



**AGENDA  
CITY COMMISSION MEETING  
CITY OF ST. AUGUSTINE BEACH  
JULY 5, 2017 6:00 PM.**

City Hall  
2200 A1A South  
St. Augustine Beach, FL 32080

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NOTICE TO THE PUBLIC

*THE CITY COMMISSION HAS ADOPTED THE FOLLOWING PROCEDURE: PERSONS WISHING TO SPEAK ABOUT TOPICS THAT ARE ON THE AGENDA MUST FILL OUT A SPEAKER CARD IN ADVANCE AND GIVE IT TO THE RECORDING SECRETARY. THE CARDS ARE AVAILABLE AT THE BACK OF THE MEETING ROOM. THIS PROCEDURE DOES NOT APPLY TO PERSONS WHO WANT TO SPEAK TO THE COMMISSION UNDER "PUBLIC COMMENTS."*

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF MINUTES OF THE REGULAR CITY COMMISSION MEETING OF JUNE 5, 2017 AND SPECIAL COMMISSION MEETING MINUTES OF JUNE 7, 2017
- V. ADDITIONS OR DELETIONS OF THE AGENDA
- VI. CHANGES TO ORDER OF TOPICS ON THE AGENDA
- VII. PUBLIC COMMENTS
- VIII. PRESENTATIONS
  - A. Plaque to Mr. Charles Oester, Public Works Maintenance Employee, for 10 Years of Employment with the City (Presenter: Mr. Joe Howell, Public Works Director)  
  
**SUGGESTED TIME: 5 Minutes**
  - B. Audit Report for Fiscal Year 2016 (Presenters: Mr. Ron Whitesides and Mr. Trey Presnell of Purvis Gray, Auditing Firm)  
  
**SUGGESTED TIME: 20 Minutes**
- IX. PUBLIC HEARINGS
  - 1. Request for Modification to Conditional Use Permit Approved April 4, 2016, Pertaining to 14 F Street, Units A and B (Lots 15 and 17, Block 38, Coquina Gables Subdivision, 810 Beach, Inc., Mr. Rich O'Brien) (Presenter: Mr. Sid Ansbacher, Attorney for 810 Beach, Inc.)  
  
**SUGGESTED TIME: 20 minutes**

2. Request for Approval of Final Plan for the Ocean Ridge 72 Residential Home Subdivision, South of 11<sup>th</sup> Street, East of Mickler Boulevard and North of the Sea Oaks Subdivision (Presenter: Ms. Ellen Averty-Smith, Attorney for the Owner, Ocean Ridge Developers)

**SUGGESTED TIME:** 10 minutes

3. Request for Renewal of Conditional Use Permit for Drive-Thru Window at Cone Heads Ice Cream, 570 A1A Beach Boulevard (Lots 11 and 17, Block 4, Chautauqua Beach Subdivision, Ms. Maggie Kostka, Owner) (Presenter: Mr. Gary Larson, Building Official)

**SUGGESTED TIME:** 10 minutes

X. CONSENT

4. Resolution 17-05: to Declare as Surplus Items of City Property and to Authorize Their Disposal

XI. OLD BUSINESS

None

XII. NEW BUSINESS

5. Succession Planning: Request by Vice Mayor George to Discuss

**SUGGESTED TIME:** 10 minutes

6. Transfer of Pier Parking Lot and Adjacent Property to City: Discussion of County's Proposal (Presenter: City Manager)

**SUGGESTED TIME:** 10 minutes

7. Florida League of Cities' Annual Conference, August 17-19, 2017, in Orlando: Selection of Voting Delegate (Presenter: City Manager)

**SUGGESTED TIME:** 5 minutes

XIII. COMMISSIONER / STAFF COMMENTS

XIV. ADJOURNMENT

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NOTICES TO THE PUBLIC

1. CITY COMMISSION SPECIAL MEETING. The City Commission will meet on Monday, July 31, 2017, at 6 p.m. for two purposes. First, to review the proposed Fiscal Year 2018 budget and to set the tentative property tax millage. Second, to review the final draft of the Land Development Regulations.

