



## **AGENDA**

### **Planning and Zoning Board City of St. Augustine, Florida**

**Alcazar Room**

Tuesday, December 1, 2020 at 2:00 p.m.

---

### **HEALTH AND SAFETY PROTOCOLS FOR IN-PERSON PUBLIC MEETINGS AND HEARINGS**

Pursuant to Resolution 2020-21, the City Manager is designated and authorized to implement all Health and Safety Protocols deemed necessary or recommended under the authority granted in Resolution 2020-10.

Based upon the current CDC guidelines and the local conditions, the following Health and Safety Protocols will apply to all in-person public meetings and hearings. These Health and Safety Protocols will be published on the City's website and with all public meeting notices. All Health and Safety Protocols will be fully enforced.

1. All meeting rooms will be configured to maintain the 6-foot social distancing radius recommended by the CDC.
2. All meeting rooms will be sanitized by wiping all flat surfaces and chairs prior to each meeting.
3. All members of the public, City Commission, staff, and appointed boards or committees are required to wear a face covering over the nose and mouth at all times while in the meeting room. If necessary, a face covering may be lowered in order to be audible while actively speaking but must replace the face covering over nose and mouth immediately after speaking.
4. Face masks and hand sanitizer will be made available as needed prior to entry.
5. Face coverings include a uniform piece of material that securely covers a person's nose and mouth and remains affixed in place without the use of one's hands. Types of coverings include a face mask, homemade mask, or other covering, such as a scarf, bandana, handkerchief, or other similar cloth covering or full-face shields.
6. Participants requesting accommodation due to a disability which prevents the use of face coverings may use alternative face coverings. Alternative face coverings include scarves, other loose face covering, or full-face shield.

7. Participants unable to wear a face covering will be required to remain outside of the meeting hall where they may audibly observe the meeting or hearing. Participants will be allowed to participate in any public comment period and will be escorted to the podium and must exit the room after comment.
8. Capacity for physical attendance within the Alcazar Room will be reduced based on the 6-foot social distancing. Physical attendance will be prioritized as follows until maximum capacity is reached:
  - a. Commission Members
  - b. City Attorney
  - c. City Manager
  - d. City Clerk
  - e. Necessary staff
  - f. Applicants (one at a time)
  - g. Public participants
9. Applicants appearing before a board for hearing will be asked to queue outside the meeting room and enter with any witnesses or agents upon the calling of their application for hearing.

### **Regular Agenda**

1. **Roll Call**
2. **General Public Comments for Items Not on the Agenda**
3. **Approval of Minutes**
  - a. Regular Meeting Minutes from November 3, 2020.
4. **Use by Exception**
  - a. 2020-0118  
Connie Fuller – Applicant & Owner  
c/o Key Lime Oasis, LLC  
[9 Saragossa St](#)  
To approve a use by exception for offsite parking for three short term rentals, in the form of three on street parking spaces, within Residential, single-family-one (RS-1) zoning.
5. **Other Business**
  - a. 32 Avenida Menendez – Neighborhood Development notice for PUD Amendment.
  - b. Discussion of potential Land Development Code updates.

## 6. Adjournment

**Notices:** In accordance with Florida Statute 286.0105: “If any person decides to appeal any decision made by the Planning and Zoning Board with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone: (904) 825-1007; 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.

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

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

## CITY OF ST. AUGUSTINE

### Planning and Zoning Board Regular Meeting November 3, 2020

The Planning and Zoning Board met in formal session Tuesday, November 3, 2020, at 2:00 p.m. in the Alcazar Room at City Hall. The meeting was called to order by Jon DePreter, Chairperson and the following were present:

#### **1. Roll Call:**

Jon DePreter, Chairperson  
Christina Opsahl, Vice-Chairperson  
Grant Misterly  
Sarah Ryan  
Mike Davis  
Carl Blow  
William Masson

#### **City Staff:**

David Birchim, Director, Planning & Building Department  
Patrick Doty, Senior Development Review Planner  
Denise May, City Attorney  
Candice Seymour, Recording Secretary

---

Mr. DePreter announced that item 9(b) would be continued to the December meeting.

#### **2. General Public hearings for Items Not on the Agenda**

(None)

#### **3. Approval of Minutes**

##### **MOTION**

**Ms. Ryan MOVED to APPROVE the October 6, 2020 minutes as presented. The motion was SECONDED by Mr. Blow.**

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

**AYES: Ryan, Blow, Masson, Davis, Misterly, Opsahl, DePreter**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

#### **4. Variance**

##### **4. (a) 2020-0107 – Colleen Mullan – Applicant and Owner 14 Grove Avenue**

**To a approve a variance to exceed to the maximum lot coverage for a residential addition in Residential, single-family-two (RS-2) zoning.**

Mr. Doty read the staff report and said based on a review of Section 28-29 and without the support of evidence to the contrary, staff finds that the Board may be able to **DENY** a variance to exceed to the maximum lot coverage for a residential addition in Residential, single-family-two (RS-2) zoning at **14 Grove Ave / PIN 194510-0000**.

Colleen Mullan and Bill Price reviewed the application.

The Board provided their ex parte communications.

2 certified notices were sent, 3 were returned opposed, and 3 had comments.

Mr. Price noted that there was no intent to use the house for commercial purposes and it would be their main residence.

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

The Board discussed:

- Homestead exemption existed on the property which indicated primary residency
- Request followed the existing roofline of the house and had minimal impacts
- Addition did not abut other properties
- Lack of singular disadvantage on the property as most area properties were similar in lot and home size
- Possible disadvantage could be small square footage and lack of a second bathroom

## MOTION

**Ms. Opsahl MOVED to APPROVE application 2020-0107 for a variance to exceed to the maximum lot coverage for a residential addition in Residential, single-family-two (RS-2) zoning in that the property, because of its size, has a singular disadvantage and because of that disadvantage the owner is unable to make reasonable use of the affected property by having only one bathroom, and that the condition does not exist because of conditions created by the owner and granting the variance is not contrary to the public interest. The motion was SECONDED by Ms. Ryan.**

## VOTE ON MOTION:

**AYES: Opsahl, Ryan, Blow, Davis, Misterly**

**NAYES: Masson, DePreter**

**MOTION CARRIED 5/2**

**5. Conservation Overlay Zone Development**

**5. (a) 2020-0035 – Ryan Carter, Carter Environmental Services – Applicant**  
**Alan Stevenson, St. Augustine Beach Investments, LLC – Owner**  
**34. N St. Augustine Boulevard**

**To approve a five-foot (5') by one hundred forty three foot (143') dock with a twelve-foot (12') by twenty foot (20') terminal platform with two (2) boat lifts in Conservation Overlay Zone 1.**

Ms. Ryan recused herself from the application as an architect for the property owner.<sup>1</sup>

Mr. Doty read the staff report and said based on a review of section 11-29 and without the support of evidence to the contrary, staff finds that the board can **APPROVE** the construction of a five-foot (5') by one hundred forty three foot (143') dock with a twelve-foot (12') by twenty foot (20') terminal platform with two (2) boat lifts within Conservation Overlay Zone 1 located at **34 N. St. Augustine Blvd. / PIN 213510-0000.**

Ryan Carter reviewed the application.

The Board provided their ex parte communications.

23 certified notices were sent, 2 were returned opposed, and 2 had comments.

Mr. DePreter read additional written comments from Margaret Edmiston and Cynthia and Steven Gray.

Public hearing was opened.

B.J. Kalaidi spoke in opposition to the application stating that the dock requested was too big. She asked that the Board consider the comments from neighboring property owners.

Alan Stevenson, owner of the property, noted that the application had been

<sup>1</sup> Form attached to original minutes

approved by the Army Corps of Engineers and he felt that the dock as originally designed had met all the criteria for approval. He decided to make the requested alteration as a compromise to have the dock approved. He noted that the jet-ski dock had increased in size from what was submitted and would be 16x16 feet to allow for maintenance of the jet skis. He added that he understood concerns from the neighbors; however, they were used to seeing nothing on the property, therefore any new proposed dock would affect their vista. He concluded that he had a right to use his property and he had made as many concessions as he could to limit the impacts to his neighbors.

Public hearing was closed.

The Board discussed:

- Percentage of dock compared to water-facing frontage was appropriate
- Applicant was not willing to make any further alterations to the dock as requested by neighbors
- Length of dock was meant to reach standard water depth of negative 4 feet
- Concern for length of the dock, which was longer than originally proposed
- Previous dock approvals with lengths based upon shoaling occurring in the area
- Location from the channel was not as much as concern as the length of the dock affecting neighboring vistas

Mr. Stevenson explained the increased size of the jet ski lift was to help with jet-ski maintenance. He added that the boat lift would still be larger.

Ms. May advised the Board that since the 16x16 jet-ski lift had not been detailed in the previously published meeting packet, then the Board may consider continuing the application to properly notice the amended plans for transparency to the public.

Mr. Stevenson noted that the application has taken a long time and he asked that the Board make a decision on the application.

Mr. Blow noted that if the application was approved as-submitted, the applicant could return with a new application to alter the size of the jet-ski lift.

