BE REMOVED	-	12		-	-
5053	LAUREL OAK	single	11	TO BE REMOVED	-	11		-	-
5055	WATER OAK	cluster	33	TO BE REMOVED	-	33		-	-
5056	WATER OAK	cluster	35	TO REMAIN	-	-		35	-
5057	WATER OAK	double	16	TO REMAIN	-	-		16	-
5062	WATER OAK	cluster	45	TO REMAIN	-	-		45	-
5063	WATER OAK	cluster	28	TO BE REMOVED	-	28		-	-
5064	WATER OAK	single	8	TO BE REMOVED	-	8		-	-
5065	WATER OAK	single	8	TO BE REMOVED	-	8		-	-
5066	WATER OAK	single	10	TO BE REMOVED	-	10		-	-
5067	WATER OAK	single	12	TO BE REMOVED	-	12		-	-
5068	WATER OAK	single	9	TO BE REMOVED	-	9		-	-
5070	LAUREL OAK	double	30	TO BE REMOVED	-	30		-	-
5071	WATER OAK	double	25	TO BE REMOVED	-	25		-	-
5072	WATER OAK	single	8	TO BE REMOVED	-	8		-	-
5073	LAUREL OAK	single	24	TO REMAIN	-	-		24	-
5074	WATER OAK	single	9	TO BE REMOVED	-	9		-	-
5092	PALM	single	22	TO REMAIN	-	-		6	-
5093	LAUREL OAK	tripple	18	TO BE REMOVED	-	18		-	-
5094	LAUREL OAK	tripple	21	TO BE REMOVED	-	21		-	-
5097	WATER OAK	single	30	TO REMAIN	-	-		30	-
5101	PALM	single	16	TO REMAIN	-	-		6	-
5112	LAUREL OAK	single	12	TO REMAIN	-	-	12	-	-
5113	PALM	single	14	TO BE REMOVED	6	-	-	-	-
5114	WATER OAK	single	14	TO BE REMOVED	14	-	-	-	-
5116	LAUREL OAK	single	12	TO BE REMOVED	12	-	-	-	-
5118	MAPLE	single	12	TO BE REMOVED	12	-	-	-	-
5119	MAPLE	single	12	TO BE REMOVED	12	-	-	-	-
5121	WATER OAK	single	10	TO REMAIN	-	-	10	-	-
5122	WATER OAK	single	8	TO REMAIN	-	-	8	-	-
5127	WATER OAK	single	18	TO REMAIN	-	-	18	-	-
5167	WATER OAK	single	19	TO REMAIN	-	-	19	-	-
5168	WATER OAK	single	8	TO REMAIN	-	-	8	-	-
5169	WATER OAK	single	13	TO REMAIN	-	-	13	-	-
5170	WATER OAK	single	12	TO REMAIN	-	-	12	-	-
5174	SWEETGUM	single	9	TO REMAIN	-	-	9	-	-
5175	WATER OAK	single	14	TO REMAIN	-	-	14	-	-
5179	WATER OAK	single	17	TO REMAIN	-	-	17	-	-
5180	WATER OAK	single	11	TO REMAIN	-	-	11	-	-
5181	WATER OAK	single	20	TO BE REMOVED	20	-	-	-	-
5182	WATER OAK	single	9	TO REMAIN	-	-	9	-	-
5183	WATER OAK	single	14	TO REMAIN	-	-	14	-	-
5184	WATER OAK	single	8	TO REMAIN	-	-	8	-	-
5185	WATER OAK	single	18	TO BE REMOVED	18	-	-	-	-
5186	WATER OAK	single	4,7	TO BE REMOVED	11	-	-	-	-
5189	WATER OAK	single	10	TO BE REMOVED	10	-	-	-	-
5190	WATER OAK	single	11	TO BE REMOVED	11	-	-	-	-
5191	WATER OAK	single	18	TO BE REMOVED	18	-	-	-	-
5196	PALM	single	16	TO BE REMOVED	6	-	-	-	-
5197	WATER OAK	single	20	TO BE REMOVED	20	-	-	-	-
5201	MAPLE	single	18	TO BE REMOVED	-	18	-	-	-
5202	MAPLE	single	8	TO BE REMOVED	8	-	-	-	-
5203	WATER OAK	single	15	TO BE REMOVED	15	-	-	-	-
5204	SWEETGUM	single	12	TO BE REMOVED	12	-	-	-	-
5206	WATER OAK	single	10	TO BE REMOVED	10	-	-	-	-
5207	SWEETGUM	single	20	TO BE REMOVED	20	-	-	-	-
5214	WATER OAK	single	8	TO BE REMOVED	8	-	-	-	-
5216	SWEETGUM	single	10	TO BE REMOVED	10	-	-	-	-
5217	PERSIMMON	single	8	TO REMAIN	-	-	8	-	-
5218	MAPLE	single	10	TO REMAIN	-	-	10	-	-
5219	MAPLE	single	12	TO REMAIN	-	-	12	-	-
5220	MAPLE	single	12	TO REMAIN	-	-	12	-	-
5221	MAPLE	single	10	TO REMAIN	-	-	10	-	-
5223	PERSIMMON	single	8	TO BE REMOVED	8	-	-	-	-
5229	MAPLE	single	8	TO BE REMOVED	8	-	-	-	-
5230	MAPLE	single	9	TO BE REMOVED	9	-	-	-	-
5232	MAPLE	single	10	TO BE REMOVED	10	-	-	-	-
5233	PALM	single	12	TO BE REMOVED	-	6	-	-	-
5234	WATER OAK	single	20	TO BE REMOVED	-	20	-	-	-
5242	WATER OAK	single	8	TO BE REMOVED	-	8	-	-	-
5243	PALM	single	15	TO BE REMOVED	-	6	-	-	-
5244	MAPLE	single	22	TO BE REMOVED	-	22	-	-	-
5245	WATER OAK	single	10	TO BE REMOVED	-	10	-	-	-
5246	WATER OAK	single	25	TO BE REMOVED	-	25	-	-	-
5247	MAPLE	single	8	TO BE REMOVED	-	8	-	-	-
5249	PALM	single	16	TO BE REMOVED	-	6	-	-	-
5250	ha	single	8	TO BE REMOVED	-	8	-	-	-
5252	PALM	single	14	TO BE REMOVED	-	6	-	-	-
5254	PALM	single	12	TO BE REMOVED	6	-	-	-	-
5255	PALM	single	15	TO BE REMOVED	6	-	-	-	-
5256	ELM	single	14	TO BE REMOVED	14	-	-	-	-
5259	BAY	single	12	TO BE REMOVED	12	-	-	-	-
5260	BAY	single	17	TO BE REMOVED	17	-	-	-	-
5262	WATER OAK	single	16	TO BE REMOVED	16	-	-	-	-
5263	PALM	single	20	TO REMAIN	-	-	6	-	-
5264	PALM	single	14	TO REMAIN	-	-	6	-	-
5265	PALM	single	20	TO REMAIN	-	-	6	-	-
5266	PALM	single	17	TO BE REMOVED	6	-	-	-	-
5268	WATER OAK	single	10	TO BE REMOVED	10	-	-	-	-
5269	WATER OAK	single	26	TO BE REMOVED	26	-	-	-	-
5271	MAPLE	single	19	TO BE REMOVED	19	-	-	-	-
5272	WATER OAK	single	9	TO BE REMOVED	9	-	-	-	-
5273	ELM	single	13	TO REMAIN	-	-	13	-	-
5274	WATER OAK	single	26	TO REMAIN	-	-	26	-	-
5275	PALM	single	18	TO REMAIN	-	-	6	-	-
5276	PALM	single	15	TO REMAIN	-	-	6	-	-
5277	PALM	single	18	TO BE REMOVED	-	6	-	-	-
5278	LIVE OAK	single	24	TO BE REMOVED	24	-	-	-	-
5279	PALM	single	16	TO REMAIN	-	-	6	-	-
5280	PALM	single	22	TO BE REMOVED	-	6	-	-	-
5281	PALM	single	15	TO BE REMOVED	-	6	-	-	-
5282	PALM	single	16	TO REMAIN	-	-	6	-	-
5283	PALM	single	18	TO BE REMOVED	6	-	-	-	-
5284	CRAPE MYRTLE	single	0	TO BE REMOVED	-	-	-	-	-
5285	PALM	single	16	TO REMAIN	-	-	6	-	-
5286	WATER OAK	single	22	TO REMAIN	-	-	22	-	-
5287	WATER OAK	single	28	TO REMAIN	-	-	28	-	-
5288	PALM	single	14	TO REMAIN	-	-	6	-	-
5289	PALM	single	18	TO REMAIN	-	-	6	-	-
5290	PALM	single	15	TO REMAIN	-	-	6	-	-
5291	PALM	single	15	TO REMAIN	-	-	6	-	-
5292	LIVE OAK	single	38	TO REMAIN	-	-	38	-	-
5295	PALM	single	16	TO REMAIN	-	-	16	-	-
5296	LAUREL OAK	single	36	TO REMAIN	-	-	36	-	-
5297	PALM	single	18	TO BE REMOVED	6	-	-	-	-
5298	PALM	single	18	TO BE REMOVED	6	-	-	-	-
5299	PALM	single	18	TO BE REMOVED	6	-	-	-	-
5302	MAPLE	single	10	TO BE REMOVED	-	10	-	-	-
5303	PALM	single	16	TO BE REMOVED	6	-	-	-	-
5305	LIVE OAK	single	36	TO BE REMOVED	36	-	-	-	-
5306	MAPLE	single	14	TO BE REMOVED	14	-	-	-	-
5308	PALM	single	16	TO BE REMOVED	6	-	-	-	-
5309	HI	single	24	TO BE REMOVED	-	24	-	-	-
5310	ELM	single	16	TO BE REMOVED	-	16	-	-	-
5311	ELM	single	12	TO BE REMOVED	-	12	-	-	-
5312	ELM	single	14	TO BE REMOVED	-	14	-	-	-
5313	ELM	single	10	TO BE REMOVED	-	10	-	-	-
5315	PALM	single	14	TO BE REMOVED	-	6	-	-	-
5320	MAPLE	single	22	TO BE REMOVED	-	22	-	-	-
5321	PALM	single	12	TO BE REMOVED	-	6	-	-	-
5323	WATER OAK	single	8	TO REMAIN	-	-	8	-	-
5324	WATER OAK	single	8	TO BE REMOVED	8	-	-	-	-
5325	MAPLE	single	9	TO BE REMOVED	9	-	-	-	-
5326	MAPLE	single	9	TO BE REMOVED	9	-	-	-	-
5329	MAPLE	single	8	TO BE REMOVED	-	8	-	-	-
5330	MAPLE	single	10	TO REMAIN	-	-	10	-	-
5331	MAPLE	single	12	TO REMAIN	-	-	12	-	-
5332	ELM	single	8	TO BE REMOVED	-	8	-	-	-
5333	ELM	single	10	TO BE REMOVED	-	10	-	-	-
5334	MAPLE	single	8	TO REMAIN	-	-	8	-	-
5336	ELM	single	29	TO BE REMOVED	-	29	-	-	-
5337	MAPLE	single	9	TO BE REMOVED	-	9	-	-	-
5338	SWEETGUM	single	8	TO BE REMOVED	-	8	-	-	-
5339	MAPLE	single	8	TO BE REMOVED	-	8	-	-	-
5340	ELM	single	24	TO BE REMOVED	-	24	-	-	-
5342	PALM	single	14	TO BE REMOVED	6	-	-	-	-
5344	LAUREL OAK	TRIPLE	19	TO REMAIN	-	-	19	-	-
5345	LAUREL OAK	TRIPLE	19	TO REMAIN	-	-	19	-	-
5346	PALM	single	16	TO BE REMOVED	6	-	-	-	-
5349	PALM	single	18	TO BE REMOVED	6	-	-	-	-
5350	PALM	single	14	TO BE REMOVED	6	-	-	-	-
5351	ELM	single	14	TO BE REMOVED	14	-	-	-	-
5352	PALM	single	11	TO BE REMOVED	6	-	-	-	-
5353	PALM	single	17	TO BE REMOVED	6	-	-	-	-
5354	LAUREL OAK	single	30	TO BE REMOVED	30	-	-	-	-
5355	PALM	single	16	TO BE REMOVED	6	-	-	-	-
5356	ELM	single	9	TO BE REMOVED	9	-	-	-	-
5357	PALM	single	11	TO BE REMOVED	6	-	-	-	-
5358	MAPLE	single	10	TO BE REMOVED	10	-	-	-	-
TOTALS					725	807	495	310	0

MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-6687

JEREMY W. CALLOWAY
CA#34648 PE#70838

REVISIONS

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DRAWING BY: MB
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

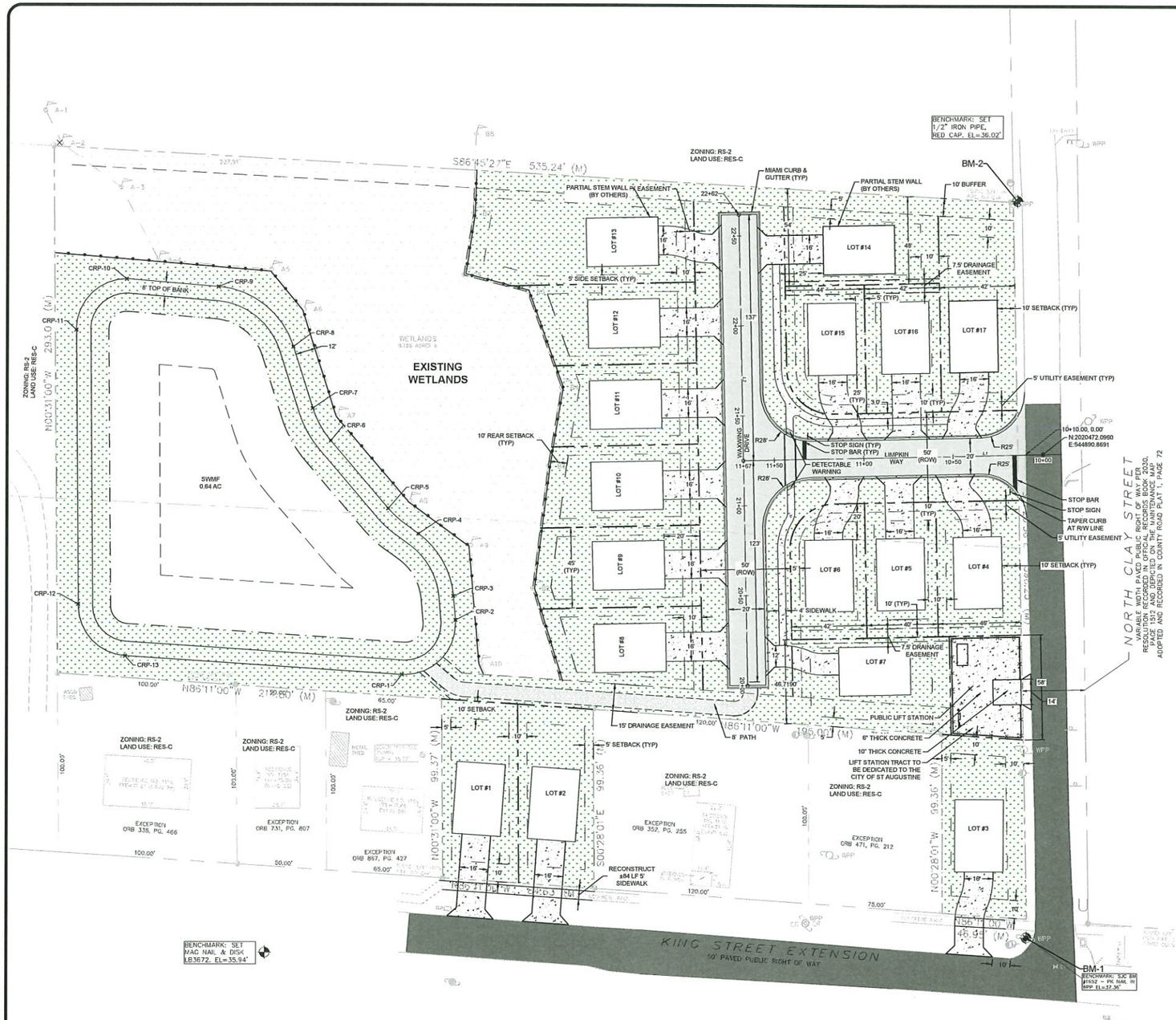
TREE INVENTORY TABLE

HFH CYPRESS VILLAGE

ST. JOHNS COUNTY, FL

PREPARED FOR:
HABITAT FOR HUMANITY

6
OF 30



EXISTING LEGEND

- PROPERTY / RIGHT OF WAY
- EXISTING DRAINAGE EASEMENT
- EXISTING EDGE OF PAVEMENT

PROPOSED LEGEND

- PROPERTY BOUNDARY
- PROJECT AREA
- BUILDING SETBACK
- LANDSCAPE BUFFER
- UTILITY EASEMENT
- EDGE OF PAVEMENT
- 6" HEADER CURB
- SITE FENCING

HATCH LEGEND	
	WETLAND
	CONCRETE
	BUILDING
	PAVEMENT
	OFFSITE ASPHALT PAVEMENT TO BE REMOVED AND REPLACED
	OPEN AREA
	GRAVEL

SITE DATA TABLE		
TOTAL PROJECT AREA	134,328 SF	3.08 AC
TOTAL WETLAND AREA	29,610 SF	0.68 AC
WETLAND IMPACT	1,240 SF	0.03 AC
SWMF NWL AREA	21,528 SF	0.49 AC
BUILDING AREAS		18,360 SF
PROPOSED PVMT & CONCRETE		11,268 SF
TOTAL IMPERVIOUS AREA		29,628 SF
TOTAL PERVIOUS AREA		83,172 SF
TOTAL IMPERVIOUS %		22.06 %
TOTAL PERVIOUS %		61.92 %
ZONING		WORKFORCE HOUSING
ORDINANCE NUMBER		ORD. 2025-3
FUTURE LAND USE		RESIDENTIAL -C
PARCEL NUMBER(S)		095280 0000
SETBACKS SINGLE FAMILY		FRONT – 10 FEET; 20 FEET TO FACE OF GARAGE AND PROVIDED THE FACE OF THE GARAGE SHALL BE A MINIMUM OF TWENTY-FIVE (25) FEET FROM THE EDGE OF THE SIDEWALK. SIDE – 5 FEET, WITH A MINIMUM OF 10 FEET BETWEEN STRUCTURES; REAR – 10 FEET
LOT SIZE (SINGLE FAMILY)		3,000 SF
LOT WIDTH (SINGLE FAMILY)		30 LF
911 ADDRESS		201 N CLAY ST
FEMA PANEL NUMBER		12109C0313J
FLOOD ZONE		X

LINE TABLE		
LINE #	BEARING	DISTANCE
L1	S 88°39'22.15" W	167.1'
L2	N 01°20'37.85" W	261.7'

BENCHMARK POINT TABLE		
POINT #	NORTHING	EASTING
BM-1	2,020,203.65	544,882.78
BM-2	2,020,612.75	544,876.08

CONSTRUCTION REFERENCE POINT TABLE		
POINT #	NORTHING	EASTING
CRP-1	2,020,348.68	544,533.94
CRP-2	2,020,379.05	544,563.70
CRP-3	2,020,392.43	544,562.53
CRP-4	2,020,427.04	544,542.98
CRP-5	2,020,441.13	544,526.05
CRP-6	2,020,478.70	544,493.95
CRP-7	2,020,498.78	544,483.91
CRP-8	2,020,530.94	544,473.09
CRP-9	2,020,564.27	544,431.40
CRP-10	2,020,568.53	544,380.17
CRP-11	2,020,540.27	544,352.17
CRP-12	2,020,387.83	544,353.55
CRP-13	2,020,358.97	544,379.69

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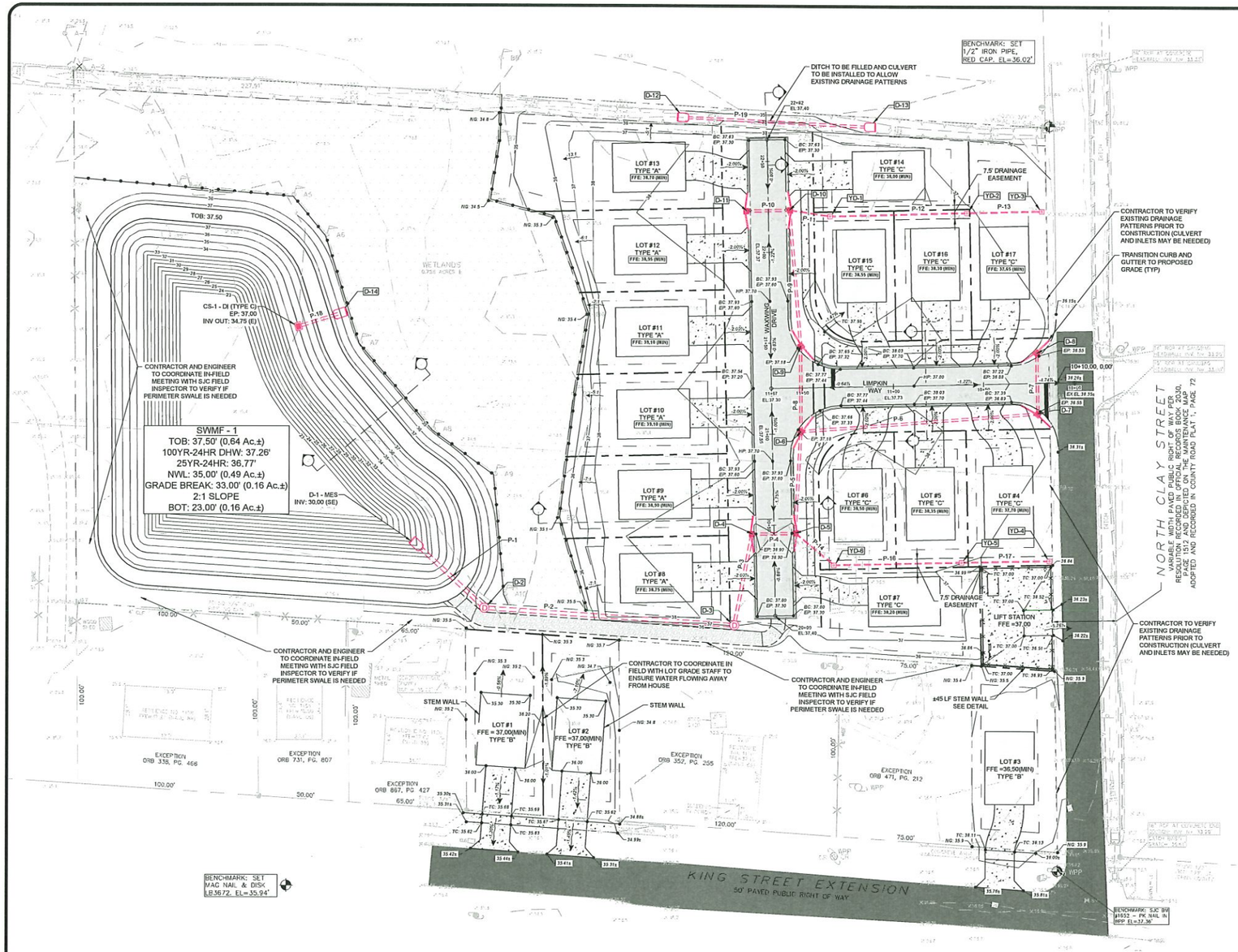
DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

SITE PLAN
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

7
OF 30

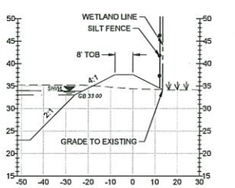


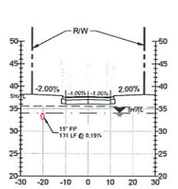
PIPE TABLE			
PIPE NAME	SIZE	LENGTH	SLOPE
P-1	24" PP	50 LF	1.01%
P-2	24" PP	138 LF	0.36%
P-3	18" PP	51 LF	0.49%
P-4	15" PP	24 LF	1.06%
P-5	15" PP	56 LF	0.45%
P-6	15" PP	131 LF	0.19%
P-7	15" PP	33 LF	0.75%
P-8	15" PP	47 LF	0.53%
P-9	15" PP	75 LF	0.33%
P-10	15" PP	24 LF	1.06%
P-11	6" HDPE	22 LF	1.12%
P-12	6" HDPE	78 LF	0.33%
P-13	6" HDPE	41 LF	0.61%
P-14	6" HDPE	27 LF	0.91%
P-16	6" HDPE	71 LF	0.35%
P-17	6" HDPE	48 LF	0.52%
P-18	18" PP	23 LF	1.10%
P-19	15" PP	101 LF	0.40%

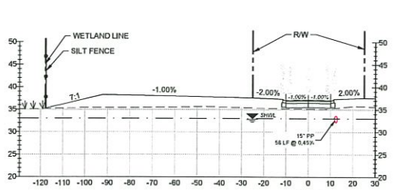
STRUCTURE TABLE			STRUCTURE TABLE		
STRUCTURE	DETAILS	TYPE	STRUCTURE	DETAILS	TYPE
CS-1	GRADE = 37.00 INV OUT:34.75 (E)	TYPE C GRATE INLET	D-11	EP = 37.00 INV OUT:33.00 (E)	CURB INLET
D-1	INV IN:30.00 (SE)	MES	D-12	INV IN:34.00 (E)	MES
D-2	GRADE = 36.21 INV IN:30.50 (E) INV OUT:30.50 (NW)	MANHOLE	D-13	INV OUT:34.40 (W)	MES
D-3	GRADE = 37.00 INV IN:31.50 (N) INV OUT:31.00 (W)	MANHOLE	D-14	INV OUT:34.50 (E)	MES
D-4	EP = 36.90 INV IN:32.00 (E) INV OUT:31.75 (S)	CURB INLET	YD-1	GRADE = 37.50 INV IN:33.75 (E) INV OUT:33.75 (W)	YARD INLET
D-5	EP = 36.90 INV IN:32.25 (N) INV IN:33.00 (SE) INV OUT:32.25 (W)	CURB INLET	YD-2	GRADE = 37.07 INV IN:34.00 (E) INV OUT:34.00 (W)	YARD INLET
D-6	EP = 37.18 INV IN:32.50 (E) INV IN:32.25 (N) INV OUT:32.50 (S)	CURB INLET	YD-3	GRADE = 36.25 INV OUT:34.25 (W)	YARD INLET
D-7	EP = 36.56 INV IN:32.75 (N) INV OUT:32.75 (W)	CURB INLET	YD-4	GRADE = 36.90 INV OUT:33.75 (W)	YARD INLET
D-8	EP = 36.56 INV OUT:33.00 (S)	CURB INLET	YD-5	GRADE = 36.95 INV IN:33.50 (E) INV OUT:33.50 (W)	YARD INLET
D-9	EP = 37.17 INV IN:32.50 (N) INV OUT:32.50 (S)	CURB INLET	YD-6	GRADE = 37.52 INV IN:33.25 (E) INV OUT:33.25 (NW)	YARD INLET
D-10	EP = 37.00 INV IN:32.75 (W) INV IN:33.50 (E) INV OUT:32.75 (S)	CURB INLET			

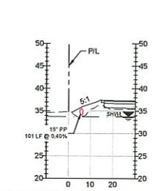
N
W E
S
0 30' 60'
1"=30'

LEGEND
- PROPERTY/ RIGHT OF WAY LINE
- PROJECT AREA
- EXISTING DRAINAGE EASEMENT
- EXISTING EDGE OF PAVEMENT
- EXISTING STORM PIPE
- TYPE III SILT FENCE
- HAY BALE SEDIMENT BARRIER
- BUILDING SETBACK
- LANDSCAPE BUFFER
- EDGE OF PAVEMENT
- 6" HEADER CURB
- STORM PIPE
- SITE FENCING
- SECTION VIEWS (SEE THIS SHEET)
- CROSS SECTIONS





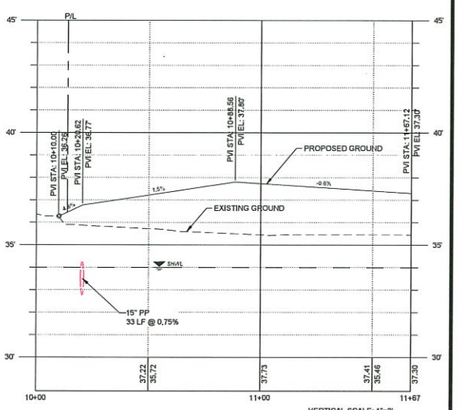




SPOT SHOT ELEVATION KEY
- BC - BACK OF CURB
- EP - EDGE OF PAVEMENT
- FG - FINISHED GRADE
- HP - HIGH POINT
- NG - NATURAL GRADE
- TC - TOP OF CONCRETE
- TW - TOP OF WALL
- BW - BOTTOM OF WALL

NOTE: UNLESS OTHERWISE NOTED, ALL OTHER SPOT SHOTS SIGNIFY FINISHED GRADE

HATCH LEGEND
- WETLAND
- CONCRETE
- BUILDING
- PAVEMENT
- OFFSITE ASPHALT PAVEMENT TO BE REMOVED AND REPLACED
- GRAVEL



DRIVEWAY PROFILE
STA: 10+00.00 TO STA: 11+67.12

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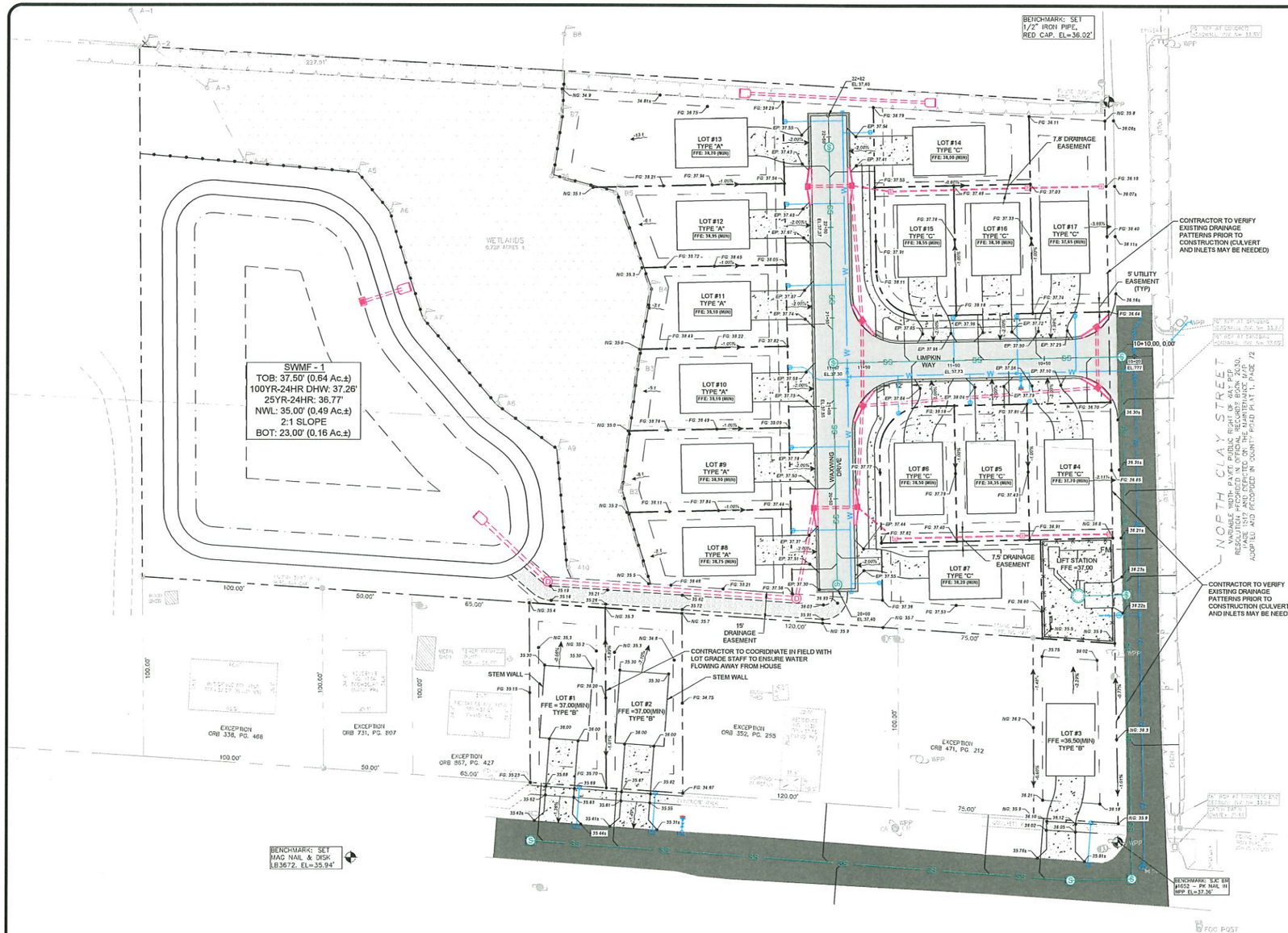
GRADING PLAN
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

8
OF 30



FLOOD ZONE
THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "X" PER FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 12109C0313J DATED DECEMBER 7, 2018

NEIGHBORHOOD SITE PLAN NOTES

1. UPLAND BUFFERS WILL BE IDENTIFIED AND PROTECTED WITH BARRIERS ERECTED TO PREVENT ENCROACHMENT DURING SITE CLEARING. ALL UPLAND BUFFERS ARE TO REMAIN NATURAL AND UNDISTURBED.
2. NO MORE THAN 50% OF NEWLY PLANTED TREES FOR EACH LOT SHALL BE OF THE SAME SPECIES AND A MINIMUM OF 70% OF NEWLY PLANTED TREES SHALL BE CANOPY TREES.
3. NO MORE THAN 50% OF THE TOTAL IRRIGATED AREA ON EACH LOT SHALL BE HIGH VOLUME IRRIGATION. A SITE PLAN DEPICTING THE TOTAL IRRIGATED LANDSCAPE AREA AND AREAS OF HIGH, LOW OR NO IRRIGATION SHALL BE FORWARDED TO THE ENVIRONMENTAL DIVISION FOR REVIEW PRIOR TO FINAL LANDSCAPE INSPECTION ON THE LOTS.
4. PROPOSED SIDEWALK SHALL BE 4' IN WIDTH UNLESS OTHERWISE SPECIFIED.
5. MAXIMUM BUILDING HEIGHT SHALL BE 35 FEET.
6. THE SITE IS CURRENTLY CLASSIFIED BY FEMA AS "FLOOD ZONE "X" AND BASED ON COMMUNITY PANEL NO. 12109C0314J & 12109C0313J, DATED DECEMBER 7,2018.
7. THE HOME BUILDER SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION FOR ALL BUILDING PERMIT APPLICATIONS IN ACCORDANCE WITH SJC REQUIREMENTS
   a. PROJECT BOUNDARY WITH BEARINGS AND DISTANCES FOR EACH AND EVERY LOT AS WELL AS FOR THE OVERALL SITE.
   b. PROPOSED BUILDING AND OTHER STRUCTURES AS WELL AS ALL EXISTING BUILDINGS AND OTHER STRUCTURES.
   c. DEPICT A BUILDING SETBACK FOOTPRINT AREA FOR EACH LOT ACCORDING TO ALL FRONT, REAR, SIDE SETBACKS RESTRICTIONS.
   d. DEPICT THE DIMENSIONS AND DISTANCE FROM ALL PROPERTY LINES, WATER BODIES, WETLANDS TO ALL STRUCTURES.
   e. DEPICT THE HEIGHT OF EACH STRUCTURES, NUMBER OF STORIES, HEIGHT OF ROOF APPURTENANCES INCLUDING MECHANICAL FIXTURES, ELEVATOR SHAFTS, CHIMNEYS, PARAPET WALLS, ETC.
   f. MINIMUM FINISHED FLOOR ELEVATION OF THE PROPOSED LOWEST FLOOR (INCLUDING BASEMENT) FOR ALL PROPOSED STRUCTURES. WHEN LOCATED WITHIN A FEDERAL EMERGENCY MANAGEMENT AGENCY FLOODPLAIN ELEVATIONS EACH LOT OR PARCEL SHALL INCLUDE THE DESIGNATED SPECIAL FLOOD HAZARD AREA'S (SFHA) AND THE ELEVATION OF THE LOWEST HORIZONTAL STRUCTURAL MEMBER OF THE LOWEST FLOOR.
8. IF THE DIFFERENCE BETWEEN THE PROPOSED FFE AND THE ADJACENT MID-LOT GRADE IS 1.5' OR GREATER, A THICKENED EDGE OR STEM WALL MAY BE REQUIRED.
9. NO PERMANENT ENCROACHMENTS INCLUDING VERTICAL ENCROACHMENTS SUCH AS EAVES, ARE PERMITTED WITHIN ANY PUBLIC OR PRIVATE DRAINAGE OR UTILITY EASEMENT. (LDC 6.04.05.F.7.D)

N W E S

0 30' 60'
1"=30'

LEGEND

- PROPERTY/ RIGHT OF WAY LINE
- PROJECT AREA
- EXISTING EDGE OF PAVEMENT
- EXISTING STORM PIPE
- W — WATER LINE
- F — FIRE LINE
- SS — SANITARY SEWER LINE
- NPW — NON-POTABLE WATER LINE
- BUILDING SETBACK
- LANDSCAPE BUFFER
- EDGE OF PAVEMENT
- 6" HEADER CURB
- STORM PIPE .
- SITE FENCING

SPOT SHOT ELEVATION KEY

BC - BACK OF CURB
EP - EDGE OF PAVEMENT
FG - FINISHED GRADE
HP - HIGH POINT
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TC - TOP OF CONCRETE
TW - TOP OF WALL
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NOTE: UNLESS OTHERWISE NOTED, ALL OTHER SPOT SHOTS SIGNIFY FINISHED GRADE

HATCH LEGEND	
	WETLAND
	CONCRETE
	BUILDING
	PAVEMENT
	OFFSITE ASPHALT PAVEMENT TO BE REMOVED AND REPLACED
	GRAVEL

LOT DATA TABLE	
FRONT SETBACK	10'
SIDE SETBACK	5'
REAR SETBACK	10'
TO FRONT GARAGE SETBACK	20'
TO EDGE OF SIDEWALK SETBACK	25'
MAXIMUM LOT COVERAGE - SINGLE FAMILY	50%
MAXIMUM IMPERVIOUS SURFACE RATIO	70%
MINIMUM LOT AREA	3,000 SF
MINIMUM LOT WIDTH	30'
MAXIMUM STRUCTURE HEIGHT	35'

NSP LOT TABLE

LOT NUMBER	MINIMUM FINISHED FLOOR ELEVATIONS			LOT AREA	LOT AREA LESS EASEMENTS	TREE INCHES REQUIRED	TREE INCHES PROVIDED	LOT WIDTH
	TYPE	FFE NAVD 88'	FFE NGV 29'	SQUARE FEET	SQUARE FEET	INCHES	INCHES	LINEAR FEET
1	B	37.00	38.00	4,195	4,195	4	4	42
2	B	37.00	38.00	4,195	4,195	4	4	42
3	B	36.50	37.50	4,576	4,576	4	4	47
4	C	37.70	38.70	3,493	3,233	3	3	46
5	C	38.35	39.35	3,000	2,800	3	3	40
6	C	38.50	39.50	3,016	2,806	3	3	42
7	C	38.20	39.20	4,470	2,691	4	4	47
8	A	38.75	39.75	3,655	2,494	3	3	47
9	A	38.90	39.90	4,119	4,119	4	4	45
10	A	39.10	40.10	3,847	3,847	4	4	45
11	A	39.10	40.10	3,525	3,525	3	3	45
12	A	38.95	39.95	3,936	3,936	4	4	45
13	A	38.70	39.70	7,397	6,178	7	7	45
14	C	38.00	39.00	4,376	3,121	4	4	44
15	C	38.55	39.55	3,012	2,792	3	3	44
16	C	38.30	39.30	3,015	2,604	3	3	42
17	C	37.85	38.85	4,920	4,393	5	5	42
TOTAL AREA				68,717	61,705	63	63	

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NEIGHBORHOOD SITE PLAN
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL

PREPARED FOR:
HABITAT FOR HUMANITY

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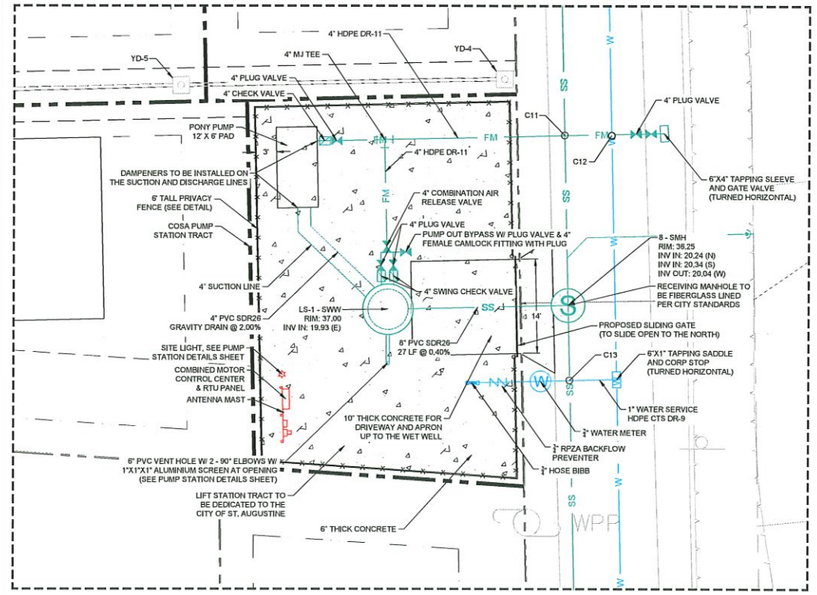
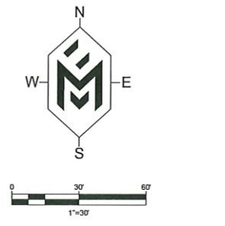


COSA LIFT STATION DETAIL
1" = 20'

CROSSING TABLE

CROSSING NUMBER	UPPER PIPE TYPE	UPPER BOT. ELV. (FT)	LOWER PIPE TYPE	LOWER TOP ELV. (FT)	CLEARANCE (FT)	CROSSING TYPE
1	STORM	31,9	SEWER	31,2	0,7	STANDARD
2	STORM	32,0	WATER	31,0	1,0	TYPE B
3	STORM	34,0	SEWER	30,6	3,4	STANDARD
4	STORM	32,7	SEWER	31,3	1,4	STANDARD
5	STORM	31,8	WATER	30,8	1,0	TYPE B
6	STORM	32,2	SEWER	30,6	1,6	STANDARD
7	STORM	32,1	WATER	31,1	1,0	TYPE B
8	STORM	32,7	SEWER	30,1	2,6	STANDARD
9	STORM	32,6	WATER	31,6	1,0	TYPE B
10	WATER	32,9	SEWER	21,4	11,5	STANDARD
11	SANITARY	32,9	SEWER	21,0	11,9	STANDARD
12	WATER	32,8	SANITARY	31,8	1,0	TYPE B
13	WATER	33,1	SEWER	21,1	12,1	STANDARD
14	WATER	31,4	SEWER	21,6	9,8	STANDARD



LEGEND

	PROPERTY/ RIGHT OF WAY LINE
W	WATER LINE
F	FIRE LINE
SS	SANITARY SEWER LINE
NPW	NON-POTABLE WATER LINE
	STORM PIPE
	BUILDING SETBACK
	LANDSCAPE BUFFER
	EDGE OF PAVEMENT
	6" HEADER CURB
X X X X	SITE FENCING
	CROSS SECTIONS

NOTE:

LOCATION OF ALL EXISTING WATER MAIN UTILITIES ARE DEPICTED PER COSA GIS. CONTRACTOR TO VERIFY LOCATION AND DEPTH PRIOR TO SANITARY INSTALLATION.