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**NOTE:**

*The agenda material containing background information for this meeting is available on a CD in pdf format upon request at the City Manager's office for a \$5 fee. Adobe Acrobat Reader will be needed to open the file.*

**NOTICES:** In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the City Commission 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 City Manager's Office not later than seven days prior to the proceeding at the address provided, or telephone 904-471-2122, or email [sabadmin@cityofsab.org](mailto:sabadmin@cityofsab.org).



**MINUTES  
REGULAR COMMISSION MEETING  
CITY OF ST. AUGUSTINE BEACH  
MONDAY, JUNE 5, 2017  
6:00 P.M.**

City Hall  
2200 A1A South  
St. Augustine Beach, FL 32080

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I. CALL TO ORDER

Mayor O'Brien called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor O'Brien led the Pledge of Allegiance.

III. ROLL CALL

Present: Commissioner England, Commissioner George, Commissioner Kostka, Commissioner O'Brien, and Commissioner Snodgrass.

Also Present: City Manager Royle, City Attorney Wilson, Police Chief Hardwick, Chief Financial Officer Burns, City Clerk Raddatz, Building Official Larson and Public Works Director Howell.

IV. APPROVAL OF MINUTES OF THE REGULAR CITY COMMISSION MEETING OF MAY 1, 2017

Mayor O'Brien asked for a motion to approve the minutes.

**Motion:** to approve Regular City Commission meeting minutes of May 1, 2017. **Moved by** Mayor O'Brien, **Seconded by** Vice Mayor George. Motion passed unanimously.

V. ADDITIONS OR DELETIONS OF THE AGENDA

Mayor O'Brien asked if there were any additions or deletion of the agenda.

Commissioner Snodgrass requested continuing Item 4 until the fall or spring because the ordinance would not be completed until after the summer season was over. He explained that he would like a joint workshop with the Comprehensive Planning and Zoning Board to discuss this issue in order to get their full input as well.

Commissioner England asked if the Commission could discuss raising the parking fines during the budget meetings.

Commissioner Kostka advised that she would like to raise the fees to \$100 for violations.



Discussion ensued regarding whether to discuss only the parking fines tonight.

It was the consensus of the Commission to only discuss the parking fines during at this meeting and to have a joint session with the Comprehensive Planning and Zoning Board regarding parking matters in the fall or spring.

VI. CHANGES TO ORDER OF TOPICS ON THE AGENDA

Mayor O'Brien requested to hear Item 5 first because there were so many people in the audience who wanted to speak on that issue.

VII. PUBLIC COMMENTS

Mayor O'Brien opened the Public Comments section. The following addressed the Commission:

Ann Palmquist, 213 10<sup>th</sup> Street, suggested moving presentations later in the agenda to prevent delays in the meeting.

Tommy West Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, explained that the basketball courts at Ron Parker Park are aging and asked if the Commission could help to get new equipment.

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, advised for the record that everyone on the dais was writing and not paying attention. He complained that there were private companies advertising on the City's website with no contracts, which is a crime according to Florida Statutes.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, agreed with Mr. Reynolds and said that there needed to be a countywide Inspector General, Ethics Commission, and lobbying registration to prevent corruption.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, complimented the City for receiving the \$1.5 million grant for Ocean Hammock property and asked the Commission to use what was left over towards the debt. He also thanked Public Works Director Howell for working with the Department of Transportation to improve lighting along A1A South. He advised that on the 2004 Charter Amendment, the residents voted not to increase the Commission compensation and in 2014 the Commission decided not to put term limits in the Charter language.

Clay Seay, 1093 A1A Beach Blvd., St. Augustine Beach, FL, spoke regarding term limits, career politicians, reasons to serve as a Commissioner, how to test the integrity of the Commission, Commission seats not being a paid job, and resigning if serving the public was too much to do.

Matt Maclean, 10 Oak Road, St. Augustine Beach, FL, asked to get to the health insurance item now.

Robert Kahler, 29 Sunfish Drive, St. Augustine Beach, FL, explained that when he came to this City 28 years ago, it was friendly and didn't have the dissension and anger that it has now. He advised that the Commission is going to see more anger in the future.