## **MOTION**

**Mr. Blow MOVED to APPROVE Conservation Overlay Zone Development application 2020-0035 based on the drawings as submitted. The motion was SECONDED by Ms. Opsahl.**

## **VOTE ON MOTION:**

**AYES: Blow, Opsahl, Masson, Davis, DePreter**

**NAYES: Misterly**

**MOTION CARRIED 5/1**

## **6. Variance and Conservation Zone Development**

**6. (a) 2020-0111 – Mark McConnell, Sarah Ryan Architect, LLC – Applicant**  
**Alan Stevenson, St. Augustine Beach Investments, LLC – Owner**  
**34 N. St. Augustine Boulevard**

**To approve a variance to reduce the minimum roof pitch for a single-family home from 5/12 to 2/12 within Residential, single-family-one (RS-1) zoning. To approve a single family home wider than 75' and 75% of lot within Conservation Overlays Zone 2 within Residential, single-family-one (RS-1) zoning.**

Mr. Doty read the staff report and said based on a review of Section 28-29 and without the support of evidence to the contrary, staff finds that the Board may be able to **DENY** a variance to reduce the minimum roof pitch for a single-family home from 5/12 to 2/12 within Residential, single-family-one (RS-1) zoning at **34 N. St. Augustine Blvd. / PIN 213510-0000.**

Mark McConnell reviewed the application regarding the variance.

The Board provided their ex parte communications.

23 certified notices were sent, 2 were returned in favor, 2 returned opposed and 3 had comments.

Mr. DePreter read comments from Cynthia and Steven Gray into the record.

Public hearing was opened.

Mr. Stevenson felt that the ordinance which caused the need for the variance was well-intentioned but had the un-intended effect of hindering the design of single-family homes such as the one he had applied for.

B.J. Kalaidi asked that the Board be careful in considering the application.

Charles Pappas did not object to the application; however, there appeared to be procedural issues. He questioned whether the Board could make a variance on the portion of the code referenced in the application.

Public hearing was closed.

Mr. McConnell responded to public comment, noting that neighboring property owners opposed to the application may not be fully aware of how the variance would lessen impacts to their properties. He noted that the request did not bring the height to the maximum allowed.

Sid Ansbacher, attorney for the applicant, responded to concerns regarding whether a variance could be granted on the subject code. He noted that roof-pitch was a common area-variance to prevent for additional heights or allow for solar roof panels.

Ms. May, in response to Mr. Ansbacher's comments, noted that St. Augustine's code

was very clear that a variance required a property to meet all criteria, including that of having a singular disadvantage that caused unreasonable use of the property.

The Board discussed

- Concern that recommended changes to the code had not yet been approved by the City Commission
- Lack of singular disadvantage on the property
- If the Commission decided to amend the code, a variance may not be required; although, that would happen at an indeterminate future date
- If the variance portion of the application were denied but the width of the home was approved, the applicant would have a footprint from which to redesign the roofline

#### **MOTION**

**Mr. Misterly MOVED to DENY Variance application 2020-0111 because the particular property does not suffer a singular disadvantage that prohibits the owner from making reasonable use of the property nor is the disadvantage not caused by the applicant. The motion was SECONDED by Mr. Masson.**

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

**AYES: Misterly, Masson, Blow, Davis, Opsahl, DePreter**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY**

Mr. Doty read the staff report and said based on a review of section 11-29 and without the support of evidence to the contrary, staff finds that the board can **APPROVE** the construction of a single family home wider than 75' in Conservation Overlay Zone 2 within Residential, single-family-one (RS-1) zoning located at **34 N. St. Augustine Blvd. / PIN 213510-0000.**

Mr. McConnell reviewed the application.

The Board provided their ex parte communications.

Mr. DePreter Read comments from Cynthia and Steven Gray into the record.

Public hearing was opened.

Mr. Stevenson reiterated that the lot was currently empty and the neighboring property owners may be unhappy with any new structure. He asked that the Board be reasonable and stated that they were not trying to build an oversized home on the property.

B.J. Kalaidi asked wanted to clarify that the property would be utilized as a home and not a rental.

Mr. Stevenson confirmed that the home was intended to be his primary residence.

Public hearing was closed.

The Board discussed:

- Large size of the proposed structure
- Odd shape of the lot and applicant's creative use of the space
- Application was supported by the code
- Size and scale of the proposed home was consistent with other homes in the neighborhood

## MOTION

**Mr. Blow MOVED to APPROVE Conservation Overlay Zone 2 Development application 2020-0111 primarily due to the unique and odd shape of the lot which creates a situation where it is necessary. The motion was SECONDED by Mr. DePreter**

## VOTE ON MOTION:

**AYES: Blow, DePreter, Masson, Davis, Misterly, Opsahl**

**NAYES: NONE  
MOTION CARRIED UNANIMOUSLY**

## 7. Use by Exception

**7. (a) 2020-0110 – Katherine Gardiner – Applicant**  
**Jason Christley & Katherine Gardiner – Owner**  
**234 Rainey Avenue**

**To approve a use by exception for a home occupation for outdoor photography studio within Residential, single-family-two (RS-2) zoning.**

Mr. Doty read the staff report and said based on a review of Section 28-29 and 28-347, and without the support of evidence to the contrary, staff finds that the Board can **APPROVE** a home occupation for an outdoor photography studio as a permitted use by exception at **234 Rainey Ave / PIN 194460-0000.**

Katherine Gardner was available for questions.

The Board provided their ex parte communications.

16 certified notices were sent, 3 were returned in favor, and 2 had comments.

Mr. DePreter read comments from Cynthia Rogero into the record.

Public hearing was opened.

Charles Pappas spoke in favor of the application as consistent with the unique character of the neighborhood. He added that the applicant's house was the only house on that block that faced Rainey Avenue and there were few parking problems in that area.

Public hearing was closed.

Ms. Gardner responded to public comments, noting that she had no intent to put out any kind of permanent signage for the business.

She added that parking would not be an issue as she had ample room on her property for parking. She also advised that the neighbor most affected by the operation was in favor of the application.

The Board discussed:

- Possibility of including conditions such as no on-street parking and hours of operation
- Low impact of use
- Neighbor opposed was several houses away; whereas immediate neighbors were in favor of the application
- "One Client" was considered one family, more-than-likely arriving in one vehicle

## MOTION

**Mr. Misterly MOVED to APPROVE Use by Exception application 2020-0110 for an outdoor photography studio as it meets the criteria for an exception including promoting the health, safety, welfare, morals, comfort, convenience, prosperity, and general welfare of the neighborhood with the following conditions:**

- There will be no on-street parking
- That hours of operation be limited to 8:00a.m. to 8:00p.m.
- Only one customer, defined as a family, at one time

The motion was **SECONDED** by Mr. DePreter.

## VOTE ON MOTION:

**AYES:** Misterly, DePreter, Masson, Blow, Davis, Ryan, Opsahl

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**7. (b) 2020-0112 – Daniel Sparks, Trulieve – Applicant**

**Creekview Investments II LLC – Owner**  
**1650 US Highway 1 S**

**To approve a use by an exception for a legally available marijuana dispensary within Commercial, medium-two (CM-2) zoning district.**

Mr. Doty read the staff report and said based on a review of Section 28-29 and 28-209, and without the support of evidence to the contrary, staff finds that the Board can **APPROVE** the use by exception for a legally available marijuana dispensary at **1650 Highway US 1 S / PIN 134940-0020**.

Daniel Sparks was available for questions.

The Board provided their ex parte communications.

7 certified notices were sent; however, there were none returned.

Public hearing was opened.

B.J. Kalaidi reminded the Board that this would be the third medical marijuana facility in St. Augustine and that neither the county nor St. Augustine Beach had one.

Mr. Misterly noted that the Board had recently approved another such business and this would be the fourth medical marijuana dispensary in the city.

Public hearing was closed.

Mr. Sparks responded to public comment, noting a steep rise in medical marijuana patients since the start of the COVID-19 pandemic. He noted that per statute, dispensaries were treated as pharmacies and the growing number of patients was a testament to the treatment's efficacy.

The Board discussed:

- Area was highly commercial
- New dispensary opened in St. Augustine Beach
- Other allowed uses, such as liquor stores, which could have more

negative impacts than the proposed use

- Distance from other dispensaries was appropriate
- Signage should be low-key
- Additional Trulieve store indicated an increased demand
- Trulieve did not intend to close their northern store at this time
- Hours of operation and distances from schools were regulated by the state
- Pre-schools did not have a distance requirement
- Large number of dispensaries already within city limit

#### **MOTION**

**Ms. Ryan MOVED to APPROVE Use by Exception application 2020-0112 for a legally available marijuana dispensary within Commercial, medium-two (CM-2) zoning district. The motion was SECONDED by Ms. Opsahl.**

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

**AYES: Ryan, Opsahl, Masson, Blow, Davis, DePreter**

**NAYES: Misterly**

**MOTION CARRIED 6/1**

**7. (c) 2020-0114 – Amy Tilbury, Bar Harbor Cheesecake Co. – Applicant**  
**Jimmy Betts – Owner**  
**6 Cordova Street**

**To approve a use by exception for off-site parking. To approve a use by exception for the sale of wine within Commercial-low-one (CL-1) Zoning.**

Mr. Doty read the staff report and said based on a review of Section 28-29 and 28-347(8) and without the support of evidence to the contrary, staff finds that the Board can **APPROVE** the use by exception to allow for off-site parking within the Municipal garage, for a total of 11 spaces, at **6 Cordova St / PIN 206320-0000.**

Amy Tilbury reviewed the application.

The Board provided their ex parte communications.

6 certified notices were sent; however, none were returned.

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

The Board discussed:

- Concern for overutilization of the garage
- Eleven spaces for 20 seats in the downtown area seemed to be ample parking
- Other available parking in the area
- Proximity to the garage was appropriate for approval
- Parking passes would be provided by the business and be returned after use
- Applicant would likely provide garage parking passes to employees for ease of use

#### **MOTION**

**Ms. Opsahl MOVED to APPROVE Use by Exception application 2020-0114 for off-site parking. The motion was SECONDED by Mr. Masson.**

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

**AYES: Opsahl, Masson, Blow, Davis, Ryan, DePreter**

**NAYES: NONE**

**MOTION CARRIED UNANIMOUSLY<sup>2</sup>**

Mr. Doty read the staff report and said based on a review of Section 28-29 and without the support of evidence to the contrary, staff finds that the Board can **APPROVE** the use by exception for the sale of alcoholic beverages with alcoholic content not more than fourteen (14) percent for consumption on the premises at **6 Cordova St / PIN 206320-0000**.