1. HYDRANTS CONNECTED TO A CENTRAL UTILITY AND OWNED & MAINTAINED BY THAT UTILITY COMPANY SHALL BE COLORED CHROMIUM YELLOW WITH WHITE REFLECTIVE CAPS.
2. FIRE HYDRANTS SHALL BE LOCATED WITHIN 3 FEET TO 10 FEET OF THE CURB. (LDC 6.03.03)
3. FIRE HYDRANTS SHALL BE LOCATED NO MORE THAN 12 FT FROM THE FIRE DEPT ACCESS ROADS WITH NO CURBS. (NFPA 1, 18.5.1.6)
4. HYDRANTS SHALL BE INSTALLED ON FLAT STONES, CONCRETE SLABS OR OTHER APPROVED MATERIALS.
5. HYDRANTS SHALL BE INSTALLED SO LARGE DIAMETER (4.5 INCH) OUTLET IS FACING THE ROADWAY.
6. HYDRANTS SHALL BE INSTALLED SO CENTER OR LOWEST OUTLET IS MINIMUM OF 18 INCHES ABOVE FINAL GRADE.
7. HYDRANTS SHALL OPEN COUNTER CLOCKWISE, PLEASE PLACE NOTE ON UTILITY PLAN.
8. BLUE ROAD REFLECTORS SHALL BE INSTALLED IN THE CENTER OF THE ROAD IN FRONT OF THE HYDRANT. (LDC 6.03.03)

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

FIRE HYDRANT FLOW TEST

Inspection ID:	30765
Facility ID:	WHYD000384
Location:	100 COLLIER ST, Saint Augustine, FL, 32084
Inspected Date:	Tuesday, December 30, 2025
Inspected By:	Mitchem, Timothy
	OBSERVATIONS & RESULTS
Calculated Fire Flow @ 20PSI:	4343 GPM
Static Pressure:	60 PSI
Flow Pressure 1 Pitot:	40 PSI
Flow Pressure 2 Pitot:	35 PSI
Residual Pressure:	50 PSI
Observed Flow 1:	1062 GPM
Observed Flow 2:	993 GPM
Minutes Flow Test Performed:	5 Minutes
Calculated Gallons Used for Flow Test:	10273 Gallons

WATER AS-BUILTS ARE REQUIRED TO BE SUBMITTED TO GROWTH MANAGEMENT. AS-BUILTS HAVE A 10 WORKING DAY REVIEW TIME. PLEASE ALLOW SUFFICIENT TIME TO COMPLETE THE INSPECTION BEFORE ASKING FOR A CERTIFICATE OF OCCUPANCY. FIRE HYDRANTS AND STREET NAMES ARE REQUIRED ON ALL WATER AS-BUILTS. FIRE HYDRANTS ARE REQUIRED TO BE IN WORKING ORDER BEFORE SUBMITTING WATER AS-BUILTS. IF PRIVATE FIRE HYDRANT(S) ARE INSTALLED WITHOUT A FIRE MARSHAL PERMIT, THIS WILL HOLD UP AS-BUILT APPROVAL AND REQUIRED WATERMAIN TO BE DUG UP AFTER BURIED.

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DESIGN BY: JWC
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UTILITY PLAN
HFH CYPRESS VILLAGE
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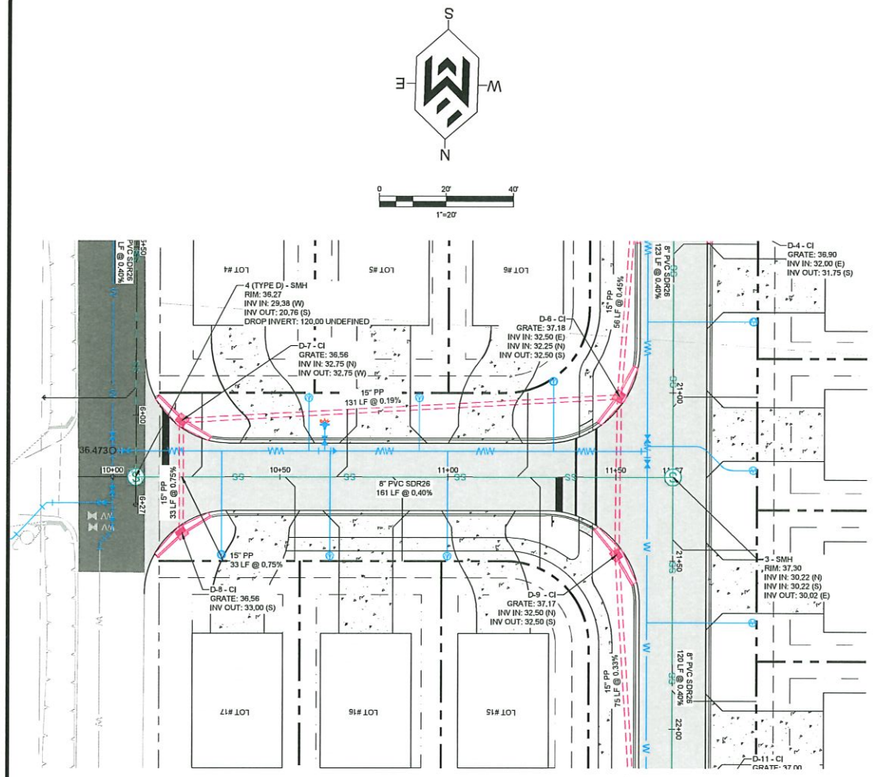
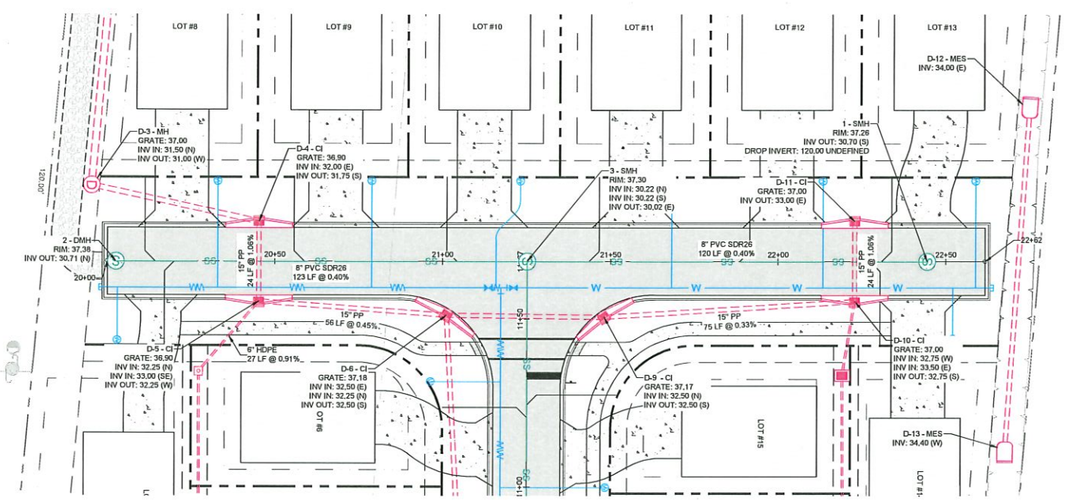
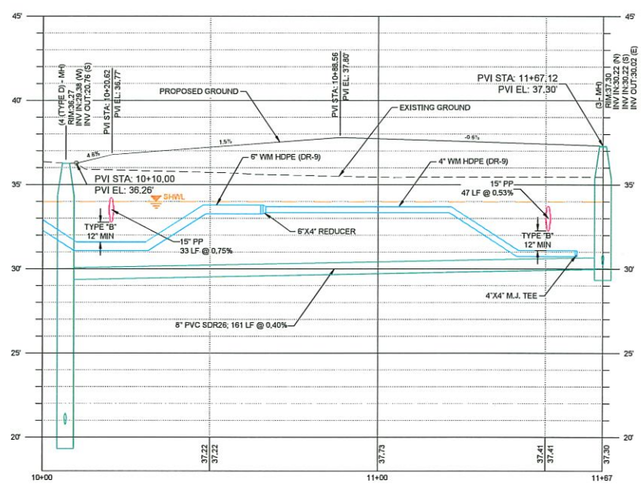
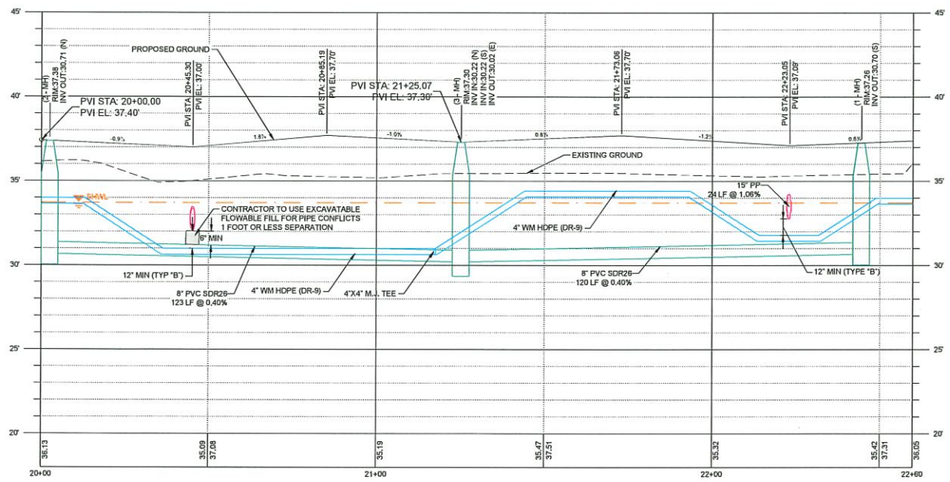






CL-1
STA: 10+00.00 TO STA: 11+67.12

HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=4'



CL-2
STA: 20+00.00 TO STA: 22+59.74

HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=4'

HATCH LEGEND	
	CONCRETE
	BUILDING
	PAVEMENT
	OFFSITE ASPHALT PAVEMENT TO BE REMOVED AND REPLACED

LEGEND

- PROPERTY/ RIGHT OF WAY LINE
- W — WATER LINE
- F — FIRE LINE
- SS — SANITARY SEWER LINE
- NPW — NON-POTABLE WATER LINE
- STORM PIPE
- BUILDING SETBACK
- LANDSCAPE BUFFER
- EDGE OF PAVEMENT
- 6" HEADER CURB
- X X X X — SITE FENCING

0 20' 40'
1"=20'

0 20 40
1"=20'

JEREMY W. CALLOWAY
CA#34646 PE#73838

MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-6687

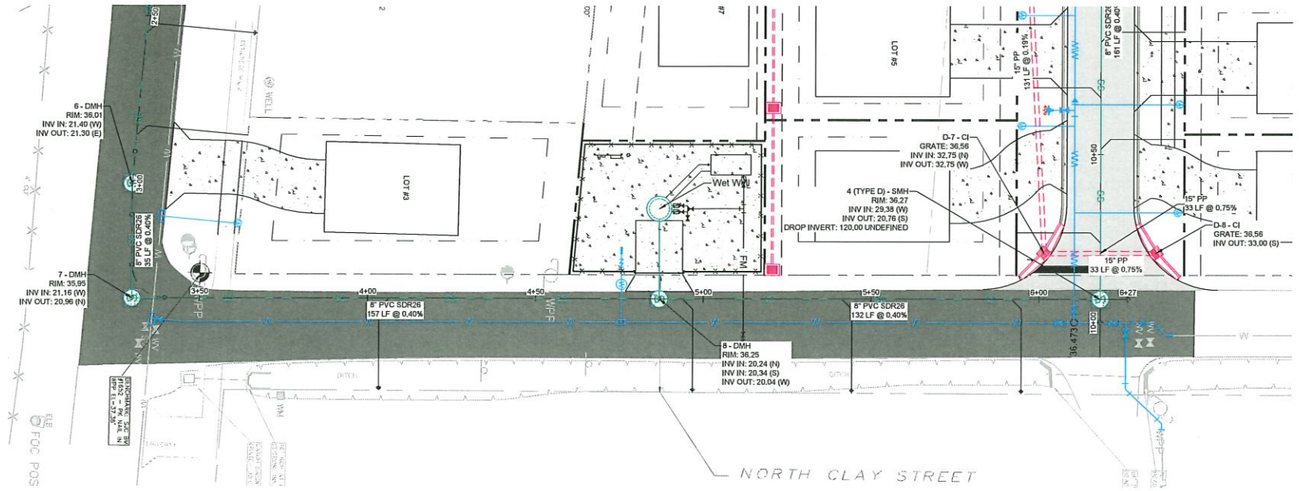
REVISIONS

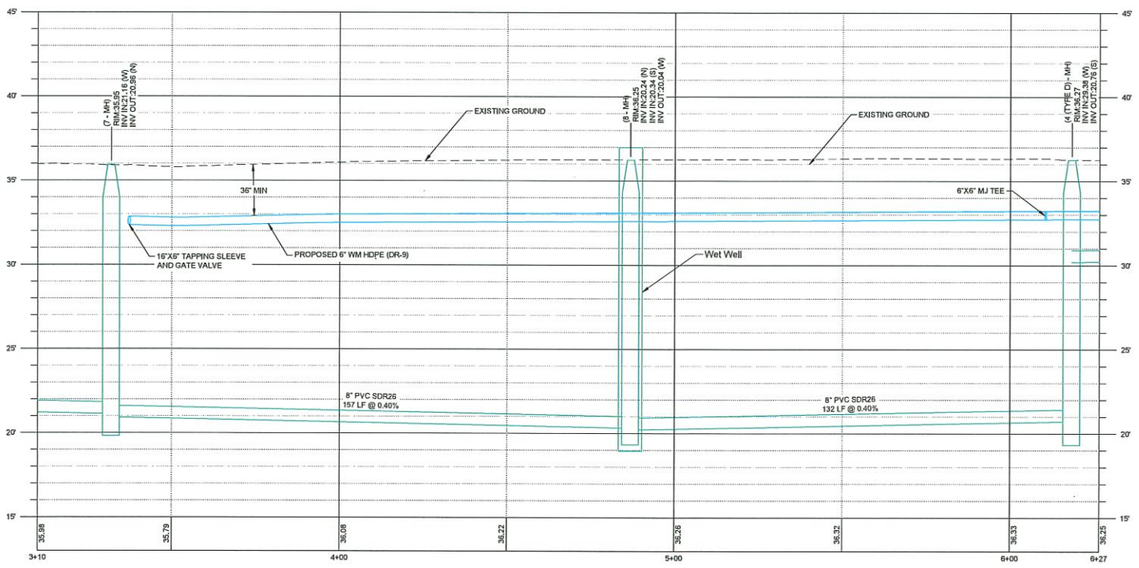
#	DATE	DESCRIPTION
3	01-16-2026	REVISED PER SJC COMMENTS
4	02-06-2026	REVISED PER SJC COMMENTS (NOTE ADDED)
5	03-27-2026	REVISED PER COSA COMMENTS
6	03-10-2026	REVISED PER SJC COMMENTS
7	05-13-2026	REVISED PER COSA COMMENTS

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 09-27-2025
PROJECT #: 2351

UTILITY PLAN & PROFILE
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

11
OF 30





OFFSITE SANITARY
STA: 3+10.00 TO STA: 6+26.63

HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=4'

LEGEND

	PROPERTY/ RIGHT OF WAY LINE
W	WATER LINE
F	FIRE LINE
SS	SANITARY SEWER LINE
NPW	NON-POTABLE WATER LINE
	STORM PIPE
	BUILDING SETBACK
	LANDSCAPE BUFFER
	EDGE OF PAVEMENT
	6" HEADER CURB
X X X X	SITE FENCING

HATCH LEGEND	
	CONCRETE
	BUILDING
	PAVEMENT
	OFFSITE ASPHALT PAVEMENT TO BE REMOVED AND REPLACED

JEREMY W. CALLOWAY
CA#34646 PE#70638

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ST. JOHNS, FLORIDA 32259
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DRAWING BY: MS
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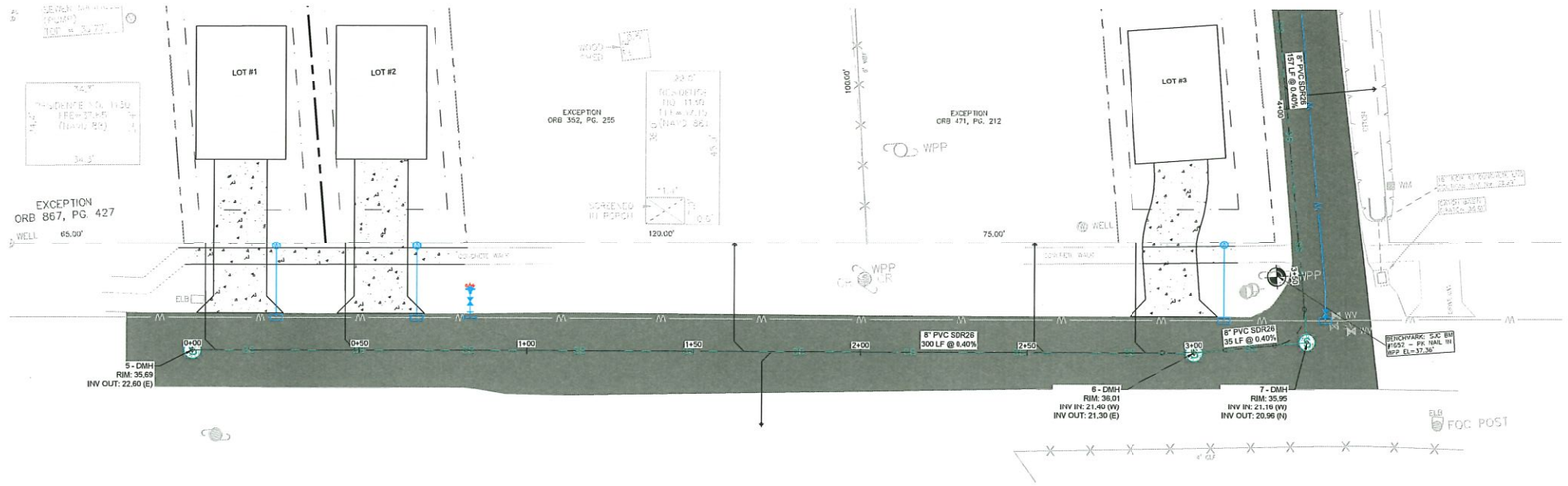
UTILITY PLAN & PROFILE

HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

12
OF 30

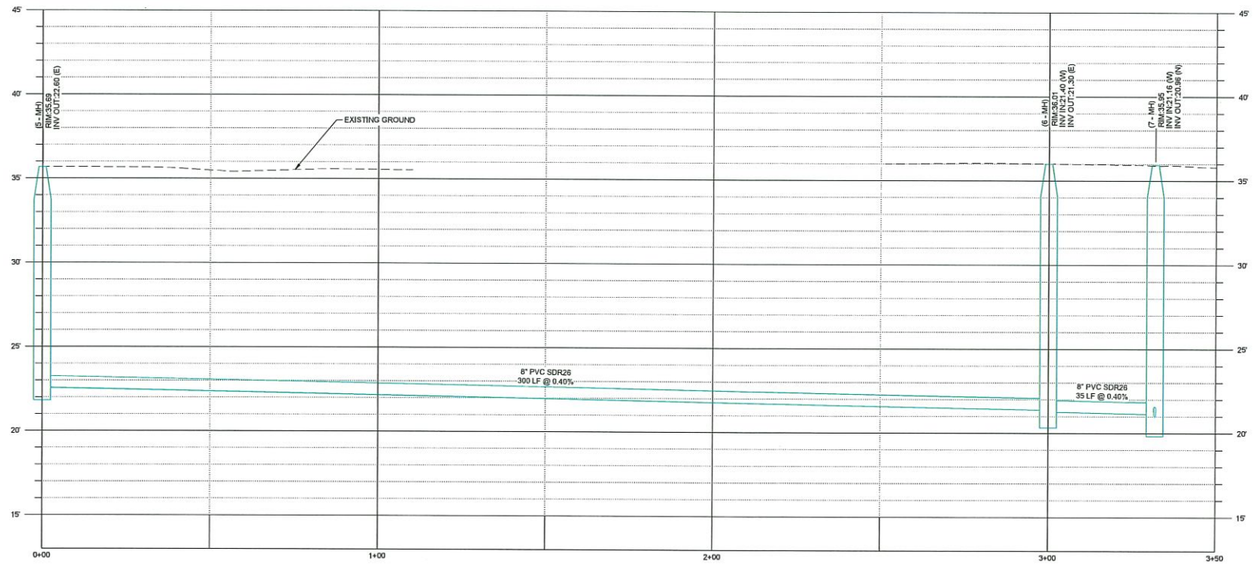


LEGEND

	PROPERTY/ RIGHT OF WAY LINE
W	WATER LINE
F	FIRE LINE
SS	SANITARY SEWER LINE
NPW	NON-POTABLE WATER LINE
	STORM PIPE
	BUILDING SETBACK
	LANDSCAPE BUFFER
	EDGE OF PAVEMENT
	6" HEADER CURB
X X X X	SITE FENCING

HATCH LEGEND

	CONCRETE
	BUILDING
	PAVEMENT
	OFFSITE ASPHALT PAVEMENT TO BE REMOVED AND REPLACED



OFFSITE SANITARY
STA: 0+00.00 TO STA: 3+50.00

HORIZONTAL SCALE: 1"=20'
VERTICAL SCALE: 1"=4'

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#	DATE	DESCRIPTION
3	01-15-2026	REVISED PER S.J.C COMMENTS
4	02-05-2026	REVISED PER S.J.C COMMENTS (NOTE ADDED)
5	02-27-2026	REVISED PER CGSA COMMENTS
6	03-10-2026	REVISED PER S.J.C COMMENTS
7	05-13-2026	REVISED PER CGSA COMMENTS

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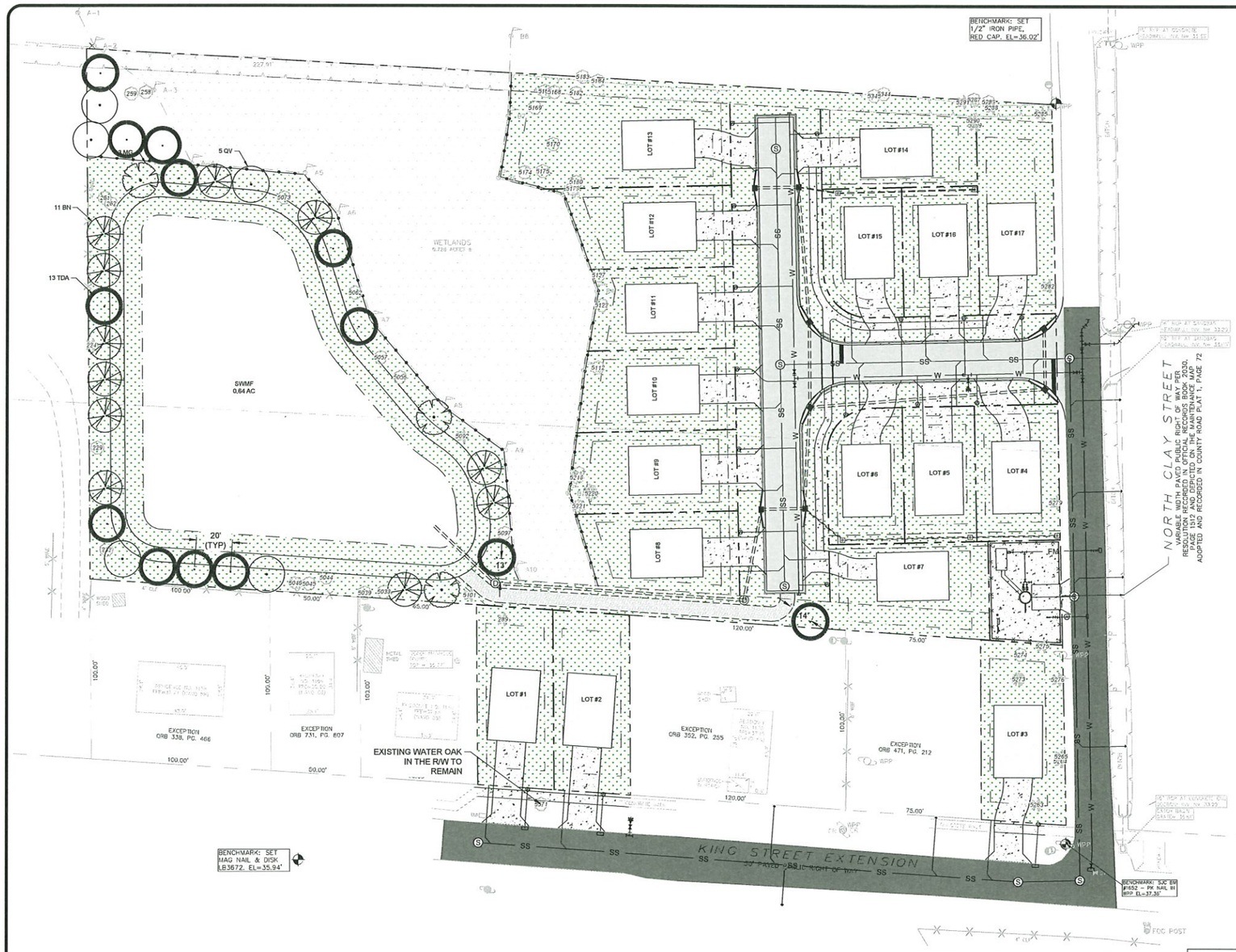
UTILITY PLAN & PROFILE
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

13
OF 30



N

W E

S

0 30' 60'

1"=30'

EXISTING LEGEND

- PROPERTY / RIGHT OF WAY
- EXISTING DRAINAGE EASEMENT
- EXISTING EDGE OF PAVEMENT
- EXISTING STORM PIPE

PROPOSED LEGEND

- PROPERTY BOUNDARY
- OUT PARCEL SEPARATION LINE
- BUILDING SETBACK
- LANDSCAPE BUFFER
- EDGE OF PAVEMENT
- 6" HEADER CURB
- SITE FENCING

HATCH LEGEND	
	WETLAND
	CONCRETE
	BUILDING
	PAVEMENT
	OFFSITE ASPHALT PAVEMENT TO BE REMOVED AND REPLACED
	OPEN AREA
	GRAVEL PATH

ST. JOHNS COUNTY LANDSCAPE REQUIREMENTS

1. VEGETATION THAT EXCEEDS TWENTY-FIVE (25) FEET IN HEIGHT AT MATURITY SHOULD NOT BE PLANTED CLOSER THAN FIFTEEN (15) FEET OF THE VERTICAL PLANE OF AN EXISTING POWER LINE, EXCLUDING SERVICE WIRES.
2. BALLED AND BURLAPPED STRAPPING WIRE, AND ANY SYNTHETIC MATERIAL SHALL BE REMOVED PRIOR TO FINAL INSPECTION. WIRE BASKETS SHOULD BE CUT AWAY FROM TOP ONE-THIRD OF ROOT BALL
3. NON-CANOPY TREES SHALL NOT BE PLANTED CLOSER THAN 10 FEET FROM OTHER TREES AND CANOPY TREES NO CLOSER THAN 20-30 FEET, DEPENDING ON SPECIES.
4. PLANT MATERIAL SHALL CONFORM TO THE STANDARDS FOR GRADE #1 OR BETTER AS GIVEN IN THE LATEST "GRADES AND STANDARDS FOR NURSERY PLANTS, PARTS I AND II, "FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES OR TO THE STANDARDS AS GIVEN IN THE LATEST "AMERICAN STANDARD FOR NURSERY STOCK," AMERICAN NATIONAL STANDARDS INSTITUTE.
5. PINE BARK OR PINE STRAW SHALL BE PROVIDED A MINIMUM OF TWO TO THREE INCHES IN DEPTH AROUND ALL NEWLY PLANTED LANDSCAPING.
6. A MULCH RING FOR ALL NEWLY PLANTED TREES SHALL BE PROVIDED AT LEAST FIVE (5)FEET IN DIAMETER AND SPACED AT LEAST SIX (6) INCHES AWAY FROM THE TREE TRUNK.
7. IRRIGATION WILL BE PROVIDED WITH AN AUTOMATIC IRRIGATION SYSTEM.
8. TREES SHALL HAVE A MINIMUM HEIGHT OF (8) EIGHT TO (10) TEN FEET AND (2) TWO INCHES IN CALIPER.
9. SHRUB LINES ARE TO BE PLANTED AT THE REQUIRED MINIMUM HEIGHT, NOT BY CONTAINER SIZE.
10. SOIL IN TREE ISLANDS SHALL HAVE AT LEAST 12 INCHES OF SUITABLE SOIL FOR TREE PLANTINGS, AND BE VOID OF ANY CONSTRUCTION DEBRIS OR UNSUITABLE MATERIALS.
11. TREES SHALL NOT BE PLATED CLOSER THAN 7.5' FROM CENTERLINE OF UNDERGROUND UTILITIES.

NOTE:

- 70% OF NEWLY PLANTED TREES NEED TO BE CANOPY TREES.
- ALL INVASIVE PLANT SPECIES SHALL BE REMOVED / DESTROYED

INFRASTRUCTURE DEFICIT
TOTAL INFRASTRUCTURE REMOVED PROTECTED TREE INCHES - TOTAL PLANTED TREE INCHES = INCHES REQUIRING MITIGATION X $25
807" - 169" = 638" X $25 = $15,950

LOTS TREE DEFICIT
TOTAL LOT REMOVED PROTECTED TREE INCHES - TOTAL PLANTED LOT TREE INCHES = INCHES REQUIRING MITIGATION X $25
725" - 63" = 662" X $25 = $16,550

TREE REQUIREMENT CALCULATIONS

COMMON AREAS	
MIN TREE REQUIREMENT	80 INCHES/ACRE
COMMON AREA	1.84 ACRE
MIN TREE INCHES REQUIRED	131 INCHES
REMOVED PROTECTED TREE INCHES	807 INCHES
PRESERVED INCHES	310 INCHES
PLANTED TREE INCHES	169 INCHES
TOTAL PRESERVED + PLANTED TREE INCHES	479 INCHES
LOT AREA	
MINIMUM TREE REQUIREMENT	40 INCHES/ACRE
LOT AREA (LESS EASEMENTS)	1.49 ACRE
MINIMUM TREE INCHES REQUIRED	60 INCHES
REMOVED PROTECTED TREE INCHES	725 INCHES
PRESERVED INCHES	495 INCHES
PLANTED TREE INCHES (LOT AREA ONLY)	63 INCHES
TOTAL PRESERVED + PLANTED TREE INCHES	558 INCHES

PROPOSED TREE PLANTING TABLE

CANOPY TREES	CODE	QTY (%)	COMMON NAME/ BOTANICAL NAME	ROOT	MIN. CAL / MIN. HEIGHT	TOTAL INCHES	NATIVE/NON-NATIVE
	BN	11 34%	DURA HEAT RIVER BIRCH *BETULA NIGRA 'BMMTF' TM*	CONT	6" CAL (MIN.) 14'-16' HT	66"	MULTI-TRUNK; 3-CANE
	MG	3 9%	D.D BLANCHARD MAGNOLIA *MAGNOLIA GRANDIFLORA*	CONT	6" CAL (MIN.) 14'-16' HT	18"	SINGLE LEADER, STRAIGHT
	QV	5 16%	LIVE OAK *QUERCUS VIRGINIANA*	CONT	4" CAL (MIN.) 12'-14' HT	20"	SINGLE LEADER, STRAIGHT
	TDA	13 41%	AUTUMN GOLD BALD CYPRESS *TAXODIUM DISTICHUM ' AUTUMN GOLD'*	CONT	5" CAL (MIN.) 12'-14' HT	65"	SINGLE LEADER, STRAIGHT
TREES PLANTED		32 100%	TOTAL TREE INCHES PLANTED (COMMON AREA ONLY)			169"	

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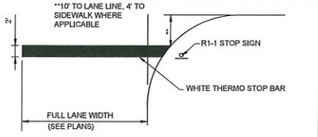
DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

LANDSCAPE PLAN

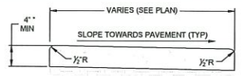
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

14
OF 30



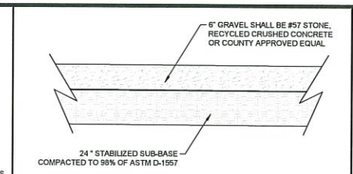
NOTE:
ALL TRAFFIC MARKINGS TO BE SOLID WHITE REFLECTIVE TRAFFIC PAINT.

STOP BAR DETAIL
N.T.S.

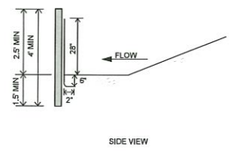


NOTES:
1. SIDEWALKS SHALL BE CONSTRUCTED OF PORTLAND CEMENT CONCRETE, CLASS NON-STRESS (NS), AND ALL METHODS OF CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDING TO THE LATEST EDITION OF THE AMERICAN CONCRETE INSTITUTE STANDARD SPECIFICATIONS.
2. EXPANSION JOINTS SHALL ALSO BE APPLIED AT ALL SIDEWALK INTERSECTIONS.
3. SEE PLANS FOR LOCATION OF DETECTABLE WARNINGS.
4. CONCRETE FOR SIDEWALKS SHALL BE 3,000 PSI MINIMUM, 5" MAX. SLUMP.

CONCRETE SIDEWALK DETAIL
N.T.S.

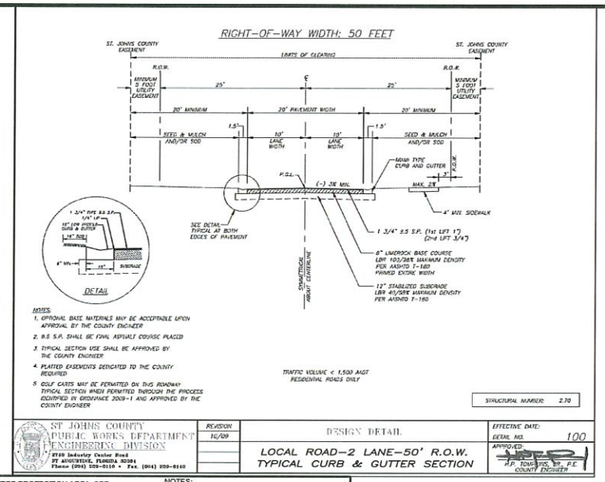


TYPICAL GRAVEL AREA
N.T.S.



NOTE:
USE 36" FDOT APPROVED FABRIC
USE WOOD OR STEEL POSTS

SILT FENCE DETAIL
N.T.S.



NOTES:
1. OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE UPON APPROVAL BY THE COUNTY ENGINEER
2. S.S. S.F. SHALL BE FINAL ASPHALT COURSE PLACED
3. TYPICAL SECTION USE SHALL BE APPROVED BY THE COUNTY ENGINEER
4. PLATTED EASEMENTS DEDICATED TO THE COUNTY REQUIRED
5. GOLF CARTS MAY BE PERMITTED ON THIS ROADWAY TYPICAL SECTION WHEN PERMITTED THROUGH THE PROCESS EQUIPPED IN ORDINANCE 2009-1 AND APPROVED BY THE COUNTY ENGINEER

TRAFFIC VOLUME < 1,500 AADT RESIDENTIAL ROADS ONLY

STRUCTURAL NUMBER: 2.70

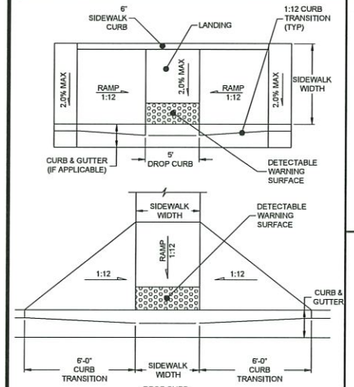
ST JOHNS COUNTY PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION
2750 Industry Center Road
St Augustine, Florida 32084
Phone (904) 209-0150 • Fax (904) 209-0160

REVISION	
10/09	

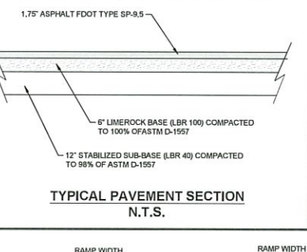
DESIGN DETAIL

LOCAL ROAD–2 LANE–50' R.O.W.
TYPICAL CURB & GUTTER SECTION

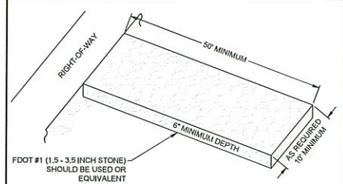
EFFECTIVE DATE:
DETAIL NO. 100
APPROVED:
P. TOMASINO, P.E.
COUNTY ENGINEER



WHEELCHAIR RAMP IN SIDEWALK DETAIL
N.T.S.



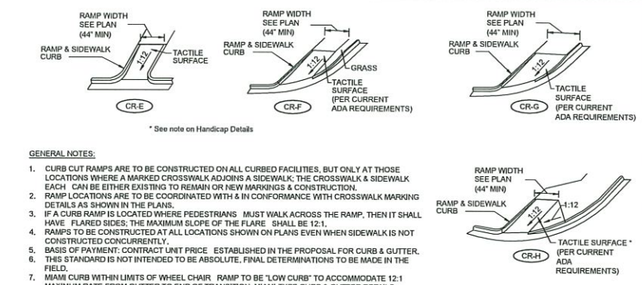
TYPICAL PAVEMENT SECTION
N.T.S.



CONSTRUCTION ENTRANCE DETAIL
N.T.S.

NOTE:
- SEE TYPICAL PAVEMENT SECTION FOR MATERIAL AND THICKNESS

CONNECTION TO EXISTING PAVEMENT DETAIL
N.T.S.

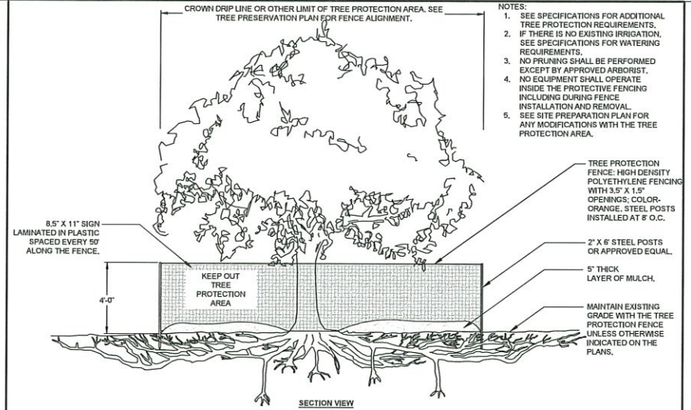


GENERAL NOTES:
1. CURB CUT RAMPS ARE TO BE CONSTRUCTED ON ALL CURBED FACILITIES, BUT ONLY AT THOSE LOCATIONS WHERE A MARKED CROSSWALK ADJOINS A SIDEWALK; THE CROSSWALK & SIDEWALK EACH CAN BE EITHER EXISTING TO REMAIN OR NEW MARKINGS & CONSTRUCTION.
2. RAMP LOCATIONS ARE TO BE COORDINATED WITH & IN CONFORMANCE WITH CROSSWALK MARKING DETAILS AS SHOWN IN THE PLANS.
3. IF A CURB RAMP IS LOCATED WHERE PEDESTRIANS MUST WALK ACROSS THE RAMP, THEN IT SHALL HAVE FLARED SIDES; THE MAXIMUM SLOPE OF THE FLARE SHALL BE 12:1.
4. RAMPS TO BE CONSTRUCTED AT ALL LOCATIONS SHOWN ON PLANS EVEN WHEN SIDEWALK IS NOT CONSTRUCTED CONCURRENTLY.
5. BASIS OF PAYMENT: CONTRACT UNIT PRICE ESTABLISHED IN THE PROPOSAL FOR CURB & GUTTER.
6. THIS STANDARD IS NOT INTENDED TO BE ABSOLUTE, FINAL DETERMINATIONS TO BE MADE IN THE FIELD.
7. MIAMI CURB WITHIN LIMITS OF WHEEL CHAIR RAMP TO BE "LOW CURB" TO ACCOMMODATE 12:1 MAXIMUM RATE FROM GUTTER TO END OF TRANSITION. MIAMI TYPE CURB & GUTTER DETAILS SIMILAR. CURB TRANSITION LENGTH SHALL BE 3'-0".
8. SIDEWALK WIDTH TO MEET REQUIREMENTS OF THE GOVERNING STANDARDS, REGULATIONS AND SPECIFICATIONS, BUT NOT LESS THAN 4'-0".
9. ALL NEW CONCRETE RAMP SURFACES TO RECEIVE TRUNCATED DOMES.
10. DIAGONAL RAMPS ARE TO BE USED AT RADIUS LESS THAN 50'

DETECTABLE WARNING NOTE:

WHERE SHOWN ON PLANS, A CURB RAMP SHALL HAVE A DETECTABLE WARNING COMPLYING WITH 4.29.2 (F.A.C.B.C.). THE DETECTABLE WARNING SHALL EXTEND THE FULL WIDTH AND 2' OF THE CURB RAMP AND SHALL BE CAST-IN-PLACE TACTILE MATS BY ADA SOLUTIONS (TYP). CURB RAMPS SHALL BE STABLE, FIRM, SLIP-RESISTANT, AND SHALL COMPLY WITH 4.5 F.A.C.B.C. RAMP STANDARD WIDTH IS 5', NO RAMP IN ANY CASE SHALL HAVE A WIDTH LESS THAN 44 INCHES.

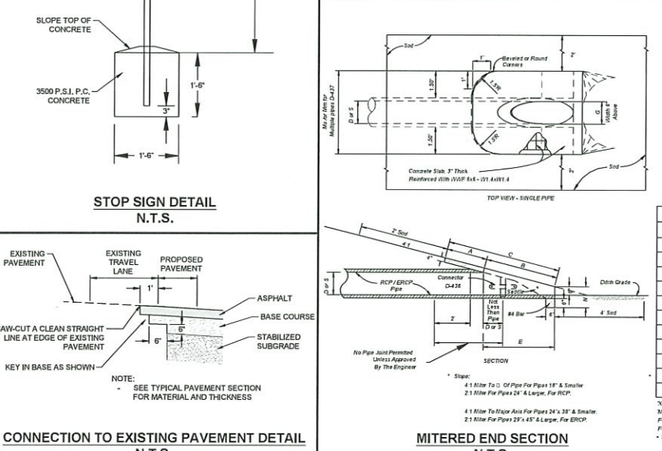
SIDEWALK RAMP DETAILS
N.T.S.



SECTION VIEW

NOTES:
1. SEE SPECIFICATIONS FOR ADDITIONAL TREE PROTECTION REQUIREMENTS.
2. IF THERE IS NO EXISTING IRRIGATION, SEE SPECIFICATIONS FOR WATERING REQUIREMENTS.
3. NO PRUNING SHALL BE PERFORMED EXCEPT BY APPROVED ARBORIST.
4. NO EQUIPMENT SHALL OPERATE INSIDE THE PROTECTIVE FENCING INCLUDING DURING FENCE INSTALLATION AND REMOVAL.
5. SEE SITE PREPARATION PLAN FOR ANY MODIFICATIONS WITH THE TREE PROTECTION AREA.