Jan Thomas, 672 Sun Down Circle, St. Augustine Beach, FL, advised that the City wants qualified Commissioners and that there are two competing groups on the Commission, one that is aligned with the St. Augustine Beach Civic Association and the other that wants what is best for the City. She noted that her daughter, Undine George, was committed to the City and doesn't do the job for personal gain, but you get what you pay for.

Rose Bailey, 403 A Street, St. Augustine Beach, FL, showed Exhibit 1 and spoke on health care, six percent taxation without representation, Florida Power and Light 30-year franchise agreement, two telephone poles on 8<sup>th</sup> Street, freedom of speech, the sign ordinances, health insurance for Commissioners, United States Constitution, Mayor O'Brien being unfair to Tom Reynolds, accountability and transparency, dunes destruction, and Mayor O'Brien's McMansions and setback issue.

Bill McCormick, 9224 July Lane, St. Augustine, FL, explained that the health insurance issue was what the residents want to discuss now and the Commission was delaying the item so that people won't wait or show up at another Commission meeting.

Mayor O'Brien closed Public Comment section.

## VIII. PRESENTATIONS

- A. Lifesaving Awards to Mr. Jonathan Drake and Mr. Robby Hazouri for Actions to Rescue Citizen during Hurricane Matthew (Presenter: Police Chief Robert Hardwick)

Mayor O'Brien introduced Item VIII.A. and asked Police Chief Hardwick to give the presentation.

Police Chief Hardwick advised Police Chief Gary Gobel of Orange Park from the Florida Police Chief's Association, would present the Florida Police Chief Association Life Saving Award to Commander Lee Ashlock and Officer Bruce Klein.

Police Chief Gobel explained that on October 7, 2016, during Hurricane Matthew, Commander Ashlock and Officer Klein received a dispatch call that an older male crashed his car into a deep water canal. He advised that the officers additionally noticed that all fire rescue and law enforcement had been evacuated and not responding. He remarked that the officers maintained their rapid response instead of evacuating and responded to the area immediately. Upon arrival the two officers saw the vehicle partially submerged with an elderly man and two dogs inside. The officers immediately enter the water and took the victim who had already been removed by two citizens. The victim was taken in the response vehicle to Flagler Hospital where he remained for several days. Commander Parker went to the victim

at home and the victim was extremely grateful for the heroic efforts done by the officers. Chief Gobel presented the two officers with a plaque to thank them for their heroic efforts.

Police Chief Hardwick presented Johnathan Drake and Robby Hazouri a lifesaving plaque for swimming to the vehicle and removing the elderly gentlemen and his dogs from the vehicle. He advised that they dragged him to a better area where the police officers could lend emergency treatment. He advised that the victim was blue and water was up to the victim's neck.

- B. Certificate to Ms. April Haskins, Public Works Administrative Assistant, for Five Years of Employment with the City (Presenter: Mr. Joe Howell, Public Works Director)

Mayor O'Brien introduced Item VIII.B. and asked Public Works Director Howell to come to the podium.

Public Works Director Howell presented April Haskins, Administrative Assistant of the Public Works Department, her certificate for five years of service. He explained that Ms. Haskins worked originally for the City Manager's Office and then for the Finance Department. She then left the City for her own business, but came back to fill in for an employee during her leave of absence in the Public Works Department on a part-time basis. She began working full-time in 2012. He advised that the Public Works Department could not do what they do without Ms. Haskins.

- C. Interview of Mr. Matthew Sherman, Applicant for Code Enforcement Board Alternate's Position (Presenter: Max Royle, City Manager)

Mayor O'Brien introduced Item VIII.C. and asked City Manager Royle to give his report and asked Mr. Sherman to come to the podium.

Matthew Sherman, 70 Magnolia Dunes Circle, St. Augustine Beach, FL, advised that his family moved to St. Augustine Beach two years ago. He explained that he was a civil engineer in New York, Florida and the Virgin Islands. He remarked that he has been on many boards in previous cities where he lived. He commented that most of his work was dealing with permits, property owners and working through the regulatory process with clients.

Mayor O'Brien asked if his family was in agreement with him being on the Code Enforcement Board.

Mr. Sherman advised yes.