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

The Board discussed:

- Details of the proposed business included the sale of cheesecakes with wine pairings
- Application met with conditions for an exception
- Possibility of live/amplified music which may return to the Board for approval
- Applicant intended 20 seats and an increase would require future Board approval

**MOTION**

**Mr. Davis MOVED to APPROVE Use by Exception application 2020-0114 for the sale of wine within Commercial-low-one (CL-1) Zoning. The motion was SECONDED by Ms. Ryan**

**VOTE ON MOTION:**

**AYES:** Davis, Ryan, Masson, Blow, Misterly, Opsahl, DePreter

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**8. Preliminary Plat Approval**

**8. (a) 2020-0108 – Larry Antonatos, Ancient City Surveyors, Inc. – Applicant**

<sup>2</sup> Mr. Misterly took a brief recess and was not present for the vote.

**Ann C. Antonatos – Owner**  
**171 Inlet Drive**

**To approve a replat of three non-conforming lots into two conforming lots within Residential, single-family-one (RS-1).**

Mr. Doty read the staff report and said based on a review of the applicable city codes, and without the support of evidence to the contrary, staff finds that the Board can **APPROVE** the preliminary subdivision plat for this property as submitted.

Mike Piesco of Ancient City Surveyors was available for questions.

The Board provided their ex parte communications.

8 certified notices were sent and 1 was returned with comments.

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

The Board discussed:

- Application met code criteria for new lots
- Clarification of survey details taken from FEMA flood zone maps

**MOTION**

**Mr. Misterly MOVED to APPROVE Preliminary Plat application 2020-0108. The motion was SECONDED by Mr. Davis.**

**VOTE ON MOTION:**

**AYES:** Misterly, Davis, Masson, Blow, Ryan, Opsahl, DePreter

**NAYES:** NONE

**MOTION CARRIED UNANIMOUSLY**

**9. Other Business**

**9. (a) Discussion on docks and bars.**

Mr. Misterly gave a brief overview on the reasons for the discussion. He noted staff had advised that an ordinance relating to City Nightlife was forthcoming and the guidance he felt the Board needed would be within that ordinance. He also noted that interpretation of the Code regarding docks may not necessitate Commissioner guidance but could involve staff-provided criteria.

Ms. May advised that there would be updates to the Land Development Code. She noted the already existing 17 criteria, though they did not provide any input regarding the length and width of docks. She said the Board could discuss the creation of more detailed dock criteria to recommend to the City Commission for adoption.

The Board discussed:

- Concern for the steadily increasing size of both boats and docks over time
- The case-by-case nature of dock applications
- Heavy scrutiny proposed docks receive from both the DEP and Army Corps of Engineers prior to final permitting and construction
- Existing criteria were not specific enough to provide guidance regarding the appropriate size of docks
- Creating more specific criteria such as limiting docks to a specific water depth or a length relative to neighboring docks
- Difficulty of creating set criteria that would pertain to all docks in different areas of the City
- Most concerns appear to be related to the terminal platform

Ms. May clarified that when criteria referenced scenic vistas, it referred to vistas

from the public right-of-way, and not vistas for private property owners.

The Board continued their discussion, including protection of the vistas of the City from the water.

**9. (b) Discussion of potential Land Development Code updates.**

(Not discussed)

**10. Adjournment**

Having no further business, Mr. DePreter adjourned the meeting at 5:15 P.M.<sup>3</sup>

---

Jon DePreter, Chairperson

---

<sup>3</sup> Transcribed by Candice Seymour

CITY OF ST. AUGUSTINE

STAFF REPORT & RECOMMENDATION

TO: Planning and Zoning Board

DATE: December 1, 2020

RE: **USE BY EXCEPTION– 2020-0118**

AGENDA ITEM 4(a)

APPLICANT & OWNER Connie Fuller  
c/o Key Lime Oasis, LLC

LOCATION 9 Saragossa St / PIN 205530-0000

REQUEST To approve a use by exception for offsite parking for three short term rentals, in the form of three on street parking spaces, within Residential, single-family-one (RS-1) zoning.

LAND USE Residential Low Density

ZONING Residential, single-family-one (RS-1)

APPLICABLE CODES/ORDINANCES

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

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

(a) Zoning exceptions:

(1) In general. In the granting of zoning exceptions, the planning and zoning board may provide such conditions and safeguards as may be appropriate of this chapter (see section 28-2, Exception).

(2) Written applications. All applications for an exception under this chapter shall be in writing in such form as may be prescribed by the board.

(3) Public hearing. Unless a longer time shall be agreed upon by the applicant and the board in the particular case, a public hearing shall be held by the board to consider any application for a zoning exception within not more than thirty (30) days from the date of filing of the completed application. Notice of public hearing shall be made as provided in section 28-59(a) and (b), and any party shall be heard in person or by agent or attorney.

(4) Violations of exceptions. The violation of the terms of an exception, including any conditions and safeguards which may be made a part thereof, shall be deemed a violation of this chapter and punishable as provided in this chapter.

---

**Sec. 28-151 Parking [for short term rentals]**

- (i) Each vacation rental, except as provided in subparagraph (iii) below, will provide at least one (1) stabilized parking space per bedroom offered for rent.
  - (ii) Stabilized parking for vacation rentals may not consist of unimproved dirt, sand, or grass. For the purposes of this Division, stabilized parking shall be defined as a space that is covered and graded by semi-permeable or impervious materials such as asphalt, concrete, pavers, gravel, or a similar material.
  - (iii) Vacation rentals in all zoning districts that otherwise have on-site parking requirements will provide stabilized parking on the site of their rental property. If on-site parking is not feasible, the owner may make an application to the Planning and Zoning Board for a use by exception for offsite parking. The application to the Planning and Zoning Board for a use by exception for offsite parking may include in the alternative, parking permits to the municipal parking garage, or, if on-street parking permits for vacation rentals are provided pursuant to City regulations, residential street parking permits. Issuance of the necessary permits will meet the required parking for the vacation rentals.
- 

**STAFF SUMMARY AND ANALYSIS**

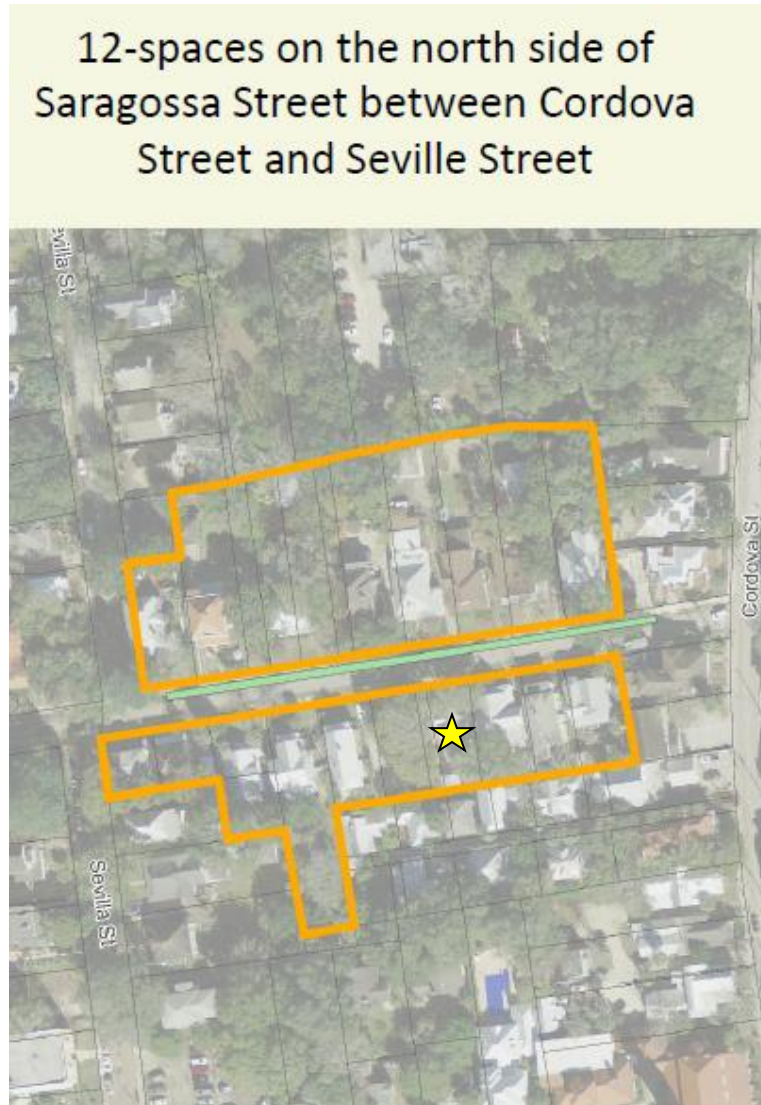
**Use By exception; Off-site Parking (On street) for Short Term Rentals.**

City code requires a use by exception when on-site, stabilized parking is not available, per LDC Sec 28-151(iii). Residential parking permits are an acceptable alternative if they have been approved in the area. The approval of short-term rental registrations is contingent upon being able to provide parking at a rate of one stabilized parking space per bedroom. This applicant has three (3) one-bedroom units.