TREE PROTECTION DETAIL
N.T.S.



MITERED END SECTION
N.T.S.

DIMENSIONS FOR R.C.P.

D	X	A	B	C	E	F	G	Hs	N
15"	2.58'	2.27'	4.09'	6.76'	4.00'	8'	1.22'	4.83'	1.19'
18"	2.83'	2.36'	5.12'	7.48'	5.00'	9'	1.41'	4.92'	1.21'
24"	3.42'	2.53'	7.18'	9.71'	7.00'	11'	1.73'	5.50'	1.25'
30"	4.25'	2.70'	9.25'	11.95'	9.00'	13'	2.00'	6.08'	1.29'
36"	5.08'	2.87'	11.31'	14.18'	11.00'	15'	2.24'	6.67'	1.33'
42"	6.00'	3.03'	13.37'	16.42'	13.00'	17'	2.45'	7.25'	1.38'
48"	6.75'	3.22'	15.43'	18.65'	15.00'	19'	2.67'	7.83'	1.42'
54"	7.67'	3.39'	17.49'	20.89'	17.00'	21'	2.83'	8.42'	1.46'
60"	8.50'	3.56'	19.50'	23.11'	19.00'	23'	3.00'	9.00'	1.50'

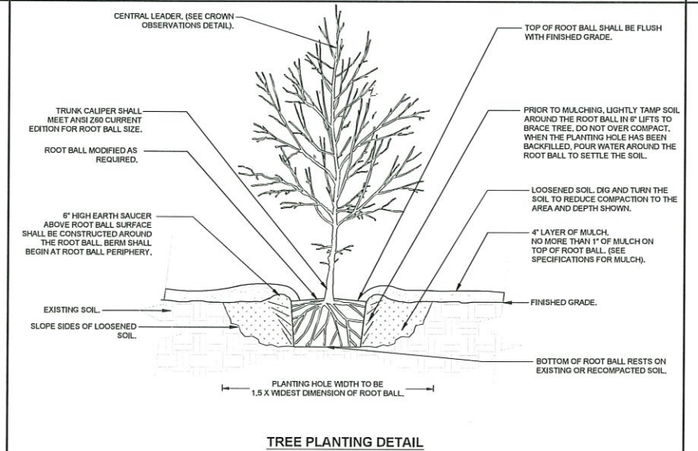
5.42' 8.25' DIMENSIONS PERMITTED TO ALLOW USE OF 8' STANDARD PIPE LENGTHS.
10.42' 10.10' DIMENSIONS PERMITTED TO ALLOW USE OF 12' STANDARD PIPE LENGTHS.
CONCRETE SLAB SHALL BE DEEPENED TO FRON BRIDGE ACROSS CROWN OF PIPE. SEE SECTION.

DIMENSIONS FOR E.R.C.P.

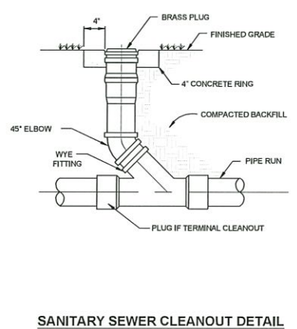
RISE R	SPAN S	X	A	B	C	E	F	G	Hs	N
12"	18"	2.83'	2.39'	3.06'	5.42'	3.00'	5'	1.50'	4.92'	1.21'
14"	23"	3.33'	2.44'	3.75'	6.18'	3.70'	6'	1.90'	5.33'	1.23'
19"	30"	4.00'	2.62'	5.47'	8.09'	5.26'	8'	2.37'	6.04'	1.27'
24"	38"	5.00'	2.79'	7.18'	9.97'	7.03'	10'	2.83'	6.75'	1.31'
29"	45"	5.92'	3.00'	8.90'	11.95'	8.70'	12'	3.13'	7.50'	1.39'
34"	53"	7.00'	3.22'	10.62'	13.64'	10.36'	13'	3.37'	8.25'	1.42'
38"	60"	7.83'	3.39'	11.39'	15.38'	11.70'	15'	3.95'	8.92'	1.46'
43"	68"	8.92'	3.56'	13.71'	17.27'	13.24'	17'	4.28'	9.67'	1.50'
48"	76"	9.92'	3.73'	15.43'	19.16'	15.03'	19'	4.59'	10.42'	1.54'
53"	83"	10.67'	3.91'	17.15'	21.06'	16.70'	20'	4.77'	11.08'	1.58'
58"	91"	11.67'	4.08'	18.87'	22.95'	18.34'	22'	5.01'	11.83'	1.63'

'X'=DISTANCE FROM CENTER OF PIPE TO CENTER OF PIPE.
'Hm'=DIMENSIONS FOR MULTIPLE PIPES.
FORMULA TO DETERMINE 'Hm' FOR MULTIPLE PIPES = Hs+X (NO. OF PIPES -1)
FOR 'Hs' AND 'X' DIMENSIONS, SEE TABLE ABOVE.
* SPECIAL ORDER, NOT STANDARD SIZE

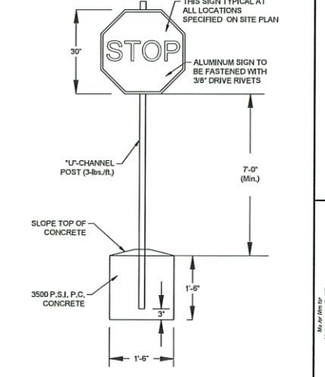
MES TABLE OF DIMS



TREE PLANTING DETAIL
N.T.S.



SANITARY SEWER CLEANOUT DETAIL
N.T.S.



STOP SIGN DETAIL
N.T.S.

MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-6687

JEREMY W. CALLOWAY
CA#34646 PE#70838

REVISIONS			
#	DATE	DESCRIPTION	
3	01-16-2026	REVISED PER SJC COMMENTS	
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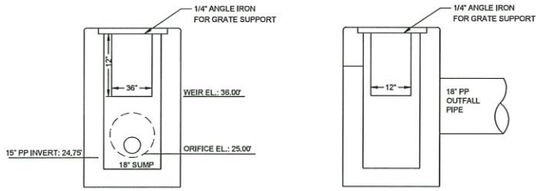
5	03-27-2026	REVISED PER COSA COMMENTS	
6	03-15-2026	REVISED PER SJC COMMENTS	
7	05-19-2026	REVISED PER COSA COMMENTS	

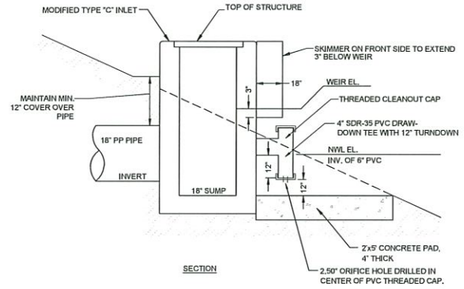
DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

CONSTRUCTION DETAILS
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

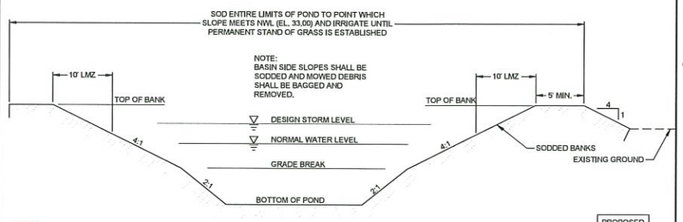
15
OF 30



GRATE ELEV.	37.00
60" TOTAL WEIR ELEV.	36.00
ORIFICE ELEV. + NWL	35.00
BOTTOM OF TURNDOWN	34.00
OUTFALL PIPE INV. ELEV.	34.75



CS-1: MODIFIED TYPE 'C' CONTROL STRUCTURE
N.T.S.

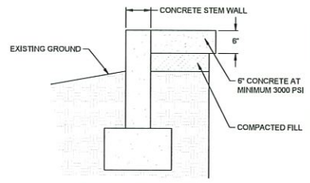


NOTES:

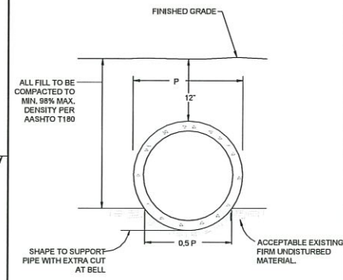
1. LOW MAINTENANCE ZONE (LMZ):
   NO MOWED OR CUT VEGETATIVE MATERIAL SHALL BE DEPOSITED OR REMAINING IN THE LOW MAINTENANCE ZONE OR DEPOSITED IN THE WATER.
2. CARE SHOULD BE TAKEN TO PREVENT THE OVER-SPRAY OF AQUATIC WEED PRODUCTS INTO THE LOW MAINTENANCE ZONE.

	PROPOSED WET DETENTION POND
TOP OF BANK ELEVATION	37.50
100 yr. STORM WATER ELEV.	37.20
25 yr. STORM WATER ELEV.	36.77
5 yr. STORM WATER ELEV.	36.31
MEAN ANNUAL STORM WATER ELEV.	36.10
NORMAL WATER LEVEL	35.00
GRADE BREAK	33.00
BOTTOM OF POND ELEVATION	23.00

WET DETENTION POND CROSS SECTION
N.T.S.

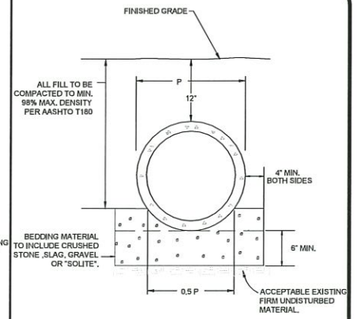


STEM WALL DETAIL
N.T.S.



EACH LIFT TO BE COMPLETELY COMPACTED TO REQUIRED DENSITY BEFORE STARTING NEXT LIFT NO LIFT TO EXCEED 6" WHEN COMPACTED.

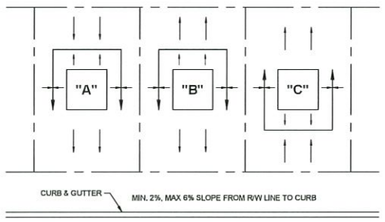
PIPE BEDDING CASE 1
N.T.S.



TO FACILITATE DEWATERING, POCKETS CAN BE UNDERCUT AT CONVENIENT INTERVALS & FILLED WITH GRAVEL TO ESTABLISH LOCATIONS FOR SUCTION END OF DEWATERING PUMP.

EACH LIFT TO BE COMPLETELY COMPACTED TO REQUIRED DENSITY BEFORE STARTING NEXT LIFT. NO LIFT TO EXCEED 6" WHEN COMPACTED.

PIPE BEDDING CASE 2
N.T.S.



TYPICAL LOT GRADING
N.T.S.

JEREMY W. GALLOWAY
CA#34646 PE#70838
MAVERICK ENGINEERING
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ST. JOHNS, FLORIDA 32259
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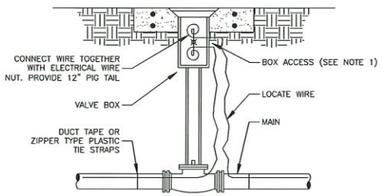
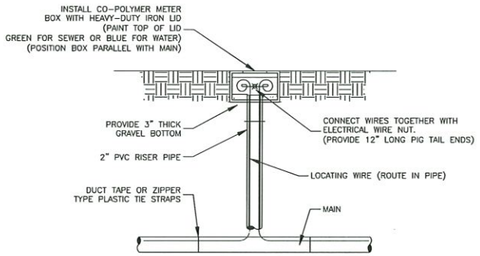


LOCATE WIRE BOX UTILIZING VALVE BOX



LOCATE WIRE BOX UTILIZING METER BOX

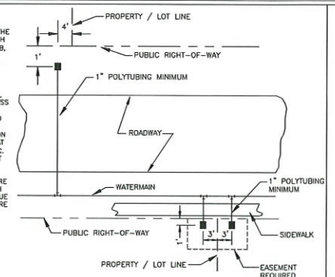
NOTES:

1. LOCATE WIRE SHALL ENTER THE VALVE BOX THROUGH A 3/4"ø (MIN) HOLE OR SHALL BE ROUTED THROUGH THE JOINTS OF THE VALVE BOX ADJUSTMENT SECTION.
2. SEE ADDITIONAL NOTES AND REQUIREMENTS ON DETAILS SS-56 AND W-56.

C.O.S.A.

LOCATE WIRE BOX	REVISION DATE:	FEB 2017
	NOT TO SCALE	SS-55&W-55

NOTE:
FOR LOCATIONS WITH CURBING, ETCH THE LETTER "W" MINIMUM OF 2 INCHES HIGH AND 1/4 INCH DEEP IN FACE OF CURB, AND PAINT BLUE. FOR LOCATIONS WITHOUT CURBING BUT WITH SIDEWALK, ETCH THE LETTER "W" MINIMUM OF 2 INCHES HIGH AND 1/4 INCH DEEP IN FRONT OF SIDEWALK, AND PAINT BLUE. AS AN ALTERNATIVE TO ETCHING IN ALL LOCATIONS AND CONDITIONS, A STAINLESS STEEL DISC AND NAIL MAY BE USED. DISC SHALL BE 1-1/2" DIAMETER, AND ENGRAVED WITH THE WORD "WATER" CENTERED AT THE 12 O'CLOCK POSITION AND THE WORD "SERVICE" CENTERED AT THE 6 O'CLOCK POSITION ON THE DISC. NAIL AND DISC SHALL BE INSTALLED AT THE EDGE OF PAVEMENT, CURBING OR SIDEWALK DIRECTLY IN LINE WITH THE WATER SERVICE. THE CITY MAY REQUIRE OTHER MEANS OF IDENTIFICATION, SUCH AS TREATED FENCE POSTS PAINTED BLUE ON TOP TO MARK SERVICES FOR FUTURE DEVELOPMENT.

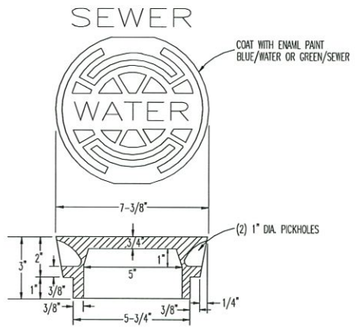


NOTES:

1. THE SKETCHES ABOVE ARE SUGGESTIONS FOR SOME TYPICAL INSTALLATIONS. ACTUAL INSTALLATIONS MAY VARY SLIGHTLY ACCORDING TO FIELD CONDITIONS. CITY INSPECTOR SHALL DIRECT METER BOX LOCATIONS FOR A-TYPICAL INSTALLATIONS.
2. IF AN EASEMENT IS LOCATED BETWEEN LOTS, METERS TO BE LOCATED 3' OUTSIDE OF EASEMENT LINE.
3. WHENEVER POSSIBLE, METER BOXES SHALL BE LOCATED OUTSIDE OF PAVEMENT.
4. METER BOXES SHALL BE INSTALLED ON LEVEL GROUND.
5. WHERE METER BOXES ARE INSTALLED ON PRIVATE PROPERTY, A UTILITY EASEMENT WILL BE REQUIRED.

C.O.S.A.

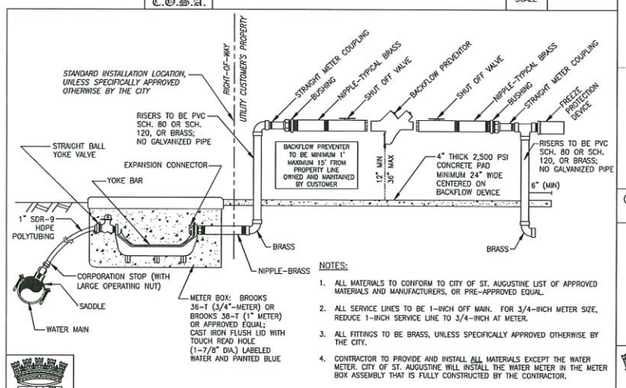
WATER METER LOCATIONS 3/4" - 2" METERS	REVISION DATE:	FEB 2017
	NOT TO SCALE	W-1



NOTE:
COVER SHALL BE STAMPED "WATER" OR "SEWER" AS APPROPRIATE.

C.O.S.A.

VALVE BOX COVER	REVISION DATE:	FEB 2017
	NOT TO SCALE	SS-31&W-16

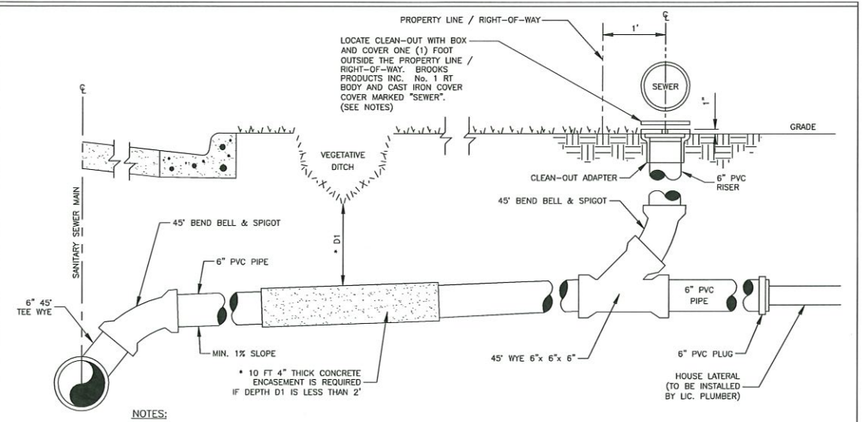


NOTES:

1. ALL MATERIALS TO CONFORM TO CITY OF ST. AUGUSTINE LIST OF APPROVED MATERIALS AND MANUFACTURERS, OR PRE-APPROVED EQUAL.
2. ALL SERVICE LINES TO BE 1-INCH OFF MAIN. FOR 3/4-INCH METER SIZE, REDUCE 1-INCH SERVICE LINE TO 3/4-INCH AT METER.
3. ALL FITTINGS TO BE BRASS, UNLESS SPECIFICALLY APPROVED OTHERWISE BY THE CITY.
4. CONTRACTOR TO PROVIDE AND INSTALL ALL MATERIALS EXCEPT THE WATER METER. CITY OF ST. AUGUSTINE WILL INSTALL THE WATER METER IN THE METER BOX ASSEMBLY THAT IS FULLY CONSTRUCTED BY THE CONTRACTOR.

C.O.S.A.

3/4" AND 1" TAP / WATER METER SET-UP WITH BACKFLOW PREVENTER CONFIGURATION	REVISION DATE:	FEB 2017
	NOT TO SCALE	W-2B



NOTES:

1. LATERALS AND FITTINGS SHALL BE A MINIMUM OF SIX (6) INCHES IN DIAMETER. SERVICES AND FITTINGS SHALL BE A MINIMUM OF SIX (6) INCHES IN DIAMETER FOR SINGLE FAMILY RESIDENTIAL INSTALLATIONS AND SIX (6) INCHES IN DIAMETER FOR ALL OTHER INSTALLATIONS. SINGLE LATERALS ONLY SHALL BE ALLOWED.
2. ALL LATERALS SHALL EXTEND FROM THE SEWER MAIN TO ONE (1) FOOT OUTSIDE THE RIGHT-OF-WAY TERMINATING WITH A TWO-WAY CLEANOUT TO BE INSTALLED ONE (1) FOOT OUTSIDE THE RIGHT-OF-WAY BY THE CONTRACTOR. PAYMENT TO THE CITY FOR THE RIGHT-OF-WAY CLEANOUT SHALL BE MADE BY THE OWNER AS PART OF THE SEWER SERVICE CONNECTION FEE. THE RIGHT-OF-WAY CLEANOUT SHALL BE MAINTAINED BY THE OWNER.
3. IN ADDITION TO THE RIGHT-OF-WAY CLEANOUT, A CLEANOUT AT EACH BUILDING SHALL BE INSTALLED BY THE BUILDING CONTRACTOR.
4. FOR LOCATIONS WITH CURBING, ETCH THE LETTER "S" MINIMUM OF 2 INCHES HIGH AND 1/4 INCH DEEP IN FACE OF CURB, AND PAINT GREEN. FOR LOCATIONS WITHOUT CURBING BUT WITH SIDEWALK, ETCH THE LETTER "S" MINIMUM OF 2 INCHES HIGH AND 1/4 INCH DEEP IN FRONT OF SIDEWALK, AND PAINT GREEN. AS AN ALTERNATIVE TO ETCHING IN ALL LOCATIONS AND CONDITIONS, A STAINLESS STEEL DISC AND NAIL MAY BE USED. DISC SHALL BE 1-1/2" DIAMETER, AND ENGRAVED WITH THE WORD "SEWER" CENTERED AT THE 12 O'CLOCK POSITION AND THE WORD "SERVICE" CENTERED AT THE 6 O'CLOCK POSITION ON THE DISC. NAIL AND DISC SHALL BE INSTALLED AT THE EDGE OF PAVEMENT, CURBING OR SIDEWALK DIRECTLY IN LINE WITH THE SEWER SERVICE. THE CITY MAY REQUIRE OTHER MEANS OF IDENTIFICATION, SUCH AS TREATED FENCE POSTS PAINTED GREEN ON TOP TO MARK SERVICES FOR FUTURE DEVELOPMENT.
5. SEE ALSO DETAIL SS-20.

C.O.S.A.

GRAVITY SEWER SERVICE CONNECTION	REVISION DATE:	FEB 2017
	NOT TO SCALE	SS-19

OTHER PIPE	HORIZONTAL SEPARATION	CROSSINGS (1)	JOINT SPACING @ CROSSINGS (FULL JOINT CENTERED)
STORM SEWER, STORMWATER FORCE MAIN RECLAIMED WATER (2)	WATER MAIN / 3 FT. MINIMUM / OTHER PIPE	WATER MAIN / 12 IN. MIN., EXCEPT STORM SEWER, THEN 6 IN. MIN., 12 IN. PREFERRED / OTHER PIPE	ALTERNATE 3 FT. MINIMUM / WATER MAIN
VACUUM SANITARY SEWER	WATER MAIN / 10 FT. PREFERRED 3 FT. MINIMUM / OTHER PIPE	WATER MAIN / 12 IN. PREFERRED 6 IN. MINIMUM / OTHER PIPE	ALTERNATE 3 FT. MINIMUM / WATER MAIN
GRAVITY OR PRESSURE SANITARY SEWER, SANITARY SEWER FORCE MAIN, RECLAIMED WATER (4)	WATER MAIN / 10 FT. PREFERRED 6 FT. MINIMUM (3) / OTHER PIPE	WATER MAIN / 12 IN. MIN., EXCEPT GRAVITY SEWER, THEN 6 IN. MIN., 12 IN. PREFERRED / OTHER PIPE	ALTERNATE 6 FT. MINIMUM / WATER MAIN
ON-SITE SEWAGE TREATMENT & DISPOSAL SYSTEM	10 FT. MINIMUM	—	—

ALL DISTANCES ARE TO OUTER PIPE WALL.
(1) WATER MAIN SHOULD CROSS ABOVE OTHER PIPE WHEN AT ALL POSSIBLE. WHEN WATER MAIN MUST BE BELOW OTHER PIPE, THE MINIMUM SEPARATION IS 18 INCHES.
(2) RECLAIMED WATER REGULATED UNDER PART III OF CHAPTER 62-610, F.A.C.
(3) 3 FT. FOR GRAVITY SANITARY SEWER WHERE THE BOTTOM OF THE WATER MAIN IS LAID AT LEAST 6 INCHES ABOVE THE TOP OF THE GRAVITY SANITARY SEWER.
(4) RECLAIMED WATER NOT REGULATED UNDER PART III OF CHAPTER 62-610 F.A.C.

DESIGN SEPARATION SHALL BE GREATER THAN MINIMUMS TO ALLOW FOR TOLERANCE IN FIELD. CITY INSPECTOR MAY DIRECT ALTERNATE SEPARATION REQUIREMENTS BASED ON FIELD CONDITIONS.
DISCLAIMER – THIS DETAIL IS PROVIDED FOR CONVENIENCE ONLY. PLEASE REFER TO F.A.C. RULE 62-555.314 AND C.O.S.A. STANDARDS AND SPECIFICATIONS DESIGN MANUAL AND DETAILS FOR ADDITIONAL CONSTRUCTION REQUIREMENTS.

C.O.S.A.

UTILITY SEPARATION REQUIREMENTS	REVISION DATE:	FEB 2017
	NOT TO SCALE	SS-42&W-3

STATE OF FLORIDA — JEREMY W. CALLOWAY — LICENSE NO. 73828 — PROFESSIONAL ENGINEER
MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-6687

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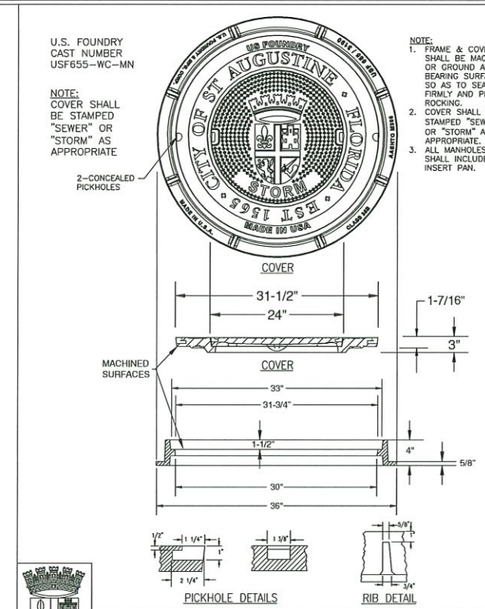
6	05-13-2026	REVISED PER COSA COMMENTS
7	06-12-2026	REVISED PER COSA COMMENTS

DRAWING BY: ME
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

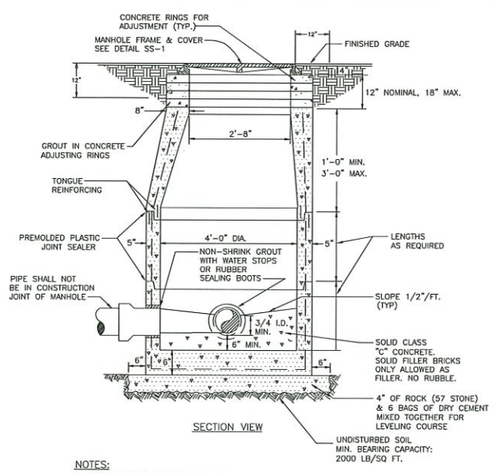
COSA UTILITY DETAILS
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL.
PREPARED FOR:
HABITAT FOR HUMANITY

17
OF 30



STORM/SEWER MANHOLE COVER AND FRAME

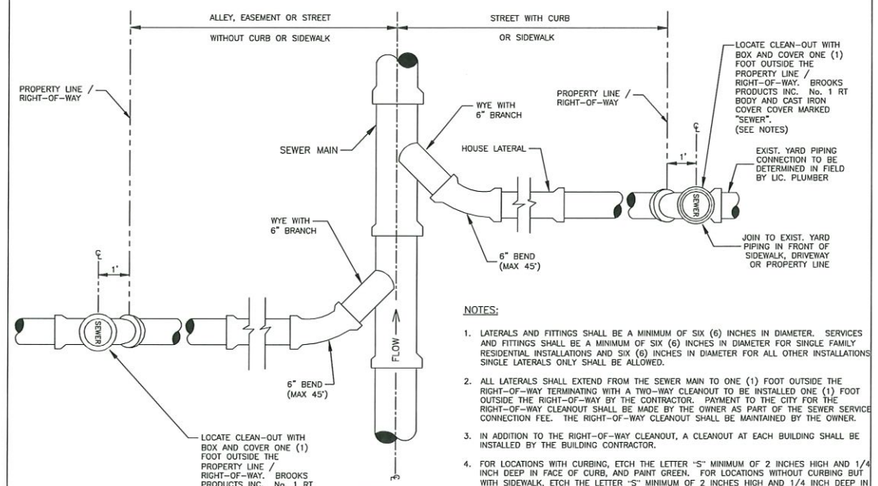
REVISION DATE:	FEB 2017
NOT TO SCALE	SS–1



NOTES:
1. PRECAST MANHOLE SECTIONS TO BE MANUFACTURED IN ACCORDANCE WITH LATEST EDITIONS OF ASTM C478 WITH 4000 PSI CONCRETE, TYPE II CEMENT.
2. THE EXTERIOR OF MANHOLE AND ADJUSTMENT RINGS SHALL BE GIVEN TWO COATS OF WATERPROOFING MATERIAL. CS–55 BY CONCRETE SEALANTS, INC. OR APPROVED EQUAL. DO NOT COAT JOINT OR PIPE OPENING SURFACES.
3. THE INTERIOR SURFACE SHALL BE COATED WITH SEWPERCOAT OR SPECTRASHIELD PROTECTIVE COATING SYSTEM TO PREVENT CONCRETE DETERIORATION FROM HYDROGEN SULFIDE AND OTHER CORROSIVE GASES.
4. IF SPECIALTY LINER TO BE INSTALLED ON INSIDE OF MANHOLE, INTERIOR COATING SHALL BE OMITTED.
5. MANHOLES IMMEDIATELY UPSTREAM OF PUMPING STATIONS REQUIRE FIBERGLASS LINING. MANHOLES RECEIVING FORCE MAIN FLOW LESS THAN OR EQUAL TO 4–INCH FORCE MAIN MAY BE LINED WITH SEWPERCOAT OR SPECTRASHIELD. MANHOLES RECEIVING FORCE MAIN FLOW GREATER THAN 4–INCH FORCE MAIN REQUIRE FIBERGLASS LINING.

SANITARY SEWER TYPE "A" MANHOLE 8" – 21" SEWERS

REVISION DATE:	FEB 2017
NOT TO SCALE	SS–2



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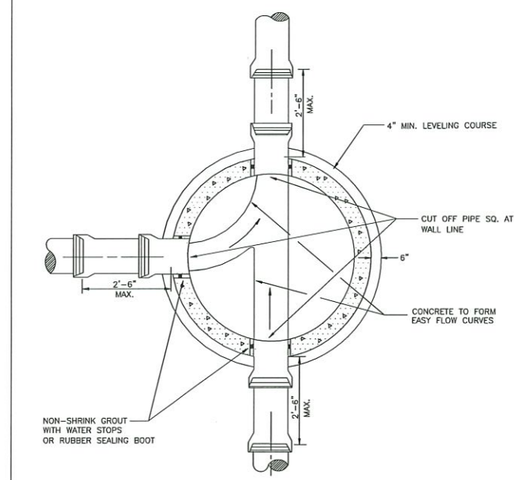
1. LATERALS AND FITTINGS SHALL BE A MINIMUM OF SIX (6) INCHES IN DIAMETER. SERVICES AND FITTINGS SHALL BE A MINIMUM OF SIX (6) INCHES IN DIAMETER FOR SINGLE FAMILY RESIDENTIAL INSTALLATIONS AND SIX (6) INCHES IN DIAMETER FOR ALL OTHER INSTALLATIONS. SINGLE LATERALS ONLY SHALL BE ALLOWED.
2. ALL LATERALS SHALL EXTEND FROM THE SEWER MAIN TO ONE (1) FOOT OUTSIDE THE RIGHT–OF–WAY TERMINATING WITH A TWO–WAY CLEANOUT TO BE INSTALLED ONE (1) FOOT OUTSIDE THE RIGHT–OF–WAY BY THE CONTRACTOR. PAYMENT TO THE CITY FOR THE RIGHT–OF–WAY CLEANOUT SHALL BE MADE BY THE OWNER AS PART OF THE SEWER SERVICE CONNECTION FEE. THE RIGHT–OF–WAY CLEANOUT SHALL BE MAINTAINED BY THE OWNER.
3. IN ADDITION TO THE RIGHT–OF–WAY CLEANOUT, A CLEANOUT AT EACH BUILDING SHALL BE INSTALLED BY THE BUILDING CONTRACTOR.
4. FOR LOCATIONS WITH CURBING, ETCH THE LETTER "S" MINIMUM OF 2 INCHES HIGH AND 1/4 INCH DEEP IN FACE OF CURB, AND PAINT GREEN. FOR LOCATIONS WITHOUT CURBING BUT WITH SIDEWALK, ETCH THE LETTER "S" MINIMUM OF 2 INCHES HIGH AND 1/4 INCH DEEP IN FRONT OF SIDEWALK, AND PAINT GREEN. AS AN ALTERNATIVE TO ETCHING IN ALL LOCATIONS AND CONDITIONS, A STAINLESS STEEL DISC AND NAIL MAY BE USED. DISC SHALL BE 1–1/2" DIAMETER, AND ENGRAVED WITH THE WORD "SEWER" CENTERED AT THE 12 O'CLOCK POSITION AND THE WORD "SERVICE" CENTERED AT THE 6 O'CLOCK POSITION ON THE DISC. NAIL AND DISC SHALL BE INSTALLED AT THE EDGE OF PAVEMENT, CURBING OR SIDEWALK DIRECTLY IN LINE WITH THE SEWER SERVICE. THE CITY MAY REQUIRE OTHER MEANS OF IDENTIFICATION, SUCH AS TREATED FENCE POSTS PAINTED GREEN ON TOP TO MARK SERVICES FOR FUTURE DEVELOPMENT.
5. SEE ALSO DETAIL SS–19.

HOUSE LATERAL PLAN

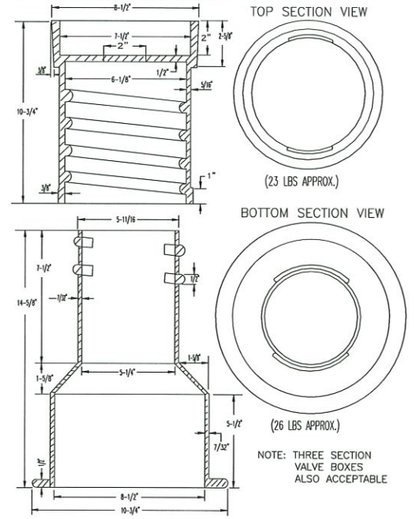
REVISION DATE:	FEB 2017
NOT TO SCALE	SS–20



PLAN VIEW

PLAN VIEW TYPE "A" MANHOLE 8" – 21" SEWERS

REVISION DATE:	FEB 2017
NOT TO SCALE	SS–3

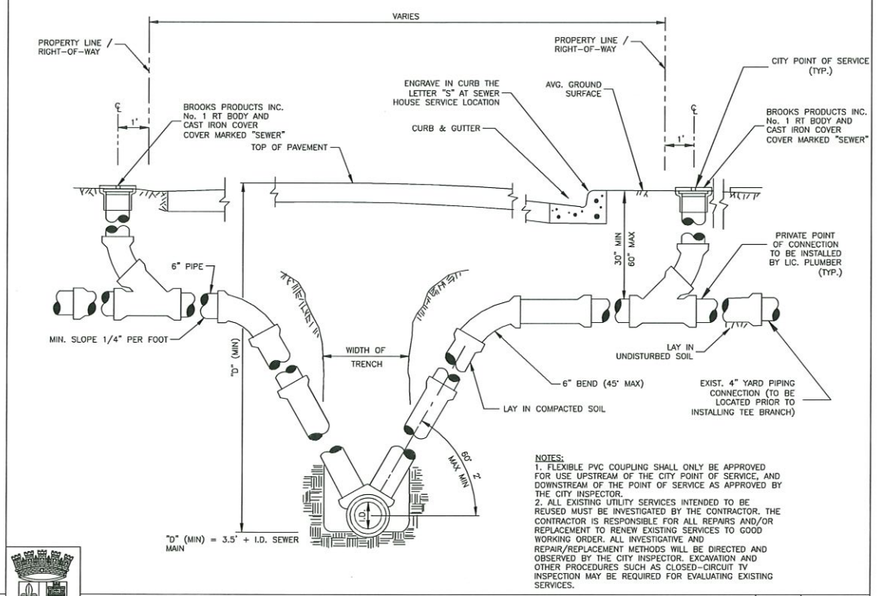


NOTE: THREE SECTION VALVE BOXES ALSO ACCEPTABLE

NOTES:
1. ALL UNDERGROUND VALVES SHALL BE INSTALLED WITH AN ADJUSTABLE CAST IRON VALVE BOX WITH TOP SET TO FINAL GRADE. ALL VALVES SHALL HAVE PEG LOCATORS (145.7 KILOHERTZ).
2. ALL UNDERGROUND VALVES SHALL BE INSTALLED SO THAT THE OPERATING NUT IS ACCESSIBLE USING A STANDARD VALVE KEY. VALVE EXTENSIONS SHALL BE INSTALLED AS NECESSARY SO THAT THE OPERATING NUT IS A MAXIMUM OF 36" BELOW FINAL GRADE.

VALVE BOX

REVISION DATE:	FEB 2017
NOT TO SCALE	SS–32&W–17



NOTES:
1. FLEXIBLE PVC COUPLING SHALL ONLY BE APPROVED FOR USE UPSTREAM OF THE CITY POINT OF SERVICE, AND DOWNSTREAM OF THE POINT OF SERVICE AS APPROVED BY THE CITY INSPECTOR.
2. ALL EXISTING UTILITY SERVICES INTENDED TO BE REUSED MUST BE INVESTIGATED BY THE CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR ALL REPAIRS AND/OR REPLACEMENT TO RENEW EXISTING SERVICES TO GOOD WORKING ORDER. ALL INVESTIGATIVE AND REPAIR/REPLACEMENT METHODS WILL BE DIRECTED AND OBSERVED BY THE CITY INSPECTOR. EXCAVATION AND OTHER PROCEDURES SUCH AS CLOSED–CIRCUIT TV INSPECTION MAY BE REQUIRED FOR EVALUATING EXISTING SERVICES.

HOUSE LATERAL SECTION

REVISION DATE:	FEB 2017
NOT TO SCALE	SS–21

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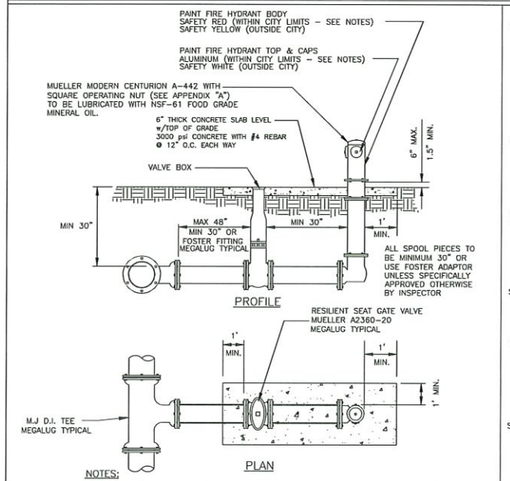
REVISIONS

#	DATE	DESCRIPTION
2	01-16-2026	REVISED PER SJC COMMENTS
3	02-06-2026	REVISED PER SJC COMMENTS (NOTE ADDED)
4	03-27-2026	REVISED PER COSA COMMENTS
5	03-19-2026	REVISED PER SJC COMMENTS
6	05-19-2026	REVISED PER COSA COMMENTS
7		

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

COSA UTILITY DETAILS
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR: HABITAT FOR HUMANITY

18
OF 30



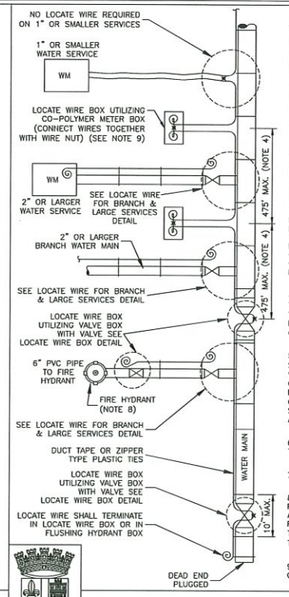
NOTES:

1. ALL METAL PARTS OF THE HYDRANT BOTH INSIDE AND OUTSIDE SHALL BE PAINTED BY THE CONTRACTOR IN ACCORDANCE WITH AWWA C501.
2. ALL INSIDE SURFACES AND THE OUTSIDE SURFACES BELOW THE GROUND LINE SHALL BE COATED WITH TWO (2) COATS OF ASPHALT VARNISH IN COMPLIANCE WITH NSF-61, THE FIRST COAT HAVING DRIED THOROUGHLY BEFORE THE SECOND IS APPLIED.
3. THE OUTSIDE OF THE HYDRANT ABOVE THE FINISHED GRADE LINE SHALL BE THOROUGHLY CLEANED AND PAINTED BY THE CONTRACTOR WITH ONE (1) COAT OF PRIMER PAINT OF A DURABLE COMPOSITION.
4. HYDRANTS LOCATED WITHIN CITY LIMITS SHALL BE PAINTED BY THE CONTRACTOR WITH ONE (1) ADDITIONAL COAT OF SAFETY RED AND ALUMINUM GLOSS ENAMEL PAINT, URETHANE ALKYD OR OTHER INDUSTRIAL COATING (SEE DETAIL). HYDRANTS LOCATED OUTSIDE CITY LIMITS SHALL BE PAINTED ACCORDING TO COUNTY SPECIFICATIONS.
5. SPOOL PIECE TO BE MIN. 30" OR USE FOSTER ADAPTOR APPROVED IN ADVANCE BY CITY.

C.O.S.A.

FIRE HYDRANT INSTALLATION

REVISION DATE:	FEB 2017
NOT TO SCALE	W-12



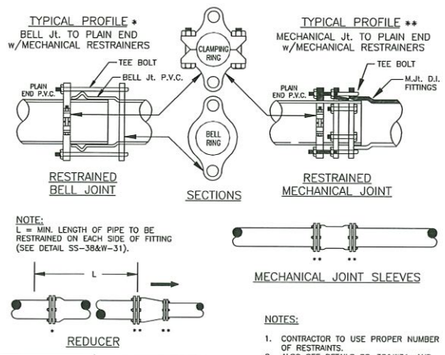
NOTES:

1. LOCATING WIRE TO BE INSTALLED IN EITHER THE ONE OR ELEVEN O'CLOCK POSITION ON ALL DUCTILE IRON OR PVC (PRESSURE MAINS). LOCATE WIRE SHALL ALSO BE INSTALLED ON ALL (HDPE) POLY MAIN PIPING (1:00 OR 11:00 POSITION, IF POSSIBLE).
2. SECURE LOCATING WIRE TO PVC & D.I.P. WATER MAIN BY USE OF DUCT TAPE OR ZIPPER TYPE PLASTIC TIE STRAPS SPACED AT A MAXIMUM DISTANCE OF TEN (10') AND AT EACH SIDE OF BELL JOINT OR FITTING.
3. THE ENTIRE LOCATING SYSTEM SHALL BE INSPECTED BY THE COSA PRIOR TO BACKFILLING. AFTER BACKFILLING, THE ENTIRE LOCATING SYSTEM SHALL BE TESTED BY A CERTIFIED UTILITY LOCATOR OR BY A LICENSED ELECTRICAL CONTRACTOR TO DETERMINE ITS RELIABILITY AND CONTINUITY, WITH THE TEST REPORT SUBMITTED TO THE COSA. THE COSA SHALL BE NOTIFIED 72 HOURS IN ADVANCE OF ANY LOCATE WIRE TESTING. WHERE INSTALLED UNDER PAVEMENT AREAS, TESTING SHALL BE DONE PRIOR TO THE PLACEMENT OF PAVEMENT. IF ANY LOCATION IS IDENTIFIED WHERE THE TRACER WIRE IS NOT CONTINUOUS, THE CONTRACTOR, AT NO ADDITIONAL COST TO THE OWNER, SHALL MAKE NECESSARY REPAIRS.
4. LOCATING WIRE SHALL TERMINATE WITHIN AN ACTIVE VALVE BOX (WITH A VALVE) OR A METER BOX (IF NO VALVE) AT MAXIMUM 475' INTERVALS. SEE DETAIL LOCATE WIRE BOX. WIRE CONNECTIONS BELOW GROUND (OUTSIDE OF A BOX) SHALL BE AVOIDED.
5. LOCATING WIRE SHALL BE 10 GAUGE, SINGLE STRAND, UF RATED (DIRECT BURIAL), COPPER WIRE WITH 30 MIL (MIN.) INSULATION WITH EITHER WHITE OR YELLOW COLOR. FOR HDD INSTALLATIONS, THE LOCATE WIRE SHALL BE 12 AWG COPPER-CLAD CARBON STEEL WITH 20 MILS (MIN) INSULATION, AS SPECIFIED IN SECTION 33 OF THE COSA STANDARDS AND SPECIFICATIONS DESIGN MANUAL, LATEST EDITION.
6. " ✕ " INDICATES THAT THE WIRES ARE CONNECTED TOGETHER.
7. " @ " INDICATES A WIRE PIG-TAIL (12" LONG).
8. FOR FIRE, HYDRANT LOCATE WIRE IS ONLY REQUIRED IF THE DISTANCE BETWEEN TAPPING VALVE AND HYDRANT IS OVER 15 LINEAR FEET. IF LOCATE IS REQUIRED, THE WIRE SHALL BE ROUTED FROM THE TAPPING VALVE TO A LOCATE WIRE BOX (LOCATE NEXT TO HYDRANT).
9. AN "LW" CUT SHALL BE CARVED IN THE CONCRETE CURB AND PAINTED AT ALL LOCATE WIRE BOXES.