Commissioner Snodgrass asked if he attended any Code Enforcement Board meetings.

Mr. Sherman advised that he has watched them online.

Vice Mayor George asked if he could be fair and objective and if he was familiar with the Sunshine Laws.

Mr. Sherman advised that he could be fair and objective, but didn't know the Florida Sunshine Laws.

**Motion:** to approve Mr. Matthew Sherman for the Alternate Code Enforcement Board position. **Moved by** Mayor O'Brien, **Seconded by** Commissioner Snodgrass. Motion passed unanimously.

D. North Florida Transportation Organization's Five-Year Transportation Improvement Program (Presenter: Ms. Wanda Forrest)

Mayor O'Brien introduced Item VIII.D. and asked Ms. Wanda Forrest to come to the podium.

Ms. Wanda Forrest, North Florida Transportation Organization, 98 N. Jefferson Street, Jacksonville, FL, showed Exhibit 2 and advised her agency serves in Clay, Duval, and Nassau counties. She commented that she comes every year to update the Commission and residents on what they are accomplishing.

Discussion ensued regarding State Road 313's costs and completion date in 2022; resurfacing State Road 5; State Road 16 right-of-way program; resurfacing of US 1; resurfacing State Road 206; repainting the Bridge of Lyons; repair and rehabilitation of the Matanzas River Crescent Bridge; all mentioned projects being funded for construction; and whether transit systems would be done in the future.

Mayor O'Brien opened the Public Comment section. The following addressed the Commission:

Ed Slavin, P.O. Box 3084, St. Augustine, FL, thanked Commissioner Snodgrass for asking about transit system projects and developers not paying their full share for funding projects.

Mayor O'Brien closed the Public Comment section and moved on to Item 5.

## IX. PUBLIC HEARINGS

1. Ordinance 17-01, Public Hearing and Final Reading: to Vacate Alley in Block 19, Chautauqua Beach Subdivision (Presenter: Mr. Gary Larson, Building Official)

Mayor O'Brien introduced Item 1 and asked City Manager Royle for his report.

City Manager Royle gave the history of the item and advised that this would be the final hearing. He explained that most of the neighbors around the alleyway have agreed to Mr. Mullins' petition to vacate the alleyway.

City Attorney Wilson read the title of the ordinance.

Mayor O'Brien opened the Public Comment section. Being none, Mayor O'Brien asked for any Commissioner comments. Being none, Mayor O'Brien made a motion.

**Motion:** to approve Ordinance 17-01. **Moved by** Mayor O'Brien, **Seconded by** Commissioner Snodgrass. Motion passed unanimously.

X. CONSENT

2. Budget Resolutions:

- A. 17-10, to Appropriate \$2,550 for the Hiring of a Land Planning Consultant for Review of a Setback Issue

Mayor O'Brien introduced Item 2.A. and asked for Commission discussion. Being none, Mayor O'Brien opened the Public Comments section. The following addressed the Commission:

Robert Kahler, 29 Sunfish Drive, St. Augustine Beach, FL, asked what the money was for.

City Manager Royle advised that this resolution pays for a land planning consultant regarding the setback issue for one of Mayor O'Brien's homes on F Street and A1A Beach Boulevard.

Mr. Kahler continued and asked if the person who was responsible would reimburse for the cost of the consultant.

City Manager Royle advised that that would be a Commission decision.

Mr. Kahler asked if this went out to bid.

City Manager Royle explained because of the time sensitivity, the City did not go out to bid.

Ed Slavin, P.O. Box 3084, St Augustine, FL, agreed with Mr. Kahler about not going out to bid and disagreed with the contract having an arbitration clause in it. He advised that this case should go before the Code Enforcement Board, not the Commission.

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, advised that the taxpayers should not be paying for this, but whoever made the error should pay for this. He advised that this money could have been spent on recreation materials for the children.

Sandra Pawlowski, 7 C Street, St. Augustine Beach, FL, explained that the money should be reimbursed back to the taxpayers.

Ann Palmquist, 213 10<sup>th</sup> Street, St. Augustine Beach, FL, commented that a formula should be calculated by the amount of the value of the land, times the square feet that was in error should be paid to the City as a fine.