While the application was originally advertised for three on street parking spaces, the applicant is requesting two (2) on street parking spaces within established Residential Parking Permit Program (RPPP) Zone SAR-001 – Saragossa Street (attachment 2) for three (3) one-bedroom short term rentals at the subject property and utilizing the one (1) on-site parking space. The applicant has acquired all applicable City parking permits for the subject property in the RPPP zone, these permits are renewed annually at a rate of \$30 per parking permit. These passes can be used by guests of the short term rental. Per Parking Program policy, all single family homes used for Short Term Rentals will be allowed up to two (2) resident passes and two (2) guest passes.

The annual registration renewal will require the applicant provide proof of current, valid parking passes. If the applicant fails to renew parking permits, they will be out of compliance with City Code requirements for short term rentals, and subject to code enforcement action.

The street where this property is located contains twelve (12) total spaces on the north side of Saragossa Street, see graphic below.



The location of on street parking spaces, the subject property has a star over it.

This request, if approved, could occupy up to 17% of available on street parking within this block, depending on occupancy. The parcel is located within the Residential, single-family-one (RS-1) zoning district which, per LDC Sec. 28-155(a), requires a minimum of weekly rentals which may lessen the impacts to on street parking from this request.

### STAFF RECOMMENDATION

- Based on a review of Section 28-29, and without the support of evidence to the contrary, staff finds that the Board can APPROVE a use by exception for off-site parking for three short term rentals, in the form of two (2) on street parking spaces within RPPP Zone SAR-001 and one (1) on-site, within Residential, single-family-one (RS-1) zoning at 9 Saragossa St / PIN 205530-0000.

### ATTACHMENTS

Attachment 1 – Application, Property Record Card, Supporting Information

Attachment 2 – Residential parking Permit Program info

---

Patrick Doty, CFM  
Senior Development Review Planner  
Planning & Building Department

# Attachment 1

## Application & Property Record Card



# CITY OF ST AUGUSTINE APPLICATION TO PLANNING AND ZONING BOARD

## RECEIVED

OCT 28 2020

Planning / Building Dept.

Application Fee: \$250 (plus advertising costs) Project Number: 2020-0118  
 Receipt Number: 1972677 Meeting Date: 12/1/2020  
 Advertising Costs: \$ \_\_\_\_\_ Paid On: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

1. NAME OF APPLICANT: Connie M Fuller Contact Number: 417-569-3617  
 Business (if applicable): Key Lime Oasis LLC  
 Address: 9 Saragossa Street City: St Augustine State: FL Zip: 32084  
 E-Mail Address: keylimeoasis@gmail.com

2. NAME OF PROPERTY OWNER: Connie M Fuller Contact Number: 417-569-3617  
 Business (if applicable): Key Lime Oasis LLC  
 Address: 9 Saragossa Street, Apt C City: St Augustine State: FL Zip: 32084  
 E-Mail Address: keylimeoasis@gmail.com

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:  
 Lot: 17 Block: K  
 Subdivision: Model Land Company Parcel Number: 2055300000

4. PROJECT STREET ADDRESS: 9 Saragossa Street

5. SPECIFIC PROPOSED USE: Use by Exception, on-street parking for Vacation Rentals

6. ACTION REQUESTED:  
☐ Conservation Zone Development ☐ Appeal of Staff Determination  
☒ Exception ☐ Land Use Plan Amendment  
☐ Variance ☐ Rezoning  
☒ Other: Parking Variance - 3 one-bedroom units

7. DESCRIPTION OF ACTION REQUESTED: Continued use of on-street parking for my Triplex located at 9 Saragossa Street, St Augustine.

8. JUSTIFICATION FOR ACTION REQUESTED: Before it became a short term rental (when I bought it in 2016) it was used as a long term rental. Each of apartment tenants used on-street parking by buying passes from the City. Since I bought it. I have continued to offer my guests on-street parking and buy the passes each year for their use. I have had no problems from my neighbors and want to continue to use the on-street parking made available to all other properties on Saragossa. 2020 passes: 332 (A); 331 (B); 1001 (C); 2019 404 (A); 405 (B); 406 (C)

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

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

There is only one parking space on the property. New STR regulations require one space per bedroom. For this reason, on-street parking has been made available for each of the apartments.

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

I'm just asking to be able to continue buying a parking pass for each of the Apartments at 9 Saragossa just as was done before I bought the property and since

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

This disadvantage did not occur before new STR regulations went into place.

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

There have been no issues with my neighbors because my use is consistent (and less due to occupancy rates) vs. long term resident use.

10. PREVIOUS APPLICATIONS:

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

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

11. AGREEMENT:

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

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

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

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

Connie McCallister  
Signature of Applicant

10/21/2020  
Date

Connie McCallister  
Signature of Property Owner

10/21/2020  
Date



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

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

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

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

Connie M Fuller

\_\_\_\_\_  
Print name of applicant

\_\_\_\_\_  
Signature of applicant

10/21/2020

\_\_\_\_\_  
Date





# St. Johns County, FL

## Tax Bill

[My Tax Bill](#)

## Estimate Taxes

[Tax Estimator](#)

## 2020 TRIM Notice

[2020 TRIM Notice\(PDF\)](#)

## 2019 TRIM Notice

[2019 TRIM Notice\(PDF\)](#)

## Summary

|                   |                                                                                                                        |
|-------------------|------------------------------------------------------------------------------------------------------------------------|
| Parcel ID         | 2055300000                                                                                                             |
| Location Address  | 9 SARAGOSSA ST<br>SAINT AUGUSTINE 32084-0000                                                                           |
| Neighborhood      | Model Land/City (MF) (610.33)                                                                                          |
| Tax Description*  | MODEL LAND CO SUBD CITY LOT 17 BLK K OR4181/910<br><i>*The Description above is not to be used on legal documents.</i> |
| Property Use Code | Multi-Family (Less than 10 Units) (0800)                                                                               |
| Subdivision       | Model Land Company Subdivision                                                                                         |
| Sec/Twp/Rng       | 18-7-30                                                                                                                |
| District          | City of St Augustine (District 452)                                                                                    |
| Millage Rate      | 19.4926                                                                                                                |
| Acreage           | 0.120                                                                                                                  |
| Homestead         | N                                                                                                                      |

## Owner Information

|                 |                                            |
|-----------------|--------------------------------------------|
| Owner Name      | Fuller Connie M 100%                       |
| Mailing Address | 203 LONDON DR<br>PALM COAST, FL 32137-0000 |

## Map



## Valuation Information

|                               | 2021      |
|-------------------------------|-----------|
| Building Value                | \$208,624 |
| Extra Features Value          | \$0       |
| Total Land Value              | \$129,675 |
| Agricultural (Assessed) Value | \$0       |
| Agricultural (Market) Value   | \$0       |
| Just (Market) Value           | \$338,299 |
| Total Deferred                | \$0       |
| Assessed Value                | \$338,299 |
| Total Exemptions              | \$0       |
| Taxable Value                 | \$338,299 |

Values listed are from our working tax roll and are subject to change.

## Historical Assessment Information

| Year | Building Value | Extra Feature Value | Total Land Value | Ag (Market) Value | Ag (Assessed) Value | Just (Market) Value | Assessed Value | Exempt Value | Taxable Value |
|------|----------------|---------------------|------------------|-------------------|---------------------|---------------------|----------------|--------------|---------------|
| 2020 | \$214,671      | \$0                 | \$129,675        | \$0               | \$0                 | \$344,346           | \$344,346      | \$0          | \$344,346     |
| 2019 | \$195,933      | \$0                 | \$129,675        | \$0               | \$0                 | \$325,608           | \$325,608      | \$0          | \$325,608     |
| 2018 | \$198,693      | \$0                 | \$129,675        | \$0               | \$0                 | \$328,368           | \$328,368      | \$0          | \$328,368     |
| 2017 | \$204,676      | \$884               | \$129,675        | \$0               | \$0                 | \$335,235           | \$335,235      | \$0          | \$335,235     |
| 2016 | \$155,202      | \$403               | \$112,612        | \$0               | \$0                 | \$268,217           | \$258,122      | \$10,095     | \$258,122     |
| 2015 | \$140,903      | \$403               | \$102,375        | \$0               | \$0                 | \$243,681           | \$234,656      | \$9,025      | \$234,656     |
| 2014 | \$123,089      | \$403               | \$102,375        | \$0               | \$0                 | \$225,867           | \$213,324      | \$12,543     | \$213,324     |
| 2013 | \$113,962      | \$403               | \$102,375        | \$0               | \$0                 | \$216,740           | \$193,931      | \$22,809     | \$193,931     |
| 2012 | \$94,817       | \$403               | \$81,081         | \$0               | \$0                 | \$176,301           | \$176,301      | \$0          | \$176,301     |
| 2011 | \$96,098       | \$403               | \$90,090         | \$0               | \$0                 | \$186,591           | \$186,591      | \$0          | \$186,591     |
| 2010 | \$97,379       | \$403               | \$100,100        | \$0               | \$0                 | \$197,882           | \$197,882      | \$0          | \$197,882     |

## Building Information

Building 1  
 Actual Area 1983  
 Conditioned Area 2068  
 Actual Year Built 1920  
 Use Duplex  
 Style 01  
 Class N  
 Exterior Wall Wood  
 Roof Structure Gable Hip