C.O.S.A.

LOCATE WIRE CONSTRUCTION FOR WATER MAINS

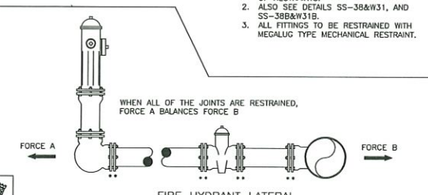
REVISION DATE:	FEB 2017
NOT TO SCALE	W-56



NOTE:
L = MIN. LENGTH OF PIPE TO BE RESTRAINED ON EACH SIDE OF FITTING (SEE DETAIL SS-38&W-31).

NOTES:

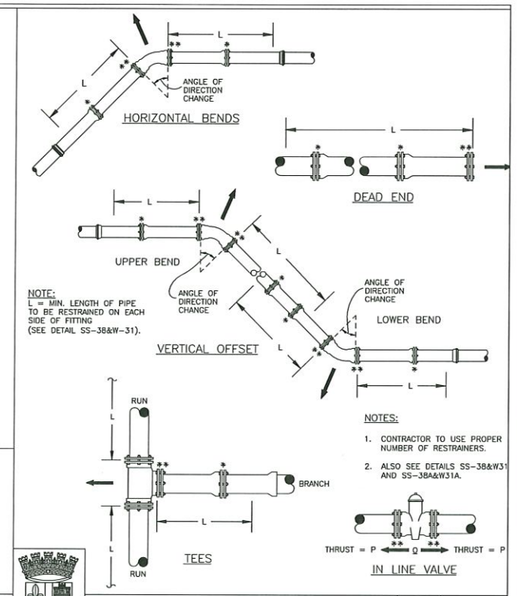
1. CONTRACTOR TO USE PROPER NUMBER OF RESTRAINTS.
2. ALSO SEE DETAILS SS-38&W31, AND SS-38B&W31B.
3. ALL FITTINGS TO BE RESTRAINED WITH MEGALUG TYPE MECHANICAL RESTRAINT.



C.O.S.A.

MECHANICAL RESTRAINT DETAILS

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-38A&W-31A



NOTE:
L = MIN. LENGTH OF PIPE TO BE RESTRAINED ON EACH SIDE OF FITTING (SEE DETAIL SS-38&W-31).

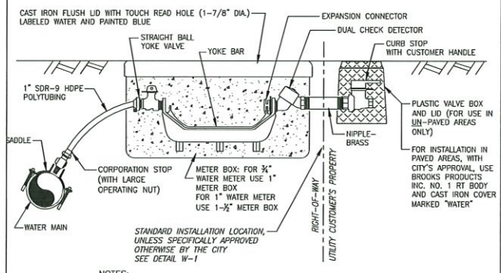
NOTES:

1. CONTRACTOR TO USE PROPER NUMBER OF RESTRAINTS.
2. ALSO SEE DETAILS SS-38&W31 AND SS-38A&W31A.

C.O.S.A.

MECHANICAL RESTRAINT DETAILS

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-38B&W-31



NOTES:

1. ALL MATERIALS TO CONFORM TO CITY OF ST. AUGUSTINE LIST OF APPROVED MATERIALS AND MANUFACTURERS, OR PRE-APPROVED EQUAL.
2. ALL RESIDENTIAL SERVICE LINES TO BE 1-INCH OFF MAIN. FOR 3/4-INCH METER SIZE, REDUCE 1-INCH SERVICE LINE TO 3/4-INCH AT METER.
3. ALL FITTINGS TO BE BRASS, UNLESS SPECIFICALLY APPROVED OTHERWISE BY THE CITY.
4. CONTRACTOR TO PROVIDE AND INSTALL ALL MATERIALS EXCEPT THE WATER METER. CITY OF ST. AUGUSTINE WILL INSTALL THE WATER METER IN THE METER BOX ASSEMBLY THAT IS FULLY CONSTRUCTED BY THE CONTRACTOR.

C.O.S.A.

3/4" AND 1" RESIDENTIAL TAP AND WATER SERVICE DETAIL

REVISION DATE:	FEB 2017
NOT TO SCALE	W-2A

MINIMUM RESTRAINED LENGTH (L) IN FEET

NOMINAL PIPE SIZE	SAND (SP) ELBOWS (DEG.) 11	22	45	90	DEAD END	SAND-CLAY MIX (SC) ELBOWS (DEG.) 11	22	45	90	DEAD END	CLAY (CL) ELBOWS (DEG.) 11	22	45	90	DEAD END	SILT (ML) ELBOWS (DEG.) 11	22	45	90	DEAD END
4"	2	4	9	22	49	2	3	7	16	36	2	3	7	17	39	3	6	12	28	69
6"	3	6	12	30	69	2	5	10	23	50	2	5	10	24	41	4	8	16	39	96
8"	4	8	16	39	90	3	6	12	30	66	3	6	13	31	55	5	10	21	50	125
10"	5	9	19	46	107	4	7	15	36	80	4	7	15	37	66	6	12	24	59	148
12"	5	11	22	54	126	4	8	17	42	94	4	9	18	44	79	7	14	28	68	174

NOTE: BASED ON THE THRUST FORCE IN TABLE ABOVE.

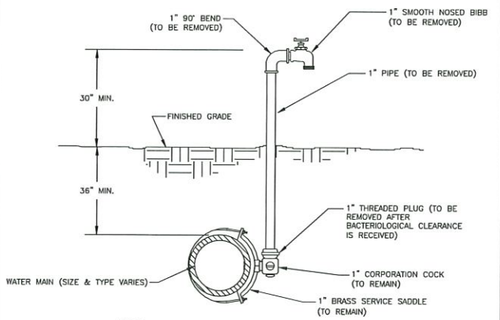
NOTES:

1. CONTRACTOR TO USE PROPER NUMBER OF RESTRAINERS.
2. ALSO SEE DETAILS SS-38A&W31A, AND SS-38B&W31B.
3. ALL VALVES SHALL BE TREATED AS DEAD ENDS.
4. ALL CROSSES AND TEE'S SHALL BE RESTRAINED AS DIRECTED BY CITY INSPECTOR.
5. ALL UTILITY UPGRADES SHALL REQUIRE VISUAL VERIFICATION OF RESTRAINT PER THIS DETAIL.

C.O.S.A.

MECHANICAL RESTRAINT DETAILS

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-38&W-31



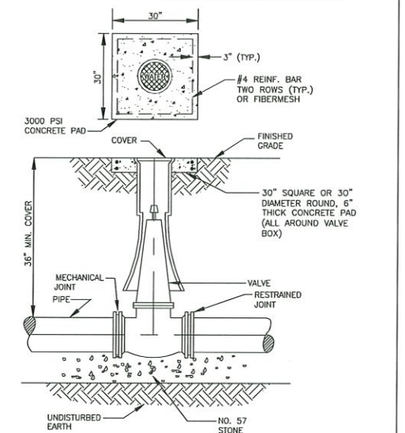
NOTES:

1) LOCATION OF SAMPLE POINT BIBB SHALL NOT BE WITHIN THE ROADWAY BUT SHALL BE ROUTED TO THE ROADWAY SHOULDERS (NON-TRAFFIC AREAS) OF THE ROAD (WHERE APPLICABLE).
2) THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL PIPING & FITTINGS (AS NOTED IN THIS DETAIL) AFTER BACTERIOLOGICAL CLEARANCE IS RECEIVED.

C.O.S.A.

TEMPORARY SAMPLE TAP ALONG PIPE

REVISION DATE:	FEB 2017
NOT TO SCALE	W-25



NOTES:

1. POURED IN PLACE (NOT PRECAST) CONCRETE SHALL BE FLUSH WITH GRADE.
2. COVER SHALL BE STAMPED "WATER" OR "SEWER" AS APPROPRIATE.
3. ALL UNDERGROUND VALVES SHALL BE INSTALLED WITH AN ADJUSTABLE CAST IRON VALVE BOX WITH TOP SET TO FINAL GRADE. ALL VALVES SHALL HAVE ELECTRONIC MARKER BLUE FOR WATER AND GREEN FOR SEWER SEE W-57.
4. ALL UNDERGROUND VALVES SHALL BE INSTALLED SO THAT THE OPERATING NUT IS ACCESSIBLE USING A STANDARD VALVE KEY. VALVE EXTENSIONS SHALL BE INSTALLED AS NECESSARY SO THAT THE OPERATING NUT IS A MAXIMUM OF 36" BELOW FINAL GRADE.
5. COVER SHALL BE COATED WITH ENAMLE PAINT BLUE/WATER OR GREEN/SEWER AS APPROPRIATE

C.O.S.A.

VALVE BOX & COVER UNPAVED LOCATION NEW CONSTRUCTION

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-30&W-1

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REVISIONS

#	DATE	DESCRIPTION
3	01-16-2026	REVISED PER SJC COMMENTS
4	02-05-2026	REVISED PER SJC COMMENTS (NOTE ADDED)
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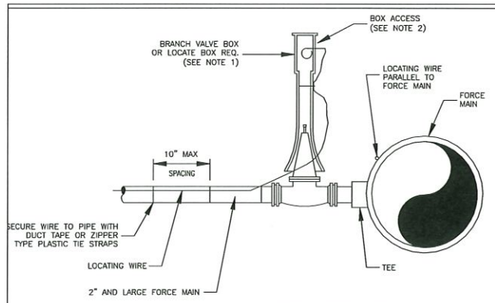
7	05-13-2026	REVISED PER COSA COMMENTS

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

COSA UTILITY DETAILS
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

19
OF 30



2" AND LARGER FORCE MAIN

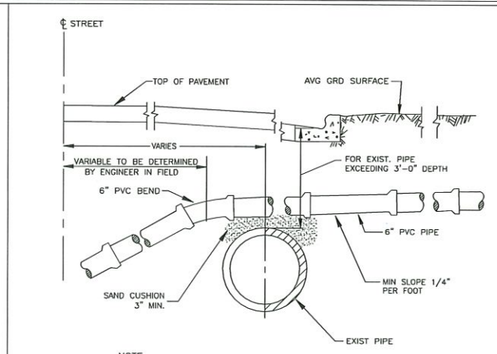
NOTES:

1. BE AWARE THAT THE BRANCH WIRE IS NOT CONNECTED TO THE MAIN WIRE.
2. LOCATE WIRE SHALL ENTER THE VALVE BOX THROUGH A 3/4"ø (MIN) HOLE OR SHALL BE ROUTED THROUGH THE JOINTS OF THE VALVE BOX ADJUSTMENT SECTION.
3. SEE ADDITIONAL NOTES AND REQUIREMENTS ON DETAIL SS-56.

C.O.S.A.

LOCATE WIRE FOR BRANCH FORCE MAIN

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-57



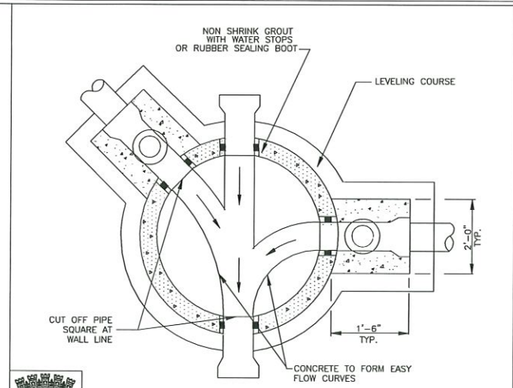
NOTE:

ALTERNATE GRADIENT FOR 6 INCH LATERAL SEWERS AT CONFLICTS WITH EXISTING UTILITIES.

C.O.S.A.

6 INCH PVC HOUSE LATERAL CONNECTION (OVER CONFLICT)

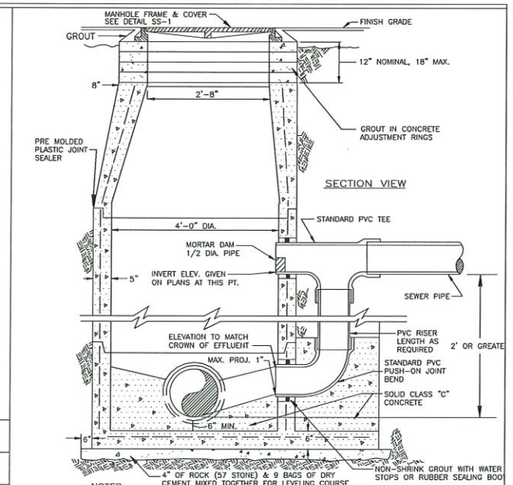
REVISION DATE:	FEB 2017
NOT TO SCALE	SS-23



C.O.S.A.

PLAN VIEW TYPE "D" MANHOLE 8" – 21" SEWERS

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-8



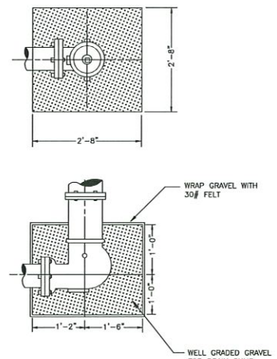
NOTES:

1. PRECAST MANHOLE SECTIONS TO BE MANUFACTURED IN ACCORDANCE WITH LATEST EDITIONS OF ASTM C478 WITH 4000 PSI CONCRETE, TYPE II CEMENT.
2. THE EXTERIOR OF MANHOLE AND ADJUSTMENT RINGS SHALL BE GIVEN TWO COATS OF WATERPROOFING MATERIAL CS-05 BY CONCRETE SEALANTS, INC. OR APPROVED EQUAL. DO NOT COAT JOINT OR PIPE OPENING SURFACE.
3. THE INTERIOR SURFACE SHALL BE COATED WITH SEWPERCOAT OR SPECTRASHIELD PROTECTIVE COATING SYSTEM TO PREVENT CONCRETE DETERIORATION FROM HYDROGEN SULFIDE AND OTHER CORROSIVE GASES.
4. IF SPECIALTY LINER TO BE INSTALLED ON INSIDE OF MANHOLE, INTERIOR COATING SHALL BE OMITTED.
5. MANHOLES IMMEDIATELY UPSTREAM OF PUMPING STATIONS REQUIRE FIBERGLASS LINING. MANHOLES RECEIVING FORCE MAIN FLOW LESS THAN OR EQUAL TO 4-INCH FORCE MAIN MAY BE LINED WITH SEWPERCOAT OR SPECTRASHIELD. MANHOLES RECEIVING FORCE MAIN FLOW GREATER THAN 4-INCH FORCE MAIN REQUIRE FIBERGLASS LINING.
6. TYPE "D" MANHOLE MUST BE USED FOR 2' OR GREATER INFLUENT DROP AND MULTIPLE DROPS.

C.O.S.A.

SANITARY SEWER TYPE "D" MANHOLE 8" – 21" SEWERS

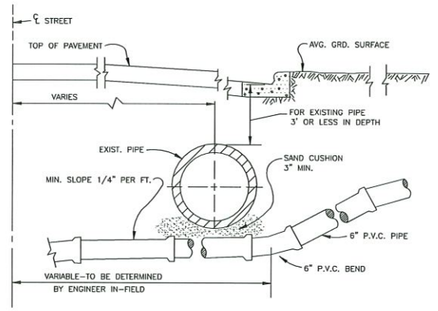
REVISION DATE:	FEB 2017
NOT TO SCALE	SS-7



C.O.S.A.

FIRE HYDRANT SUMP

REVISION DATE:	FEB 2017
NOT TO SCALE	W-15



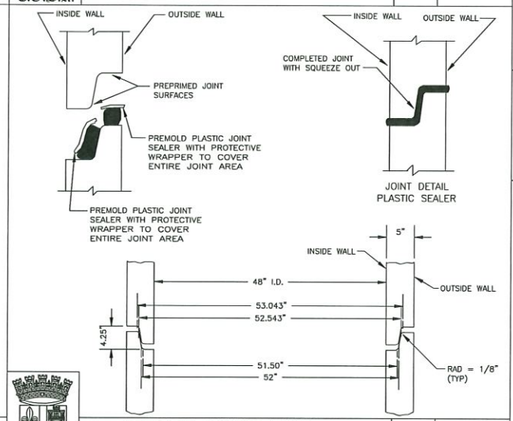
NOTE:

ALTERNATE GRADIENT FOR 6 INCH LATERAL SEWERS AT CONFLICTS WITH EXISTING UTILITIES.

C.O.S.A.

6 INCH PVC HOUSE LATERAL CONNECTION (UNDER CONFLICT)

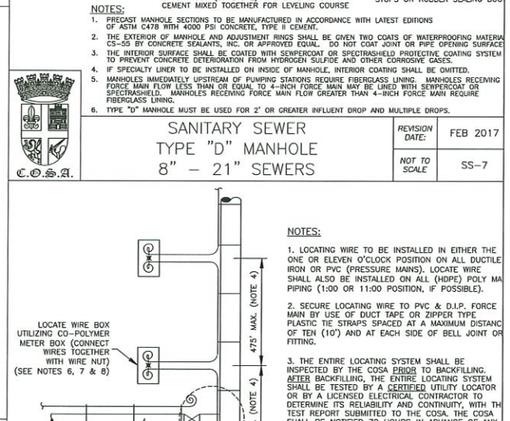
REVISION DATE:	FEB 2017
NOT TO SCALE	SS-24

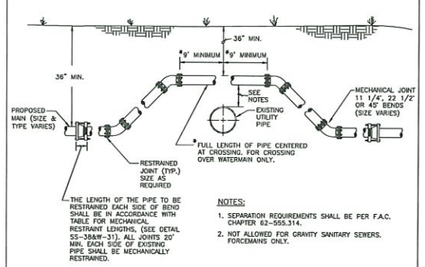


C.O.S.A.

PRECAST SEWER MANHOLE JOINT DETAIL (7 DEGREE ANGLE)

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-17





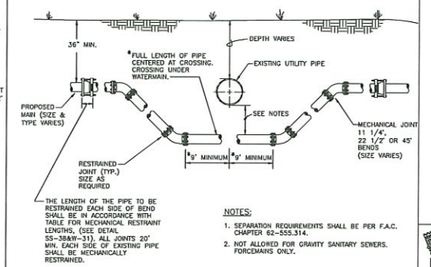
NOTES:

1. SEPARATION REQUIREMENTS SHALL BE PER F.A.C. CHAPTER 62-555.314.
2. NOT ALLOWED FOR GRAVITY SANITARY SEWERS. FORCEMAINS ONLY.

C.O.S.A.

ADJUSTMENT OVER EXISTING UTILITIES – MECHANICAL RESTRAINT DEVICES (CASE A)

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-39&W-32



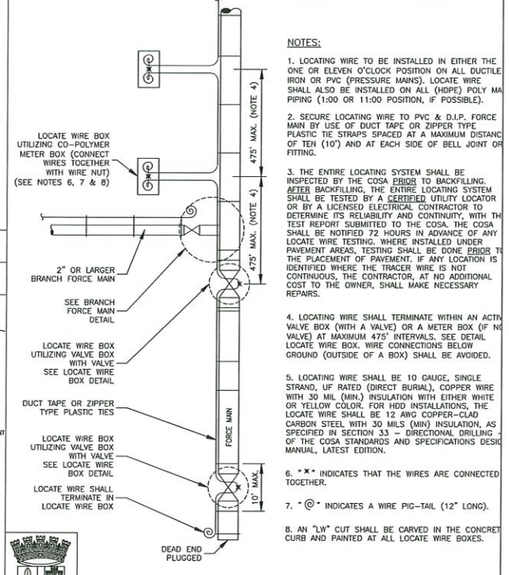
NOTES:

1. SEPARATION REQUIREMENTS SHALL BE PER F.A.C. CHAPTER 62-555.314.
2. NOT ALLOWED FOR GRAVITY SANITARY SEWERS. FORCEMAINS ONLY.

C.O.S.A.

ADJUSTMENT UNDER EXISTING UTILITIES – MECHANICAL RESTRAINT DEVICES (CASE B)

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-41&W-34



NOTES:

1. LOCATING WIRE TO BE INSTALLED IN EITHER THE ONE OR ELEVEN O'CLOCK POSITION ON ALL DUCTILE IRON OR PVC (PRESSURE MAINS). LOCATE WIRE SHALL ALSO BE INSTALLED ON ALL (HDPE) POLY MA PIPING (1:00 OR 11:00 POSITION, IF POSSIBLE).
2. SECURE LOCATING WIRE TO PVC & D.I.P. FORCE MAIN BY USE OF DUCT TAPE OR ZIPPER TYPE PLASTIC TIE STRAPS SPACED AT A MAXIMUM DISTANC OF TEN (10') AND AT EACH SIDE OF BELL JOINT OR FITTING.
3. THE ENTIRE LOCATING SYSTEM SHALL BE INSPECTED BY THE COSA PRIOR TO BACKFILLING. AFTER BACKFILLING, THE ENTIRE LOCATING SYSTEM SHALL BE TESTED BY A CERTIFIED UTILITY LOCATOR OR BY A LICENSED ELECTRICAL CONTRACTOR TO DETERMINE ITS RELIABILITY AND CONTINUITY, WITH TH TEST REPORT SUBMITTED TO THE COSA. THE COSA SHALL BE NOTIFIED 72 HOURS IN ADVANCE OF ANY LOCATE WIRE TESTING. WHERE INSTALLED UNDER PAVEMENT AREAS, TESTING SHALL BE DONE PRIOR TO THE PLACEMENT OF PAVEMENT. IF ANY LOCATION IS IDENTIFIED WHERE THE TRACER WIRE IS NOT CONTINUOUS, THE CONTRACTOR, AT NO ADDITIONAL COST TO THE OWNER, SHALL MAKE NECESSARY REPAIRS.
4. LOCATING WIRE SHALL TERMINATE WITHIN AN ACTU VALVE BOX (WITH A VALVE) OR A METER BOX (IF NO VALVE) AT MAXIMUM 475' INTERVALS, SEE DETAIL LOCATE WIRE BOX. WIRE CONNECTIONS BELOW GROUND (OUTSIDE OF A BOX) SHALL BE AVOIDED.
5. LOCATING WIRE SHALL BE 10 GAUGE, SINGLE STRAND, UF RATED (DIRECT BURIAL), COPPER WIRE WITH 30 MIL (MIN.) INSULATION WITH EITHER WHITE OR YELLOW COLOR. FOR HDD INSTALLATIONS, THE LOCATE WIRE SHALL BE 12 AWG COPPER-CLAD CARBON STEEL WITH 30 MILS (MIN) INSULATION, AS SPECIFIED IN SECTION 33 – DIRECTIONAL DRILLING OF THE COSA STANDARDS AND SPECIFICATIONS DESIG MANUAL, LATEST EDITION.
6. "✕" INDICATES THAT THE WIRES ARE CONNECTED TOGETHER.
7. "Ⓒ" INDICATES A WIRE PIG-TAIL (12" LONG).
8. AN "LW" CUT SHALL BE CARVED IN THE CONCRET CURB AND PAINTED AT ALL LOCATE WIRE BOXES.

C.O.S.A.

LOCATE WIRE CONSTRUCTION FOR FORCE MAINS

REVISION DATE:	FEB 2017
NOT TO SCALE	SS-56

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REVISIONS

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5	02-27-2026	REVISED PER COSA COMMENTS
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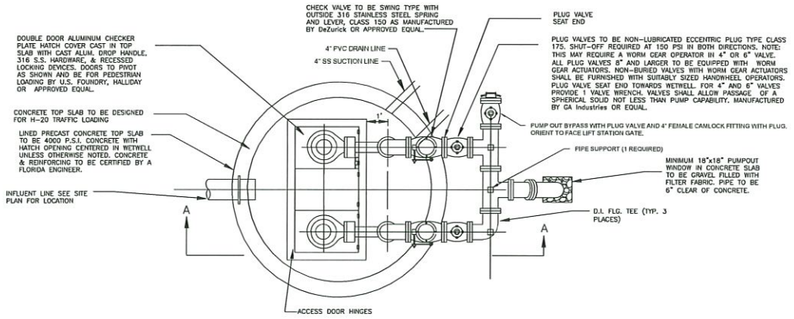
7	05-15-2026	REVISED PER COSA COMMENTS

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

COSA UTILITY DETAILS
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR: HABITAT FOR HUMANITY

20
OF 30

CITY OF ST. AUGUSTINE DUPLEX PUMPING STATION

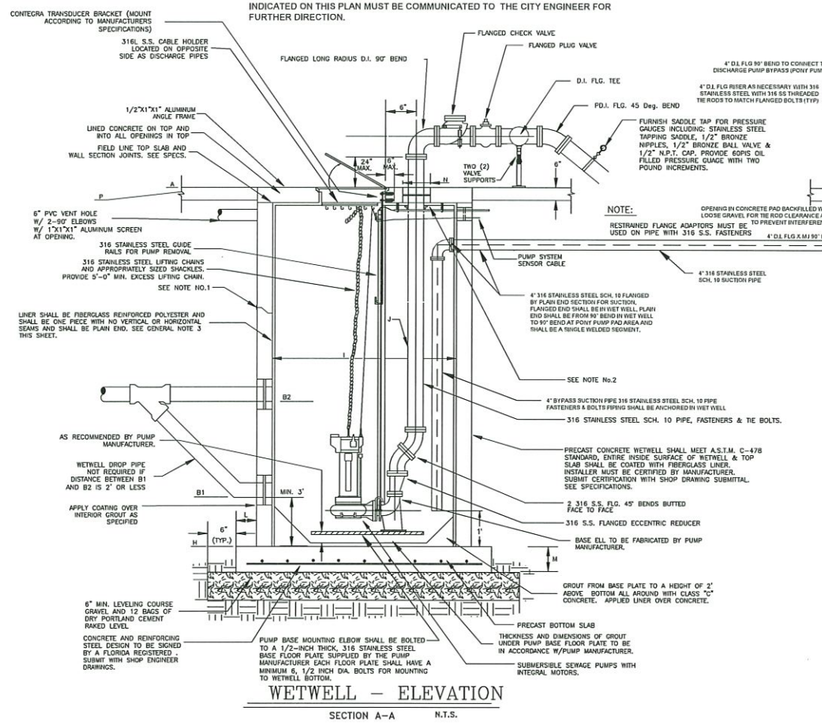


WETWELL – PLAN

N.T.S.

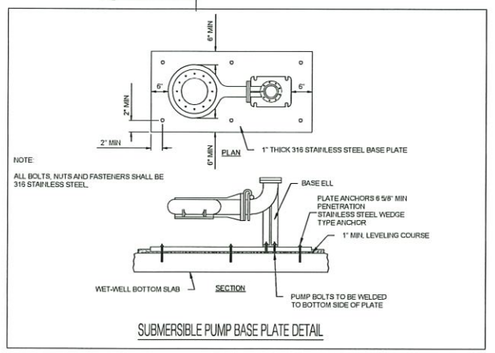
NOTE:

THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL ELEVATIONS CALLED OUT ON THIS PLAN SET FOR THE PUMP STATION PRIOR TO ORDERING OF ANY MATERIALS OR COMPONENTS FOR THE PUMP STATION, ANY DEVIATION OF THE ELEVATIONS INDICATED ON THIS PLAN MUST BE COMMUNICATED TO THE CITY ENGINEER FOR FURTHER DIRECTION.



WETWELL – ELEVATION

SECTION A–A N.T.S.



SUBMERSIBLE PUMP BASE PLATE DETAIL

PUMP STATION INFORMATION

SCHEDULE OF ELEVATIONS:

PUMP STATION STREET ADDRESS	TOP ELEV.	INFLUENT ELEV.	INFLUENT ELEV.	ALARM ELEV.	LEAD PUMP ON ON	LAG PUMP ON ELEV.	BOTH PUMPS OFF ELEV.	BOTTOM ELEV.	WET WELL DIA. (FEET)	DISCHARGE PIPE DIA. (INCHES)	DISCHARGE F.M. DIA. (INCHES)	BOT. SLAB OVERHANG (INCHES)	BOT. SLAB THICKNESS (INCHES)	PIPE HOLE DIAMETER (INCHES)	SITE GRADE ELEV.
	A	B1	B2	C	E	F	G	H	I	J	K	L	M	**N	P
INITIALLY SERVING 17 RDU'S	37.00'	14.93'	19.93'	19.43'	18.43'	18.93'	18.18'	11.93'	6	4	4	12	10	10	36.50'
SERVING ADDT'L 148 RDU'S	37.00'	14.93'	19.93'	19.43'	18.43'	18.93'	16.43'	11.93'	6	4	4	12	10	10	36.50'

PUMP MANUFACTURER FLYGT
MODEL NP 3102 MT 3 ~ ADAPTIVE 464 IMPELLER 162 MM
DISCHARGE 3" NPT MOTOR RPM 1750
3.2 HP 460 VOLTS 3ϕ PHASE 60 HZ
DESIGN POINT _____ GPM AT _____ FT. TDH
RUNOUT POINT _____ GPM AT _____ FT.TDH
MAX. SPHERE 3.00 INCHES
PUMP ACCESS HATCH SIZE 4.00' X 2.50'
PUMP CENTERLINE SEPARATION 22"

NOTE: PUMPOUT SIZES

	** DISCHARGE PIPING SIZE	PIPE HOLE DIAMETER (N)
X 4" FOR 4" & 6" DISCHARGE F.M.	4"	10"
___ 6" FOR 8" DISCHARGE F.M.	6"	12"
___ 8" FOR 10" & 12" DISCHARGE F.M.	8"	14.5"
___ 12" FOR 14" AND LARGER DISCHARGE F.M.	10"	17"
PROVIDE D.I. FLG. REDUCING 90° BEND REDUCING TO 6"ON 8" AND LARGER PUMPOUT CONNECTIONS.	12"	20"

PUMP DESIGN POINTS

FLYGT NP 3102 MT 3 ~ ADAPTIVE 464	INITIALLY SERVING 17 ERU'S	SERVING ADDT'L 148 ERU'S
FLOW	132 GPM	126 GPM
HEAD	36.94 FT TDH	37.28 FT TDH
EMERGENCY BYPASS PUMP	INITIALLY SERVING 17 ERU'S	SERVING ADDT'L 148 ERU'S
FLOW	172 GPM	167 GPM
HEAD	47.76 FT TDH	48.02 FT TDH

GENERAL NOTES:

1. ALL EXTERIOR JOINTS OF PRECAST CONCRETE WETWELLS SHALL BE SEALED WITH A RUBBERIZED ASPHALT MEMBRANE TAPE. TAPE SHALL BE PERM-A-BARRIER BY W.R. GRACE, ELASTOPLY BY KARNAK OR EQUAL.
2. ALL ANNULAR OPENINGS IN CONCRETE SHALL BE SEALED WITH NON-SHRINK GROUT AND WATERSTOPS.
3. LINER SHALL BE FIBERGLASS REINFORCED POLYESTER AND SHALL BE ONE PIECE WITH NO VERTICAL OR HORIZONTAL SEAMS AND SHALL BE PLAIN END. THE LINER SHALL BE FABRICATED IN ACCORDANCE WITH NBS PS 15-69 AND SHALL CONSIST OF COMMERCIAL GRADE POLYESTER RESIN, UV INHIBITOR, CHOP STRAND, WOVER ROVING AND CONTINUOUS REINFORCEMENT. MINIMUM LINER THICKNESS SHALL BE ONE HALF INCH FOR ALL DIAMETER WELLS AND SHALL NOT HAVE EXTERNAL RIBS. CONCRETE SURFACE OF WETWELL SHALL BE CLEANED AND REFINISHED PER SPECIFICATIONS PRIOR TO PLACEMENT OF LINER. ANNULAR SPACE BETWEEN FIBERGLASS LINER AND CONCRETE STRUCTURE SHALL BE GROUT FILLED WITH NO VOIDS. ANNULAR SPACE BETWEEN STRUCTURE AND FIBERGLASS LINER SHALL BE 1"-3/4". GROUT TO BE PLACED IN TWO LIFTS WITH 24 HOUR SET PERIOD BETWEEN LIFTS. LINER TO BE PLUMB AND CENTERED.

CITY OF ST. AUGUSTINE LIFT STATION DETAILS DUPLEX PUMPING STATION	REVISION DATE:	FEB 2017
	NOT TO SCALE	LS-1

C.O.S.A.

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DESIGN BY: JWC
CHECKED BY: JWC
DATE: 08-27-2025
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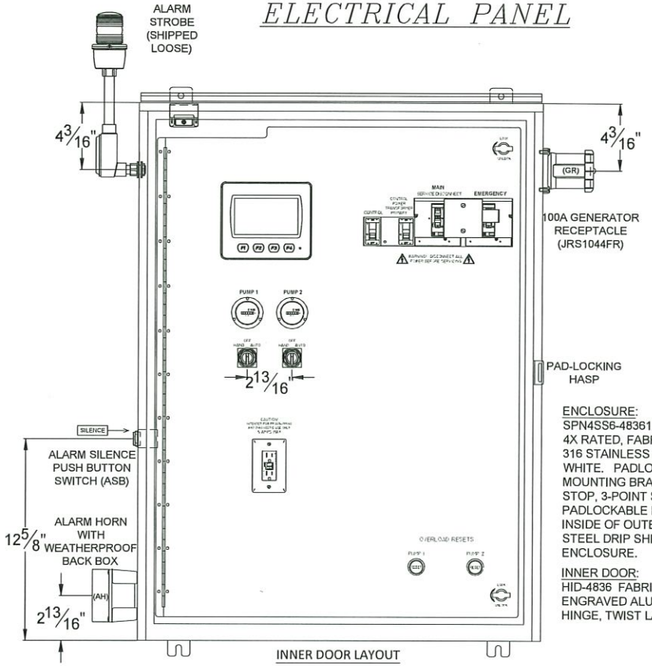
COSA UTILITY DETAILS

HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

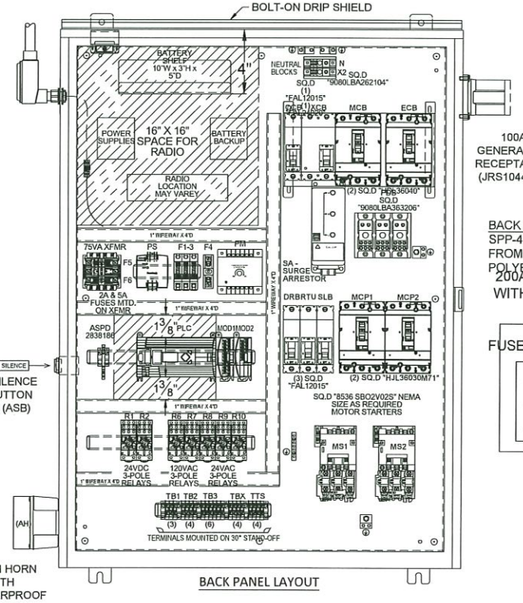
21
OF 30

CITY OF ST. AUGUSTINE LIFT STATION DETAILS
ELECTRICAL PANEL



ENCLOSURE:
SPN4SS6-483612 (48"H x 36"W x 12"D) NEMA 4X RATED, FABRICATED FROM 14 GA. TYPE 316 STAINLESS STEEL PROUDER COATED WHITE. PADLOCKING PROVISION, WALL MOUNTING BRACKETS, 90° OUTER DOOR STOP, 3-POINT STAINLESS STEEL PADLOCKABLE HANDLE, PRINT POCKET INSIDE OF OUTER DOOR, AND 36" STAINLESS STEEL DRIP SHIELD PROVIDED ON ENCLOSURE.

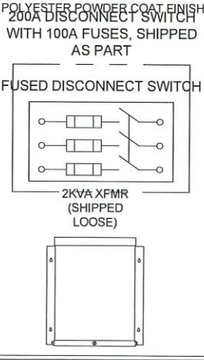
INNER DOOR:
HID-4836 FABRICATED FROM .125 BLACK ENGRAVED ALUMINUM WITH CONTINUOUS HINGE, TWIST LATCHES, AND 90° STOP.

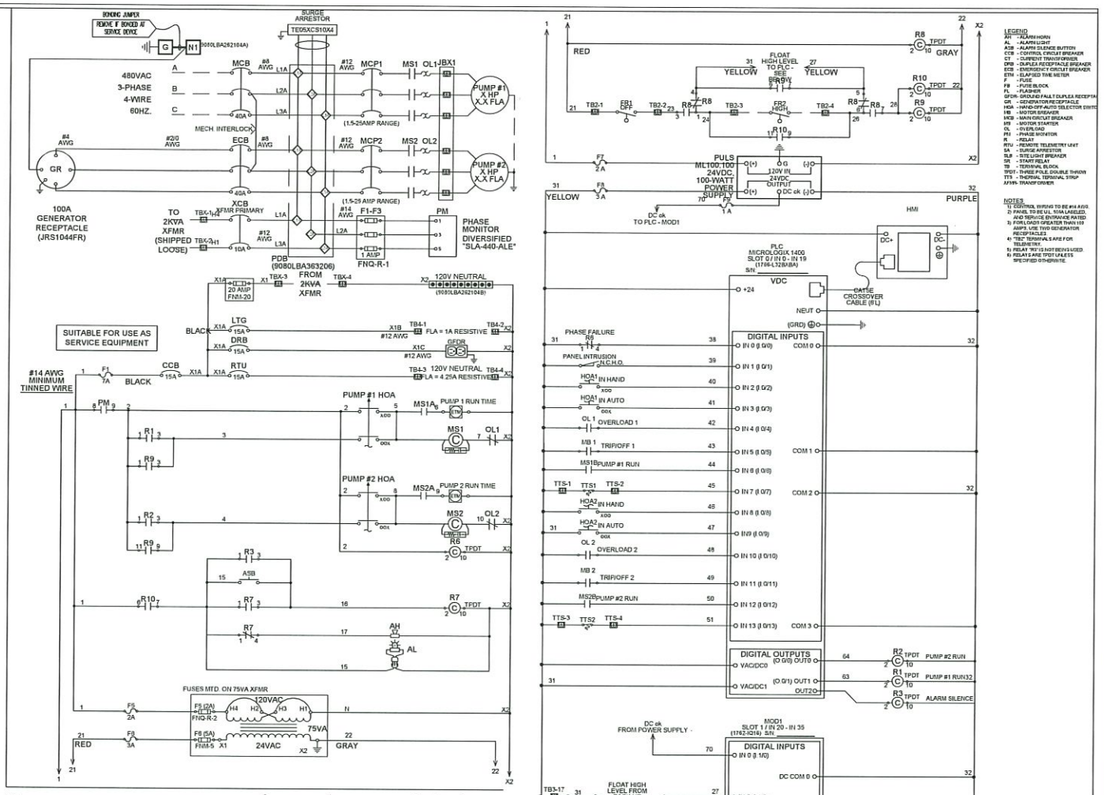


100A GENERATOR RECEPTACLE (JRS1044FR)

BACK PANEL:
SPP-4836 (45"H X 33"W), FABRICATED FROM 12GA. STEEL WITH WHITE POLYESTER POWDER COAT FINISH.