Mayor O'Brien closed the Public Comments section and asked for any further Commission discussion.

Vice Mayor asked City Manager Royle if it was consistent with the City's policies to unilaterally decide to hire a third party on this issue.

City Manager Royle advised that he deemed this issue as an emergency given the sensitivities of the issue, the value of the land involved, and the complexities. He explained that the City needed an objective person who was not associated with the City in any way. He commented that he contacted Attorney Susan Erdelyi who suggested contacting Mr. Lindorff and explained that Mr. Lindorff previously worked for the City of Jacksonville Beach for a number of years as a land planner. He commented that Mr. Lindorff does private consulting and provided a price of \$75 an hour, which was reasonable for the expertise the City needed for this issue. He advised that he sent Mr. Lindorff's contract to City Attorney Wilson who found no problem with it. He remarked that he wanted to get this study done as soon as possible because of the legal issues and potential liability to the City.

Vice Mayor George asked if the City Manager is authorized under the City's Policies and Procedures to hire the consultant.

City Manager Royle advised yes.

Vice Mayor George asked if the resolution could be passed with the condition that the City could collect the funds from a third party.

City Attorney Wilson advised the Commission should pass the resolution as it is and the ultimate resolution for the modification of the condition use permit could have that language included if the Commission chooses to impose that. He advised that City Manager Royle does have the authority up to \$5,000 to hire someone according to the code and he did discuss the matter with him. He commented that because of the urgency of the matter and because he didn't see any reasonable challenge from the land consultant in the future, he agreed with hiring the consultant.

Mayor O'Brien asked the Commission if they would like to wait until after Item 3 is discussed before deciding on this budget resolution.

Vice Mayor George advised that the City is already contractually obligated on the funds and it would be in the best interest of the City to pay the consultant. She explained that City Manager Royle did have the authority to take action in this matter, but has concerns about how it was done and the reasons we needed it.

Commissioner Snodgrass seconded the motion and commented that City Manager Royle and City Attorney Wilson did exactly the right thing.

Commissioner Kostka asked if the contract was entered into in April, why wasn't it brought the Commission's attention at the Commission meeting in May.

City Manager Royle advised that there wasn't enough time from the date of the signed contract for Mr. Lindorff to do a thorough investigation.

Commissioner Kostka asked if it would have been appropriate to let the Commission know that the City entered into this agreement in May.

City Manager Royle advised in hindsight yes.

Mayor O'Brien asked if he should recuse himself from the vote.

City Attorney Wilson advised yes.

**Motion:** to approve Budget Resolution 17-10. **Moved by** Vice Mayor George, **Seconded by** Commissioner Snodgrass. Motion passed 4 to 0.

Mayor O'Brien asked for a roll call vote.

City Clerk Raddatz called the roll as follows:

Commissioner England	Yes
Commissioner Kostka	Yes
Vice Mayor George	Yes
Commissioner Snodgrass	Yes
Mayor O'Brien	Abstain

Motion passes 4:0:1

- B. 17-11, to Appropriate \$70,000 to the Solid Waste Department's Disposal Account to Replenish Money Spent for Hurricane Matthew Storm Debris Disposal

Mayor O'Brien introduced Item 2.B. and asked Public Works Director Howell for a report.

Public Works Director Howell advised that this matter should have been brought to the Commission a while ago, but Chief Financial Officer Burns is still waiting on reimbursement from the Federal Emergency Management Agency (FEMA) and the State of Florida. He explained that this is a resolution to replenish the expenses used from Hurricane Matthew.

Mayor O'Brien opened the Public Comments section. The following addressed the Commission:

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, asked if any part of the \$70,000 was reimbursed by the State of Florida or FEMA and how long does it take to receive reimbursements.

Chief Financial Officer Burns advised that it takes six to eight months after submittal to received reimbursements.

Commissioner Snodgrass asked how much money is expected to be recovered.

Chief Financial Officer Burns advised approximately \$75,000, but that doesn't all come back from FEMA and explained that the State of Florida also pays a portion and the City pays a portion of the expense.