Roof Structure Gable Hip  
 Roof Cover Metal  
 Interior Flooring Hardwood  
 Interior Wall Drywall  
 Heating Type Forced Air  
 Air Conditioning Window  
 Bedrooms 3  
 Baths

| Category          | Type            | Pct  |
|-------------------|-----------------|------|
| Exterior Wall     | Wood            | 100% |
| Roofing Structure | Gable Hip       | 100% |
| Roofing Cover     | Metal           | 100% |
| Interior Walls    | Drywall         | 100% |
| Interior Flooring | Hardwood        | 100% |
| Heating Type      | Forced Air      | 100% |
| Air Conditioning  | Window          | 100% |
| Frame             | Wood Frame      | 100% |
| Plumbing          | 15 Fixtures     | 100% |
| Electrical        | Average         | 100% |
| Foundation        | Piers and Posts | 100% |
| Floor System      | Wood Frame      | 100% |

| Description         | Conditioned Area | Actual Area |
|---------------------|------------------|-------------|
| 1.5 STORY           | 1868             | 1245        |
| HALF SCREEN PORCH   | 0                | 54          |
| 2 STORY             | 200              | 100         |
| FINISHED DECK       | 0                | 210         |
| OUTSIDE STAIRS      | 0                | 81          |
| FINISHED OPEN PORCH | 0                | 293         |
| Total SqFt          | 2068             | 1983        |

## Extra Feature Information

| Code Description  | BLD | Length | Width | Height | Units |
|-------------------|-----|--------|-------|--------|-------|
| Residential Fence | 0   | 0      | 0     | 0      | 96    |

## Land Information

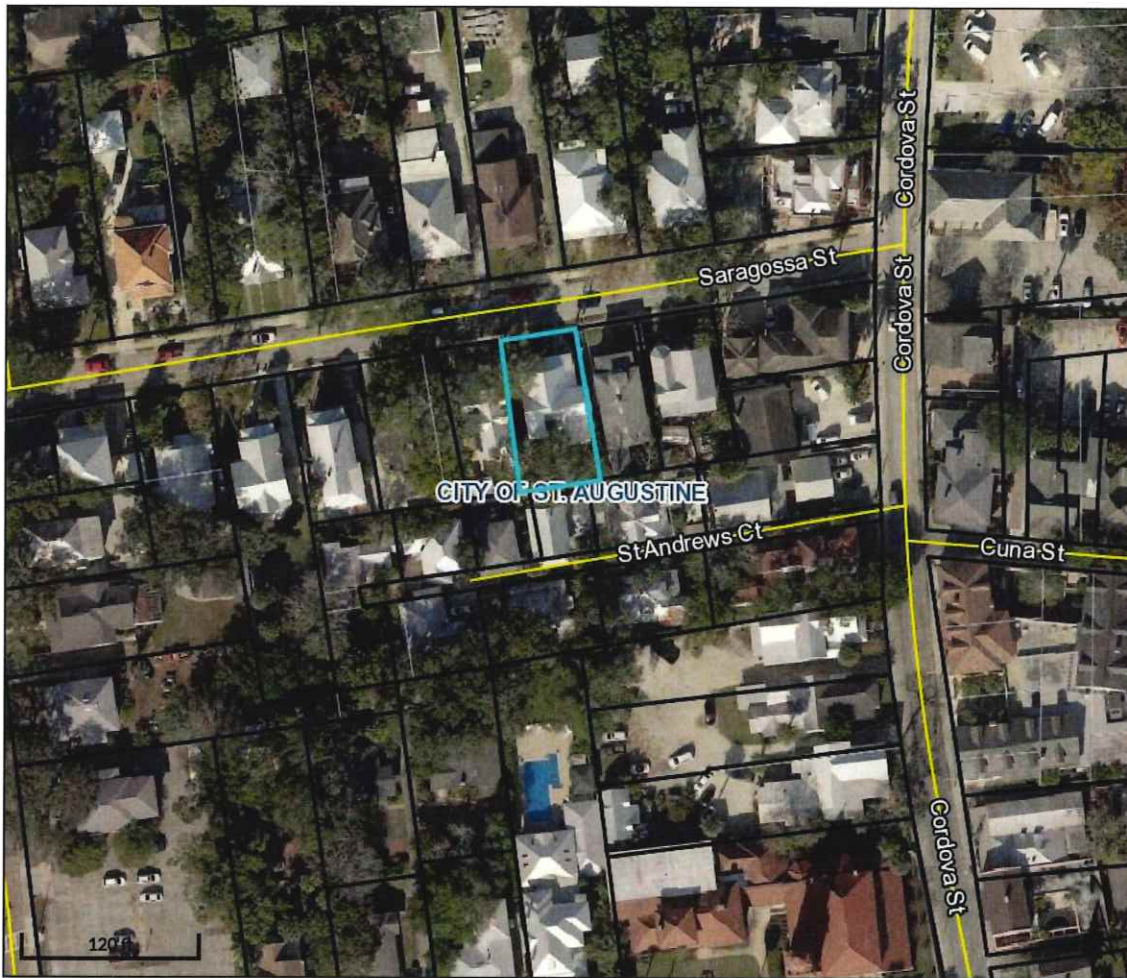
| Use Description                   | Front | Depth | Total Land Units | Unit Type | Land Value |
|-----------------------------------|-------|-------|------------------|-----------|------------|
| Multi-Family (Less than 10 Units) | 50    | 100   | 50               | EF        | \$129,675  |

## Sale Information

| Recording Date | Sale Date  | Sale Price   | Instrument | Book                 | Page                 | Qualification | Vacant/Improved | Grantor                                  | Grantee                        |
|----------------|------------|--------------|------------|----------------------|----------------------|---------------|-----------------|------------------------------------------|--------------------------------|
| 4/25/2016      | 4/20/2016  | \$475,000.00 | WD         | <a href="#">4181</a> | <a href="#">210</a>  | Q             | I               | 9 SARAGOSSA STREET LLC                   | FULLER CONNIE M                |
| 2/1/2007       | 1/18/2007  | \$100.00     | WD         | <a href="#">2860</a> | <a href="#">1402</a> | U             | I               | GREENBERG MICHAEL JOHN                   | 9 SARAGOSSA STREET LLC         |
|                | 1/18/2007  | \$100.00     | TR         | <a href="#">2860</a> | <a href="#">1400</a> | U             | I               | GREENBERG MICHAEL JOHN TRUSTEE           | GREENBERG MICHAEL JOHN (INDIV) |
|                | 1/29/2004  | \$295,000.00 | WD         | <a href="#">2132</a> | <a href="#">165</a>  | Q             | I               | MORGAN ELIZABETH DUNLAP                  | GREENBERG MICHAEL JOHN TRUSTEE |
|                | 9/1/1999   | \$209,000.00 | WD         | <a href="#">1439</a> | <a href="#">804</a>  | Q             | I               | SCOTT HUGH L,JANE&SCOTT MARK R,TIMOTHY G | MORGAN ELIZABETH DUNLAP        |
|                | 3/10/1993  | \$100.00     | QC         | <a href="#">1007</a> | <a href="#">1466</a> | U             | I               | SCOTT HUGH L,JANE                        | SCOTT HUGH L,JANE ETAL         |
|                | 12/31/1992 | \$104,000.00 | WD         | <a href="#">973</a>  | <a href="#">1518</a> | Q             | I               | PEARCE FRANCIS W,JULIA B                 | SCOTT HUGH L,JANE              |
|                | 12/1/1985  | \$0.00       |            | <a href="#">691</a>  | <a href="#">1797</a> | U             | I               |                                          | PEARCE FRANCIS W,JULIA B       |
|                | 12/1/1985  | \$0.00       |            | <a href="#">691</a>  | <a href="#">1795</a> | U             | I               |                                          |                                |