200A DISCONNECT SWITCH WITH 100A FUSES, SHIPPED AS PART





Item	Description	Manufacturer	Partnumber	Qty	Spares
1	Enclosure, NEMA 4X, Type 316 SS, 48"H X36"W X 12"D	Schaefer	SPN4SS6-483612	1	
2	Back panel, Painted White Steel, 12 Gauge	Schaefer	SPP-4836	1	
3	Hinged Innerdoor, .125 Black Aluminum	ECS	HID-4836	1	
4	Surge Voltage Protection Modular Terimal Block,24Vdc	Phoenix Contact	2838186(TT-2PE-24DC)	1	
5	Lightning Arrestor, 240/120VAC,3 Phase, Delta, 4 Wire (B High Leg) plus Gr	APT	TED3XCS10	1	
6	Generator Receptacle 600V, 100A, 4P, 4W	RussellStoll	JRS1044FR	1	
7	Circuit Breaker, 600VAC, 3Pole	Square D	HDL36100	2	
8	Motor Circuit Protector, 600VAC, 3Pole, 30-80A	Square D	HDL36100A#3	2	
9	Circuit Breaker,120VAC, 1 Pole, 15A, 10KAIC	Square D	FAL12015	4	
10	Circuit Breaker,480VAC, 2 Pole, 20A, 18KAIC	Square D	FAL24020	1	
11	Universal Lockout Plate	ECS	690-002	1	
12	Phase Monitor Relay, 3 phase (Base Mount)	Diversified	SLA-440-ALE	1	1
13	Starter, FVNR, NEMA, 208/240/480V,	Square D	8536SBO3V02S	2	1
14	O/L Heaters, Class 20 Type B	Square D	B10.2	6	
15	Overload Reset: Pushbutton, NEMA 1	Square D	9066RA1	2	
16	Transient Suppression Module	Square D	9999ST1	2	
17	Control Power Transformer, 75VA, 120/240-24VAC	Square D	9070TF75D23	1	
18	Fuse, Slo-Blo, Time Delay, 250VAC, 5A	Bussmann	FNM-5	1	1
19	Fuse, Slo-Blo, Time Delay, 250VAC, 20A	Bussmann	FNM-20	1	1
20	Fuse, Slo-Blo, Time Delay, 500VAC, 1A (Rejection Type)	Bussmann	FNQ-R-1	3	3
21	Fuse, Slo-Blo, Time Delay, 500VAC, 2A (Rejection Type)	Bussmann	FNQ-R-2	1	1
22	Fuse Block, 1 Pole	Bussmann	BM60031PQ	1	1
23	Fuse Block, 3 Pole, Class R, Ultrasafe	Wago	RTC-480	1	
24	DC Power Supply 100 Watt 120/208/240VAC/ 1 Phase / 24-28VDC 4.2 Amps	Puls	ML100.100	1	1
25	PLC, Micrologix 1400	Allen-Bradley	1766-L32BXBA	1	
26	Expansion Module, 16pt. Digital Input	Allen-Bradley	1762-IQ16	1	
27	4 Channel Analog Input - Current/Voltage Module	Allen-Bradley	1762-IF4	1	
28	Magic Industries 7" GRAPH-S HMI	Maple Industries	HMI50709	1	
29	CAT5 Crossover Enet Patch Cord, 7ft. Blue	Allen Tel	AT1507-REC	1	
30	Battery mounting bracket	ECS	BMB11	1	
31	Relay, 11 Pin, Plug-in, 3PDT, 24DC(11 Pin)	Square D	RUMC3D	2	1
32	Relay, 11 Pin, Plug-in, 3PDT, 120VAC(11 Pin)	Square D	RUMC3Z7	2	1
33	Relay, 11 Pin, Plug-in, 3PDT, 24VAC(11 Pin)	Square D	RUMC3Z37	3	1
34	Pushbutton, 30 mm, NEMA 4X, flush type, Universal	Square D	9001SKR1LU	1	
35	Sel. Sw., 30mm, NEMA 4X, 3 Pos. maintained, On-Off-On	Square D	9001SKS43B	2	
36	Elapse Time Meter, Round, 6 Digit, 120VAC	ENM	70000792 (T50B2)	2	
37	Snap Switch, Plunger Style Panel Mounting	Square D	9007AP22	1	
38	Alarm Horn, Silver, 4", 120VAC	Edwards	876-N5	1	
39	Weatherproof Back Box, Silver	Wheelock	WBB-S	1	
40	Ground Fault Circuit Interrupter, Snap - Connect, 15A 120VAC	Leviton	M4759-W	1	
41	Power Distr. Block, 600VAC, 175A, 2 pole	Square D	9080LBA262104	1	
42	Power Distr. Block, 600VAC, 350A, 3 pole	Square D	9080LBA363206	1	
43	Terminal, 600VAC, 60A, 1 pole	Square D	9080GR6	21	
44	Equipment Ground Bar Kit, Spt., (1) #14-#4 or (2) #14 or #12	Square D	PKSGTA	1	
45	Ground Lug, 2/0-14 AWG	Panduit	LAMA2/0-14-QY	2	
46	Ground Lug, Two Barrel 2/0-14 AWG	Thomas & Betts	ADR11-21	2	

BILL OF MATERIALS (SHIPPED LOOSE)

47	Fusible Disconnect Switch, 240VAC, 3 Pole, 200A	Square D	H324DS	1	
48	Control Power Transformer, 2000VA, 240/480-120/240VAC	Square D	251FSS	1	
49	Class RK1, 250VAC, 100 A, Dual Element, Time Delay Fuse (3 Spares)	Bussmann	LPN-RK-100SPI	6	3
50	Equipment Ground Bar Kit, 200 Amp	Square D	PKOGTA2	1	
51	Nuetral Assembly Insulated, 200 Amp	Square D	SN20A	1	
52	Red Strobe, 120 Volt AC, 1/2" NPT Female	Ingram	CT015F-R	1	1
53	Submersible Pressure Transducer, 4-20mA, 15 PSI, 50' cable, Breather	Contegra	SLX 130-M-10-50-B	1	
54	Spare Fuse, Slo-Blo, Time Delay, 250VAC, 5A	Bussmann	FNM-5	1	1
55	Spare Fuse, Slo-Blo, Time Delay, 250VAC, 20A	Bussmann	FNM-20	1	1
56	Spare Fuse, Slo-Blo, Time Delay, 500VAC, 1A (Rejection Type)	Bussmann	FNQ-R-1	2	1
57	Spare Fuse, Slo-Blo, Time Delay, 500VAC, 1A (Rejection Type)	Bussmann	FNQ-R-2	1	1

CITY OF ST. AUGUSTINE
LIFT STATION DETAILS
ELECTRICAL PANEL

REVISION DATE: JAN 2019
NOT TO SCALE
LS-3

C.O.S.A

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22
OF 30

CITY OF ST. AUGUSTINE LIFT STATION DETAILS
SINGLE LINE DIAGRAM

ELECTRICAL LEGEND

MCP 80	CIRCUIT BREAKER (FRAME/TRIP RATING – "MCP" MOTOR CIRCUIT PROTECTOR)
FVNR SIZE 2	MAGNETIC TYPE COMBINATION MOTOR STARTER, NEMA SIZE AS INDICATED ("FV" FULL VOLTAGE, "RV" REDUCED VOLTAGE, "NR" NON-REVERSING, "SS" SOLID STATE SOFT START)
30	MOTOR (NUMERAL INDICATES HORSEPOWER)
H	ELAPSED TIME METER (HOURS OF OPERATION)
H O A	HAND OFF AUTO SELECTOR SWITCH
CR	CONTROL RELAY
PM	THREE PHASE POWER MONITOR
AA	AUTOMATIC ALTERNATOR
TVSS	TRANSIENT VOLTAGE SURGE SUPPRESSOR

NOTES:

1. DESIGN DRAWINGS ARE DIAGRAMMATIC AND INTENDED TO SHOW THE GENERAL REQUIREMENTS. ALL EQUIPMENT AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE CITY OF ST. AUGUSTINE DESIGN STANDARDS AND SPECIFICATIONS.

2. ALL MATERIAL SHALL BE NEW AND SHALL CONFORM WITH THE STANDARDS OF THE UNDERWRITERS' LABORATORIES, INC., AMERICAN NATIONAL STANDARDS INSTITUTE, NATIONAL ELECTRICAL MANUFACTURERS' ASSOCIATION, INSULATED POWER CABLE ENGINEERS ASSOCIATION, AND INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS, IN EVERY CASE WHERE SUCH A STANDARD HAS BEEN ESTABLISHED FOR THE PARTICULAR TYPE OF MATERIALS IN QUESTION.

3. THE INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE REGULATIONS OF THE LATEST EDITIONS OF THE NATIONAL ELECTRICAL CODE, NATIONAL ELECTRICAL SAFETY CODE, APPLICABLE CITY, STATE, AND LOCAL CODES AND REGULATIONS AND OTHER APPLICABLE CODES, INCLUDING UTILITY COMPANY CODES.

4. ALL PERMITS REQUIRED BY STATE OR LOCAL ORDINANCES SHALL BE OBTAINED AND AFTER COMPLETION OF THE WORK, A CERTIFICATE OF FINAL INSPECTION AND APPROVAL FROM THE ELECTRICAL INSPECTOR SHALL BE FURNISHED TO THE OWNER. ALL PERMITS FOR INSTALLATION, INSPECTIONS, CONNECTIONS, ETC., SHALL BE TAKEN OUT AND PAID FOR AS PART OF THE WORK UNDER THIS SECTION.

5. ALL MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED TO BE FREE FROM DEFECTS. ANY PART OF THE SYSTEM CONSIDERED DEFECTIVE BY THE ENGINEER WITHIN THE GUARANTEE PERIOD SHALL BE IMMEDIATELY REPLACED OR CORRECTED TO THE ENGINEER'S SATISFACTION WITHOUT FURTHER EXPENSE TO THE OWNER.

6. THE PROJECTS GROUNDING SYSTEM SHALL CONSIST OF A GROUNDING ELECTRODE SYSTEM IN ACCORDANCE WITH NEC SPECIFICATIONS, BONDED TO A MAIN GROUND BUS INTERCONNECTING ALL POWER DISTRIBUTION EQUIPMENT. GROUND ROD SECTIONS SHALL BE COUPLED AND DRIVEN TO ESTABLISH A MAXIMUM RESISTANCE TO GROUND OF 10 OHMS THROUGHOUT THE GROUNDING SYSTEM.

7. UNLESS OTHERWISE INDICATED, ELECTRICAL EQUIPMENT ENCLOSURES SHALL BE NEMA 4X STAINLESS STEEL; CONDUCTORS SHALL BE STRANDED AWG TYPE THWN COPPER; UNDERGROUND CONDUIT SHALL BE PER CODE NEC; EXPOSED CONDUIT SHALL BE RIGID ALUMINUM; INCLUDING LOCATIONS BETWEEN CONTROL PANELS AND EXPLOSION PROOF SEALS SUPPORT CHANNEL AND MOUNTING STRUT SHALL BE MINIMUM 1.5" x 1.5" 316 S.S.

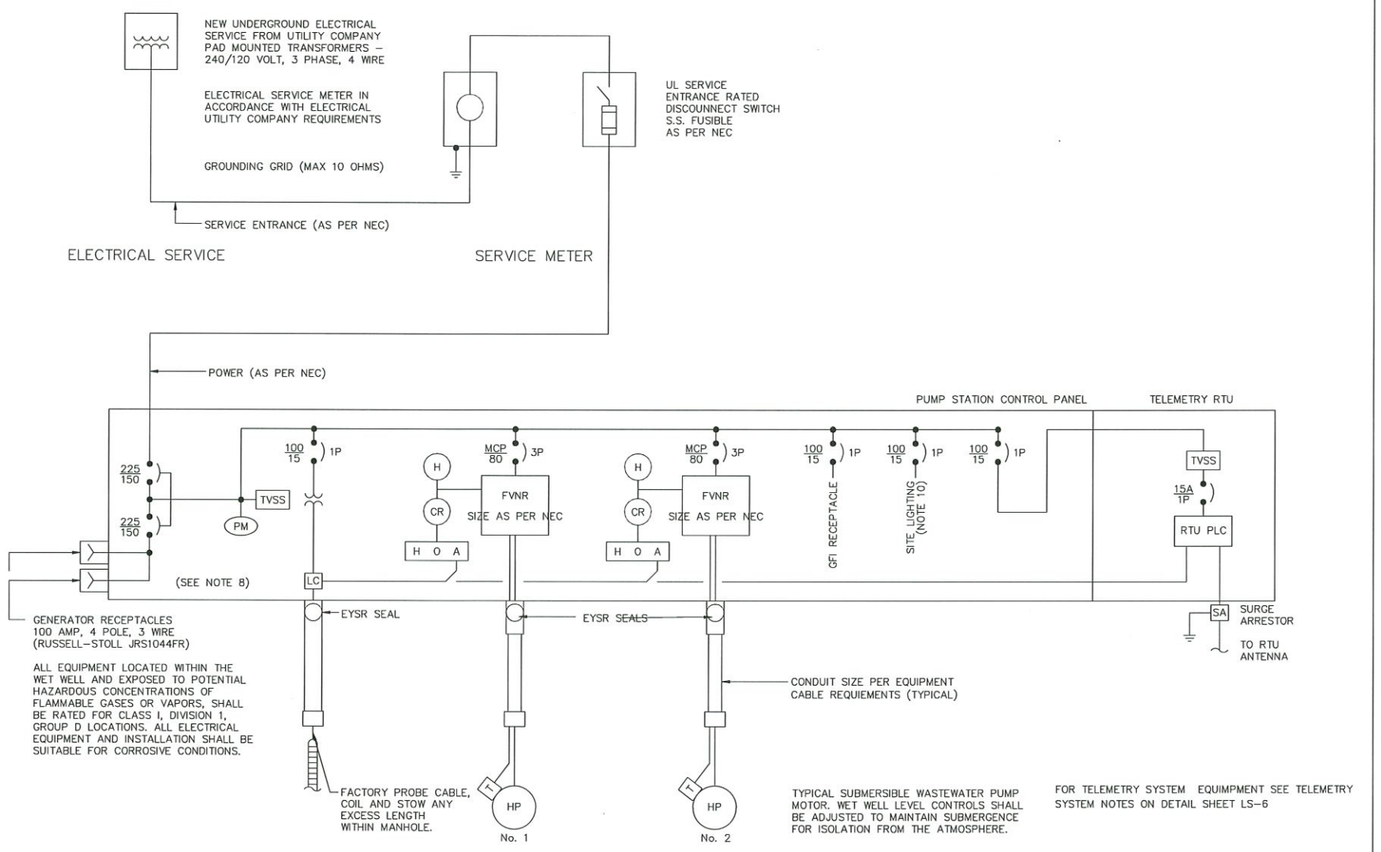
8. THE PUMP STATION CONTROL PANEL WET WELL LEVEL CONTROL SYSTEM SHALL INCLUDE DUPLEX PUMP CONTROLLER AND INTRINSICALLY SAFE SUBMERSIBLE WET WELL LEVEL SENSING PROBE FOR AUTOMATIC LEAD/LAG PUMP CONTROL AND ALTERNATION.

9. DUCT SEAL IS REQUIRED AT ALL CONDUIT CONNECTIONS IN AND OUT OF THE EQUIPMENT CABLE TERMINAL BOXES. ADDITIONALLY, DUCT SEAL IS REQUIRED AT THE CONDUIT ENTRANCES INTO THE PUMP CONTROL PANEL. DUCT SEAL SHALL BE OUTDOOR SERVICE SILICON RTV.

10. PROVIDE SITE LIGHT AND POLE TO MATCH THE STREET LIGHTS. PROVIDE POWER TO THE SITE LIGHT FROM THE PUMP CONTROL PANEL (3#12, 3/4"C). PROVIDE WP LIGHT SWITCH MOUNTED ON THE LIGHT POLE.

11. FOR COORDINATION WITH LATEST CITY OF ST. AUGUSTINE PUMP STATION CONTROL PANEL STANDARDS AND REQUIREMENTS, CONTACT THE CITY OF ST. AUGUSTINE PUBLIC WORKS DEPARTMENT 904-825-1040.

12. FOR COORDINATION WITH LATEST CITY OF ST. AUGUSTINE TELEMETRY SYSTEM RTU STANDARDS AND REQUIREMENTS, CONTACT THE CITY OF ST. AUGUSTINE PUMP MAINTENANCE DEPARTMENT 904-825-1042.



PUMPING STATION PUMPS

NOTE:
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CITY OF ST. AUGUSTINE LIFT STATION DETAILS SINGLE LINE DIAGRAM	REVISION DATE:	FEB 2017
	NOT TO SCALE	LS-4

C.O.S.A

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REVISIONS

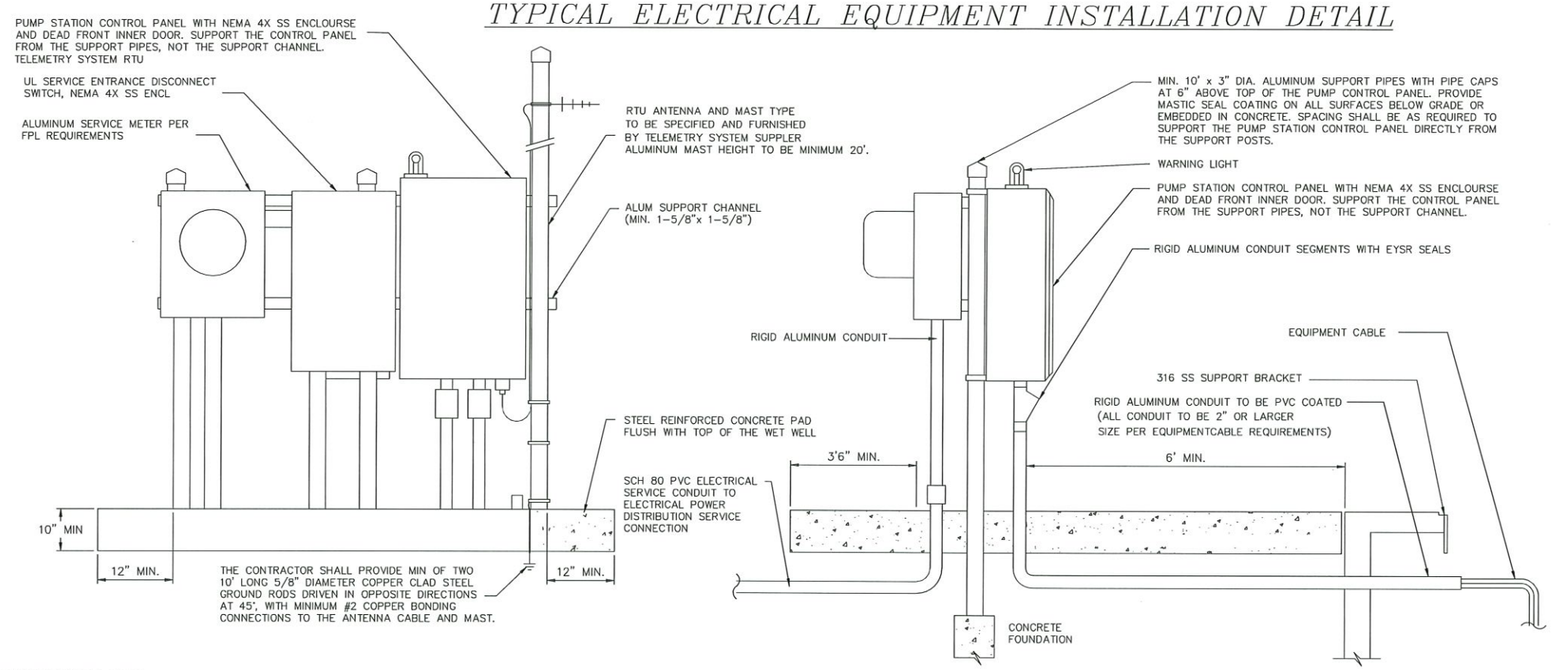
#	DATE	DESCRIPTION
3	01-16-2026	REVISED PER SJC COMMENTS
4	02-06-2026	REVISED PER SJC COMMENTS (NOTE ADDED)
5	02-27-2026	REVISED PER COSA COMMENTS
6	03-10-2026	REVISED PER SJC COMMENTS
7	05-13-2026	REVISED PER COSA COMMENTS

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

COSA UTILITY DETAILS
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

23
OF 30

CITY OF ST. AUGUSTINE LIFT STATION DETAILS
TYPICAL ELECTRICAL EQUIPMENT INSTALLATION DETAIL



TYPICAL PUMP STATION ELECTRICAL EQUIPMENT INSTALLATION DETAIL
NOT TO SCALE

TELEMETRY SYSTEM NOTES:

1. PROVIDE NEW TELEMETRY SYSTEM REMOTE TERMINAL UNIT (RTU) FOR REMOTE MONITORING AND CONTROL OF ALL PUMPING STATION EQUIPMENT.

   A. THE EXISTING CITY OF ST. AUGUSTINE PUMP STATION TELEMETRY SYSTEM SHALL BE EXPANDED BY THE TELEMETRY SYSTEM SUPPLIER WHO SHALL PROVIDE ALL THE EQUIPMENT AND APPURTENANCES AND SHALL BE RESPONSIBLE FOR THE SATISFACTORY OPERATION OF THE ENTIRE SYSTEM.

   B. THE ADDITIONS AND MODIFICATIONS TO THE EXISTING TELEMETRY SYSTEM SHALL INCLUDE RADIO COMMUNICATIONS SYSTEM, PLC INTERFACE, AND SOFTWARE CONFIGURATION AS INDICATED OR REQUIRED FOR COMPLETE SYSTEM OPERATION.

   C. THE TELEMETRY SYSTEM SUPPLIER SHALL BE: CONTROL SYSTEMS AUTOMATION, ELKTON, FL., ATTN: ROBERT SPITZ, 904-669-7665

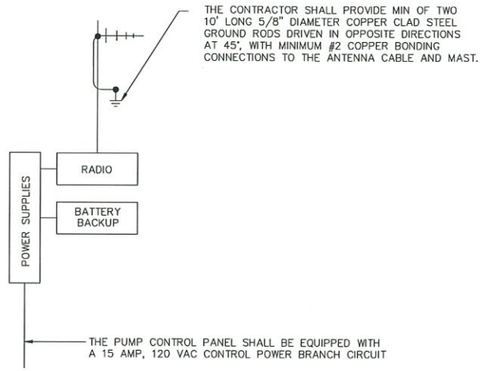
   D. TELEMETRY SHALL BE FULLY FUNCTIONAL PRIOR TO CITY ACCEPTANCE.

2. THE PUMP CONTROLER SHALL BE AN ALLEN-BRADLEY MICROLOGIX 1400 SERIES ANALOG PLC BASED UNIT MOUNTED WITHIN THE PUMP STATION CONTROL PANEL. SEE LIFT STATION CONTROL PANEL DETAIL LS-3.

3. ANTENNA MAST AS INDICATED SHALL BE PROVIDED BY THE TELEMETRY SYSTEM PROVIDER. ANTENNA, ANTENNA CABLE AND SURGE PROTECTION SHALL BE PROVIDED BY THE TELEMETRY SYSTEM SUPPLIER. THE ANTENNA SHALL BE AIMED BY THE TELEMETRY SYSTEM SUPPLIER DURING STARTUP AND TESTING.

4. THE TELEMETRY SYSTEM SUPPLIER SHALL BE RESPONSIBLE FOR OBTAINING FOR THE OWNER ALL REQUIRED FCC LICENSING REVISIONS, ETC. NECESSARY FOR THE OPERATION OF THE RADIO COMMUNICATIONS SYSTEM.

5. A FACTORY-TRAINED QUALIFIED SERVICE REPRESENTATIVE OF THE TELEMETRY SYSTEM SUPPLIER SHALL PROVIDE ALL SYSTEM INTEGRATION, INITIALIZATION, CUSTOMIZATION, STARTUP, AND TRAINING TO PROVIDE A COMPLETE AND OPERATING SYSTEM.



TYPICAL TELEMETRY SYSTEM RTU SCHEMATIC DIAGRAM
SEE PUMP CONTROL PANEL DETAIL LS-3
NOT TO SCALE

ALL FITTINGS AND COMPONENTS TO MEET CURRENT NEC REQUIREMENTS

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CITY OF ST. AUGUSTINE LIFT STATION DETAILS ELECTRICAL EQUIPMENT	REVISION DATE:	FEB 2017
	NOT TO SCALE	LS-5

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COSA UTILITY DETAILS
HFH CYPRESS VILLAGE
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CITY OF ST. AUGUSTINE LIFT STATION DETAILS – SUPPLEMENTARY DETAILS

NOTES: STANCHION PIPE SUPPORT

1. PROVIDE HALF ROUND RIGID INSULATION AND ISULATION SHEILD, SIMILAR TO GRINNELL FIG. 167 OR ELCEN FIG. 219 WHEN PIPING IS INSULATED.

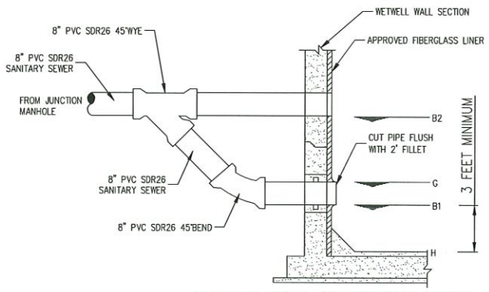
2. PROVIDE NEOPRENE WAFFLE ISOLATION PAD SIMILAR TO MASON TYPE "W" OR KORFUND KORPAD 40, UNDER SUPPORT FOOT WHEN PIPING IS ISOLATED OR SUPPORT IS ADJACENT TO MECHANICAL EQUIPMENT.

3. FOR BASE, HEIGHT, AND FLANGE DIMENSIONS, SEE TABLE.

4. ALL DIMENSIONS IN TABLE ARE IN INCHES.

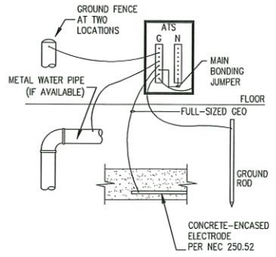
PIPE SIZE	A	B	C	
			MIN.	MAX.
2-1/2	2-1/2	9	8	13
3	2-1/2	9	8-1/4	13-1/4
3-1/2	2-1/2	9	8-1/2	13-1/2
4	3	9	9-1/4	14
5	3	9	10	14-3/4
6	3	9	10-1/2	15-1/4
8	3	9	11-3/4	16-1/2

PIPE SUPPORT
NOT TO SCALE



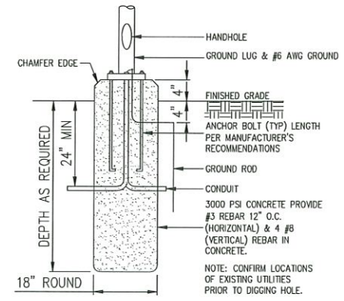
GRAVITY DROP CONNECTION DETAIL
NOT TO SCALE REQUIRED FOR ALL PUMPING STATIONS

NOTE: IF DIMENSION BETWEEN B2 & B1 IS 2 FEET OR LESS, GRAVITY DROP CONNECTION IS NOT REQUIRED.

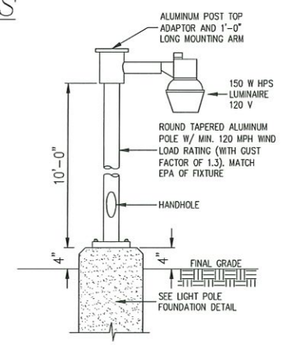


NOTE: BOND & GROUND ELECTRICAL SYSTEM PER NEC SECTION 250 AND ALL LOCAL CODES AND STATUTES. TEST GROUND 16060 TO ENSURE A MAXIMUM RESISTANCE TO GROUND OF 10 OHMS. ADD ADDITIONAL GROUND RODS AS NECESSARY TO MEET THIS REQUIREMENT. CONTRACTOR TO SUBMIT GROUND TEST RESULTS TO THE CITY.

GENERAL GROUNDING DETAIL
NOT TO SCALE

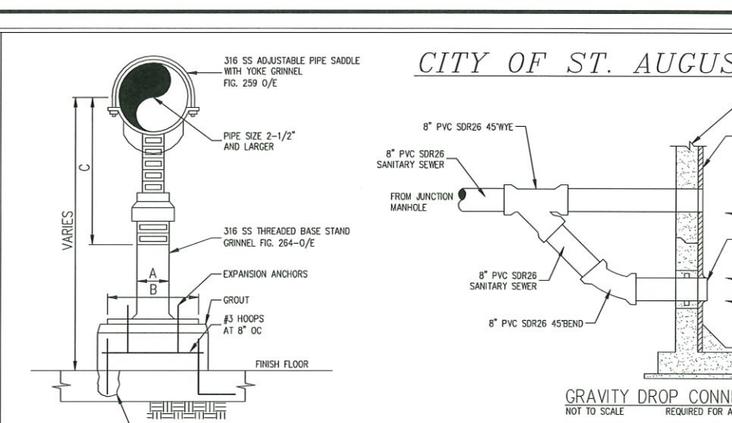


LIGHT POLE FOUNDATION
NOT TO SCALE

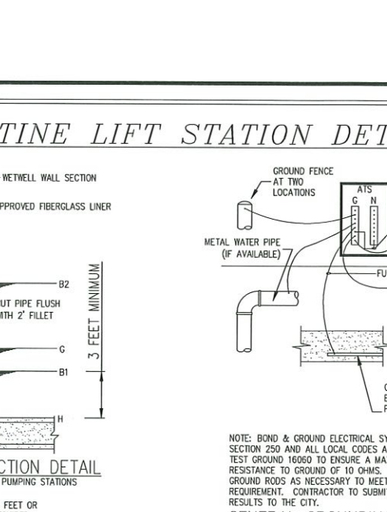


LIGHT POLE DETAIL
NOT TO SCALE

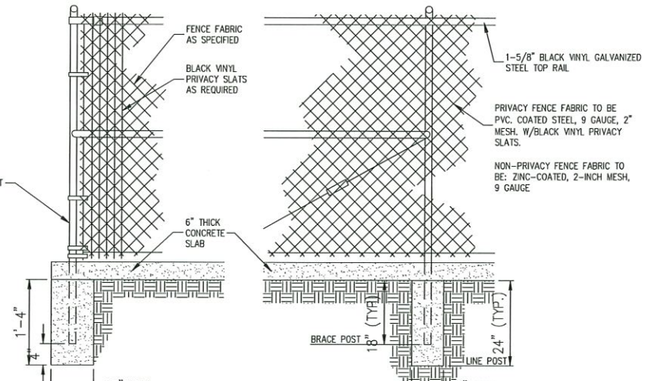
1. LUMINAIRE SHALL BE AS MANUFACTURED BY DAYBRITE OR APPROVED EQUAL (CAT No. VHP-150-S-XX-PE-12L-P)

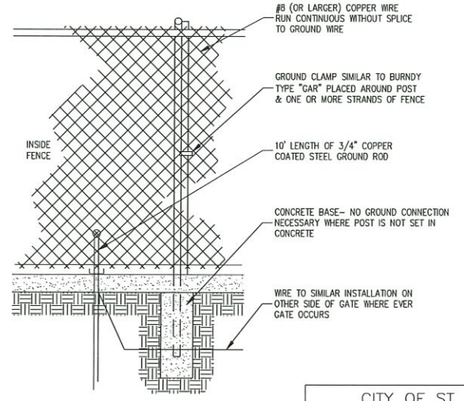


DOUBLE GATE DETAILS
NOT TO SCALE



FENCE DETAIL
NOT TO SCALE





FENCE DETAILS
NOT TO SCALE

CITY OF ST. AUGUSTINE LIFT STATION DETAILS SUPPLEMENTARY DETAILS	REVISION DATE:	FEB 2017
	NOT TO SCALE	LS-6

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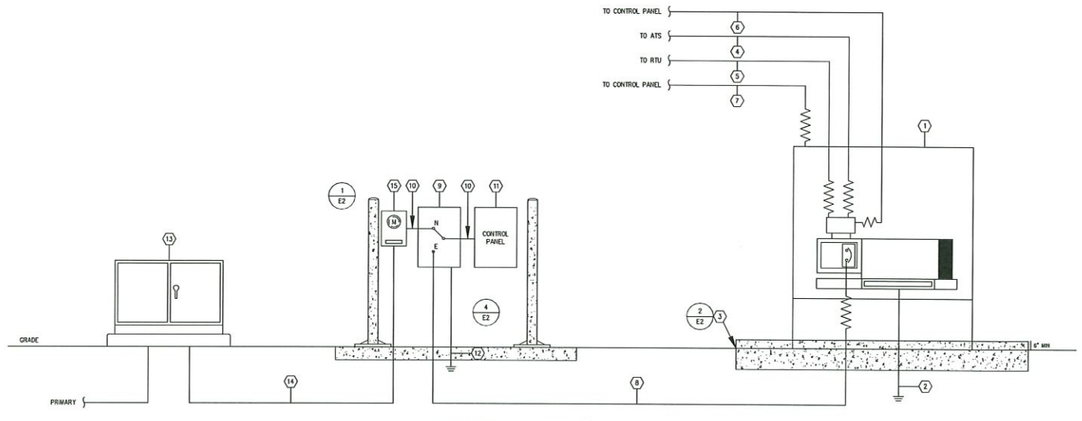
PREPARED FOR: HABITAT FOR HUMANITY

25
OF 30

CITY OF ST. AUGUSTINE LIFT STATION DETAILS
EMERGENCY GENERATOR SPECIFICATIONS AND DETAILS



POWER RISER DIAGRAM (2 E1, E2)
NOT TO SCALE

NOTE: THIS DRAWING IS ISSUED BY THE CITY OF ST. AUGUSTINE FOR GENERAL INFORMATION ONLY. THE USER OF THIS DRAWING SHALL ENGAGE THE SERVICES OF LICENSED PROFFESIONAL ENGINEERS TO DESIGN THE ELECTRICAL AND STRUCTURE FEATURES SHOWN ON THIS DRAWING.

LIGHTING FIXTURE SCHEDULE

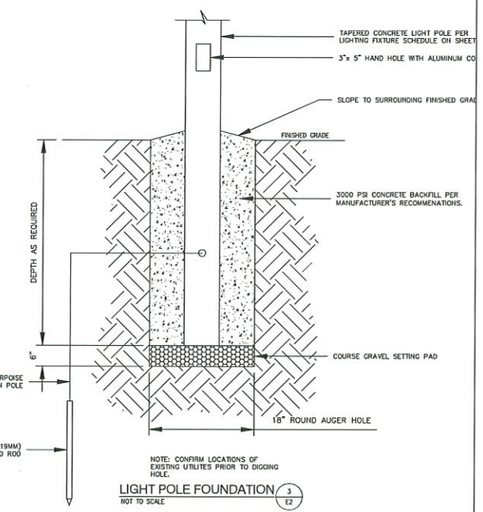
MARK	MANUF.	CATALOG NO.	LAMPS NO.	LAMPS TYPE	VOLT	MOUNTING	NOTES	DESCRIPTION / INSTALLATION
A	DAYBRITE	VHP 150 S XX-12L A	1	150W HPS	120	POLE		POLE MOUNTED AREA LIGHT, ALUMINUM, WET LOCATION, WITH BUILT-IN PHOTOCELL. PROVIDE POLE TOP ADAPTER TO ACCOMODATE FIXTURE. MOUNT AT 10' ABOVE GRADE. PROVIDE TYPE 1, 14' TAPERED CONCRETE POLE WITH HANDHOLE, AND TENON. PROVIDE 1 1/4" ADAPTER AT TOP OF POLE TO MATCH FIXTURE.

SPECIFIC NOTES:

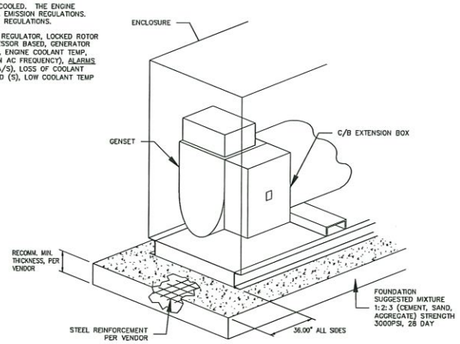
1. PROVIDE (@ 80% POWER FACTOR). 240/120V, THREE PHASE, 4 WIRE DIESEL GENERATOR WITH SOUND ATTENUATED ALUMINUM ENCLOSURE, MUFFLER AND 545 GALLON SUBBASE TANK, PER SPECIFICATIONS. GENERATOR SHALL BE MANUFACTURED BY CATERPILLAR/OLYMPIAN. PROVIDE 100% RATED, 175A, 240V, 3 POLE GENERATOR CIRCUIT BREAKER, RATED 10KAIC. CIRCUIT BREAKER SHALL BE UL LISTED FOR USE WITH THE AUTOMATIC TRANSFER SWITCH (DESCRIBED BELOW).
2. GROUND GENERATOR FRAME PER MANUFACTURER'S RECOMMENDATIONS (DO NOT CONNECT GENERATOR GROUND TO NEUTRAL AT GENERATOR). TEST GROUND TO ENSURE A MAXIMUM RESISTANCE TO GROUND OF 10 OHMS. ALSO, GROUND TANK AT OPPOSITE CORNERS WITH 10' GROUND RODS PER NEC. PROVIDE BOLTED CONNECTIONS AT TANK AND EXOTHERMIC WELDS AT GROUND RODS.
3. PROVIDE CONCRETE PAD FOR GENERATOR WITH STEEL REBAR ON BOTH DIRECTIONS. CONFIRM THICKNESS AND REINFORCEMENT REQUIRED FOR CONCRETE WITH A STRUCTURAL ENGINEER. CONFIRM LOCATION FOR CONDUIT STUB-UPS IN PAD AND TANK WITH GENERATOR VENDOR. COORDINATE LOCATION WITH GENERAL CONTRACTOR. SEE DETAIL 2, THIS SHEET FOR MORE INFORMATION.
4. PROVIDE 2 STRANDED #14 AWG THHN CONTROL WIRES (FOR STARTING) AND 2 SPARES IN 1" CONDUIT FROM GENERATOR CONTROL PANEL TO AUTOMATIC TRANSFER SWITCH. ALSO, PROVIDE 1 BRAIDED 2 AWG GROUND WIRE FROM GENERATOR TO TRANSFER SWITCH FOR GENERATOR GROUNDING. COORDINATE CONNECTIONS TO THE AUTOMATIC TRANSFER SWITCH AND ADDITIONAL CONTROL REQUIREMENTS WITH RTU VENDOR.
5. PROVIDE 2 STRANDED #14 AWG THHN SIGNAL WIRES IN 3/4" CONDUIT FROM THE GENERATOR CONTROL PANEL TO THE LIFT STATION CONTROL PANEL, WHICH SHALL INDICATE "GENERATOR RUN" CONDITION AT THE LIST STATION CONTROL PANEL. SECOND PUMP IS LOCKED OUT WHILE ON EMERGENCY POWER.
6. PROVIDE 2 STRANDED #12 AWG CONDUCTORS AND #12 GROUND IN 3/4" CONDUIT FOR GENERATOR ACCESSORIES (WATER JACKET AND BATTERY CHARGER) FROM GENERATOR TO THE LIFT STATION CONTROL PANEL. COORDINATE WITH LIFT STATION CONTROL PANEL PROVIDER TO PROVIDE 20A, 120V, SINGLE POLE BREAKER FOR THIS CIRCUIT.
7. PROVIDE 4-#2/0 AWG CONDUCTORS AND STRANDED #6 GROUND, IN 2" CONDUIT. BURY CONDUIT AT LEAST 24" BELOW GROUND.
8. PROVIDE SERVICE RATED, 250A, 240/120V, 3 PHASE, 3 POLE AUTOMATIC TRANSFER SWITCH (ASCO MODEL 300 OR ONAN EQUAL) IN NEMA 4X ENCLOSURE WITH A SHORT CIRCUIT WITHSTAND RADIOUS SUITABLE FOR THE CONDITIONS AND SPECIFICATIONS (10KAIC) 3 POLE MAIN CIRCUIT BREAKER, RATED 42KAIC, IN TRANSFER SWITCH. PROVIDE TVSS PROTECTION FOR ~~SYSTEM CONTROL SPACES~~. PROVIDE ALL ELECTRICAL CONNECTIONS TO PANEL, PLUGS, AND ACCESSORIES. COORDINATE WITH LIFT STATION CONTROL PANEL PROVIDER TO ENSURE THAT PANEL COMES WITH 15A, 120V WEATHERPROOF GFI RECEPTANCE AND DEDICATED CIRCUITS FOR THE RTU AND SITE LIGHTING. SEE CIVIL DRAWINGS FOR MORE INFORMATION ON PANEL.
9. PROVIDE #1/0 AWG COPPER GROUND ELECTRODE CONDUCTOR. CONNECT TO GROUND ROD AND ANY OTHER AVAILABLE ELECTRODES PER ARTICLE 250 AND 250.50(C). SEE DETAIL 4, THIS SHEET, FOR MORE INFORMATION.
10.
11.
12. FP&L TRANSFORMER, ON A CONCRETE PAD (COORDINATE WITH FPL)
13. PROVIDE 225A, 240/120V, THREE PHASE, FOUR WIRE SERVICE LATERAL FROM TRANSFORMER. CONTACT FP&L FOR MORE INFORMATION.
14. PROVIDE FP&L APPROVED 400A, 3 PHASE, 4 WIRE METER SOCKET IN NEMA 3R ENCLOSURE. PROPERLY GROUND METER SOCKET PER NEC SECTION 250 AND LOCAL STANDARDS.
15.
16. THE VOLTAGE OF EACH PHASE OF THE NORMAL SOURCE SHALL BE MONITORED WITH PICKUP ADJUSTABLE TO 95% OF NOMINAL AND DROPOUT ADJUSTABLE FROM 70% TO 90% OF PICKUP SETTING.
17. SINGLE-PHASE VOLTAGE AND FREQUENCY SENSING OF THE EMERGENCY SOURCE SHALL BE PROVIDED.
18. AN ADJUSTABLE TIME DELAY SHALL BE PROVIDED TO OVERRIDE MOMENTARY NORMAL SOURCE OUTAGES AND DELAY ALL TRANSFER AND ENGINE STARTING SIGNALS.
19. AN ADJUSTABLE TIME DELAY SHALL BE PROVIDED ON TRANSFER TO EMERGENCY, ADJUSTABLE FROM 0 TO 5 MINUTES FOR CONTROLLED TIMING OF TRANSFER OF LOADS TO EMERGENCY.
20. AN ADJUSTABLE TIME DELAY SHALL BE PROVIDED ON RETRANSFER TO NORMAL, ADJUSTABLE TO 30 MINUTES. TIME DELAY SHALL BE AUTOMATICALLY BYPASSED IF EMERGENCY SOURCE FAILS AND NORMAL SOURCE IS ACCEPTABLE.
21. A 5-MINUTE COOLDOWN TIME DELAY SHALL BE PROVIDED ON SHUTDOWN OF ENGINE GENERATOR.
22. ALL ADJUSTABLE TIME DELAYS SHALL BE FIELD ADJUSTABLE WITHOUT THE USE OF TOOLS.
23. A SET OF GOLD-FLASHED CONTACTS RATED 10 AMPS, 32 VDC SHALL BE PROVIDED FOR A LOW-VOLTAGE ENGINE START SIGNAL. THE START SIGNAL SHALL PREVENT DRY CRANKING OF THE ENGINE BY REQUIRING THE GENERATOR SET TO REACH PROPER OUTPUT, AND RUN FOR THE DURATION OF THE COOL DOWN SETTING, REGARDLESS OF WHETHER THE NORMAL SOURCE RESTORES BEFORE THE LOAD IS TRANSFERRED.
24. A PUSH-BUTTON TYPE TEST SWITCH SHALL BE PROVIDED TO SIMULATE A NORMAL SOURCE FAILURE.
25. A PUSH-BUTTON TYPE SWITCH TO BYPASS THE TIME DELAY ON TRANSFER TO EMERGENCY, THE ENGINE EXERCISER PERIOD ON THE RESTRANSFER TO NORMAL TIME DELAY WHICHEVER DELAY IS ACTIVE AT THE TIME THE PUSH-BUTTON IS ACTIVATED.
26. AUXILIARY CONTACTS, RATED 10 AMPS, 250 VAC SHALL BE PROVIDED CONSISTING OF ONE CONTACT, CLOSED WHEN THE ATS IS CONNECTED TO THE NORMAL SOURCE AND ONE CONTACT, CLOSED, WHEN THE ATS IS CONNECTED TO THE EMERGENCY SOURCE.
27. INDICATING LIGHTS SHALL BE PROVIDED, ONE TO INDICATE WHEN THE ATS IS CONNECTED TO THE NORMAL SOURCE (GREEN) AND ONE TO INDICATE WHEN THE ATS IS CONNECTED TO THE EMERGENCY SOURCE (RED). ALSO PROVIDE INDICATING LIGHTS FOR BOTH NORMAL AND EMERGENCY SOURCE AVAILABILITY.
28. TERMINALS SHALL BE PROVIDED TO INDICATE ACTUAL AVAILABILITY OF THE NORMAL AND EMERGENCY SOURCES, AS DETERMINED BY THE VOLTAGE SENSING PICKUP AND DROPOUT SETTINGS FOR EACH SOURCE.
29. ENGINE EXERCISER - AN ENGINE GENERATOR EXERCISING TIMER SHALL BE PROVIDED, INCLUDING A SELECTOR SWITCH TO SELECT EXERCISE WITH OR WITHOUT LOAD TRANSFER.
30. INPHASE MONITOR - AN INPHASE MONITOR SHALL BE INHERENTLY BUILT INTO THE CONTROLS. THE MONITOR SHALL CONTROL TRANSFER SO THAT MOTOR LOAD INRUSH CURRENTS DO NOT EXCEED NORMAL STARTING CURRENTS, AND SHALL NOT REQUIRE EXTERNAL CONTROL OF POWER SOURCES. THE INPHASE MONITOR SHALL BE SPECIFICALLY DESIGNED FOR AND BY THE PRODUCT OF THE ATS MANUFACTURER.
31. REMOTE ALARM: COORDINATE WITH OWNER EQUIPMENT TO PROVIDE ALARMS FOR REMOTE MONITORING OF THE FOLLOWING ITEMS. 1. RUN 2. STOP 3. FAILURE

GENERAL NOTES:

1. ROUTE ALL CONDUIT BETWEEN ELECTRICAL EQUIPMENT UNDERGROUND. UNDERGROUND CONDUIT MAY BE SCHEDULE 80 PVC (VERSUS RGS), WITH THE EXCEPTION OF CONDUIT WHICH ENTERS THE WET WELL, TRANSITIONS TO ABOVEGROUND SHALL BE MADE WITH PVC COATED RIGID STEEL OR WITH RIGID STEEL CONDUIT COATED WITH 2 COATS OF ASPHALTIC MATIC. CONDUIT WHICH ENTER THE WET WELL SHALL BE PVC COATED ALUMINUM AND SHALL CONTAIN EXPLOSION PROOF SEALS AND JUCTION BOXES AS SHOWN IN DETAIL 1, THIS SHEET.
2. SHORT CIRCUIT RATING SHOWN FOR EQUIPMENT IS BASED ON PRELIMINARY DATA. RECONFIRM AVAILABLE FAULT CURRENT AT THE SECONDARY OF THE TRANSFORMER WITH THE UTILITY AND RATE ALL EQUIPMENT ACCORDINGLY. (ADD 600A FOR MOTOR CONTRIBUTION).
3. ALL ABOVE CONDUIT SHALL BE ALUMINUM.
4. GENERATOR SHALL BE SIZED TO PROVIDE POWER TO THE ENTIRE DUPLEX PUMPING STATION IN THE EVENT OF POWER FAILURE.
5. THE EMERGENCY POWER SUPPLY SYSTEM SHALL CONSIST OF A DIESEL GENERATOR SET, WHICH UPON INTERRUPTION OF NORMAL POWER FROM TRANSFORMER, WILL START AUTOMATICALLY AND, BY AN AUTOMATIC TRANSFER SWITCH, WILL DISCONNECT LOAD FROM NORMAL SUPPLY AND CONNECT LOAD TO THE GENERATOR. THE GENERATOR SET SHALL BE SUPPLIED WITH RELATED COMPONENTS ACCESSORIES.
6. THE GENERATOR SHALL BE PROVIDED WITH A DOUBLE WALL SUB-BASE TANK CONSTRUCTED TO MEET ALL LOCAL CODES AND REQUIREMENTS. A FUEL TANK BASE OF FIVE (5) DAY CAPACITY SHALL BE PROVIDED AS AN INTEGRAL PART OF THE ENCLOSURE. IT SHALL BE CONTAINED IN A RUPTURE BASIN WITH 110% CAPACITY.
7. THE GENERATOR SET SHALL BE PROVIDED WITH A FULL TANK OF DIESEL FUEL FOR THE COMPLETION OF ALL TESTING.
8. THE COMPLETE DIESEL ENGINE GENERATOR SET, INCLUDING GENERATOR CONTROL PANEL, ENGINE STARTING BATTERIES AND DIESEL FUEL TANK, SHALL BE ENCLOSED IN A FACTORY ASSEMBLED, SOUND ATTENUATED ENCLOSURE MOUNTED ON THE FUEL TANK BASE. THE ENCLOSURE SHALL BE MADE FROM 12 GAUGE STEEL WITH ELECROSTATICALLY APPLIED POWDER COATED BAKED POLYESTER PAINT.
9. THE ENCLOSURE SHALL HAVE A RESULTING SOUND LEVEL THAT WILL MEET CITY CODE WITH THE GENERATOR SET RUNNING UNDER FULL LOAD.
10. ACOUSTICAL FOAM SHALL BE PROVIDED BETWEEN ALL SUPPORTS AND INSIDE DOORS AND SOUND BAFFLES ON AIR INTAKE AND AIR DISCHARGE.
11. A RESIDENTIAL GRADE SILENCER, COMPANION FLANGES, AND FLEXIBLE STAINLESS STEEL EXHAUST FITTING PROPERLY SIZED SHALL BE FURNISHED AND INSTALLED ACCORDING TO THE MANUFACTURES RECOMMENDATIONS.
12. THE GENERATOR SET SHALL BE INSTALLED ON A REINFORCED CONCRETE SLAB STRUCTURALLY DESIGN TO WITHSTAND THE LOAD OF THE GENERATOR AND THE FUEL TANK COMPLETELY FULL WITH DIESEL FUEL.
13. THE ENGINE SHALL BE DIESEL FUELED, FOUR (4) CYCLE, WATER COOLED. THE ENGINE SHALL UTILIZE IN-CYLINDER COMBUSTION TECHNOLOGY, TO MEET EPA EMISSION REGULATIONS. ADDITIONALLY, THE ENGINE SHALL COMPLY WITH THE STATE EMISSION REGULATIONS.
14. THE GENERATOR SHALL BE SUPPLIED WITH: AUTOMATIC VOLTAGE REGULATOR, LOCKED ROTOR MOTOR STATING, CIRCUIT BREAKER, FULLY SOLID-STATE, MICROPROCESSOR BASED, GENERATOR SET CONTROL, DIGITAL MONITORING CAPABILITY(ENGINE OIL PRESSURE, ENGINE COOLANT TEMP, ENGINE RPM, BATTERY VOLTS, GEN AC VOLTS, GEN AC CURRENT, GEN AC FREQUENCY), ALARMS AND SHUTDOWNS (LOW OIL PRESSURE (A/S), HIGH COOLANT TEMP (A/S), LOSS OF COOLANT (S), OVER SPEED (S), OVER CRANK (S), EMERGENCY STOP DEPRESSED (S), LOW COOLANT TEMP (A)
15. THE GENERATOR SET SHALL BE EQUIPED WITH A RAIL MOUNTED, ENGINE-DRIVEN RADIATOR WITH BLOWER FAN AND ALL ACCESSORIES.
16. A DC ELECTRIC STARTING SYSTEM WITH POSITIVE ENGAGEMENT SHALL BE FURNISHED.
17. JACKET WATER HEATER SHALL BE PROVIDED.
18. A LEAK-ACID STORAGE BATTERY SET OF THE HEAVY DUTY DIESEL STARTING TYPE SHALL BE PROVIDED. BATTERY VOLTAGE SHALL BE COMPATIBLE WITH THE STARTING SYSTEM.
19. A CURRENT LIMITING BATTERY CHARGER SHALL BE FURNISHED TO AUTOMATICALLY RECHARGE BATTERIES.
20. THE GENERATOR SHALL BE SUPPLIED WITH AN AUTOMATIC TRANSFER SWITCH AND CONTROL PANEL.
21. TWO YEAR WARRANTY FROM THE DATE OF INITIAL START UP OF THE SYSTEM IS REQUIRED.
22. PRIOR TO ACCEPTANCE OF THE INSTALLATION, THE EQUIPMENT SHALL BE SUBJECTED TO FULL LOAD TEST BY USING PORTABLE LOAD BANKS. FULL LOAD TEST SHALL BE CONDUCTED FOR A MINIMUM OF FOUR HOURS.
23. THREE COPIES OF THE O & M MANUALS FOR THE GENERATOR AND ITS COMPONENTS SHALL BE FURNISHED TO THE CITY PRIOR TO ACCEPTANCE OF THE PUMPING STATION.