Mayor O'Brien closed the Public Comments section and asked for any further Commission discussion. Being none, Mayor O'Brien asked for a motion.

**Motion:** to approve Budget Resolution 17-11. **Moved by** Commissioner Snodgrass, **Seconded by** Mayor O'Brien. Motion passed unanimously.

- C. 17-12, to Appropriate \$4,463 to the Police Department's Vehicle Leases Account to Pay the Remainder of the Lease for a Vehicle Damaged by Hurricane Matthew

Mayor O'Brien introduced Item 2.C. and then opened the Public Comments section. Being none, Mayor O'Brien asked for a motion.

Commissioner England advised that the vehicle was insured, but asked if the City would pay the lease and then if FEMA would reimburse the City.

Chief Financial Officer Burns advised yes.

**Motion:** to approve Budget Resolution 17-12. **Moved by** Commissioner Snodgrass, **Seconded by** Mayor O'Brien. Motion passed unanimously.

- D. 17-13, to Appropriate \$8,500 to have Structural Engineer do Evaluation of Former City Hall

Mayor O'Brien introduced Item 2.D. and opened the Public Comments section. The following addressed the Commission:

Robert Kahler, 29 Sunfish Drive, St. Augustine Beach, FL, asked why another evaluation had to be done since one was done six or seven years ago.



Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, asked whether Federal Emergency Management Agency (FEMA) could pay for the evaluation due to Hurricane Matthew.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, agreed with this expenditure and advised that it was necessary based on the issue with The Dance Company and The Arts Studio and issues relating to the second floor of the building.

Mayor O'Brien closed the Public Comments section and then asked for any Commission comments.

Discussion ensued regarding having the engineering report before deciding whether to change tenants and if staff could look into having FEMA pay for the engineering report.

**Motion:** to approve Budget Resolution 17-13. **Moved by** Commissioner Snodgrass, **Seconded by** Commissioner Kostka. Motion passed unanimously.

## XI. OLD BUSINESS

3. Setback Issue Concerning Conditional Use Permit for House under Construction at 16 F Street: Review of Report and Consideration of Decision for Remedy (Presenter: Mr. Steven Lindorff, Consultant)

Mayor O'Brien introduced Item 3 and then suggested that the Commission hear Mr. Lindorff's report followed by the attorneys for 810 Beach, Inc. and then the contractor. He further suggested to have discussion go back to the Commission and then public comments followed by Commission discussion. He advised because he was an officer of 810 Beach, Inc., he would recuse himself and turn the gavel to Vice Mayor George.

Commissioner Snodgrass asked City Attorney Wilson if he had any recommendations to the Commission before anyone else speaks.

City Attorney Wilson advised that Mr. Lindorff was here to give his report and because he has already presented his report to the public, he did not have any problem reviewing the report at this time. He explained that the way this matter is being presented, there would be no action needed at this time from the Commission until the owner resubmits a new application for a new modification of the conditional use permit. He commented that once the Commission receives the application the matter would be a quasi-judicial hearing and the witnesses would have to be sworn in. Also, he advised that the public hearing would need a 15-day notice for advertising and the properties 300 feet from the subject properties would have to be noticed. He said at this time, it would be inappropriate for the Commission to discuss this case or what the resolution should be. He asked the Commission not to give any conclusory statements at this time.

Commissioner Snodgrass asked if public comment should be accepted at this meeting.

City Attorney Wilson advised that public comments could be made, but the Commission cannot respond to the comments or make any conclusory statements.

Commissioner England asked if the Commission could discuss some of Mr. Lindorff's recommendations.

City Attorney Wilson advised that he would prefer the Commission wait until the public hearing.

Discussion ensued regarding whether the Commission should wait until the public hearing to hear Mr. Lindorff's report; whether this meeting was part of the associated costs of Mr. Lindorff's fee; and whether there would be extra costs if Mr. Lindorff had to return for another meeting.

Vice Mayor George asked Mr. Steven Lindorff, Consultant, to come to the podium.