## Sketch Information





Overview



Legend

- Parcels
- Roads
- Cities

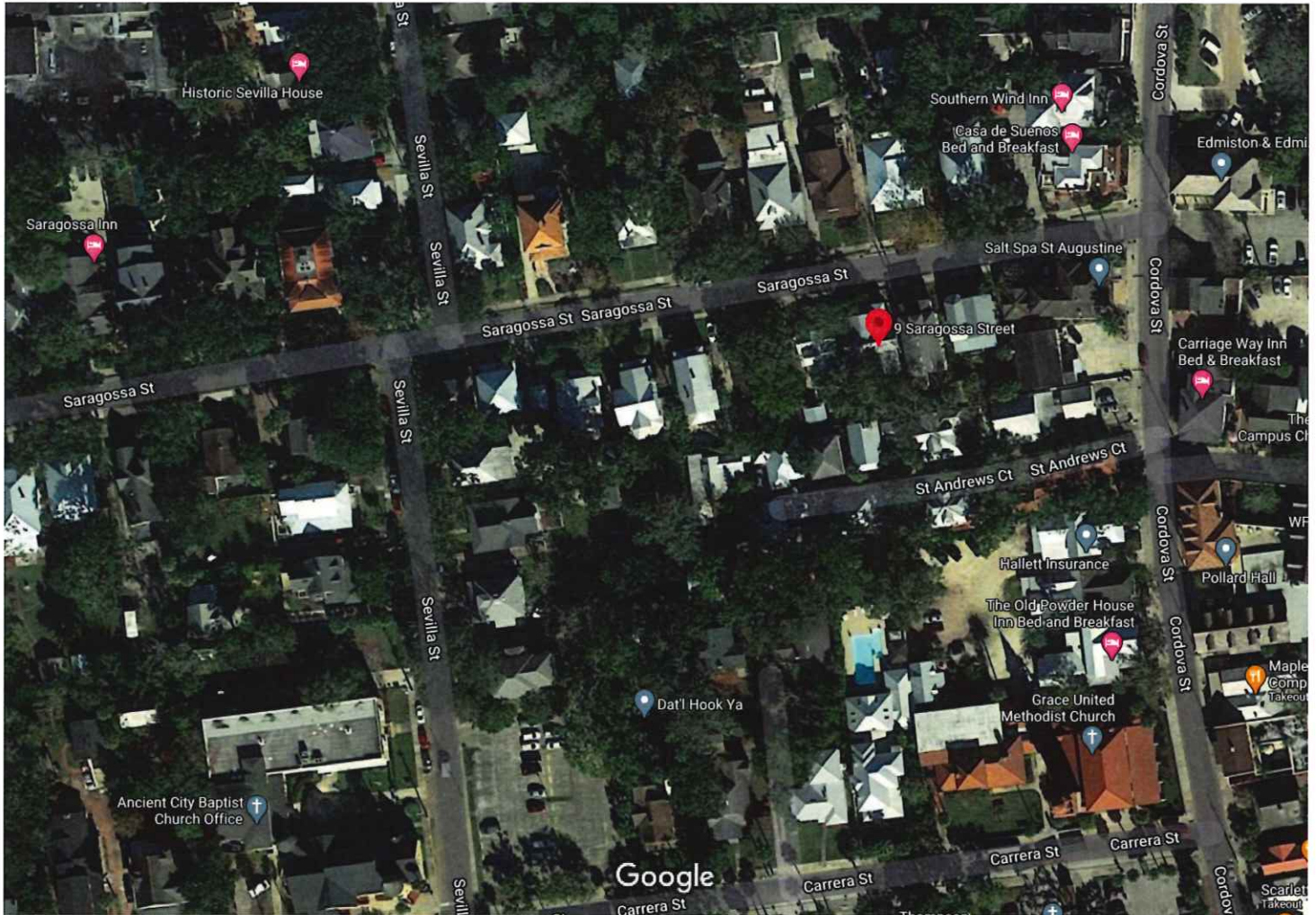
|                 |                                          |                  |                 |                         |           |              |          |        |      |
|-----------------|------------------------------------------|------------------|-----------------|-------------------------|-----------|--------------|----------|--------|------|
| Parcel ID       | 2055300000                               | Physical Address | 9 SARAGOSSA ST  | Building Value          | \$208,624 | Last 2 Sales |          |        |      |
| Property Class  | 0800 - Multi-Family (Less than 10 Units) | Mailing Address  | SAINT AUGUSTINE | Extra Feature Value     | N/A       | Date         | Price    | Reason | Qual |
| Taxing District | City of St Augustine                     | Address          | FULLER CONNIE M | Total Land Value        | \$129,675 | 4/20/2016    | \$475000 | 01     | Q    |
| Acres           | 0.12                                     |                  | 203 LONDON DR   | Just Value              | \$338,299 | 1/29/2004    | \$295000 | 01     | Q    |
|                 |                                          |                  | PALM COAST FL   | Total                   | N/A       |              |          |        |      |
|                 |                                          |                  | 32137-0000      | Deferred Assessed Value | \$338,299 |              |          |        |      |
|                 |                                          |                  |                 | Total                   | N/A       |              |          |        |      |
|                 |                                          |                  |                 | Exemptions              |           |              |          |        |      |
|                 |                                          |                  |                 | Taxable Value           | \$338,299 |              |          |        |      |

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

Date created: 11/5/2020  
Last Data Uploaded: 11/5/2020 12:25:03 AM

Developed by  Schneider  
GEOSPATIAL

## Google Maps 9 Saragossa St



Imagery ©2020 Maxar Technologies, U.S. Geological Survey, Map data ©2020

50 ft



## 9 Saragossa St

St. Augustine, FL 32084

Building



Directions



Save



Nearby

Send to your  
phone

Share



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

## Detail by Entity Name

Florida Limited Liability Company  
KEY LIME OASIS LLC

### Filing Information

**Document Number** L16000130706  
**FEI/EIN Number** 81-4802688  
**Date Filed** 07/11/2016  
**State** FL  
**Status** ACTIVE

### Principal Address

9 SARAGOSSA STREET  
ST AUGUSTINE, FL 32084

### Mailing Address

68 SARAGOSSA STREET  
ST AUGUSTINE, FL 32084

Changed: 03/08/2017

### Registered Agent Name & Address

FULLER, CONNIE M  
68 SARAGOSSA STREET  
ST AUGUSTINE, FL 32084

Address Changed: 03/08/2017

### Authorized Person(s) Detail

#### **Name & Address**

Title MGRM

FULLER, CONNIE M  
68 SARAGOSSA STREET  
ST AUGUSTINE, FL 32084

### Annual Reports

| <b>Report Year</b> | <b>Filed Date</b> |
|--------------------|-------------------|
| 2018               | 01/15/2018        |
| 2019               | 02/28/2019        |
| 2020               | 02/04/2020        |

### **Document Images**

[02/04/2020 -- ANNUAL REPORT](#)

[View image in PDF format](#)

[02/28/2019 -- ANNUAL REPORT](#)

[View image in PDF format](#)

[01/15/2018 -- ANNUAL REPORT](#)

[View image in PDF format](#)

[03/08/2017 -- ANNUAL REPORT](#)

[View image in PDF format](#)

[07/11/2016 -- Florida Limited Liability](#)

[View image in PDF format](#)

# Attachment 2

## Residential Parking Permit Program



## City of St. Augustine

### Residential Permit Parking Program (RPPP)

Workshop No. 2

Public Meeting

Wednesday, November 15, 2017



Previously held a public meeting on June 22, 2017

Existing Ordinance adopted in 2005

**Currently there are three residential parking areas in the city:**

- 23-spaces on the west side of Avenida Menendez between Bridge Street and St. Francis Street
- 12-spaces on the north side of Saragossa Street between Cordova Street and Seville Street
- 19-spaces on the north side of Saragossa Street between Riberia Street and Ponce de Leon Blvd (US-1)
- 2-spaces on Joiner St east of Water Street
- 4-spaces on Water St between Shenandoah and Water St



## **RPPP: Eligibility and criteria for establishing controlled parking residential areas**

To be considered, a residential block must have parking overspill from out of area vehicles on an ongoing basis at least two days per week.

City will prequalify streets as a proactive measure.

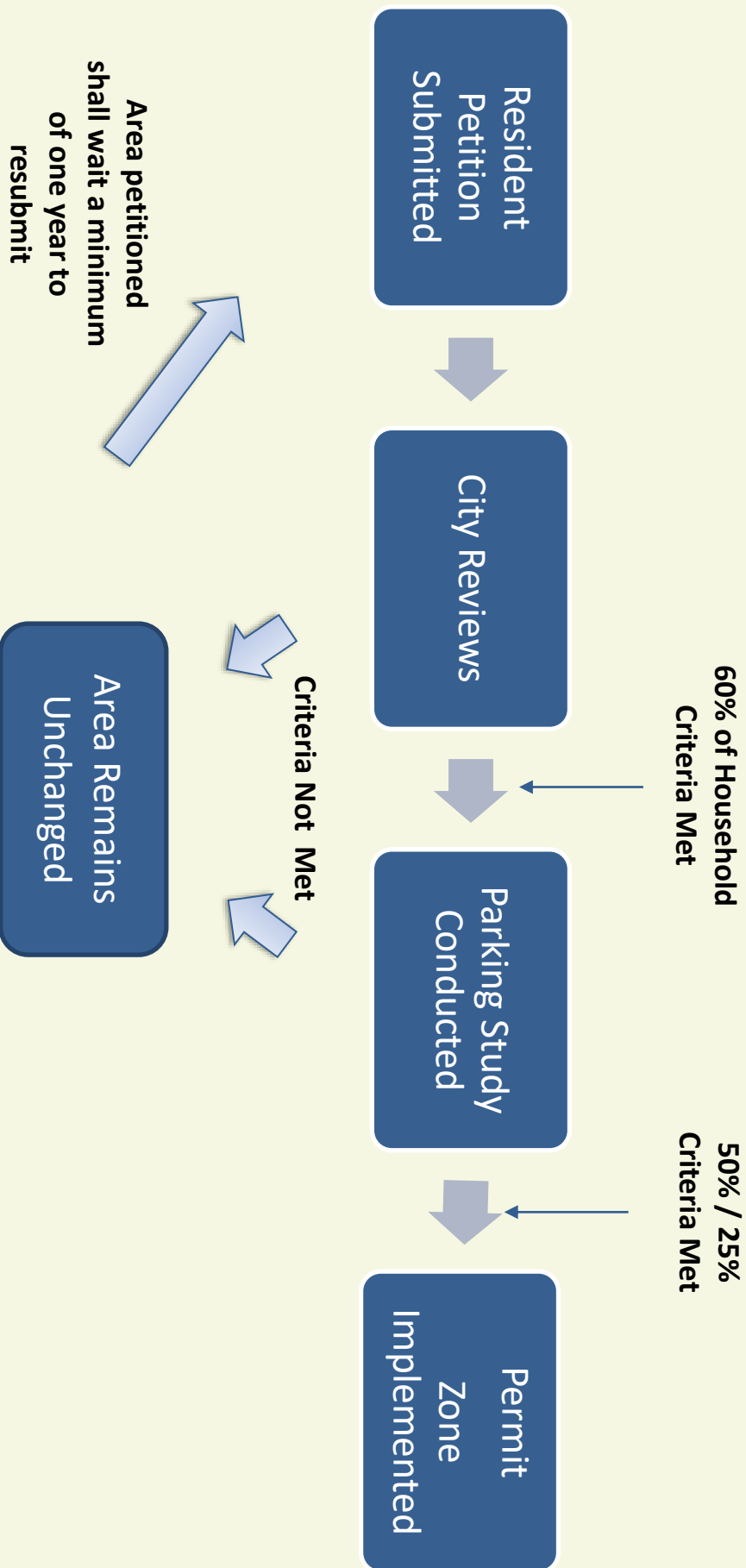
All of the following criteria must be met:

1. Petition with at least 60% of households on each block
2. 50% of on-street parking is utilized
3. 25% or more of those vehicles are not registered in the name of a person residing in the area

This is known as the 60/50/25 rule.