LIGHT POLE FOUNDATION (3 E2)
NOT TO SCALE



NOTE: CONFIRM CONCRETE STRENGTH, REINFORCEMENT AND PAD THICKNESS WITH GENERATOR VENDOR. ALL SIZES ARE SHOWN IN INCHES.

PAD REINFORCEMENT DETAIL
NOT TO SCALE

CITY OF ST. AUGUSTINE LIFT STATION DETAILS EMERGENCY GENERATOR	REVISION DATE:	FEB 2017
	NOT TO SCALE	LS-7

C.O.S.A

JEREMY W. CALLOWAY
CA#34646 PE#70838
STATE OF FLORIDA
No.70838
REGISTERED PROFESSIONAL ENGINEER

MAVERICK ENGINEERING
10 WILLOW WINDS PARKWAY
ST. JOHNS, FLORIDA 32259
(904) 655-6687

REVISIONS

#	DATE	DESCRIPTION
2	01-16-2026	REVISED PER SJC COMMENTS
3	03-06-2026	REVISED PER SJC COMMENTS (NOTE ADDED)
4	03-27-2026	REVISED PER SJC COMMENTS
5	03-16-2026	REVISED PER SJC COMMENTS
6	04-15-2026	REVISED PER COSA COMMENTS
7		

DRAWING BY: MB
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 09-27-2025
PROJECT #: 2351

COSA UTILITY DETAILS
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

26
OF 30

STORM WATER POLLUTION PREVENTION PLAN

OWNER'S REQUIREMENTS

SITE DESCRIPTION

PROJECT NAME AND LOCATION:
CYPRESS VILLAGE
201 CLAY STREET, ST JOHNS, FL

OWNER NAME AND ADDRESS:
HABITAT FOR HUMANITY

DESCRIPTION:
17 LOT SUBDIVISION

SOIL DISTURBING ACTIVITIES WILL INCLUDE:
CLEARING AND GRUBBING; EARTHWORK, PAVEMENT AND GRADING; STORM SEWER, UTILITIES, AND PREPARATION FOR FINAL PLANTING AND SEEDING.

RUNOFF CURVE NUMBERS:
1. PRE-CONSTRUCTION = 77
2. DURING CONSTRUCTION = 80
3. POST-CONSTRUCTION = 87

SOILS:
* SEE GEOTECHNICAL REPORT FOR SOILS DATA

SITE MAPS:
* SEE ATTACHED GRADING PLAN FOR PRE & POST DEVELOPMENT GRADES, AREAS OF SOILS, DISTURBANCE, LOCATION OF SURFACE WATERS, WETLANDS, PROTECTED AREAS, MAJOR STRUCTURAL AND NONSTRUCTURAL CONTROLS AND STORM WATER DISCHARGE POINTS,
* SEE ATTACHED EROSION & TURBIDITY CONTROL PLAN FOR LOCATION OF TEMPORARY STABILIZATION PRACTICES, AND TURBIDITY BARRIERS
* SEE GENERAL NOTES FOR REQUIRMENTS FOR TEMPORARY AND PERMANENT STABILIZATION.

SITE AREA:
1. TOTAL AREA OF SITE = 3.08 ACRE
2. TOTAL AREA TO BE DISTURBED = 3.08 ACRE

NAME OF RECEIVING WATERS: ONSITE CONVEYANCE DITCH

CONTROLS

THIS PLAN UTILIZES BEST MANAGEMENT PRACTICES TO CONTROL EROSION AND TURBIDITY CAUSED BY STORM WATER RUN OFF, AN EROSION AND TURBIDITY PLAN HAS BEEN PREPARED TO INSTRUCT THE CONTRACTOR ON PLACEMENT OF THESE CONTROLS, IT IS THE CONTRACTORS RESPONSIBILITY TO INSTALL AND MAINTAIN THE CONTROLS PER PLAN AS WELL AS ENSURING THE PLAN IS PROVIDING THE PROPER PROTECTION AS REQUIRED BY FEDERAL, STATE AND LOCAL LAWS. REFER TO "CONTRACTORS RESPONSIBILITY" FOR A VERBAL DESCRIPTION OF THE CONTROLS THAT MAY BE IMPLEMENTED.

STORM WATER MANAGEMENT
STORM WATER DRAINAGE WILL BE PROVIDED BY :
ON-SITE SECONDARY COLLECTION SYSTEM DISCHARGING TO ON-SITE WET DETENTION POND.
FOR THE PROJECT, AREAS WHICH ARE NOT TO BE CONSTRUCTED ON, BUT WILL BE REGRADED SHALL BE STABILIZED IMMEDIATELY AFTER GRADING IS COMPLETE, WHEN CONSTRUCTION IS COMPLETE, A TOTAL OF 3.08 ACRES WILL HAVE BEEN REGRADED, 3.08 ACRES LEFT UNDISTURBED, THE SITE DISCHARGES TO AN ON-SITE WETLAND, WHERE PRACTICAL, TEMPORARY SEDIMENT BASINS WILL BE USED TO INTERCEPT SEDIMENT BEFORE ENTERING THE PERMANENT WET POND.

TIMING OF CONTROLS/MEASURES

REFER TO " CONTRACTOR'S REQUIREMENTS" FOR THE TIMING OF CONTROL/MEASURES.

CERTIFICATION OF COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS

IN ACCORDANCE WITH FEDERAL, STATE AND LOCAL LAWS RELATED TO STORM WATER MANAGEMENT AND EROSION AND TURBIDITY CONTROLS, THE FOLLOWING PERMITS HAVE BEEN OBTAINED.

D.E.R. DREDGE/FILL PERMIT #_____
C.O.E. DREDGE/FILL PERMIT #_____
S.J.R.W.M.D. ENVIRONMENTAL RESOURCE PERMIT #_____

POLLUTION PREVENTION PLAN CERTIFICATION

I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED, BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.

SIGNED:_____

DATED:_____

CONTRACTOR'S REQUIREMENTS

GENERAL

THE CONTRACTOR SHALL AT A MINIMUM IMPLEMENT THE CONTRACTOR'S REQUIREMENTS OUTLINED BELOW AND THOSE MEASURES SHOWN ON THE EROSION AND TURBIDITY CONTROL PLAN. IN ADDITION, THE CONTRACTOR SHALL UNDERTAKE ADDITIONAL MEASURES REQUIRED TO BE IN COMPLIANCE WITH APPLICABLE PERMIT CONDITIONS AND STATE WATER QUALITY STANDARDS, DEPENDING ON THE NATURE OF MATERIALS AND METHODS OF CONSTRUCTION, THE CONTRACTOR MAY BE REQUIRED TO ADD FLOCCULANTS TO THE RETENTION SYSTEM PRIOR TO PLACING THE SYSTEM INTO OPERATION.

SEQUENCE OF MAJOR ACTIVITIES:

THE GENERAL ORDER OF ACTIVITIES WILL BE AS FOLLOWS:

1. INSTALL STABILIZED CONSTRUCTION ENTRANCE
2. INSTALL SILT FENCES AND HAY BALES AS REQUIRED
3. CLEAR AND GRUB FOR DIVERSION SWALES/DIKES AND SEDIMENT BASIN
4. CONSTRUCT SEDIMENTATION BASIN
5. CONTINUE CLEARING AND GRUBBING
6. STOCK PILE TOP SOIL IF REQUIRED
7. PERFORM PRELIMINARY GRADING ON SITE AS REQUIRED
8. STABILIZE DENUDED AREAS AND STOCKPILES AS SOON AS PRACTICABLE
9. INSTALL UTILITIES, STORM SEWER, CURBS & GUTTER.
10. APPLY BASE TO PAVED AREAS
11. COMPLETE GRADING AND INSTALL PERMANENT SEEDING/SOD AND PLANTING
12. COMPLETE FINAL PAVING
13. REMOVE ACCUMULATED SEDIMENT FROM BASINS
14. WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED, REMOVE ANY TEMPORARY DIVERSION SWALES/DIKES AND RESEED/SOD AS REQUIRED

TIMING OF CONTROLS/MEASURES

AS INDICATED IN THE SEQUENCE OF MAJOR ACTIVITIES, THE SILT FENCES AND HAY BALES, STABILIZED CONSTRUCTION ENTRANCE AND SEDIMENT BASIN WILL BE CONSTRUCTED PRIOR TO CLEARING OR GRADING OF ANY OTHER PORTIONS OF THE SITE. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICAL IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, ONCE CONSTRUCTION ACTIVITY CEASES PERMANENTLY IN AN AREA, THAT AREA WILL BE STABILIZED PERMANENTLY IN ACCORDANCE WITH THE PLANS. AFTER THE ENTIRE SITE IS STABILIZED, THE ACCUMULATED SEDIMENT WILL BE REMOVED FROM THE SEDIMENT TRAPS AND THE EARTH DIKE/SWALES WILL BE REGRADED/REMOVED AND STABILIZED IN ACCORDANCE WITH THE EROSION & TURBIDITY CONTROL PLAN.

CONTROLS

IT IS THE CONTRACTORS RESPONSIBILITY TO IMPLEMENT THE EROSION AND TURBIDITY CONTROLS AS SHOWN ON THE EROSION AND TURBIDITY CONTROL PLAN. IT IS ALSO THE CONTRACTORS RESPONSIBILITY TO ENSURE THESE CONTROLS ARE PROPERLY INSTALLED, MAINTAINED AND FUNCTIONING PROPERLY TO PREVENT TURBID OR POLLUTED WATER FROM LEAVING THE PROJECT SITE. THE CONTRACTOR WILL ADJUST THE EROSION AND TURBIDITY CONTROLS SHOWN ON THE EROSON AND TURBIDITY CONTROL PLAN AND ADD ADDITIONAL CONTROL MEASURES, AS REQUIRED,TO ENSURE THE SITE MEETS ALL FEDERAL, STATE AND LOCAL EROSION AND TURBIDITY CONTROL REQUIREMENTS. THE FOLLOWING BEST MANAGEMENT PRACTICES WILL BE IMPLEMENTED BY THE CONTRACTOR AS REQUIRED BY THE EROSION AND TURBIDITY CONTROL PLAN AND AS REQUIRED TO MEET THE EROSION AND TURBIDITY REQUIREMENTS IMPOSED ON THE PROJECT SITE BY THE REGULATORY AGENCIES.

EROSION AND SEDIMENT CONTROLS
STABILIZATION PRACTICES

1. HAY BALE BARRIER: HAY BALE BARRIERS CAN BE USED BELOW DISTURBED AREAS SUBJECT TO SHEET AND RILL EROSION WITH THE FOLLOWING LIMITATIONS:
   A. WHERE THE MAXIMUM SLOPE BEHIND THE BARRIER IS 33 PERCENT.
   B. IN MINOR SWALES OR DITCH LINES WHERE THE MAXIMUM CONTRIBUTING DRAINAGE AREA IS NO GREATER THAN 2 ACRES.
   C. WHERE EFFECTIVENESS IS REQUIRED FOR LESS THAN 3 MONTHS,
   D. EVERY EFFORT SHOULD BE MADE TO LIMIT THE USE OF STRAW BALE BARRIERS CONSTRUCTED IN LIVE STREAMS OR IN SWALES WHERE THERE IS THE POSSIBILITY OF A WASHOUT, IF NECESSARY, MEASURES SHALL BE TAKEN TO PROPERLY ANCHOR BALES TO INSURE AGAINST WASHOUT,
   REFER TO CITY STANDARD DETAIL D-913 FOR CONSTRUCTING THE HAY BALE BARRIER, ALSO REFER TO D-901, D-911 AND D-12 FOR PROPER LOCATION, MATERIAL & USAGE.
2. FILTER FABRIC BARRIER: FILTER FABRIC BARRIERS CAN BE USED BELOW DISTURBED AREAS SUBJECT TO SHEET AND RILL EROSION WITH THE FOLLOWING LIMITATIONS:
   A. WHERE THE MAXIMUM SLOPE BEHIND THE BARRIER IS 33 PERCENT.
   B. IN MINOR SWALES OR DITCH LINES WHERE THE MAXIMUM CONTRIBUTING DRAINAGE AREA IS NO GREATER THAN 2 ACRES.
   REFER TO CITY STANDARD DETAIL D-910 FOR PROPER CONSTRUCTION OF THE FILTER FABRIC BARRIER.
3. BRUSH BARRIER WITH FILTER FABRIC: BRUSH BARRIER MAY BE USED BELOW DISTURBED AREAS SUBJECT TO SHEET AND RILL EROSION WHERE ENOUGH RESIDUE MATERIAL IS AVAILABLE ON SITE.
4. LEVEL SPREADER: A LEVEL SPREADER MAY BE USED WHERE SEDIMENT-FREE STORM RUNOFF IS INTERCEPTED AND DIVERTED AWAY FROM THE GRADED AREAS ONTO UNDISTURBED STABILIZED AREAS. THIS PRACTICE APPLIES ONLY IN THOSE SITUATIONS WHERE THE SPREADER CAN BE CONSTRUCTED ON UNDISTURBED SOIL AND THE AREA BELOW THE LEVEL LIP IS STABILIZED, THE WATER SHOULD NOT BE ALLOWED TO RECONCENTRATE AFTER RELEASE. LEVEL SPREADER SHALL BE CONSTRUCTED IN ACCORDANCE TO CITY STANDARD DETAIL D-914.
5. STOCKPILING MATERIAL: NO EXCAVATED MATERIAL SHALL BE STOCKPILED IN SUCH A MANNER AS TO DIRECT RUNOFF DIRECTLY OFF THE PROJECT SITE INTO ANY ADJACENT WATER BODY OR STORM WATER COLLECTION FACILITY,
6. EXPOSED AREA LIMITATION: THE SURFACE AREA OF OPEN, RAW ERODIBLE SOIL EXPOSED BY CLEARING AND GRUBBING OPERATIONS OR EXCAVATION AND FILLING OPERATIONS SHALL NOT EXCEED 10 ACRES, THIS REQUIREMENT MAY BE WAIVED FOR LARGE PROJECTS WITH AN EROSION CONTROL PLAN WHICH DEMONSTRATES THAT OPENING OF ADDITIONAL AREAS WILL NOT SIGNIFICANTLY AFFECT OFF-SITE DEPOSIT OF SEDIMENTS.
7. INLET PROTECTION: INLETS AND CATCH BASINS WHICH DISCHARGE DIRECTLY OFF-SITE SHALL BE PROTECTED FROM SEDIMENT-LADEN STORM RUNOFF UNTIL THE COMPLETION OF ALL CONSTRUCTION OPERATIONS THAT MAY CONTRIBUTE SEDIMENT TO THE INLET.
8. TEMPORARY SEEDING: AREAS OPENED BY CONSTRUCTION OPERATIONS AND THAT ARE NOT ANTICIPATED TO BE RE-EXCAVATED OR DRESSED AND RECEIVE FINAL GRASSING TREATMENT WITHIN 30 DAYS SHALL BE SEEDED WITH A QUICK GROWING GRASS SPECIES WHICH WILL PROVIDE AN EARLY COVER DURING THE SEASON IN WHICH IT IS PLANTED AND WILL NOT LATER COMPETE WITH THE PERMANENT GRASSING.
9. TEMPORARY SEEDING AND MULCHING: SLOPES STEEPER THAN 6:1 THAT FALL WITHIN THE CATEGORY ESTABLISHED IN PARAGRAPH 8 ABOVE SHALL ADDITIONALLY RECEIVE MULCHING OF APPROXIMATELY 2 INCHES LOOSE MEASURE OF MULCH MATERIAL CUT INTO THE SOIL OF THE SEEDED AREA ADEQUATE TO PREVENT MOVEMENT OF SEED AND MULCH.
10. TEMPORARY GRASSING: THE SEEDED OR SEEDED AND MULCHED AREA(S) SHALL BE ROLLED AND WATERED OR HYDROMULCHED OR OTHER SUITABLE METHODS IF REQUIRED TO ASSURE OPTIMUM GROWING CONDITIONS FOR THE ESTABLISHMENT OF A GOOD GRASS COVER. TEMPORARY GRASSING SHALL BE THE SAME MIX & AMOUNT REQUIRED FOR PERMANENT GRASSING IN THE CONTRACT SPECIFICATIONS.
11. TEMPORARY REGRASSING : IF, AFTER 14 DAYS FROM SEEDING, THE TEMPORARY GRASSED AREAS HAVE NOT ATTAINED A MINIMUM OF 75 PERCENT GOOD GRASS COVER, THE AREA WILL BE REWORKED AND ADDITIONAL SEED APPLIED SUFFICIENT TO ESTABLISH THE DESIRED VEGETATIVE COVER.
12. MAINTENANCE: ALL FEATURES OF THE PROJECT DESIGNED AND CONSTRUCTED TO PREVENT EROSION AND SEDIMENT SHALL BE MAINTAINED DURING THE LIFE OF THE CONSTRUCTION SO AS TO FUNCTION AS THEY WERE ORIGINALLY DESIGNED AND CONSTRUCTED.
13. PERMANENT EROSION CONTROL: THE EROSION CONTROL FACILITIES OF THE PROJECT SHOULD BE DESIGNED TO MINIMIZE THE IMPACT ON THE OFFSITE FACILITIES.
14. PERMANENT SEEDING: ALL AREAS WHICH HAVE BEEN DISTURBED BY CONSTRUCTION WILL, AS A MINIMUM, BE SEEDED. THE SEEDING MIX MUST PROVIDE BOTH LONG-TERM VEGETATION AND RAPID GROWTH SEASONAL VEGETATION. SLOPES STEEPER THAN 4:1 SHALL BE SEEDED AND MULCHED OR SODDED.

STRUCTURAL PRACTICES

1. TEMPORARY DIVERSION DIKE: TEMPORARY DIVERSION DIKES MAY BE USED TO DIVERT RUNOFF THROUGH A SEDIMENT-TRAPPING FACILITY, AND IT SHALL BE CONSTRUCTED IN ACCORDANCE TO D-914,
2. TEMPORARY SEDIMENT TRAP: A SEDIMENT TRAP SHALL BE INSTALLED IN AN DRAINAGEWAY AT A STORM DRAIN INLET OR AT OTHER POINTS OF DISCHARGE FROM A DISTURBED AREA.
   THE FOLLOWING SEDIMENT TRAPS MAY BE CONSTRUCTED EITHER INDEPENDANTLY OR IN CONJUNCTION WITH A TEMPORARY DIVERSION DIKE:
   A. BLOCK & GRAVEL SEDIMENT FILTER - THIS PROTECTION IS APPLICABLE WHERE HEAVY FLOWS AND/OR WHERE AN OVERFLOW CAPACITY IS NECESSARY TO PREVENT EXCESSIVE PONDING AROUND THE STRUCTURE. REFER TO D-902 FOR CONSTRUCTION OF A CURB INLET SEDIMENT FILTER, AND D-904 FOR CONSTRUCTION OF A DROP INLET SEDIMENT FILTER.
   B. GRAVEL SEDIMENT TRAP - THIS PROTECTION IS APPLICABLE WHERE HEAVY CONCENTRATED FLOWS ARE EXPECTED, BUT NOT WHERE PONDING AROUND THE STRUCTURE MIGHT CAUSE EXCESSIVE INCONVENIENCE OR DAMAGE TO ADJACENT STRUCTURES & UNPROTECTED AREAS. REFER TO D-903 FOR CONSTRUCTION OF CURB INLET & DROP SEDIMENT TRAP.
   C. DROP INLET SEDIMENT TRAP - THIS PROTECTION IS APPLICABLE WHERE THE INLET DRAINS A RELATIVELY FLAT AREA (S < 5%) AND WHERE SHEET OR OVERLAND FLOWS (Q < 0.5 CFS) ARE TYPICAL. THIS METHOD SHALL NOT APPLY TO INLETS RECEIVING CONCENTRATED FLOWS SUCH AS IN STREET OR HIGHWAY MEDIANS, REFER TO D-905 FOR CONSTRUCTION OF HAY BALE & FABRIC SEDIMENT FILTER.
3. OUTLET PROTECTION: APPLICABLE TO THE OUTLETS OF ALL PIPES AND PAVED CHANNEL SECTIONS WHERE THE FLOW COULD CAUSE EROSION & SEDIMENT PROBLEM TO THE RECEIVING WATER BODY. SILT FENCES & HAY BALES ARE TO BE INSTALLED IMMEDIATELY DOWNSTREAM OF THE DISCHARING STRUCTURE AS SHOWN ON THE OUTLET PROTECTION DETAIL.
4. SEDIMENT BASIN: WILL BE CONSTRUCTED AT THE COMMON DRAINAGE LOCATIONS THAT SERVE AN AREA WITH 10 OR MORE DISTURBED ACRES AT ONE TIME, THE PROPOSED STORM WATER PONDS (OR TEMPORARY PONDS) WILL BE CONSTRUCTED FOR USE AS SEDIMENT BASINS. THESE SEDIMENT BASINS MUST PROVIDE A MINIMUM OF 3,600 CUBIC FEET OF STORAGE PER ACRE DRAINED UNTIL FINAL STABILIZATION OF THE SITE. THE 3,600 CUBIC FEET OF STORAGE AREA PER ACRE DRAINED DOES NOT APPLY TO FLOWS FROM OFFSITE AREAS AND FLOWS FROM ONSITE AREAS THAT ARE EITHER UNDISTURBED OR HAVE UNDERGONE FINAL STABILIZATION WHERE SUCH FLOWS ARE DIVERTED AROUND BOTH THE DISTURBED AREA AND THE SEDIMENT BASIN. ANY TEMPORARY SEDIMENT BASINS CONSTRUCTED MUST BE BACKFILLED AND COMPACTED IN ACCORDANCE WITH THE SPECIFICATIONS FOR STRUCTURAL FILL. ALL SEDIMENT COLLECTED IN PERMANENT OR TEMPORARY SEDIMENT TRAPS MUST BE REMOVED UPON FINAL STABILIZATION.

OTHER CONTROLS

WASTE DISPOSAL

WASTE MATERIALS

ALL WASTE MATERIALS EXCEPT LAND CLEARING DEBRIS SHALL BE COLLECTED AND STORED IN A SECURELY LIDDED METAL DUMPSTER, THE DUMPSTER WILL MEET ALL LOCAL AND STATE SOLID WASTE MANAGEMENT REGULATIONS. THE DUMPSTER WILL BE EMPTIED AS NEEDED AND THE TRASH WILL BE HAULED TO A STATE APPROVED LANDFILL. ALL PERSONNEL WILL BE INSTRUCTED REGARDING THE CORRECT PROCEDURE FOR WASTE DISPOSAL. NOTICES STATING THESE PRACTICES WILL BE POSTED AT THE CONSTRUCTION SITE BY THE CONSTRUCTION SUPERINTENDENT, THE INDIVIDUAL WHO MANAGES THE DAY-TO-DAY SITE OPERATIONS, WILL BE RESPONSIBLE FOR SEEING THAT THESE PROCEDURES ARE FOLLOWED.

HAZARDOUS WASTE

ALL HAZARDOUS WASTE MATERIALS WILL BE DISPOSED OF IN THE MANNER SPECIFIED BY LOCAL OR STATE REGULATION OR BY THE MANUFACTURER. SITE PERSONNEL WILL BE INSTRUCTED IN THESE PRACTICES AND THE SITE SUPERINTENDENT, THE INDIVIDUAL WHO MANAGES DAY-TO-DAY SITE OPERATIONS,WILL BE RESPONSIBLE FOR SEEING THAT THESE PRACTICES ARE FOLLOWED.

SANITARY WASTE

ALL SANITARY WASTE WILL BE COLLECTED FROM THE PORTABLE UNITS AS NEEDED TO PREVENT POSSIBLE SPILLAGE. THE WASTE WILL BE COLLECTED AND DEPOSED OF IN ACCORDANCE WITH STATE AND LOCAL WASTE DISPOSAL REGULATIONS FOR SANITARY SEWER OR SEPTIC SYSTEMS.

OFFSITE VEHICLE TRACKING

A STABILIZED CONSTRUCTION ENTRANCE WILL BE PROVIDED TO HELP REDUCE VEHICLE TRACKING OF SEDIMENTS. THE PAVED STREET ADJACENT TO THE SITE ENTRANCE WILL BE SWEPT DAILY TO REMOVE ANY EXCESS MUD. DIRT OR ROCK TRACKED FROM THE SITE. DUMP TRUCKS HAULING MATERIAL FROM THE CONSTRUCTION SITE WILL BE COVERED WITH A TARPAULIN.

INVENTORY FOR POLLUTION PREVENTION PLAN

THE MATERIALS OR SUBSTANCES LISTED BELOW ARE EXPECTED TO BE PRESENT ONSITE DURING CONSTRUCTION:

- ☐ Concrete
- ☐ Asphalt
- ☐ Tar
- ☐ Detergents
- ☐ _____
- ☐ Fertilizers
- ☐ Petroleum Based Products
- ☐ Cleaning Solvents
- ☐ Paints
- ☐ _____
- ☐ Wood
- ☐ Masonry Blocks
- ☐ Roofing Materials
- ☐ Metal Studs
- ☐ _____

SPILL PREVENTION

MATERIAL MANAGEMENT PRACTICES

THE FOLLOWING ARE THE MATERIAL MANAGEMENT PRACTICES THAT WILL BE USED TO REDUCE THE RISK OF SPILLS OR OTHER ACCIDENTAL EXPOSURE OF MATERIALS AND SUBSTANCES TO STORM WATER RUNOFF.

GOOD HOUSEKEEPING

THE FOLLOWING GOOD HOUSEKEEPING PRACTICES WILL BE FOLLOWED ONSITE DURING THE CONSTRUCTION PROJECT.

* AN EFFORT WILL BE MADE TO STORE ONLY ENOUGH PRODUCT REQUIRED TO DO THE JOB.
* ALL MATERIALS STORED ONSITE WILL BE STORED IN A NEAT, ORDERLY MANNER IN THEIR APPROPRIATE CONTAINERS AND, IF POSSIBLE, UNDER A ROOF OR OTHER ENCLOSURE.
* PRODUCTS WILL BE KEPT IN THEIR ORIGINAL CONTAINERS WITH THE ORIGINAL MANUFACTURER'S LABEL.
* SUBSTANCES WILL NOT BE MIXED WITH ONE ANOTHER UNLESS RECOMMENDED BY THE MANUFACTURER.
* WHENEVER POSSIBLE, ALL OF A PRODUCT WILL BE USED UP BEFORE DISPOSING OF THE CONTAINER.
* MANUFACTURER'S RECOMMENDATIONS FOR PROPER USE AND DISPOSAL WILL BE FOLLOWED.
* THE SITE SUPERINTENDENT WILL INSPECT DAILY TO ENSURE MATERIALS ONSITE RECEIVE PROPER USE AND DISPOSAL.

HAZARDOUS PRODUCTS

THESE PRACTICES ARE USED TO REDUCE THE RISKS ASSOCIATED WITH HAZARDOUS MATERIALS.

* PRODUCTS WILL BE KEPT IN ORIGINAL CONTAINERS UNLESS THEY ARE NOT RESEALABLE.
* ORIGINAL LABELS AND MATERIAL SAFETY DATA WILL BE RETAINED; THEY CONTAIN IMPORTANT PRODUCT INFORMATION.
* IF SURPLUS PRODUCT MUST BE DISPOSED OF, MANUFACTURER'S OR LOCAL AND STATE RECOMMENDED METHODS FOR PROPER DISPOSAL WILL BE FOLLOWED.

PRODUCT SPECIFIC PRACTICES
THE FOLLOWING PRODUCT SPECIFIC PRACTICES WILL BE FOLLOWED ONSITE:

PETROLEUM PRODUCTS
ALL ONSITE VEHICLES WILL BE MONITORED FOR LEAKS AND RECEIVE REGULAR PREVENTIVE MAINTENANCE TO REDUCE THE CHANCE OF LEAKAGE. PETROLEUM PRODUCTS WILL BE STORED IN TIGHTLY SEALED CONTAINERS WHICH ARE CLEARLY LABELED. ANY ASPHALT SUBSTANCES USED ONSITE WILL BE APPLIED ACCORDING TO THE MANUFACTURER'S RECOMMENDATIONS.

FERTILIZERS
FERTILIZERS USED WILL BE APPLIED ONLY IN THE MINIMUM AMOUNTS RECOMMENDED BY THE MANUFACTURER. ONCE APPLIED, FERTILIZER WILL BE WORKED INTO THE SOIL TO LIMIT EXPOSURE TO STORM WATER. STORAGE WILL BE IN A COVERED AREA. THE CONTENTS OF ANY PARTIALLY USED BAGS OF FERTILIZER WILL BE TRANSFERRED TO A SEALABLE PLASTIC BIN TO AVOID SPILLS.

PAINTS
ALL CONTAINERS WILL BE TIGHTLY SEALED AND STORED WHEN NOT REQUIRED FOR USE. EXCESS PAINT WILL NOT BE DISCHARGED TO THE STORM SEWER SYSTEM BUT WILL BE PROPERLY DISPOSED OF ACCORDING TO MANUFACTURERS' INSTRUCTIONS OR STATE AND LOCAL REGULATIONS.

CONCRETE TRUCKS
CONCRETE TRUCKS WILL NOT BE ALLOWED TO WASH OUT OR DISCHARGE SURPLUS CONCRETE OR DRUM WASH WATER ON THE SITE.

SPILL CONTROL PRACTICES

IN ADDITION TO THE GOOD HOUSEKEEPING AND MATERIAL MANAGEMENT PRACTICES DISCUSSED IN THE PREVIOUS SECTIONS OF THIS PLAN, THE FOLLOWING PRACTICES WILL BE FOLLOWED FOR SPILL PREVENTION AND CLEANUP:

MANUFACTURERS' RECOMMENDED METHODS FOR SPILL CLEANUP WILL BE CLEARLY POSTED ON SITE AND SITE PERSONNEL WILL BE MADE AWARE OF THE PROCEDURES AND THE LOCATION OF THE INFORMATION AND CLEANUP SUPPLIES.

MATERIALS AND EQUIPMENT NECESSARY FOR SPILL CLEANUP WILL BE KEPT IN THE MATERIAL STORAGE AREA ONSITE. EQUIPMENT AND MATERIALS WILL INCLUDE BUT NOT BE LIMITED TO BROOMS, DUST PANS, MOPS, RAGS, GLOVES, GOGGLES, LIQUID ABSORBENT (i.e. KITTY LITTER OR EQUAL), SAND, SAWDUST, AND PLASTIC AND METAL TRASH CONTAINERS SPECIFICALLY FOR THIS PURPOSE.

ALL SPILLS WILL BE CLEANED UP IMMEDIATELY AFTER DISCOVERY.

THE SPILL AREA WILL BE KEPT WELL VENTILATED AND PERSONNEL WILL WEAR APPROPRIATE PROTECTIVE CLOTHING TO PREVENT INJURY FROM CONTACT WITH A HAZARDOUS SUBSTANCE.

SPILL OF TOXIC OR HAZARDOUS MATERIAL WILL BE REPORTED TO THE APPROPRIATE STATE OR LOCAL GOVERNMENT AGENCY, REGARDLESS OF THE SIZE OF THE SPILL.

THE SPILL PREVENTION PLAN WILL BE ADJUSTED TO INCLUDE MEASURES TO PREVENT THIS TYPE OF SPILL FROM REOCCURRING AND HOW TO CLEAN UP THE SPILL IF THERE IS ANOTHER ONE. A DESCRIPTION OF THE SPILL, WHAT CAUSED IT, AND THE CLEANUP MEASURES WILL ALSO BE INCLUDED.

THE SITE SUPERINTENDENT RESPONSIBLE FOR THE DAY-TO-DAY SITE OPERATIONS, WILL BE THE SPILL PREVENTION AND CLEANUP COORDINATOR. HE/SHE WILL DESIGNATE AT LEAST ONE OTHER SITE PERSONNEL WHO WILL RECEIVE SPILL PREVENTION AND CLEANUP TRAINING. THESE INDIVIDUALS WILL EACH BECOME RESPONSIBLE FOR A PARTICULAR PHASE OF PREVENTION AND CLEANUP. THE NAMES OF RESPONSIBLE SPILL PERSONNEL WILL BE POSTED IN THE MATERIAL STORAGE AREA AND IF APPLICABLE, IN THE OFFICE TRAILER ONSITE.

MAINTENANCE/INSPECTION PROCEDURES

EROSION AND SEDIMENT CONTROL INSPECTION AND MAINTENANCE PRACTICES

THE FOLLOWING ARE INSPECTION AND MAINTENANCE PRACTICES THAT WILL BE USED TO MAINTAIN EROSION AND SEDIMENT CONTROLS.

* NO MORE THAN 10 ACRES OF THE SITE WILL BE DENUDED AT ONE TIME WITHOUT WRITTEN PERMISSION FROM THE ENGINEER.
* ALL CONTROL MEASURES WILL BE INSPECTED BY THE SUPERINTENDENT. THE PERSON RESPONSIBLE FOR THE DAY TO DAY SITE OPERATION OR SOMEONE APPOINTED BY THE SUPERINTENDENT, AT LEAST ONCE A WEEK AND FOLLOWING ANY STORM EVENT OF 0.25 INCHES OR GREATER.
* ALL TURBIDITY CONTROL MEASURES WILL BE MAINTAINED IN GOOD WORKING ORDER; IF A REPAIR IS NECESSARY, IT WILL BE INITIATED WITHIN 24 HOURS OF REPORT.
* BUILT UP SEDIMENT WILL BE REMOVED FROM SILT FENCE WHEN IT HAS REACHED ONE-THIRD THE HEIGHT OF THE FENCE.
* SILT FENCE WILL BE INSPECTED FOR DEPTH OF SEDIMENT, TEARS, TO SEE IF THE FABRIC IS SECURELY ATTACHED TO THE FENCE POSTS, AND TO SEE THAT THE FENCE POSTS ARE FIRMLY IN THE GROUND.
* THE SEDIMENT BASINS WILL BE INSPECTED FOR THE DEPTH OF SEDIMENT, AND BUILT UP SEDIMENT WILL BE REMOVED WHEN IT REACHES 10 PERCENT OF THE DESIGN CAPACITY OR AT THE END OF THE JOB, WHICHEVER COMES FIRST.
* DIVERSION DIKES/SWALES WILL BE INSPECTED AND ANY BREACHES PROMPTLY REPAIRED.
* TEMPORARY AND PERMANENT SEEDING AND PLANTING WILL BE INSPECTED FOR BARE SPOTS, WASHOUTS, AND HEALTHY GROWTH.
* A MAINTENANCE INSPECTION REPORT WILL BE MADE AFTER EACH INSPECTION, A COPY OF THE REPORT FORM TO BE COMPLETED BY THE INSPECTOR IS ATTACHED. THE REPORTS WILL BE KEPT ON SITE DURING CONSTRUCTION AND AVAILABLE UPON REQUEST TO THE OWNER, ENGINEER OR ANY FEDERAL, STATE OR LOCAL AGENCY APPROVING SEDIMENT AND AND EROSION PLANS, OR STORM WATER MANAGEMENT PLANS. THE REPORTS SHALL BE MADE AND RETAINED AS PART OF THE STORM WATER POLLUTION PREVENTION PLAN FOR AT LEAST THREE YEARS FROM THE DATE THAT THE SITE IS FINALLY STABILIZED AND THE NOTICE OF TERMINATION IS SUBMITTED THE REPORTS SHALL IDENTIFY ANY INCIDENTS OF NON-COMPLIANCE.
* THE SITE SUPERINTENDENT WILL SELECT UP TO THREE INDIVIDUALS WHO WILL BE RESPONSIBLE FOR INSPECTIONS, MAINTENANCE AND REPAIR ACTIVITIES, AND FILLING OUT THE INSPECTION AND MAINTENANCE REPORT.
* PERSONNEL SELECTED FOR INSPECTION AND MAINTENANCE RESPONSIBILITIES WILL RECEIVE TRAINING FROM THE SITE SUPERINTENDENT, THEY WILL BE TRAINED IN ALL THE INSPECTION AND MAINTENANCE PRACTICES NECESSARY FOR KEEPING THE EROSION AND SEDIMENT CONTROLS USED ONSITE IN GOOD WORKING ORDER.

NON-STORM WATER DISCHARGES

IT IS EXPECTED THAT THE FOLLOWING NON-STORM WATER DISCHARGES WILL OCCUR FROM THE SITE DURING THE CONSTRUCTION PERIOD:

* WATER FROM WATER LINE FLUSHING
* PAVEMENT WASH WATERS (WHERE NO SPILLS OR LEAKS OF TOXIC OR HAZARDOUS MATERIALS HAVE OCCURRED).
* UNCONTAMINATED GROUNDWATER (FROM DEWATERING EXCAVATION).

ALL NON-STORM WATER DISCHARGES WILL BE DIRECTED TO THE SEDIMENT BASIN PRIOR TO DISCHARGE.

CONTRACTOR'S CERTIFICATION

I CERTIFY UNDER PENALTY OF LAW THAT I UNDERSTAND THE TERMS AND CONDITIONS OF THE GENERAL NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT THAT AUTHORIZES THE STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY FROM THE CONSTRUCTION SITE IDENTIFIED AS PART OF THIS CERTIFICATION.