# RPPP: Procedure Flow Chart



## RPPP: Saragossa St – Zone SAR-001, total spaces 31

19-spaces on the north side of Saragossa Street between Riberia Street and Ponce de Leon Blvd (US-1)

12-spaces on the north side of Saragossa Street between Cordova Street and Seville Street



## RPPP: Questions and Answers (Q&A) from June 22, 2017 Meeting

1. Over what period would 50% be tallied? Data will be gathered for a two day period twice in a seven day period.
2. Who signs petition owners or tenants? Property owners would need to be in agreement since they have a vested interest.
3. What if only two parking spaces are on a block? If the requirements are met for the residential program two spaces can be installed as 'Residential'.
4. How much is a parking pass? Residential Parking passes are \$30.00 for a calendar year; Guest/Services passes are \$30.00 for a calendar year; Temporary passes (max 14 days) are \$10.00.
5. How much are tickets? Will vehicles be towed? Vehicles parked in a 'Residential Parking' space without a permit are issues a Prohibited parking ticket for \$35.00. Vehicles will not be towed unless they pose a safety concern.
6. Why is there currently no enforcement? Parking tickets are issued 7 days a week by the Parking Division on patrol and the City of St. Augustine Police Department issues tickets on a complaint driven basis.
7. How would service people park for repairs, lawn maintenance, and cleaning services? Guest/Service permits can be purchased and used for such services.



## RPPP: Q&A continued...

8. Will the spaces be designated for the residential property they are in front of? Parking on a public roadway cannot be designated to a specific property. During the times posted for 'Residential Parking' those spaces are open to anyone in the zone, with a permit, on a first-come first-served basis.
9. Will commercial businesses such as Bed & Breakfasts be eligible to purchase permits? 'Residential Parking' permits are issued to residential addresses only.
10. Who will gather the data and perform the analysis to establish a Residential Parking zone? The City of St. Augustine's Parking Division will gather the data and perform the analysis.
11. Will a rental location such as an Air B & B be able to purchase passes? Any residential property within the specific zone can purchase up to two stickers and up to two guest/service passes.
12. Will houses on the corner of a block be able to purchase parking passes? If the property is within the designated residential zone passes are available.
13. Will the existing locations be grandfathered-in? The existing locations will be reviewed and maintained if they fall under the criteria listed in the ordinance.
14. Can the hours be extended longer than 12 hours? Yes, if the data and analysis indicate there is a need.



## RPPP: Q&A continued.

15. Who decides when a study is conducted? **Once a request is given to the Parking Division a study will be completed as soon as possible in order to gather data and review.**
16. How do you decide what side the parking is placed on? **Generally the request includes a preference however, the City will review what side will provide the most parking spaces.**
17. If a property owner has a driveway will they still be eligible for passes? **Yes, anyone in the designated zone will be eligible.**

## Discussion / Questions

Reuben C. Franklin Jr., P.E.

Program Manager

Mobility Office

City of St. Augustine

[rfranklin@citystaug.com](mailto:rfranklin@citystaug.com)



CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Planning and Zoning Board

DATE: December 1, 2020

RE: **Other Business Item 5(a)**

**32 Avenida Menendez 2020-0023 - Verification of Notification – Neighborhood Development notice for PUD Amendment**

This is supplement to a previously heard item 2020-0023 that addresses a noticing requirement for PUD amendments per LDC Sec. 28-289(b)(9). Please find it attached to this memo.

---

Patrick Doty, CFM  
Senior Planner  
Planning and Building Department

RE: The Hilton Bayfront Inn Planned Unit Development

Pursuant to the requirements of the City of St. Augustine for amendments/modifications to existing Planned Unit Development Ordinances, please accept this correspondence as notice of the request for modification to the Hilton Bayfront Inn Planned Unit Development, which was originally approved by Ordinance 2009-02. The following information regarding the project is provided, as required:

|                               |                                             |
|-------------------------------|---------------------------------------------|
| <b>APPLICANT / OWNER</b>      | Sea Wall Motor Lodge, Inc. / Kanti M. Patel |
| <b>LOCATION</b>               | 32 Avenida Menendez (Hilton Bayfront Inn)   |
| <b>CURRENT ZONING</b>         | Planned Unit Development (PUD)              |
| <b>CURRENT LAND USE</b>       | Historic Preservation                       |
| <b>PROPOSED ZONING</b>        | Planned Unit Development (PUD)              |
| <b>SURROUNDING PROPERTIES</b> | Zoning - HP-2                               |

**Summary of Request:**

This PUD has been in place since the Hilton Bayfront Inn PUD was approved in 2009. This is a very minor amendment to the previously approved Planned Unit Development (PUD), to add a small covered walkway area to the existing hotel, over a small part of the interior courtyard/drive area, to allow for covered pedestrian travel from the main building to the building facing the bayfront. Additionally, to enclose a very small maid storage area off the back of the hotel in an area currently utilized for enclosed outdoor storage; this area is barely visible on the Charlotte street elevation and is set back in an open indentation that currently exists. These very minor additions have been designed to mesh seamlessly into the current buildings and have already been approved by HARB for the architecture/features. Accordingly, these minor additions are proposed to meet all the city codes. Otherwise, the currently approved PUD is not changing and the land use designation of Historic Preservation is not changing.

**The Developer's Project Coordinator contact information is as follows:**

St. Johns Law Group - James G. Whitehouse, Esq., 104 Sea Grove Main Street, St. Augustine, FL 32080  
[jameswhitehouse@sjlawgroup.com](mailto:jameswhitehouse@sjlawgroup.com) or (904) 495-0400

**Please contact the developer's project coordinator directly if a courtesy neighborhood informational meeting is requested of the developer. The courtesy neighborhood informational meeting will be presented by the developer, not by City staff. It is not an official City meeting or hearing on the project application. The developer neighborhood notice is not intended to be a legal notice, nor should it be relied upon to provide affected party status or standing. The developer neighborhood notice is an additional, courtesy informational tool provided to the public to facilitate early, voluntary and direct communication between the City's neighborhoods or defined communities and PUD development applicants. This document was prepared by the developer and the City does not warrant its accuracy. The official complete application public record will be available for review after filing at the City of St. Augustine Planning and Building Department, 75 King Street, St. Augustine, Florida, during regular office hours.**

In addition to the developer neighborhood notice, the City Planning Department may provide additional courtesy information regarding pending applications to individuals and organizations that request it or as part of the City's public informational outreach initiative. Such additional courtesy information may be provided in person, by U.S. mail, electronic mail or posting on the City's website, as reasonably practicable. This additional courtesy information is not intended to be a legal notice, nor should it be relied upon to provide affected party status or standing.

Sincerely,

---

James G. Whitehouse, Esq.