RESPONSIBLE FOR/DUTIES	GENERAL CONTRACTOR	SUB-CONTRACTOR	SUB-CONTRACTOR	SUB-CONTRACTOR	SUB-CONTRACTOR
BUSINESS NAME AND ADDRESS OF CONTRACTOR & ALL SUBS					
SIGNATURE					

JEREMY W. CALLOWAY
CA#34646 PE#70838
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No.70838
REGISTERED PROFESSIONAL ENGINEER

MAVERICK ENGINEERING
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REVISIONS

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3	01-16-2026	REVISED PER SJC COMMENTS
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6	03-10-2026	REVISED PER SJC COMMENTS
7	05-13-2026	REVISED PER COSA COMMENTS

DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

SWPPP
H

PROJECT:

STORM WATER POLLUTION PREVENTION PLAN

INSPECTION AND MAINTENANCE REPORT FORM

TO BE COMPLETED EVERY 7 DAYS AND WITHIN 24 HOURS OF A RAINFALL EVENT OF 0.25 INCHES OR MORE

INSPECTOR:_____ DATE:_____

INSPECTOR'S QUALIFICATIONS:

_____

_____

_____

_____

DAYS SINCE LAST RAINFALL:_____ AMOUNT OF LAST RAINFALL _____INCHES

STABILIZATION MEASURES

INSPECTION AREA (DESCRIPTION OF LOCATION)	DATE SINCE LAST DISTURBED	DATE OF NEXT DISTURBANCE	STABLIZED ? (YES/NO)	STABILIZED WITH	CONDITION

STABILIZATION REQUIRED:

_____

_____

_____

_____

TO BE PERFORMED BY:_____ ON OR BEFORE:_____

PROJECT:

STORM WATER POLLUTION PREVENTION PLAN

INSPECTION AND MAINTENANCE REPORT FORM

STRUCTURAL CONTROLS

DATE:_____

EARTH DIKES/SWALES

DIKE OR SWALE	FROM	TO	IS DIKE/SWALE STABILIZED ?	IS THERE EVIDENCE OF WASHOUT OR OVERTOPPING

MAINTENANCE REQUIRED FOR EARTH DIKE/SWALE:

_____

_____

_____

_____

TO BE PERFORMED BY:_____ ON OR BEFORE:_____

CATCH BASIN/CURB INLET/OUTFALL TURBIDITY CONTROLS

STRUCTURE/ OUTFALL	ARE TURBIDITY CONTROLS IN PLACE	ANY EVIDENCE OF CLOGING/WASHOUT OR BYPASSING ?	ARE TURBIDITY CONTROLS IN NEED OF REPLACING	DOES SILT NEED TO BE REMOVED FROM AROUND CONTROL

MAINTENANCE REQUIRED FOR CATCH BASIN/CURB INLETS/OUTFALLS TURBIDITY CONTROLS:

_____

_____

_____

_____

TO BE PERFORMED BY:_____ ON OR BEFORE:_____

PROJECT:

STORM WATER POLLUTION PREVENTION PLAN

INSPECTION AND MAINTENANCE REPORT FORM

SEDIMENT BASIN

DEPTH OF SEDIMENT IN BASIN	DEPTH OF SEDIMENT SIDE BASIN	ANY EVIDENCE OF OVERTOPPING OF THE EMBANKMENT ?	CONDITION OF OUTFALL FROM SEDIMENT BASIN

MAINTENANCE REQUIRED FOR SEDIMENT BASIN:

_____

_____

_____

_____

TO BE PERFORMED BY:_____ ON OR BEFORE:_____

OTHER CONTROLS

STABILIZED CONSTRUCTION ENTRANCE

DOES MUCH SEDIMENT GET TRACKED ON TO ROAD ?	IS THE GRAVEL CLEAN OR IS IT FILLED WITH SEDIMENT?	DOES ALL TRAFFIC USE THE STABILIZED ENTRANCE TO LEAVE THE SITE ?	IS THE CULVERT BENEATH THE ENTRANCE WORKING? (IF APPLICABLE)

MAINTENANCE REQUIRED FOR STABILIZED CONSTRUCTION ENTRANCE:

_____

_____

_____

TO BE PERFORMED BY:_____ ON OR BEFORE:_____

PROJECT:

STORM WATER POLLUTION PREVENTION PLAN

INSPECTION AND MAINTENANCE REPORT FORM

CHANGES REQUIRED TO THE POLLUTION PREVENTION PLAN:

_____

_____

_____

_____

_____

_____

_____

_____

_____

REASONS FOR CHANGES:

_____

_____

_____

_____

_____

_____

_____

_____

_____

I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.

SIGNATURE:_____

DATE:_____

NOTE TO CONTRACTOR:

THIS IS THE CONTRACTORS CERTIFICATION REQUIRED BY THE EPA'S NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES), STORM WATER POLLUTION PREVENTION PLAN FOR CONSTRUCTION SITES OVER 5 ACRES. THIS CERTIFICATION MUST BE COMPLETED WEEKLY AND AFTER EVERY RAINFALL EVENT OVER 0.25 INCHES.

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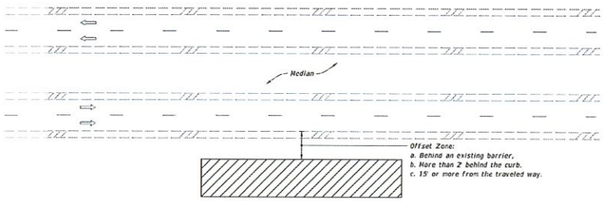
DRAWING BY: MS
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

SWPPP CERTIFICATION
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY



MULTILANE ROADWAY SHOWN, TWO-LANE ROADWAY SIMILAR

NOTES:

1. This Index applies to Two-Lane, Two-Way and Multilane Roadways, including Medians of divided roadways, with work beyond the shoulder.
2. Use Index 102-602 when the work operation (excluding establishing and terminating the work area) requires that two or more work vehicles cross the Offset Zone in any one hour period.
3. Use Index 102-660 when Work Area encroaches a Sidewalk.

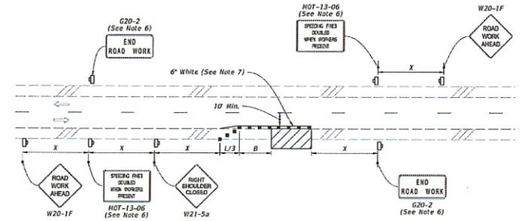
SYMBOLS:

- Work Area
- Lane Identification and Direction of Traffic

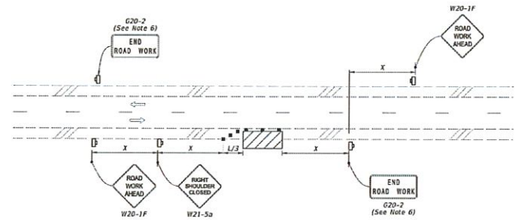
LAST REVISION 11/01/20	REVISION	DESCRIPTION:	FDOT	FY 2025-26 STANDARD PLANS	TWO-LANE AND MULTILANE ROADWAY, WORK BEYOND THE SHOULDER	INDEX 102-601	SHEET 1 of 1

NOTE:

1. This Index applies to Two-Lane, Two-Way and Multilane Roadways, including Medians of divided roadways, with work on the shoulder.
2. L = Taper Length
   X = Work Zone Sign Spacing
   B = Buffer Length
   See Index 102-600 for "L", "X", "B", and channelizing device spacing values.
3. Where work activities are between 2' and 15' from the edge of traveled way, the Engineer may omit signs and channelizing devices for work operations 60 minutes or less.
4. When four or more work vehicles enter the through traffic lanes in a one hour period (excluding establishing and terminating the work area), use a flagger or lane closure to accommodate work vehicle ingress and egress.
5. For work less than 2' from the traveled way and work zone speed is greater than 45 MPH, use a lane closure.
6. The "Speeding Fines Doubled When Workers Present" signs (HOT-13-06) and "End Road Work" Signs (G20-2) along with the associated work zone sign spacing distances may be omitted when the work operation is in place for 24 hours or less.
7. Temporary pavement markings may be omitted when the work operation is in place for 3 days or less.
8. Omit "Shoulder Closed" signs (W21-5a) along with associated work zone sign spacing distances for work on the median.
9. When there is no paved shoulder, the "Worker" sign (W21-1) may be used instead of the "Shoulder Closed" sign (W21-5a).



TWO-LANE ROADWAY
SHOULDER WORK LESS THAN 2' FROM THE TRAVELED WAY WITH WORK ZONE SPEED OF 45 MPH OR LESS

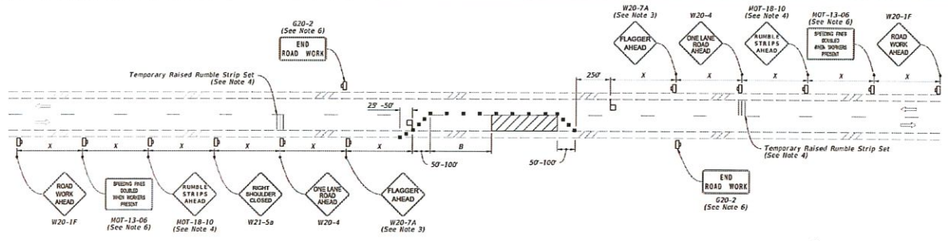


TWO-LANE ROADWAY
SHOULDER WORK BETWEEN 2' AND 15' FROM THE TRAVELED WAY

SYMBOLS:

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Lane Identification and Direction of Traffic

LAST REVISION 11/01/21	REVISION	DESCRIPTION:	FDOT	FY 2025-26 STANDARD PLANS	TWO-LANE AND MULTILANE, WORK ON SHOULDER	INDEX 102-602	SHEET 1 of 2



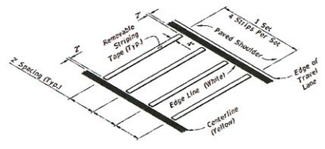
NOTES:

1. This Index applies to Two-Lane, Two-Way Roadways with work within the traveled way.
2. L = Taper Length
   B = Buffer Length
   X = Work Zone Sign Spacing
   See Index 102-600 for "L", "B", "X" and channelizing device spacing values.
3. Optionally, use "Flagger Ahead" sign with symbol (W20-7) instead of "Flagger Ahead" sign with text (W20-7A).
4. Use temporary raised rumble strips when the existing posted speed is 55 mph or greater and the work duration is greater than 60 minutes. If temporary raised rumble strips are not used, omit "Rumble Strips Ahead" signs (HOT-18-10) and associated work zone sign spacing.
5. Additional one-way control may be provided by the following means:
   a. Flag-carrying vehicle
   b. Official vehicle
   c. Pilot vehicles
   d. Traffic signals

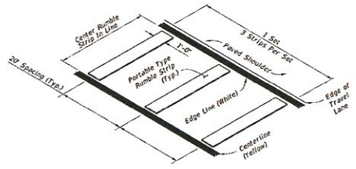
   When flaggers are the sole means of one-way control, the flaggers must be in sight of each other or in direct communication at all times.
6. The "Speeding Fines Doubled When Workers Present" signs (HOT-13-06) and "End Road Work" signs (G20-2), along with associated work zone sign spacing, may be omitted when the work operation will be in place for 24 hours or less.
7. Automated Flagger Assistance Devices (AFADs) may be used in accordance with Specification Sections 102, 990 and the APL vendor drawings.
8. Railroad Crossings:
   a. If an active railroad crossing is located closer to the Work Area than the queue length plus 300 feet, extend the Buffer Space as shown on Sheet 2.
   b. If the queuing of vehicles across an active railroad crossing cannot be avoided, provide a uniformed traffic control officer or flagger at the highway-rail grade crossing to prevent vehicles from stopping within the highway-rail grade crossing, even if automatic train warning devices are in place.

SYMBOLS:

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Flagger
- Lane Identification and Direction of Traffic



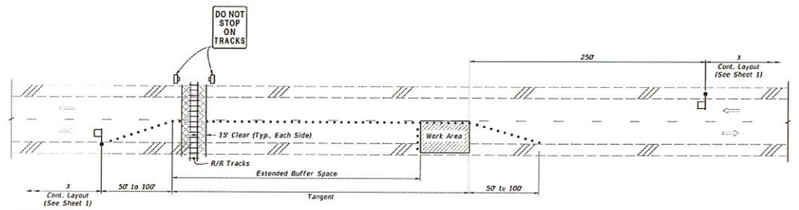
OPTION - 1
REMOVABLE STRIPING TYPE



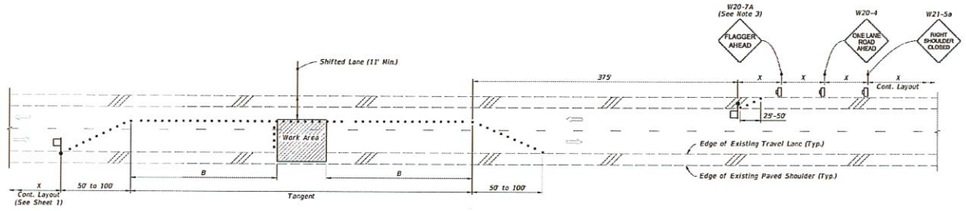
OPTION - 2
PORTABLE TYPE

RUMBLE STRIP SETS

LAST REVISION 11/01/21	REVISION	DESCRIPTION:	FDOT	FY 2024-25 STANDARD PLANS	TWO-LANE, TWO-WAY WORK WITHIN THE TRAVEL WAY	INDEX 102-603	SHEET 1 of 2



TEMPORARY RAILROAD CROSSING BUFFER SPACE EXTENSION



TEMPORARY LANE SHIFT TO SHOULDER WHEN WORK AREA ENCROACHES ON THE CENTERLINE
(For Work Operations In place 24 Hours or Less)

SYMBOLS:

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Flagger
- Lane Identification and Direction of Traffic

SPECIAL CONDITIONS

LAST REVISION 11/01/21	REVISION	DESCRIPTION:	FDOT	FY 2024-25 STANDARD PLANS	TWO-LANE, TWO-WAY WORK WITHIN THE TRAVEL WAY	INDEX 102-603	SHEET 2 of 2

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7	05-13-2026	REVISED PER CCGA COMMENTS

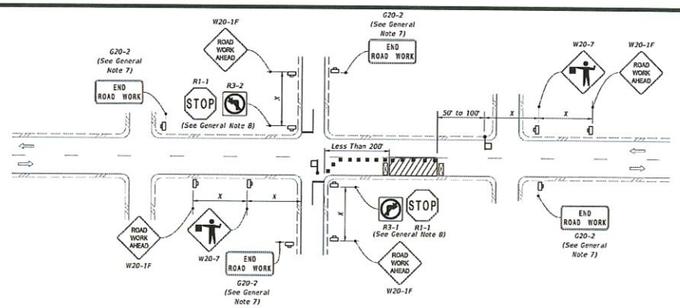
DRAWING BY: MB
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 7351

MOT PLAN
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

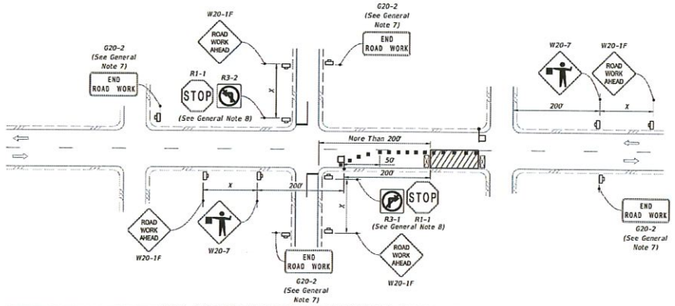
29
OF 30

GENERAL NOTES:

1. This Index applies to two-lane, two-way roadways with work within or near the intersection.
2. X = Work Zone Sign Spacing
   See Index 102-600 for "X" and channelizing device spacing values.
3. Optionally, use "Flagger Ahead" sign with text (W20-7A) instead of "Flagger Ahead" sign with symbol (W20-7).
4. If vehicles in a parking zone block the line of sight to TCZ signs, locate and post mount signs in accordance with Index 700-101.
5. If the work area extends across a crosswalk, close the crosswalk in accordance with Index 102-660.
6. For unsignalized intersections, use Temporary Raised Rumble Strips in accordance with Index 102-603. Placement of Rumble Strips and additional signs should begin at FLAGGER sign location.
7. The "End Road Work" signs (G20-2) along with the associated work zone sign distances may be omitted when the work zone will be in place for 24 hours or less.
8. As an option to the "STOP" sign (R1-1) and Restricted Left/Right Turning Movement sign (R3-1 or R3-2), the "SIDE ROAD INTERSECTING THE WORK ZONE" Flagging operation from Index 102-600 may be used.



LANE CLOSURE FOR WORK LESS THAN 200' FROM INTERSECTION

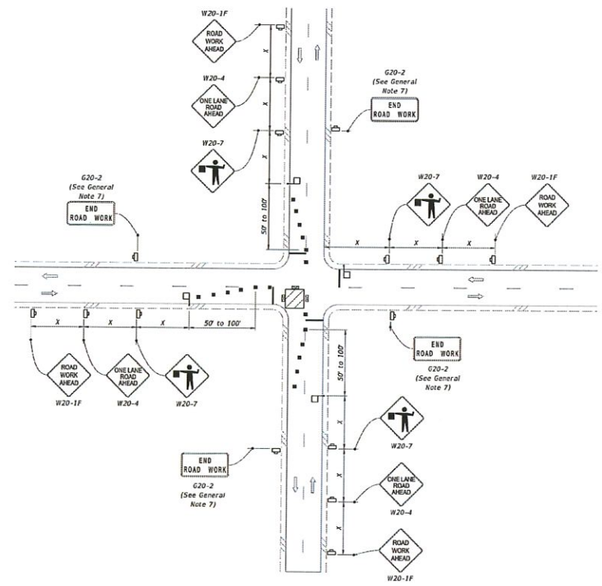


LANE CLOSURE FOR WORK MORE THAN 200' FROM INTERSECTION

SYMBOLS:

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Type III Barricade
- Stop Bar
- Flagger
- Lane Identification and Direction of Traffic

LAST REVISION 11/01/22	REVISION	DESCRIPTION:	FDOT FY 2024-25 STANDARD PLANS	TWO-LANE, TWO-WAY, INTERSECTION WORK	INDEX 102-604	SHEET 1 of 2

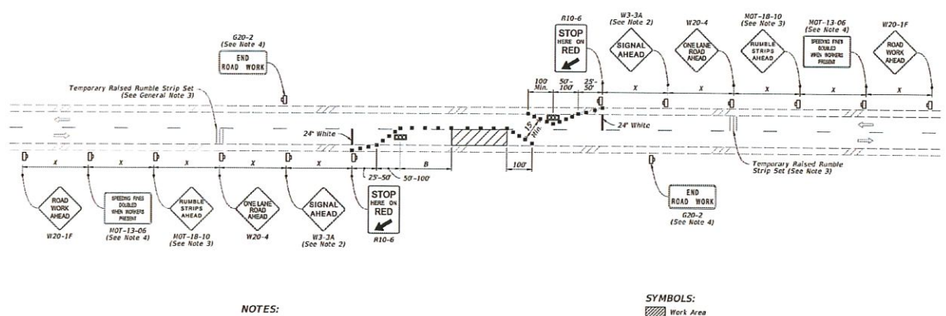


WORK IN INTERSECTION OF TWO-LANE ROADWAY

SYMBOLS:

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Type III Barricade
- Stop Bar
- Flagger
- Lane Identification and Direction of Traffic

LAST REVISION 11/01/22	REVISION	DESCRIPTION:	FDOT FY 2024-25 STANDARD PLANS	TWO-LANE, TWO-WAY, INTERSECTION WORK	INDEX 102-604	SHEET 2 of 2



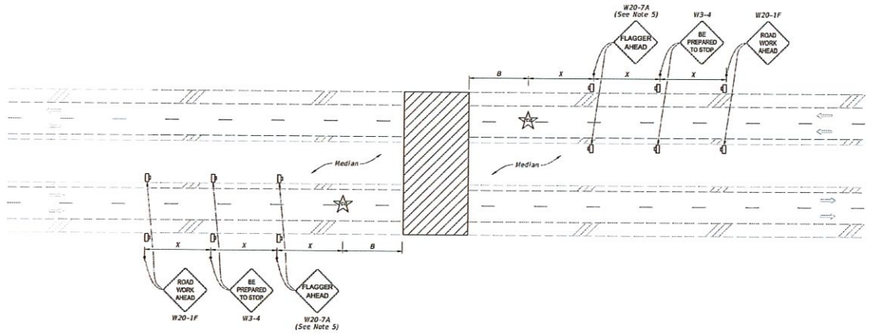
NOTES:

1. L = Taper Length
   B = Buffer Length
   X = Work Zone Sign Distance
   See Index 102-600 for "L", "B", "X", and channelizing device spacing values.
2. Optionally, use "Signal Ahead" signs with symbols (W3-3) instead of "Signal Ahead" signs with text (W3-3A).
3. Use temporary raised rumble strips in accordance with Index 102-603.
4. The "Speeding Fines Doubled When Workers Present" signs (MOT-13-06) and "End Road Work" signs (G20-2), along with associated work zone sign distances, may be omitted when the work operation will be in place for 24 hours or less.
5. For the maximum distance between temporary traffic signals, do not exceed the distance at which the temporary traffic signals can safely communicate. When the distance temporary traffic signals is greater than 0.25 miles, use a combination of a pilot vehicle and manually-controlled temporary traffic signals.
6. Monitor temporary traffic signals by having one or more workers present during operation. In the event of a temporary traffic signal failure, use flaggers to control traffic.

SYMBOLS:

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Temporary Traffic Signal
- Lane Identification and Direction of Traffic

LAST REVISION 11/01/22	REVISION	DESCRIPTION:	FDOT FY 2024-25 STANDARD PLANS	TWO-LANE ROADWAY, LANE CLOSURE USING TEMPORARY TRAFFIC SIGNALS	INDEX 102-606	SHEET 1 of 1



(Multilane Roadway Shown, Two-Lane Roadway Similar)

SYMBOLS:

- Work Area
- Work Zone Sign
- Traffic Control Officer
- Lane Identification and Direction of Traffic

NOTES:

1. This Index applies to two-lane, two-way and multilane roadways, except limited access facilities, with temporary daytime roadway closures of 5 minutes or less.
2. B = Buffer Length
   X = Work Zone Sign Distance
   See Index 102-600 for "B" and "X" values.
3. For Two-Lane Roadways, a Flagger may substitute the traffic control officer with approval of the Engineer.
4. Traffic volume or complexity of the roadway may dictate additional signs, devices or traffic control officers.
5. Optionally, use FLAGGER AHEAD sign with symbol (W20-7) instead of FLAGGER AHEAD sign with text (W20-7A).
6. Dual Signs are required for divided roadways only.

LAST REVISION 11/01/20	REVISION	DESCRIPTION:	FDOT FY 2024-25 STANDARD PLANS	TEMPORARY ROADWAY CLOSURE	INDEX 102-625	SHEET 1 of 1

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DRAWING BY: MB
DESIGN BY: JWC
CHECKED BY: JWC
DATE: 06-27-2025
PROJECT #: 2351

MOT PLAN
HFH CYPRESS VILLAGE
ST. JOHNS COUNTY, FL
PREPARED FOR:
HABITAT FOR HUMANITY

30
OF 30

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: Mayor and Commissioners

DATE: August 13, 2026

RE: Notification of one (1) vacancy – Board of Trustees, St. Augustine Firefighters' Pension Trust Fund

Notification is being made to the Commission regarding a vacancy on the St. Augustine Firefighters' Pension Trust Fund. The vacancy follows the resignation of Harold Chappell. The term for this position expires January 1, 2027.

An advertisement requesting applications was placed in the St. Augustine Record and posted on the City's website.

Attached is the current Civil Service roster, Board profile, and responsibilities.

Sincerely,

Darlene Galambos

City Clerk

xc: CSB Clerk's File

BOARD OF TRUSTEES
ST. AUGUSTINE FIREFIGHTERS' PENSION TRUST FUND

Meets quarterly, February, May, August and November – 1:00 P.M.
Communications Conference Room, Elevator Lobby "B," 2nd Floor, City Hall

Board Member	Contact information	Election Date	2-Year Terms Expire
Dustin Hamilton **VICE-CHAIR/Secretary**	101 Malaga Street 808-3369 dhamilton@citystaug.com	12/2024 12/2022	**01/01/2027**
Sean Crofutt **CHAIR**	101 Malaga Street 829-1098 cro103@yahoo.com	12/2025 12/2023 12/2021 11/2019 02/2018	**01/01/2028**

Appointed Board Members	Contact Information	Appointment	2-Year Term Expiration
Micah A. Clukey, Jr.	30 Seminole Drive, 32094 669-7618 mclukey@clukeyandtebault.com	12/11/2023 02/28/2022	**01/01/26**
Paul Leonard	5 Indian Mound, 32084 602-326-9190 pleonard430@gmail.com	12/11/2023	**01/01/26**
VACANT BOARD APPOINTED			**01/01/27**

Pedro Herrera, Partner
Jones Walker LLP
D: 305.679.5738
F: 305.679.5840
pherrera@joneswalker.com
201 S Biscayne Blvd
Citi Center, Suite 3000
Miami, FL 33131-4341
Contact: Lizzett Sanchez
lsanchez@joneswalker.com

Jorge Friguls & James Reino
Mariner Institutional
340 West Central Ave, Ste 300
Winter Haven, FL 33880
836-293-8289

Doug Lozen
Foster & Foster, Inc.
13420 Parker Commons Blvd, Ste 104
Fort Myers, FL 33912
239-433-5500
Doug.Lozen@foster-foster.com

Kimberly Kutlenios
Fifth Third Bank
200 E. Robinson St, 9th Floor
Orlando, FL 32801
407-999-3027
Kimberly.kutlenios@53.com

Daniel Anderson
Mauldin and Jenkins, CPA
941-747-4483
1401 Manatee Avenue West
Suite 1200
Bradenton, Fl 34205
danderson@mjcpa.com

08/06/26

BOARD OF TRUSTEES
ST. AUGUSTINE FIREFIGHTER'S PENSION TRUST FUND

Authorization:	Article V, Chapter 20, Code of Ordinances
Number of Members:	Five (5)
Terms of Office:	Elected and appointed members Two (2) year terms.
Appointment:	**Two (2) legal residents of the city appointed by City Commission**: two (2) member representatives elected by the firefighters; and **one (1) selected by previous four** (4).
Qualifications:	None stated in ordinance
Duties:	The general administration, management, and responsibility for the proper operation of the retirement system, and for construing and making effective the provisions thereof.
Attendance:	Ordinance 2018-11 amended 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 the 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:	Quarterly in February, May, August, November

CITY OF ST. AUGUSTINE

M E M O R A N D U M

TO: Mayor and City Commissioners

DATE: August 13, 2026

RE: Reminder: Open Positions on Boards and Committees

This memo serves as a reminder of current vacancies and upcoming term expirations on various City boards and committees. Your assistance in identifying and encouraging qualified candidates to apply is greatly appreciated.

Audit Committee
• One (1) vacancy; term expired July 31, 2026.

1977 City Employees' Retirement System of the City of St. Augustine, Board of Trustees
• One (1) vacancy; board-appointed term expired June 30, 2026.

Civil Service Board
• One (1) vacancy; term expires January 1, 2028.

Planning and Zoning Board
• Two (2) terms expiring September 30, 2026.

St. Augustine Firefighters' Pension Trust Fund, Board of Trustees
• One (1) vacancy; term expires January 1, 2027.

St. Augustine Police Officers' Retirement System, Board of Trustees
• One (1) vacancy; term expires September 30, 2028.

Advertisements requesting applications for these vacancies have been 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

City Commission Workshop Meeting
Monday, July 13, 2026

The City Commission met in formal session on Monday, July 13, 2026, at 3:00 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
Melissa Burns, Director, Finance
Jon Marston, Police Chief
Wayne Ferrell, Sergeant, Police Department
Elyse Wiemann, Senior Recording Secretary

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2. General Public Comments

The Commissioners heard from the following members of the public:

- Thomas Reynolds
- BJ Kalaidi

3.FISCAL YEAR 2027 BUDGET ASSUMPTIONS DISCUSSION

3.A. Revenue Manual Review (M. Burns, Finance Director)

Melissa Burns, Finance Director, reviewed the 2026/2027 Revenue Manual. She highlighted the following topics:

- Ad Valorem Tax Revenue
- Current Forecast vs. Tax Reform for Ad Valorem Revenue

Ms. Burns explained that during the 2026 legislative session, legislation passed requiring at least two-thirds vote to adopt a millage rate above the rollback rate. She said the rollback rate was 7.2385 mills. She asked if there was consensus to procced with the millage rate of 7.5, with the understanding that it could be reduced but not raised.

Commissioner Barbara Blonder supported the recommendation as proposed. She said with the uncertainties ahead with the property tax amendment, she felt this was not the right time to change the millage and the savings to the City taxpayers were slim.

Commissioner Jim Springfield agreed, especially with this being so early in the budget process as no budget proposals had been provided. He said it was difficult

to reduce when they were unaware of what the cost would be.

Commissioner Jon DePreter said a 0.5mill would reduce the City portion by $175 per year. He questioned how that was determined.

Ms. Burns replied that it was based on the $350,000 taxable value.

Commissioner DePreter said $175 was a lot of money but over twelve months it would be between ten or eleven dollars a month and he agreed that property tax amendment was uncertain at this moment. He said out of an abundance of caution and consistency he supported keeping the 7.5 mills.

Commissioner Cynthia Garris asked if the rollback rate would apply to businesses.

Ms. Burns replied that this example was geared towards residents.

Commissioner Garris added that $175 did not seem to be a substantial savings. She felt that any changes should wait until after the elections.

Mayor Nancy Sikes-Kline said since the millage rate was tentative it should remain at 7.5 mills and it could be reduced if needed.

Isabelle Lopez, City Attorney, commented that the millage rate would apply to all properties including businesses within the City.

Commissioner DePreter noted that the ad valorem taxes increased by eight percent. He asked if a portion of that was due to new construction.

Ms. Burns replied in the affirmative.

There was consensus to set the millage rate at 7.5 mills.

Ms. Burns reviewed the revenues that supported the general funds, which were as follows:

- Florida Power & Light (FPL) Franchise Fees
- Natural Gas Franchise Fees
- Sightseeing Vehicle Franchise Fees
- FPL Utility Tax
- Communication Services Tax
- State Revenue Sharing
- Half-Cent Sales Tax
- Local Option Gas Tax
- Building Permit and Fees
- Permit Review Fees
- Fire Assessment Fee
- Rents and Royalties
- Metered Parking Fees
- Metered Parking Fines
- Short-Term Rental Permits

Commissioner DePreter said he reviewed the Planning and Zoning discussion about a rate increase for building permits and agreed there was cause for the increase. He asked if the communications tax included all cell phone calls.

Ms. Burns replied in the affirmative.

Commissioner DePreter questioned the location of natural gas service in town.

David Birchim, City Manager, replied that TECO (People's Gas) was underground in Davis Shores, Downtown Historic District, and other various locations downtown.

Commissioner DePreter agreed with the increase to the Sightseeing Vehicle Franchise fee, as one of his goals was to have tourists pay for any shortfalls the City had. He supported the other Consumer Price Index (CPI) increases as recommended. He clarified the $175 was for a reduction of the millage by 0.5, but the rollback rate was 7.2, which was a quarter of a point reduction. He said if based on a $350,000 home, it would be a savings of $88 on tax bills.

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Commissioner Garris questioned if the Half-Cent taxes were an item that would be voted on or only increased in the City.

Ms. Burns replied that the Half-Cent tax was collected through sales tax by the state and then distributed to the City.

Commissioner Garris commented that the Fire Assessment fees were increased approximately a year ago, and it was projected that the Fire fee should be increased again, and what the proposed increase was.

Ms. Burns replied that was correct. She said the City's target was to collect at least 55% of the Fire Departments assessable budget, and currently it was at less than 40%. She said the proposed increase was 4.92%.

Commissioner Garris felt there should be fee increases in building permits and short-term rentals (STRs). She asked what the fee would be for a person doing home renovations.

Ms. Burns replied that calculations would be provided by the Planning and Building Department; however, those fees were not ready due to the Senate Bill. She said those fees would be provided to the Commission at the next meeting.

Ms. Lopez commented that permit fees were unable to make money. She said permit fees and STRs were only allowed to charge for the production of the service such as administrative cost, inspectors etc. She said the fees could not be raised without documentation on what the costs were for the City.

Mr. Birchim added that the fire assessment fee would also apply to the tax-exempt properties that utilize those services, such as churches, Flagler College, and schools. He said these large institutional users would contribute to the budget, especially since they use these services, and to have that burden not funded by the taxpayers.

Commissioner Springfield asked if there were any caveats in the franchise fees to get out of the contract long term when the state changed the taxing formula.

Ms. Lopez replied there was non-specific language to that; however, there were renewals where it could be adjusted, which was the way it would be done. She said there was no proposed language included that that would allow an adjustment based on property tax reform.

Commissioner Springfield noted that it was mentioned that the sightseeing vehicles had a contract until 2034, but that was not included in the ordinance.

Ms. Lopez replied it was not. She said every franchise had their own agreement.

Commissioner Springfield said the State sales tax share was $600,000 and the half-cent sales tax was $1.5 million, totality about $2.1 million the City received from sales tax, which was based off a percentage of the population in the City versus the County. He said in years past, the City received 50% of that income, because the City was 50% of the population; however, that had changed due to the population size. He said the sales tax was tourism money the County received based on the success of the City and its draw for tourism.

Commissioner Blonder questioned why the revenues for the sightseeing vehicles had declined between 2023 to 2026 and asked if that was a reduction in ticket sales.

Ms. Burns replied she did not have a reason for the reduction but perhaps less had been purchased.

Commissioner Blonder requested to have a follow-up regarding that issue. She supported the increase to the Sightseeing

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Vehicle Franchise fee, especially since the fee had not been increased since 2018. She said the portion of the City's population, which were the basis of a couple of revenue sources from the state, was very concerning issue and $1.5 million was not an insignificant amount of the City's share that kept decreasing and was projected to continue in that direction as the County's population grew. She stated she was trying to find additional revenue sources for the City. She questioned if rents and royalties were allowed to be increased.

Ms. Lopez replied that rental rates could be increased but the challenge was the existing agreements had a built in CPI and would increase by that amount; however, a substantial increase could happen but would have to take place at the renewal of each individual agreement.

Commissioner Blonder requested for information regarding rents be discussed at a future meeting. She noted the STR and building permit fee could not be increased but pointed out there were real cost associated with both that was not administrative. She questions if the hours spent ensuring compliance by Code Enforcement were accounted for in the permit fees.

Mr. Birchim replied that those associated costs were theoretically included.

Commissioner Blonder stated STR's contributed to infrastructure deterioration with the turnover of visitors in residential neighborhoods. She felt there should be a way for municipalities to be compensated. She asked for a fact sheet regarding property tax reform, which identified the services, could be decreased and what services that could potentially cost more, since the City's was losing a significant source of revenue. She felt as a commissioner, it was very important to educate the community and inform them of the impact their vote could have. She reiterated that the budget would be impacted by $2.1 million for the first year if the tax reform amendment passed.

Mr. Birchim replied that the City had a draft for frequently asked questions (FAQ) prepared and it would be ready shortly. He said it would be available on the City's website.

Mayor Sikes-Kline said in preparing for the future, she requested a comprehensive list of the rents and royalites. She said the plaza and courtyard were usually rented for a lower rate, which allowed locals to have their weddings; however, that could be significantly higher, adding additional revenue.

Ms. Burns continued her presentation:

- Proprietary Funds
- Water and Sewer Charges for Services Inside and Outside City
- Stormwater Fees
- Solid Waste Residential and Commercial Collection Fees
- Visitors Information Center (VIC) Garage Parking Fees
- Municipal Marina Fund

Commissioner Springfield questioned if the City could charge for profit for service fees for proprietary funds.

Ms. Lopez replied that the City was unable to charge in excess of the cost for permitting, including short-term rental permits or development review type permits. She said proprietary funds were able to be charged for a profit, and it was being done at the marina and parking garage.

Commissioner Springfield suggested providing a total cost increase based off the recommendation to increase the sewer, water, and ground water charge as individually the increase seemed small but overall, it could be an increase they would be cautious about. He asked Meredith

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Breidenstein, Assistant City Manager and Mr. Birchim about the number of people who had an exemption up to $50,000 due to their age and was informed that it was about 10% of the 2,900 homes. He said he may recommend exempting everyone up to $50,000 as that would not have a significant impact on the budget.

Commissioner Blonder commented that the exemption mentioned had an income limit in connection with the additional exemption. She said that limit the eligibility, as the income limit was low.

Commissioner DePreter said he had general goals he wanted to see during this budget cycle, which were:

- Strategize to maximize additional income from tourists
- Should not decrease customer stratification if the fees decrease
- If revenues increase, budget costs should decrease

Commissioner Garris questioned how the cell phone fees increase.

Ms. Burns replied that was applied through the Communications Service Tax and applied to all users. She said this took place at State level, and it was at the maximum allowable rate.

Commissioner Garris asked if there was a proposal to increase parking garage fees as the rate increased last year and she did not feel that would be beneficial.

Ms. Burns replied that there was no recommendation for the parking garage.

Commissioner Garris felt a beverage tax would be beneficial to the City if that was something that could be imposed.

Ms. Lopez replied that, according to state statue, a beverage tax was unable to be done. She said this would have to be approved through the state legislature.

Commissioner Springfield said he spoke to several businesses who were in support of the beverage tax; however, it would require a legislative change, which seemed like an impossible task.

Mayor Sikes-Kline requested a list showing the proposed increases and decreases in totality.

Ms. Burns said at the end of August during the budget meeting, this information would be provided.

Commissioner Blonder thanked Ms. Burns for outlining the proprietary funds. She reiterated that the City was continuing to reduce the surcharge for the outside connections for water and sewer, which the fees would be equal for inside and outside city limits by 2029. She said that was major reduction for those outside the City limits equaling a 5% reduction. She thanked Ms. Burns for the presentation and for being a great City asset.

Commissioner Springfield asked if the list requested would include those recommended to increase by the CPI.

Mayor Sikes-Kline replied that she wanted to have all increases included for a total picture.

Commissioner Blonder asked for clarification on the increase in water and sewer outside the City. She said the CPI was 4.2% and the recommendation was 3.5%. She said this seemed to be the only one not associated with the CPI.

Mr. Birchim said there were fees within the City were associated with the CPI but the recommendation was not to increase by the entire 4.2%.

Commissioner Blonder requested the rational for that when the proposal was presented.

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4.ITEMS BY MAYOR AND COMMISSIONERS

(None)

5. Adjournment

There being no further business, the meeting was adjourned at 3:56 P.M.[1]

_____
Nancy Sikes-Kline, MAYOR

_____

Darlene Galambos, CITY CLERK

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[1] Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, July 13,2026

The City Commission met in formal session Monday, July 13, 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
Melissa Wissel, Director, Communications
Barbara Moore, Deputy Director, General Services
Jon Marston, Police Chief
Wayne Ferrel, Sergent, Police Department
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

David Birchim, City Manager said item 7.A.1. City Wide Mobility discussion was withdrawn.

MOTION

Mayor Sikes-Kline MOVED to approve the Regular Agenda with Item 7.A.1 removed. The motion was SECONDED by Commissioner Jim Springfield and APPROVED BY UNANIMOUS VOICE VOTE.

3. Special Presentations, Recognitions and Proclamations

(None)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Bryan Bliss
- Ted Hill
- Thomas Reynolds
- Katherine Zodda
- Molly Malone
- Heather Wilson
- 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 27, 2026:
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)

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)

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)

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

CA.3 Reminder of Upcoming Meetings:
July 27, 2026, 3:00PM, Community Redevelopment Agency Meeting
July 27, 2026, 5:00PM, Regular City Commission Meeting
August 10, 2026, 5:00PM, Regular City Commission Meeting

CA.4 APPROVAL OF MINUTES FROM PRIOR COMMISSION MEETINGS: NONE

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.

END CONSENT AGENDA

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 Jon DePreter and APPROVED BY UNANIMOUS VOICE VOTE.

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. City Wide Mobility Study (D. Birchim, City Manager)

Item removed. See Motion under Item 2.

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 2026-10: Amending Vehicles for Hire (Ch27) Ordinance (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, presented Ordinance 2026-10 and reviewed the following changes:

- Limit for pedicab drivers was set to 15 operators and 3 cabs per operator
- No music allowed for pedicabs
- Set penalties for Vehicles for Hire, matched Franchise penalties and added an impoundment provision
- Included exclusion area for neighborhood, which can be set by Resolution
- Set insurance requirements to a combined $300,000
- Included a code of conduct

Commissioner DePreter clarified that there would be no music allowed for pedicabs.

Mr. Franklin replied in the affirmative. He said no music would be allowed while in operation.

Commissioner Blonder said that within the ordinance there were provisions for exclusions zones, which would be designated by resolution. She requested if passed, the exclusion zones should be identified as soon as possible. She asked if staff had proposed locations.

Mr. Franklin replied that staff did not have proposed locations outlined as this provided the framework; however, staff could create a map and provide it for the Commission for further discussion.
Public hearing was opened, and Commissioners heard comments from the following members of the public:

- Ed Swift
- Lloyd Pierce
- Joshua Luke
- Scott York
- Jo Anne Whirling
- Thomas Reynolds
- John Regan

Mr. Franklin clarified that if an operator obtained new vehicles, they were able to be inspected, and a prorated fee would be charged.

Commissioner Springfield confirmed that this ordinance would potentially reduce what was currently on the road because, at this point, it was unlimited vehicles in operation.

Mr. Franklin replied that right now it was unregulated and there could be as many pedicabs on the road as the operator wanted. He said this would set caps and limitations.

Commissioner Springfield asked if 15 carriages for horses were being codified.

David Birchim, City Manager, replied that there were only 15 medallions with only 5 on the street currently.

Commissioner Springfield felt fingerprinting and background checks should be investigated as he understood other organizations were able to be notified if an arrest occurred. He said the City should be notified. He agreed that one person would not be able to handle these responsibilities and Jabri White, Nightlife Liaison, was hired for a specific reason, to help regulate the nightlife downtown, and he did not want this position to become less effective by adding additional job requirements. He felt this would require the addition of another staff member. He thought it would be appropriate to start with two pedicabs per operator and grandfather in operators with three. He said it was easier to begin with less and increase if need be.

Commissioner Garris agreed that the low-speed vehicles should be reduced to two but grandfather in those operators that

currently had three. She pointed out that most vehicles drove within approximately twenty blocks and additional pedicabs would only increase congestion, especially during peak holiday seasons. She said the community had grown, but the roads remained the same.

Commissioner DePreter supported the number for both pedicabs and low speed vehicles as proposed. He said these required less curb space and were easier to use in the downtown area. He said if mobility and slowing traffic down was the concern it could be addressed and this was a dynamic way to build small businesses in the City as most were locally owned. He felt that since mobility was a priority, coming into the City to park and then use a low-speed vehicle was not beneficial. He suggested moving forward that perhaps incentives could be offered to help with that as he thought that was a real problem. He said low-speed vehicles could have specific routes to adhere to. He said an email was received regarding the use of pedicabs outside the downtown core for transportation, which he agreed with, but felt that could be discussed at another time.

Commissioner Blonder supported the noise restrictions as it would help preserve the character downtown. She agreed that having two low-speed vehicles was best to avoid overburdening the area; however, felt it could be increased if needed. She said the medallions should be visible from at least 100 feet away, which allowed visitors to identify the certified businesses, and this would help with enforcement. She agreed that additional staff may be need as these programs were expanded.

Mayor Sikes-Kline agreed with her fellow commissioners that a more conservative approach was best.

Mr. Franklin said for chapter 27, the proposed ordinance had three cabs per operator; however, it could be reduced to two cabs per operator and grandfather in those that had three currently.

MOTION

Mayor Sikes-Kline MOVED to APPROVE the proposed Ordinance with the following changes with the additional amendment allowing two vehicles per operator grandfathering of a third vehicle per operator if currently active and compliant with the municipal code at time of adoption of Ordinance 2026-10. The motion was SECONDED by Commissioner Garris.

Mayor Sikes-Kline explained that although she personally disliked pedicabs due to past experiences, she felt the decision made sense and was not punitive. She appreciated what Commissioner Garris said about having streets from the 16th century and would not change as it was a landmark district and part of what made the City unique and special.

Commissioner Blonder said this process had been lengthy, and a tremendous amount of work had been put into the ordinance by staff. She said that with public input and many discussions she felt this was an ordinance everyone could agree upon.

Ms. Lopez read the title as follows:

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: Sikes-Kline, Garris, Springfield, Blonder
NAYES: DePreter
MOTION APPROVED 4/1

8.A.2. Ordinance 2026-11: Amending Franchises (Ch14) Ordinance (R. Franklin, Assistant City Manager)

Reuben Franklin, Assistant City Manager, presented Ordinance 2026-11. He reviewed the updates as follows:

- Set penalties for franchises to include impoundment
- Would have exclusion areas for neighborhoods adopted by resolution
- Insurance rates were reduced to $300,000 combined
- Code of conduct included but modified
- Established a work period for horses
- Set temperature cutoff for horses at 90 degrees using the Wet Bulb Globe Temperature (WGBT) and definition was incorporated
- Tier 2 Franchise limits with maximum of 15 operators with 11 passengers per vehicle
- Current active tier 2 businesses could apply, which maybe over the 15 maximum
- No new franchises would be allowed until the number of franchises was below the 15 allowable maximum
- Set the limit of medallions for horse carriage franchises to five medallions with a maximum of 15 medallions for all franchises
- Set ownership transfer requirements for franchises
- Established methodology for selecting a franchise
- Created incentives for using electric carriages and include a definition for a horseless electric carriage
- Added regular use provision, operator could not go beyond 60 days without notification to the City

Mr. Franklin advised a letter was received from Richard Brooks, St. Johns Law Group with recommendations and those based on the letter were changed. He said the changes were as follows:

- Removed from application the private barn location outside the City for horse franchises
- City would not have oversight of the private location
- Add additional language for s suspension under "care of animals"
- City Manager could suspend a franchise until investigation into the complaints were resolved

Mayor Sikes-Kline thanked Mr. Franklin and Isabelle Lopez, City Attorney, for responding to the concerns brought up by St. Johns Law Group.

Public hearing was opened, and Commissioners heard comments from the following members of the public:

- Heather Wilson
- Patricia Ramos
- Katherine Zodda
- Thomas Reynolds
- Richard Brooks
- Lloyd Pierce

Mayor Sikes-Kline asked if any discussions took place for termination regarding animal abuse as suggested during public comment.

Ms. Lopez replied that it was recommended to leave any criminal cases to the State Attorney; however, it seemed the Commission wanted separate means of authority through the local justice system other than the State Attorney.

Mr. Franklin commented that if convicted of animal abuse, there would be immediate termination of the franchise agreement.

Commissioner Blonder said she understood that the City and State Attorney could have cases in tandem but questioned which was more likely to have a harsher penalty.

Ms. Lopez said the penalty would be losing the opportunity to have a franchise, resulting in a financial penalty; however, from the State Attorney perspective it would be criminal violations.

Commissioner Blonder clarified that by incorporating a way for the City to have penalties would it hinder the State Attorney's office from seeking criminal charges.

Ms. Lopez replied in the affirmative. She said this would be two solitudes.

Commissioner DePreter understood that Mr. Brook's request outlined other possible infractions that did not deal with animal abuse, for instance missing a medallion. He asked if animal abuse was the only infraction that should be reviewed by the State Attorney.

Ms. Lopez replied that the State Attorney would not enforce the City's local ordinance. She said, statutorily, any laws created within the City, the City Attorney's office would have to prosecute.

Commissioner Garris supported the different ways animal abuse could be dealt with, especially since it had been brought to their attention. She said with the tax reform issue, it could be difficult to hire a full-time employee; however, she felt a part-time employee could be beneficial to help monitor the horses along with Jabri White, Night Life Liaison. She said with the provisions in the ordinance, the City had more standing if there was a problem that arose. She thanked Mr. Franklin for working diligently and Ms. Lopez for her oversight. She said the concerns brought to the Commission were being heard and addressed.

Commissioner Springfield agreed that reducing the allowable number of carts and pedicabs from three to two; however, if they already had three, those could be grandfathered. He stated the cost for administration and supervision should be entirely covered with the collected fees. He stated Tier 1 and 2, Pedicabs, VFH, and Horse Carriages should be used to have additional staff members to assist with the implementation of the program. He did not understand why Horse Franchises were only charged $2,000 because he felt the fee should be substantially higher. He suggested raising the fee so in the future, an employee could be completely dedicated to ensuring compliance and certification. He asked if horses were stabling overnight as mentioned during public comment.

Mr. Franklin replied that stabling overnight was only for an emergency or veterinarian appointment and the City had to be notified and approve it. He said this was at the transfer station.

Commissioner Springfield stated that no horses were staying at the horse stables on Riberia Street. He supported the use of the WBGT as it had been used for a variety of different things, and it considered many weather factors. He said he was encouraged by this process and commended everyone involved as they had all done a great job listening to the stakeholders and working together.

Commissioner Blonder supported what was presented for tier 1. She felt having the tier 2 classification was critical. She said she wanted to see changes to the medallions for both Tier 2 and the horse franchises. She agreed with limiting the tier 2 franchises to two vehicles unless they had three currently. She supported the ordinance as it was heavily improved, emphasizing that the crucial animal welfare pieces successfully addressed public concerns.

Commissioner DePreter supported the cart reduction, explaining that they represent the commercialization of the street instead of solving a mobility option. He expressed his gratitude for engaging with the University of Florida regarding the language for animal abuse, as he was not qualified to make those determinations as a commissioner. He supported the use of electric carriages as it was a business decision. He understood an analysis had been done and confirmed that the fees would pay for the program.

Mr. Franklin replied that there were two fees: franchise fee of $1,000 per medallion for Horse Franchise and $2,000 per franchise for Tier 2. He said those fees would be adopted with the ordinance, and a fee schedule would be brought back that would identify how the fees were paying for the program.

Commissioner DePreter clarified that the horse franchises fees paid would cover the cost of the program.

Mr. Franklin replied that was intended and a fee schedule would be provided. He said this would be adopted by Resolution at a future meeting.

Commissioner Springfield added that tier 2 was allowed a low-speed vehicle and has horseless carriages without restrictions. He said if that was allowed in tier 2, then future commissions could restrict from having a carriage and only allow horse drawn carriage franchise owners to operate an electric carriage.

Mayor Sikes-Kline agreed with her fellow commissioners on the reductions as mentioned. She said it had been refreshing to hear from the stakeholders in the industry and hear the support for the regulations. She expressed her gratitude to all participants for their involvement, highlighting that enforcement was paramount and noting that the new regulations were structured to ensure compliance.

There was consensus to modify the ordinance.

MOTION

Mayor Sikes- Kline MOVED to APPROVE Ordinance 2026-11 with the following modification to Tier 2 allowing two vehicles per agreement with grandfathering of a third vehicle per agreement if currently active and compliant with municipal code at the time of adoption. The motion was SECONDED by Commissioner DePreter.

Ms. Lopez read the title as follows:

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: Sikes-Kline, DePreter, Garris, Springfield, Blonder
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)

8.C.1. Resolution 2026-10: Revise and Establish Routes for Animal-Drawn Vehicles in St. Augustine (B. Moore, General Services Deputy Director)

Barbara Moore, General Services Deputy Director, reviewed Resolution 2026-10.

Mayor Sikes-Kline stated she was pleased that the Horse Carriages were being moved from the bayfront. She supported them moving to Charlotte Street as it was visible, shaded, and the location had access to water. She felt this location could be a long-term solution. She said after reviewing the two proposed routes she was in favor of the orange route.

Ms. Moore replied that whichever route was chosen, this location was to be permanent.

Public hearing was opened, and Commissioners heard comments from the following members of the public:

- Carly Zervis
- Patricia Ramos
- Thomas Reynolds
- Heather Wilson
- Katherine Zodda

Commissioner Springfield felt that either route was fine; however, noted that the green route went down Aviles Street, and he thought most tour drivers would want to go down Aviles Street since it was the oldest in the City. He explained moving the carriages off the bayfront was a priority but suggested using the location by the Government House across from the Casa Monica hotel. He said it would help slow traffic down and create an easier place to start or end tours. He stated that there did not seem to be enough space for fifteen carriages on Charlotte Street and King Street.

Commissioner Garris agreed that the orange route was best and favored a pick-up and drop-off location near the Government House. She said she liked the fact that the route went down Cuna Street and not Hypolita Street as it was utilized by the trolleys. She suggested adding a stop around the Government House, then continuing with the orange route. She asked if that was an option.

Ms. Moore replied that it was possible; however, infrastructure would have to be checked.

Commissioner DePreter supported the orange route; however, noted that the Catholic Parrish School (CPS) could be a busy location when school dismissed. He said the goal was to move the horses from the bayfront since it was very busy. He requested a recommendation from staff on the best way to move forward with loading areas.

Commissioner Blonder emphasized that the priority was to relocate from the bayfront. She said she favored the orange route and pointed out that Cordova Street and Cuna Street had a blind intersection. She said the sightline was blocked by Pollard Hall, and Cordova Street was a heavily traveled street. She said it was brought to her attention that the construction on Sevilla Street had slowed and possibly delayed; therefore, routing horse onto that street may not be beneficial.

Mayor Sikes-Kline said there was room for five carriages at the end of the plaza at King Street and Charlotte Steet, which ultimately would not be enough space long term, but suggested designating another location south of Government House near the horse trough. She said this area was shaded, sidewalk was wider, and the horses had been there previously.

David Birchim, City Manager, commented that the University of Florida (UF) had not been contacted about staging horses at the Government House. He said that would need to be done.

MOTION

Commissioner DePreter MOVED to pass Resolution 2026-10 to Revise and Establish the Orange Route for Animal-Drawn Vehicles in St. Augustine and direct staff to evaluate the potential viability of another site on King Street

between King Street and Cordova Street. The motion was SECONDED by Commissioner Blonder.

VOTE ON MOTION:
AYES: DePreter, Blonder, Garris Springfield, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

(None)

9.B. Resolutions

(None)

10. Staff Reports and Presentations

(None)

11. ITEMS BY CITY ATTORNEY
(None)

12. ITEMS BY CITY CLERK

12.A. Notification of one (1) Vacancy – St. Augustine Police Officers' Retirement System, Board of Trustees (D. Galambos, City Clerk)

Darlene Galambo, City Clerk, notified the Commission that there was one vacancy on the St. Augustine Police Officers' Retirement System, Board of Trustees. She said Daniel Hilbert had been an excellent Board member, however, he had moved outside City limits, which was a requirement.

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

For information only.

13. ITEMS BY CITY MANAGER

(None)

14. Items by Mayor and Commissioners

Commissioner Garris acknowledged that former Commissioner Richard White had passed away. She thanked him for serving as he was a wonderful person. She said he worked with the City as an employee at the City's Visitors Information Center (VIC).

Commissioner Springfield stated that over the past year and a half, the City has faced significant criticism regarding its "barbaric" practices regarding horses. He said one of his favorite things was to attend the Common Ground Fair in Maine, which celebrated carbonless farming and rural living. He said on the way you would pass Amish farmers with their carriages. He felt using horses for our enterprise and pleasure was not barbaric but mistreating horses was. He supported protesting but felt that this was an insult to those who had worked with horses, and we were fortunate not to have to depend solely on horses. He said it was not barbaric unless the treatment was abusive.

Commissioner Blonder commended the City Fire Department for the shirt made in celebration of the Countries 250th birthday. She informed the Commission that she met with the St. Augustine Ravenswood Neighborhood Association (SARNA), and the biggest concern was the pedestrian load, which was great for vitality and economic growth; however, concerning for the pedestrians crossing King Street safely. She thanked Reuben Franklin, Assistant City Manager, JB Miller, Land Manager, and staff that assisted in helping the City obtain reimbursement of $967,000 from the State, which was 50% of the cost of conservation land at Florida Avenue.

Mayor Sikes-Kline encouraged everyone to attend West King Wednesday from 5:00p.m.-8:00p.m, as it was an enjoyable and fun event. She added that Wednesday

from 5:30p.m.-7:30p.m., at the Dining with Dignity Pavillion, the University of Floirda Health Care bus would be available on property providing services to those who did not have medical insurance. She thanked staff for continuing to improve Dining with Dignity and making it a safe environment.

15. Adjournment

There being no further business, the meeting was adjourned at 7:41 P.M.[1]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

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[1] Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, July 27, 2026

The City Commission met in formal session on Monday, July 27, 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
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Barbara Moore, Deputy Director, General Services
Julie Courtney, Historic Preservation Officer, Planning and Building
Jaime D. Perkins, Director, Community Services
Jon Marston, Chief, Police Department
Brittany Garmon, Sergeant, Police Department
Elyse Wiemann, Senior Recording Secretary

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Mayor Sikes-Kline requested a moment of silence and Vice-Mayor Blonder led the pledge of allegiance.

2. ADMINISTRATIVE ITEMS

2.A. Modification and Approval of Regular Agenda

Isabelle Lopes, City Attorney, requested that item 11.A, under Items by City Attorney be added to the Consent Agenda for approval.

MOTION

Mayor Sikes-Kline MOVED to approve the Regular Agenda as amended. The motion was SECONDED by Commissioner Jon DePreter and APPROVED BY UNANIMOUS VOICE VOTE.

3. Special Presentations, Recognitions and Proclamations

(None)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Catherine Zodda
- Heather Wilson
- Patrica Ramos
- Robert Castillo
- Claudi Castillo

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- 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 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)

CA.10. Quarterly Report: 3rd Quarter FY 2025-2026 (I. Lopez, City Attorney)

END CONSENT AGENDA

5.A. Additions, deletions or modifications to Consent Agenda

Item 11.A. added to the Consent Agenda. See motion under item 2. Modification and Approval of Regular Agenda.

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.

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

Item not heard. Would be heard at a future meeting if requested by Lincolnville Historical Preservation and Restoration Society Inc.

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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 2026-15: 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)

Amy Skinner, Director Planning and Building, reviewed Ordinance 2026-15.

Ex Parte Communication

(None)

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

Discussion ensued confirming the reason for the amendment was to change the zoning designation and that the land use was consistent with the Residential General Office (RGO) recommendation.

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2026-15 on second reading. The motion was SECONDED by Commissioner Garris.

Ms. Lopez read the title as follows:

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.

VOTE ON MOTION:
AYES: Sikes-Kline, Garris, DePreter, Springfield
NAYES: Blonder
MOTION APPROVED 4/1

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)

Item reviewed with Item 8.A.1.

Amy Skinner, Director Planning and Building, reviewed Ordinance 2026-16, and advised the upland acres were 0.77 and the rest of the land would be zoned Open Land (OL).

The commission discussed the history of the PUD and clarified that that the notation on the submerged land was a product of litigation for Marinas that were not complying with the City's submerged land lease request.

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

MOTION

Commissioner DePreter MOVED to pass Ordinance 2026-16 on second reading.

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The motion was SECONDED by Mayor Sikes-Kline.

Ms. Lopez read the title as follows:

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.

VOTE ON MOTION:
AYES: DePreter, Sikes-Kline, Garris, Springfield, Blonder
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

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)

Ex Parte Communication:

(None)

Amy Skinner, Director Planning and Building, reviewed Ordinance 2026-17.

Ex Parte Communication:

None

Public hearing was opened, and Commissioners heard comments from the following:

- Sid Ansbacher

After the discussion, it was noted that there was a Use by Exception that relied on the approval of the Ordinance, and the asterisk on the Future Land Use Map (FLUM) limited the development.

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2026-17 on second reading. The motion was SECONDED by Commissioner Garris.

Ms. Lopez read the title as follows:

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

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SEVERANCE OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION:
AYES: Sikes-Kline, Garris, DePreter, Springfield, Blonder
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

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)

Item reviewed with item 8.A.3.

Amy Skinner, Director Planning and Building, reviewed Ordinance 2026-18.

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

MOTION

Mayor Sikes-Kline MOVED to pass Ordinance 2026-18 on second reading. The motion was SECONDED by Commissioner Blonder.

Ms. Lopez read the title as follows:

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.

VOTE ON MOTION:
AYES: Sikes-Kline, Blonder, DePreter, Garris, Springfield
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 2026-19: 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)

Amy Skinner, Director Planning and Building, reviewed Ordinance 2026-19.

Discussion ensued with the unanimous support from the Board regarding the amendment to the parking code to incorporate shared parking within 400-foot radius that could be increased by the Planning and Zoning Board (PZB) with a Use by Exception.

MOTION

Commissioner DePreter MOVED to pass Ordinance 2026-19 on first reading and moved to second reading. The motion was SECONDED by Commissioner Blonder.

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Isabelle Lopez, City Attorney, read the Ordinance.

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.

VOTE ON MOTION:
AYES: DePreter, Blonder, Garris, Springfield, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

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)

Amy Skinner, Director Planning and Building, and Richard Schuland, Building Official, reviewed Resolution 2026-15.

The commission discussed the proposed Planning and Building Department application fees and permit fees. The Board supported the changes with the notation that the fee changes could be a continuous process.

MOTION

Commissioner Blonder MOVED to pass Resolution 2026-15. The motion was SECONDED by Mayor Sikes-Kline.

VOTE ON MOTION:
AYES: Blonder, Sikes-Kline, DePreter, Garris, Springfield
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

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)

Julie Courtney, Historic Preservation Officer, reviewed the Resolution 2026-16, and advised she would be nominating the property for a Florida Trust Preservation Award.

Discussion followed with the concern being if the current owner sold the property; however, it was explained that the exemption would continue with the property for 10 years.

MOITON

Mayor Sikes-Kline MOVED to pass Resolution 2026-16. The motion was SECONDED by Commissioner Springfield.

VOTE ON MOTION:
AYES: Sikes-Kline, Springfield, DePreter, Garris, Blonder
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

10. Staff Reports and Presentations

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

Barbara Moore, Deputy Director, General Services, provided an update on the restrooms throughout the City, and the process staff went through to notify the current lessee on the proposed location of new restrooms.

The commission discussed bathrooms being critical infrastructure for the

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downtown area and Hypolita Street and St. George Street was the best location. It was suggested to have an employee to help monitor the facilities and to have input from the business community, as bathrooms and parking were a vital part of tourism.

David Birchim, City Manager, advised he would develop a management plan.

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

Jaime D. Perkins, Director, Community Services, reviewed the Neighborhood Grant Program Criteria amendment. She stated that the amendment was in line with Florida Statue Chapter 720, Homeowner's Associations (HOA) and Chapter 190Community Development Districts (CDD). She advised the grants program intent was to support project that provided broader public benefit.

MOTION

Commissioner Blonder MOVED to support the proposed amendment as described to the Neighborhood Grant Program criteria for 2026. The motion was SECONDED by Commissioner Garris.

VOTE ON MOTION:
AYES: Blonder, Garris, DePreter, Springfield, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

11. ITEMS BY CITY ATTORNEY

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

Moved to the Consent Agenda. Motion under item 2 Modifications and Approval of Regular Agenda.

12. ITEMS BY CITY CLERK

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

Darlene Galambos, City Clerk, requested appointment to the Planning and Zoning Board and advised two applications were received from James St. George and Willima Tunstell.

After a ballot vote of 4/1[1], William Tunstell was appointed.

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

For information only.

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

For information only.

13. ITEMS BY CITY MANAGER

David Birchim, City Manager, advised that Madeline Wise of the Lincolnville Historical Preservation and Restoration Society Inc. was unable to attend; however, if her funding request remained relevant, the item would be included on a future agenda.

14. Items by Mayor and Commissioners

Commissioner Garris requested that Mr. Broudy be contacted regarding removal of the tires at US1 and West King Street

Mr. Birchim replied in the affirmative.

Commissioner DePreter inquired about how the new fire station's funding would be secured, with the loss of the grant from the state.

[1] Attached to packet

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Mr. Birchim replied that the City would reapply for state funding next year.
.
Commissioner Springfield spoke about the proposed property tax amendment, noting that annually the City requested money from the State for special projects. He stated his uncertainty about projects being funded and his curiosity in how the state chose which projects to fund.

Commissioner Blonder requested support in drafting an ordinance that would change the City's charter, which would preserve in perpetuity the conservation lands purchased in public interest.

After a brief discussion, Ms. Lopez clarified that this would include properties owned by the City placed under conservation with a super majority that was unanimous for a property to be removed from conservation, since any property not purchased with state grant funds and under a conservation easement required land management with ongoing associated cost.

There was unanimous support to direct staff to proceed with drafting an ordinance and presenting it for consideration.

Mayor Sikes-Kline requested that the landscaping be updated North City at the historic coquina water fountain and restoration of the Conquistadors.

There was Commission support to move forward with the established plan to update the area, including a request to add solar lighting to the flag poles.

Commissioner Garris requested a venue change for December 7, 2026, Swearing in Ceremony, stating many people would be in attendance.

Ms. Lopez stated this would require a charter amendment as the charter outline that the meeting had to meet in the usual location for meetings by the legislative body.

The Commission requested Mr. Birchim develop a plan on how to proceed with the December meeting and if necessary, present an ordinance for consideration.

15. Adjournment

There being no further business, the meeting was adjourned at 7:23 P.M.[2]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

[2] Transcribed by Elyse Wiemann

DRAFT

CITY OF ST. AUGUSTINE

Regular City Commission Meeting
Monday, August 10, 2026

The City Commission met in formal session Monday, August 10, 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
Jon DePreter, City Commissioner

Absent: Jim Springfield (excused)

Also Present: David Birchim, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
Meredith Breidenstein, Assistant City Manager
Reuben Franklin, Assistant City Manager
Stephen Slaughter, Director, Public Works & Utilities
Amy Skinner, Director, Planning and Building
Melissa Wissel, Director, Communications
Jon Marston, Police Chief
Sgt. Kevin Carroll, Police Department
Sgt. Alex Barrera, 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

(None)

4. General Public Comments (3 minutes per individual)

The Commission heard from the following members of the public:

- Kelsey May
- Ruby Raley
- Claudia Costello
- Fredrick Pezza
- Robert Costello
- Tawny Kern
- Gina Burrell
- Heather Wilson
- Katherine Zodda

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- Nancy Murphy
- Elizabeth Brown
- Patricia Ramos
- Lauren Wise
- Chrystina Lammers
- Emily Bell
- 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 August 24, 2026:
•Ordinance 2026-20: Requiring a Unanimous Vote for Changes to Conservation Lands (I. Lopez, City Attorney)

CA.3 Reminder of Upcoming Meetings:
•August 24, 2026, 5:00PM, Regular City Commission Meeting
•August 28, 2026, 8:30AM, Special City Commission Meeting — Round Table Discussion of FY 2027 Tentative CRA Budget
•August 28, 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 22, 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 Budget Information Requested by Commission at the July 13, 2026, Special City Commission Meeting (M. Burns, Finance Director)

END CONSENT AGENDA

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.

6. Appeals

(None)

7. General Public Presentations, Items of Great Public Importance, and Other Items Requiring Public Hearings

7.A. General Public Presentations

(None)

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

DRAFT

8.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)

Amy Skinner, Planning and Building Director, reviewed Ordinance 2026-19, amending the parking code to include shared parking for commercial and institutional uses.

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

MOTION

Commissioner DePreter MOVED to pass Ordinance 2026-19 on second reading. The motion was SECONDED by Commissioner Blonder.

Ms. Lopez read the title as follows:

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.

VOTE ON MOTION:
AYES: DePreter, Blonder, Garris, 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)

8.C.1. Resolution 2026-19: Adjust the Proprietary Fund Rates and Service Fees for Fiscal Year 2027 (M. Burns, Finance Director)

Melissa Burns, Finance Director reviewed Resolution 2026-19.

Public hearing was opened, and Commissioners heard comments from the following:

- Claudia Castillo

Discussion ensued regarding the utilities rates, sustainability, and irrigation meters.

Stephen Slaughter, Public Works and Utilities Director, provided a brief overview of water usage and the associated rates, noting the cost was comparable to neighboring cities.

After further discussion, an adjustment to the proprietary fund rates and service fees, to include water and wastewater, solid waste, stormwater and the marina was supported. It was suggested for the fiscal year 2028 budget, the service fees at the Marina should be charged separately for each item.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2026-19. The motion was SECONDED by Commissioner Blonder.

VOTE ON MOTION:
AYES: Sikes-Kline, Blonder, DePreter, Garris
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9. Ordinances and Resolutions - No Public Hearing Required

9.A. Ordinances – First Reading

DRAFT

9.A.1. Ordinance 2026-20: Requiring a Unanimous Vote for Changes to Conservation Lands (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, reviewed Ordinance 2026-20, which required unanimous votes for changes to conservations lands.

Discussion ensued regarding the importance of conservation land and the benefits it provided to the community. There was unanimous support for the ordinance.

MOTION

Commissioner Blonder MOVED to pass Ordinance 2026-20 on first reading. The motion was SECONDED by Mayor Sikes-Kline.

Ms. Lopez read the title as follows:

ORDINANCE NO. 2026-20

AN ORDINANCE OF THE CITY COMMISSION OF ST. AUGUSTINE, FLORIDA, CREATING ARTICLE V, DIVISION 2, SECTION 5.24, OF THE CHARTER OF THE CITY OF ST. AUGUSTINE; PROVIDING FOR A UNANIMOUS VOTE OF THE CITY COMMISSION FOR ANY PROPOSITION TO INTENSIFY THE USES OF CITY OWNED CONSERVATION LANDS OR TO REDUCE THE SIZE OF CITY OWNED CONSERVATION LANDS; PROVIDING FOR INCLUSION IN THE CHARTER OF THE CITY OF ST. AUGUSTINE; AND PROVIDING FOR AN EFFECTIVE DATE.

VOTE ON MOTION:
AYES: Blonder, Sikes-Kline, DePreter, Garris
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9.B. Resolutions

9.B.1. Resolution 2026-17: Increase in the Fire Assessment Fee (M. Burns, Finance Director)

Melissa Burns, Finance Director, reviewed Resolution 2026-17, advising that this was the initial resolution regarding the proposed increase to the fire assessment fee, and would set the date for public hearing.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2026-17. The motion was SECONDED by Commissioner Blonder.

VOTE ON MOTION:
AYES: Sikes-Kline, Blonder, Garris[1]
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9.B.2. Resolution 2026-18: Setting the Proposed Millage Rate to 7.5 Mills (M. Burns, Finance Director)

Melissa Burns, Finance Director reviewed Resolution 2026-18, which set the proposed millage rate to 7.5 mills as discussed during the previous budget meeting held on July 13, 2026.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2026-18. The motion was SECONDED by Commissioner Blonder.

VOTE ON MOTION:
AYES: Sikes-Kline, Blonder, Garris[2]
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9.B.3. Resolution 2026-20: Increase the Base Rate and the Per Bedroom Rate Charged for Short Term Rentals (M. Burns, Finance Director)

Melissa Burns, Finance Director, reviewed Resolution 2026-20, which increased the fees for short-term rentals (STRs) to

[1] Jon DePreter not present for vote.
[2] Jon DePreter not present for vote.

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include the base rate and cost per bedroom.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2026-20. The motion was SECONDED by Commissioner Blonder.

VOTE ON MOTION:
AYES: Sikes-Kline, Blonder, Garris[3]
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

9.B.4. Resolution 2026-21: Adopts the Vehicle for Hire and Franchise Program Fees (M. Burns, Finance Director)

Melissa Burns, Finance Director, reviewed Resolution 2026-21, noting an update to the effective date, advising that the fees would be effective upon adoption.

MOTION

Mayor Sikes-Kline MOVED to pass Resolution 2026-21. The motion was SECONDED by Commissioner Garris.

VOTE ON MOTION:
AYES: Sikes-Kline, Garris, DePreter, Blonder
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

10. Staff Reports and Presentations

10.A. Proposal to Expand the St. Augustine Rider (STAR) Circulator Route (J. Perkins, Community Services Director)

Jaime D. Perkins, Community Services Director, reviewed the proposal to expand the St. Augustine Rider (STAR) circulator to include the additional stops along A1A Boulevard and A1A Beach Boulevard, noting it would operate until Nights of Lights (NoL), then the route would be modified to accommodate City needs.

Discussion ensued, noting that the proposed expansion would improve mobility within the City. It was confirmed that the STAR circulator was fully funded and offered as a free service. Concerns were raised regarding the timeliness of stops given ongoing traffic challenges; however, staff affirmed that additional time had been built into the schedule to maintain reliability.

MOTION

Commissioner DePreter MOVED to APPROVE the proposal to expand the STAR circulator route. The motion was SECONDED by Commissioner Garris.

VOTE ON MOTION:
AYES: DePreter, Garris, Blonder, Sikes-Kline
NAYES: NONE
MOTION APPROVED UNANIMOUSLY

11. ITEMS BY CITY ATTORNEY

11.A. Options for Reorganization Meeting (I. Lopez, City Attorney)

Isabelle Lopez, City Attorney, presented three separate time change options for the reorganization meeting with each including flexibility in the location as long as it was held within the City limits.

Staff noted that live streaming may not be a viable option if another venue was chosen and if kept in the Alcazar Room live streaming would be available and overflow guests could view the meeting on a television in the courtyard and Lightner Museum lobby.

Discussion followed regarding times and venue options. The City Manager was directed to investigate other ways for the live stream to take place if the ceremony was held outside in the courtyard.

There was consensus to move the Reorganization Meeting to 5:00 p.m. and an ordinance would be presented to the

[3] Jon DePreter not present for vote.

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commission for formal approval during a subsequent meeting.

12. ITEMS BY CITY CLERK

12.A. Notification of one (1) vacancy — Civil Service Board (D. Galambos, City Clerk)

Darlene Galambos, City Clerk, informed the Commission there was a vacancy on the Civil Service Board due to the passing of Gregory Nichols.

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

For informational purposes only.

13. ITEMS BY CITY MANAGER

David Birchim, City Manager, advised that the park north of town and the City gates, where the conquistador statues were located, would be updated, cleaned and new landscaping would be planted in the fall.

14. Items by Mayor and Commissioners

Mayor Sikes-Kline mentioned the passive park that was to be dedicated to the City in Maderia still had not been completed and expressed concern as she did not want it to be forgotten. She asked for support in opposition regarding the proposed federal changes to Section 106, which would diminish its effectiveness and reduce the legal protections for historic and cultural places. She requested a resolution be drafted to that effect and sent to the Governor and Florida Representatives. She asked about the bricks from Sevilla Street and if they were being saved for other purposes.

Support for the resolution was given by her fellow commissioners, and staff advised that all salvageable bricks were being saved and reused.

Mayor Sikes-Kline reminded everyone about Selfie Day.

Commissioner Garris thanked the community for their support regarding the conservation ordinance, and staff for researching other venues for the reorganization meeting.

Commissioner DePreter was encouraged about the mobility efforts and the expansion of shuttles, including the shared parking. He said the shared approach made a lot of sense and was a great goal.

Commissioner Blonder stated the most important part of their job was listening to the people. She expressed excitement regarding the Court Theophelia Neighborhood Drainage Improvement Project as it was an Urban Land Institute North Florida 2026 finalist for the Award for Excellence as the region's most impactful development project. She noted the project was fully funded by the Florida Department of Protection (FDEP) Resilient Floridia Program, at a cost of almost $5 million dollars. She said bio-swale, which helped with draining and would be very beneficial to the surrounding neighborhood.

15. Adjournment

There being no further business, the meeting was adjourned at 7:08 P.M.[4]

_____
Nancy Sikes-Kline, MAYOR

_____
Darlene Galambos, CITY CLERK

[4] Transcribed by Elyse Wiemann

DRAFT

City of St. Augustine

La Lealisíma y Valerosa Ciudad de San Agustín de la Florida

Est. 1565

P R O C L A M A T I O N

WHEREAS, *Community Redevelopment Agencies (CRAs) and redevelopment programs play a vital role in revitalizing neighborhoods, eliminating conditions of slum and blight, strengthening local economies, revitalizing downtowns, and improving the quality of life for residents and businesses throughout the State of Florida; and*

WHEREAS, *the City of St. Augustine's Community Redevelopment Agency was established in the year 2000 with the establishment of the Historic Transportation and Parking Community Redevelopment Area, the Lincolnville Community Redevelopment Area (LCRA) was established in 2013, in 2024 the West City Community Redevelopment Area (WCCRA) was established, and in 2024 the Historic Transportation and Parking CRA Plan was amended to the current Historic Area Community Redevelopment Area (HACRA); and*

WHEREAS, *the year 2025 marked the 25th anniversary of community redevelopment in the City of St. Augustine, celebrating a quarter-century of strategic investment, historic preservation, economic revitalization, and neighborhood improvements that have enhanced the quality of life for residents, businesses, and visitors; and*

WHEREAS, *redevelopment initiatives encourage private investment, support small businesses, improve infrastructure, enhance public spaces, and expand housing opportunities, thereby fostering vibrant, resilient, and equitable communities; and*

WHEREAS, *the Florida Redevelopment Association (FRA), in partnership with municipalities, counties, and community stakeholders, promotes best practices, professional education, and collaboration to advance community redevelopment efforts throughout Florida; and*

WHEREAS, *Florida Redevelopment Week provides an opportunity to recognize redevelopment achievements, highlight transformational projects, engage residents and stakeholders, and celebrate the economic, social, and cultural benefits of community revitalization; and*

WHEREAS, *the observance of Florida Redevelopment Week raises awareness of the importance of community redevelopment and inspires continued public and private investment in Florida's neighborhoods, downtowns and commercial corridors;*

NOW, THEREFORE, *be it proclaimed that the City Commission of the City of St. Augustine hereby designates September 14th through 18th, 2026 as* ***Florida Redevelopment Week****, and encourages all residents, businesses, community organizations, and public officials to recognize and celebrate the contributions of community redevelopment programs and to participate in activities highlighting the importance of revitalization efforts across our communities.*

IN WITNESS WHEREOF*, I have hereunto set my hand and caused the Seal of the City of St. Augustine to be affixed this 24th day of August in the year of our Lord two thousand and twenty-six and the four hundred and sixtieth year of the founding of St. Augustine, the Nation's Oldest City.*

_____

Nancy Sikes-Kline, Mayor

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: August 4, 2026

RE: **EMINENT DOMAIN: LAKE MARIA SANCHEZ– INVOICE FOR PROFESSIONAL SERVICES**

Enclosed please find Invoice No. 07-2026-19-5814 dated August 3, 2026 from Cavendish Partners, P.A. for legal services rendered in the Lake Maria Sanchez eminent domain matter.

The amount due is **$11,071.50**. We have reviewed the billing and submit same to you for placement on the consent agenda for the August 24, 2026 City Commission meeting.

WITH THIS INVOICE THE TOTAL EXPENDED TO DATE FOR ATTORNEY'S FEES AND COSTS ON THIS MATTER EQUALS $119,469.84.

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: 08/03/2026
Invoice #: 07-2026-19-5814
Matter: Eminent Domain re Lake Maria Sanchez

File #: 5814

INVOICE TOTAL AND BALANCE DUE $11,071.50

Bill To:
Isabelle Lopez, City
Attorney 75 King Street
P.O. Box 210
St Augustine, FL 32085
Due Date: 09/02/2026
Please Remit Payment To:
Cavendish Partners, P.A.
200 West Forsyth Street
Suite 1300
Jacksonville, FL 32202

PAYMENTS RECEIVED AFTER 08/03/2026 ARE NOT REFLECTED IN THIS BALANCE DUE INVOICE

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: David Birchim, City Manager

DATE: August 6, 2026

RE: **SATISFACTION AND RELEASE OF LIEN: 83 WEEDEN STREET**

Please find enclosed a Satisfaction and Release of Lien for 83 Weeden Street, owned by Kellen Baker and Matthew Irons. This release reflects the previously outstanding Code Enforcement lien levied against this property. The outstanding balance of $6,500.00 has been paid in full.

Please place the Satisfaction and Release of Lien on the consent agenda for consideration and execution at the August 24, 2026 City Commission meeting.

Should you have any questions or comments, please do not hesitate to contact me. Thank you.

Isabelle C. Lopez
City Attorney

/sl
Attachment

xc: Meredith Breidenstein, Assistant City Manager
Reuben Frankline, Assistant City Manager
Darlene Galambos, City Clerk *(with original)*

Agenda Title:

Satisfaction and Release of the Code Enforcement lien levied against 83 Weeden Street as paid in full.

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 LIEN

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 "Lienor"), in consideration of the covenants and agreements set forth hereinafter, hereby releases **KELLEN BAKER and MATTHEW IRONS**, whose address is 83 Weeden Street, St. Augustine, Florida 32084, their heirs, assigns or successors in title (hereinafter referred to as "Lienees"), from the "Order Imposing a Lien," executed by the Code Enforcement Special Magistrate and dated July 1, 2026, recorded at Official Records Book 6398, Page 1425, 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.

Lienor hereby releases said Lienees from any obligations created by or existing by virtue of said Lien, and such obligations related to said document have been fully performed and are therefore satisfied.

IN WITNESS WHEREOF, this Satisfaction and Release of Lien has been duly signed and executed by the Lienor, 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: DUMAS TRACT CITY S32.5 OF W65 FT OF LOTS 12 & 13 BLK B OR5714/9

PARCEL ID NUMBER: 206830-0000

LOCATION ADDRESS: 83 WEEDEN STREET, ST. AUGUSTINE, FLORIDA 32084

Public Records of St. Johns County, FL
Clerk number: 202605814
BK: 6398 PG: 1425
7/9/2026 2:17 PM
Recording $27.00

BEFORE THE
SPECIAL MAGISTRATE
ST. AUGUSTINE, FLORIDA

ORDER IMPOSING A LIEN

CASE NUMBER: CE2026-0286

IN THE MATTER OF:

Baker Kellen Et AL
Irons Matthew
83 WEEDEN ST, Saint Augustine, FL, 32084

(Hereinafter referred to as Respondent)

RE: VIOLATION OF SECTION(S): Code of Law and Ordinances of St. Augustine, Florida:

City Code, Chapter 28, Section 155, Effect of Ordinance No. 2010-24 on RS-1 and RS-2 short-term rentals.

VIOLATION SITE:	**83 WEEDEN ST, Saint Augustine, FL, 32084**
LEGAL DESCRIPTION:	**DUMAS TRACT CITY S32.5 OF W65 FT OF LOTS 12 & 13 BLK B OR5714/9**
PARCEL NUMBER:	**2068300000**

THE SPECIAL MAGISTRATE HEARD TESTIMONY AND EXAMINED EVIDENCE AT A HEARING HELD ON JULY 1, 2026, AND, BASED ON THE EVIDENCE, HAS ADJUDGED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. Respondent is the legal owner and/or occupant of the subject property and was duly notified of the hearing held on July 1, 2026, in accordance with Chapter 162 F.S.

The respondent and/or representative ✓ was / _____ was not present

2. THIS MATTER originally came before the Special Magistrate for public hearing on May 6, 2026, after due notice to the Respondent(s), at which time the Special Magistrate heard testimony under oath and received evidence. The Special Magistrate issued findings of fact, conclusions of laws, and an oral order reduced to writing and furnished to the Respondent(s) to take corrective action by a time certain, as more specifically set forth in that order. On May 6, 2026, the Special Magistrate issued an **"Order Finding Violation"** which set the amount at 13 separate repeat violations at $500 per violation.. **As of July 1, 2026, the fines had not been paid.**

3. Based on the evidence and testimony presented at the July, 1, 2026, hearing, the Special Magistrate finds that the required corrective action has not been taken as ordered which constitutes non-compliance with the City Code, Chapter 28, Section 28-90.

4. IT IS HEREBY ORDERED that the above described fine in the amount of $6,500.00 is hereby pending against the Respondent(s) for the violation that existed upon the previously described property, and that the fine would be imposed in the form of a lien.

THIS ORDER SHALL BE RECORDED IN THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY FORTHWITH AND SHALL CONSTITUTE A LIEN AGAINST THE ABOVE DESCRIBED PROPERTY, AND UPON ANY OTHER REAL OR PERSONAL PROPERTY OWNED BY THE VIOLATOR, PURSUANT TO SECTIONS 162.08 AND 162.09, FLORIDA STATUES. FURTHER INFORMATION ON THIS MATTER MAY BE OBTAINED BY CONTACTING THE BUILDING AND CODE ENFORCEMENT DIVISION, P.O. BOX 210, ST. AUGUSTINE, FL 32085-0210, (904) 825-1066.

DONE AND ORDERED THIS 1ST OF JULY, 2026. In open session at the Alcazar Room, 75 King Street, St. Augustine, Florida.

Garrett Olsen, Special Magistrate
City of St. Augustine

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, Garrett Olsen who is personally known to me who is the person described in and who executed the foregoing instrument and acknowledged before me that she executed the same for the purposes therein expressed.

Witness my hand and official seal, this 1st day of July, A.D. 2026

Elyse Wiemann

Notary Public, State of Florida

ELYSE WIEMANN
Commission # HH 631401
Expires May 19, 2029

You have 30 days in which to appeal this order to the Circuit Court of St. Johns County. The Special Magistrate, upon notification by the Code Enforcement Inspector that a previous order of the Board has not been complied with by the set time, may order the violator to pay a maximum fine of $500 for each day the violation continues past the date set for compliance. A certified copy of an order imposing a fine may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists, or upon any other real or personal property owned by the violator; and it may be enforced in the same manner as a court judgment by the Sheriffs of this state, including levy against the personal property, but shall not be deemed to be a court judgment except for the enforcement purposes. After three (3) months from filing of any such liens which remain unpaid, the Special Magistrate may authorize the local governing body attorney to foreclose on the lien.

PAYMENT SUMMARY RECEIPT

CITY OF ST. AUGUSTINE - LIVE
75 King Street

DATE: 08/03/26 CUSTOMER#:
TIME: 15:41:57
CLERK: 1596pcou

RECPT#:	3459335	PREV BAL:	6500.00
TP/YR:	P/2026	AMT PAID:	6500.00
BILL:	3459335	ADJSTMNT:	.00
EFF DT:	08/03/26	BAL DUE:	.00

Misc Cash Receipts

----------TOTALS----------

PRINCIPAL PAID:	6500.00
INTEREST PAID:	.00
ADJUSTMENTS:	.00
DISC TAKEN:	.00
AMT TENDERED:	6500.00
AMT APPLIED:	6500.00
CHANGE:	.00

PAID BY: [redacted]
PAYMENT METH:
PAYMENT REF:

TOT PREV BAL DUE:	6500.00
TOT BAL DUE NOW :	.00

VA

Check No.	**131616**	*Paid to*	**COSA Code Enforcement**
Order No.	**26-1352**	*Date*	**08/03/2026**
Amount	**$6,500.00**		

Amount Breakdown
Escrowed Funds $6,500.00

Payee: COSA Code Enforcement
Order Number: 26-1352
Closer Name: Senida Mujic
Borrower: The Barbara Christine Bechler Revocable Trust
Seller: Kellen Baker
Purchase Price: $450,000.00
Loan Amount: $0.00
Property: 83 Weeden Street, St. Augustine, FL 32084
Memo: CE2026-0286