Cc: City of St. Augustine Planning Department



107 ST GEORGE STREET LLC  
C/O MATTHEW RICE MMGR  
4301 N OCEAN BLVD APT 408  
BOCA RATON FL 334315354

8 CATHEDRAL PL LLC  
1010 E ADAMS ST  
STE 201  
JACKSONVILLE FL 322020000

BISHOP OF THE DIOCESE ST AUG  
11625 OLD ST AUGUSTINE RD  
JACKSONVILLE FL 322580000

107 ST GEORGE STREET LLC ETAL  
C/O MATTHEW RICE MMGR  
4301 N OCEAN BLVD APT A408  
BOCA RATON FL 334315354

AKRAS FAMILY ENTERPRISES LLC  
PO BOX 8  
SAINT AUGUSTINE FL 320850008

BISHOP OF THE DIOCESE ST AUG  
11625 OLD ST AUGUSTINE RD  
JACKSONVILLE FL 322582060

108-110 ST GEORGE STREET LLC  
ATTN:JONATHAN RICE  
2 HADDEN RD  
SCARSDALE NY 105833304

ALONSO FAMILY REV LIV TRUST  
19 CUNA ST  
SAINT AUGUSTINE FL 320843603

CATALINA 46 LLC  
44 AVENIDA MENENDEZ  
SAINT AUGUSTINE FL 320843645

114-116 HMR LLC  
6271 SAINT AUGUSTINE RD STE 24 BOX  
125  
JACKSONVILLE FL 322170000

ARNOLD GEORGE K  
PO BOX 7  
ORMOND BEACH FL 321750007

CITY OF ST AUGUSTINE  
PO BOX 210  
SAINT AUGUSTINE FL 32085-0210

12 AVENIDA MENENDEZ LLC  
44 AVENIDA MENENDEZ  
SAINT AUGUSTINE FL 320843601

BAIJANTI & BROTHERS ESTATES IN  
52 CHARLOTTE ST  
SAINT AUGUSTINE FL 320840000

CITY OF ST AUGUSTINE  
PO BOX 210  
SAINT AUGUSTINE FL 320850210

133-135 LRS LLC  
6271 SAINT AUGUSTINE RD STE 24 BOX  
125  
JACKSONVILLE FL 322172555

BAKER FAMILY REV TRUST D: 2-15  
36 TREASURY ST  
SAINT AUGUSTINE FL 320843651

CITY OF ST AUGUSTINE FLORIDA  
PO BOX 210  
SAINT AUGUSTINE FL 320850210

29 CUNA LLC  
10 W MARKET ST #1025  
INDIANAPOLIS IN 462040000

BAKER FAMILY REVOCABLE TRUST  
36 TREASURY ST  
SAINT AUGUSTINE FL 320843651

COLUMBIA RESTAURANT OF ST AUG  
2025 E 7TH AVE  
TAMPA FL 336053901

44 AVENIDA MENENDEZ LLC  
44 AVENIDA MENENDEZ  
SAINT AUGUSTINE FL 320843645

BAKER FAMILY REVOCABLE TRUST  
36 TREASURY ST  
C/O MARY BAKER  
SAINT AUGUSTINE FL 320840000

CUNA PROPERTIES LLC  
15 DOLPHIN DR  
SAINT AUGUSTINE FL 320804530

46 AVENIDA MENENDEZ INC  
44 AVENIDA MENENDEZ  
SAINT AUGUSTINE FL 320843645

BALDWIN PHILIP L ETAL  
32 CHARLOTTE ST  
SAINT AUGUSTINE FL 320843646

DAYAKLI AZMAN,MARIA M  
39-09 BROOKSIDE AVE  
FAIR LAWN NJ 074100000

58 CHARLOTTE LLC  
220 N SERENATA DR  
UNIT 631  
PONTE VEDRA BEACH FL 320820000

BAUMSTEIN ROSALIND TRUSTEE  
1516 ANCHOR CT  
ORLANDO FL 328042823

DELORENZO APARTMENTS LLC  
82 1/2 CHARLOTTE ST STE E  
SAINT AUGUSTINE FL 320840000

DIOCESE OF ST AUGUSTINE FLORID  
11625 OLD ST AUGUSTINE RD  
ATTN: REV VICTOR GALEONE  
JACKSONVILLE FL 322580000

HEWLETT ENTERPRISES LP  
60 MARINE ST  
SAINT AUGUSTINE FL 320840000

LICHTER ROBERT REV TRUST  
P.O. BOX 1439  
SAINT AUGUSTINE FL 320840000

E M A INC  
15 DOLPHIN DR  
SAINT AUGUSTINE FL 320804530

HOLEMAN RODNEY E  
54 CHARLOTTE ST  
SAINT AUGUSTINE FL 320840000

MEMORIAL PRESBYTERIAN\*  
C/O SUNBURST TRADING CO  
63 WILLOW DR  
SAINT AUGUSTINE FL 320800000

ERT ASSET MANAGEMENT LLC  
231 S MATANZAS BLVD  
SAINT AUGUSTINE FL 320800000

J D ADAMS LLC  
138-A ST GEORGE ST  
SAINT AUGUSTINE FL 320840000

MIKMA PROPERTIES LLC  
931 OAK ARBOR CIR  
SAINT AUGUSTINE FL 320840000

F & P OF ST GEORGE STREET LLC  
PO BOX 8  
SAINT AUGUSTINE FL 320850008

J D ADAMS LLC  
138A SAINT GEORGE ST  
SAINT AUGUSTINE FL 320840000

NOFAL-SMITH INC  
11 MAGNOLIA DUNES CIR  
SAINT AUGUSTINE FL 320800000

FERREL WADE DECLARATION OF TRU  
PO BOX 4623  
KEY WEST FL 330414623

JAY WEN LLC  
23 CUNA ST  
SAINT AUGUSTINE FL 320840000

OASIS EQUITY HOLDINGS LLC ET  
9310 OLD KINGS RD S SUITE 1702  
JACKSONVILLE FL 322570000

FRENCH CONNECTION LLC  
PO BOX 70  
SAINT AUGUSTINE FL 320850070

JEROME PROPERTIES 106 LLC  
4041 PINE RUN CIR  
SAINT AUGUSTINE FL 320860000

PACETTI MIRTHA V TRUST  
75 SORENTO BLVD  
HANAHAN SC 294100000

GIEBEIG ROBERT E JR ET AL  
121 PINEHURST POINTE DR  
SAINT AUGUSTINE FL 320920000

JEROME PROPERTIES 158 LLC  
4041 PINE RUN CIR  
SAINT AUGUSTINE FL 320860000

PINGEL DANIEL A ETAL  
121 PINEHURST POINTE DR  
SAINT AUGUSTINE FL 320920000

GIEBEIG ROBERT E JR ETAL  
121 PINEHURST POINTE DR  
SAINT AUGUSTINE FL 320920000

KASAM HOSPITALITY INC  
32 AVENIDA MENENDEZ  
SAINT AUGUSTINE FL 320840000

POUNDS MICHAEL R,PAMELA B ETAL  
63 WILLOW DR  
SAINT AUGUSTINE FL 320800000

GOULD FAMILY TRUST  
50 CHARLOTTE ST  
SAINT AUGUSTINE FL 320840000

LE CHOUX LLC  
58 ISLAND ESTATES PKWY  
PALM COAST FL 321370000

ROO ESTATES LLC  
22 E PARK AVE  
SAINT AUGUSTINE FL 320842161

HAMBLIN CHARLES F CLUB INC  
PO BOX 4187  
SAINT AUGUSTINE FL 320850000

LEONARD JANET M  
PO BOX 401  
SAINT AUGUSTINE FL 320840401

SARF OF ST AUGUSTINE LLC  
211 W 9TH ST  
NEWTON NC 286580000

SPANISH STREET HMR-LRS LLC  
6271 ST AUGUSTINE RD STE 24 BOX 125  
JACKSONVILLE FL 322170000

VISTA HOTEL III INC  
32 AVENIDA MENENDEZ  
SAINT AUGUSTINE FL 320843601

ST AUG COURTYARD INC  
778 ONYX PKWY  
DELAND FL 327240000

XYNIDIS DESPINA  
211 CARMINE LN  
SAINT AUGUSTINE FL 320954831

ST AUG FOUNDATION INC  
PO BOX 1027  
SAINT AUGUSTINE FL 320851027

ST AUG RESTORATION FNDTN  
PO BOX 1027  
SAINT AUGUSTINE FL 320851027

TABACON LLC  
117 SAINT GEORGE ST  
SAINT AUGUSTINE FL 320843609

TIITF/DEPT OF STATE  
C/O UNIVERSITY OF FLORIDA  
PO BOX 115050  
GAINESVILLE FL 326115050

TIITF/STATE OF FLORIDA  
C/O UNIVERSITY OF FLORIDA  
PO BOX 115050  
GAINESVILLE FL 326115050

TIITF/STATE OF FLORIDA  
SOVEREIGNTY SUBMERGED LAND  
C/O DEP - 3900 COMMONWEALTH BLVD  
TALLAHASSEE FL 323990000

UNITED STATES OF AMERICA  
1 S CASTILLO DR  
SAINT AUGUSTINE FL 320843252

VISTA HOTEL III INC  
32 AVENIDA MENENDEZ  
SAINT AUGUSTINE FL 320840000

CITY OF ST. AUGUSTINE

MEMORANDUM

TO: Planning and Zoning Board

DATE: December 1, 2020

RE: **Other Business Item 5(b)**

**Discussion of Potential Land Development Code Updates**

As you are aware the City's updated 2040 Comprehensive Plan was adopted by the City Commission on July 27, 2020 and approved by the state Department of Economic Opportunity (FDEO) on September 24, 2020.

The next step in this process is to prioritize updates for the land development code. Some updates are known needs and inconsistencies, "housekeeping" type items, and others are key concepts that were articulated in the Comprehensive Plan or other more recent plans and studies. For example, these include the Historic Preservation Master Plan, *Resilient Heritage in the Nation's Oldest City*, and the City's Mobility Plan and others.

Attached is a brief outline divided into five (5) general subject areas that may help the Planning and Zoning Board (PZB) consider potential updates. The Board will also receive a new binder with a copy of the City's newly adopted Comprehensive Plan for reference to the entire adopted plan.

Staff would like the PZB to discuss this matter and provide direction regarding any potential priorities to update the Land Development Code.

Thank you for your attention to this matter. If you have any questions, please call me at (904) 209-4320 or email at [askinner@citystaug.com](mailto:askinner@citystaug.com).

---

Amy McClure Skinner, AICP  
Deputy Director  
Planning and Building Department

# Potential Land Development Code Update Items

## Comprehensive Planning

This area of land development code updates is a more general update of the existing zoning districts to review permitted uses and uses by exception, possibly add additional supplementary regulations or sections that encourage certain types of development or clarify the intent for certain types of development, and potentially adding incentives for certain types of development based on the new Comprehensive Plan.

- Encourage infill and a mix of uses, and innovative site design and traditional neighborhood development
- Encourage development that supports mobility planning, and alternative modes of transportation
- Encourage diverse economic development
- Encourage a variety of housing types including affordable work force housing

## Mobility and Parking

This area of land development code updates are new, revised or updated sections to start to implement the city's new mobility planning efforts.

- \*Parking code update
- Mobility planning – ordinance to implement the mobility plan to replace existing “concurrency” section
- Mobility fee ordinance
- “Complete street” design standards

## Sustainability/Resiliency

This area of land development code updates does more to recognize and encourage creativity related to addressing the new and continued threat of sunny day flooding and rising water and storm events.

- Flooding issue – address Building Code Advisory Committee recommendations
- Landscape code chapter 25
- Conservation code chapter 11
- Parking code update chapter 28

## **Historic Preservation/Archaeology**

This area of land development code updates will incorporate updates to the historic preservation sections of the code including archaeology to incorporate recommendations from the Historic Preservation Master Plan, and resiliency planning.

- Resiliency issues
- Demolition and partial demolition code update
- Update Archaeology ordinance/zones

## **Miscellaneous**

This includes identified updates below, and any other priority items, as well as general housekeeping items that are identified through the update process.

- Housekeeping/clean up items
- Food truck ordinance
- \*Sign code chapter 3

\*These noted items are drafted.