Mr. Lindorff, Consultant, 2092 Vela Norte Circle, Atlantic Beach, FL, gave his report to the Commission and showed his presentation (Exhibit 3). He showed the process of what happened and how one mistake was compounded by several individuals and recommended that the City Clerk compose the draft of the conditional use permit, have the City Attorney review the draft, and then have the conditional use permit go back to the Commission for final approval. He also suggested that the owner resubmit a modification for a new conditional use permit.

Vice Mayor George advised that she had asked Mr. Lindorff questions by email and suggested the other Commissioners do the same, if they had questions. She then opened the Public Comment section. The following addressed the Commission:

Clay Seay, 1093 A1A Beach Blvd., St. Augustine Beach, FL, advised that he is a licensed real estate agent with the State of Florida and has no relationship with the Mayor or other Commissioners. He commended Building Official Larson for his service and dedication at the City of St. Augustine Beach. He explained that it is not Building Official Larson's job to be the surveyor and should not be the scapegoat. He commented that he supports a fine, not destruction.

Fred Haltof, 26 Suncrest Street, St. Augustine Beach, FL, remarked that Mayor O'Brien's houses are encroaching A1A Beach Boulevard and effects the beauty of the Scenic Highway in St. Augustine Beach.

Jim Sutherland, 50 Ocean Woods Drive, St. Augustine Beach, FL, explained that setbacks can make or break a residential neighborhood and he didn't understand how these houses could be approved in St. Augustine Beach. He recommended that the houses be cut in half.

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, explained that he spoke in favor at the Planning & Zoning Board and Commission at the last meeting, but he changed his mind and wants the homes torn down or set back correctly because he believed that Mayor O'Brien knew the setbacks were wrong and continued building the homes. He asked for a stop work order to be issued until this was resolved and advised he filed a code enforcement complaint.

Ann Palmquist, 213 10<sup>th</sup> Street, St. Augustine Beach, FL, advised that there seems to be a measuring problem with the Embassy Suites Hotel and now Mayor O'Brien's homes. She commented that she was there when the Comprehensive Planning and Zoning Board turned it down because they didn't have enough information. She explained that she knows it will be costly to correct, but if the rules are broken it should be costly.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, asked why a stop work order was not issued and advised that Mr. Lindorff's testimony was now hearsay because he was not sworn in, which prejudices the Commission. He advised that this case should go to the Code Enforcement Board not the Commission according to the City's code Section 10.01.03(f).

Robert Kahler, 29 Sunfish Drive, St. Augustine Beach, FL, commented that the Building Official keeps making the same mistake over and over. He advised that Karen Zander of the Comprehensive Planning and Zoning Board declined Mayor O'Brien's request because they did not have enough information. He said there shouldn't be special treatment for Mayor O'Brien.

Attorney Sid Ansbacher, 780 N. Ponce de Leon Blvd., St. Augustine, FL, advised that he has heard the consultant and agreed to move forward with a quasi-judicial proceeding. He advised that he is willing to submit an application in a prompt manner so that the merits of this case could be considered thoroughly. He commented that he has not seen or spoken to Mr. Lindorff in two to three years and Mr. Lindorff has turned down a lot of his clients in the 38 years he has been practicing in Florida.

Ellen Avert Smith, 100 Whetstone Place, Suite 200, St. Augustine, FL, representing Generation Homes, advised that Generation Home is the building contractor of these properties and has done a beautiful job constructing the two homes on F Street. She advised that this was an honest mistake and it shows it throughout the report.

Charles Sleeper, 17 Ocean Woods Drive, St. Augustine Beach, FL, advised that as a business owner he has been harassed by public officials who told him that he must abide by the rules. He commented that these homes will be commercial properties and Mayor O'Brien needs to comply with the rules, regardless if a mistake was made or not.

Vice Mayor George closed the Public Comment section and advised City Attorney Wilson that it is difficult having a gag order because she had a lot to say.

City Attorney Wilson advised that it would be better to wait to discuss this issue until the quasi-judicial proceeding, so it would limit any challenges in the future.

Vice Mayor George asked if the speakers should have been sworn in.

City Attorney Wilson advised that this meeting was not an advertised public hearing and it would not be appropriate to swear in the witnesses at this meeting.

Vice Mayor George asked if it would be appropriate to discuss City administration or staff issues at this time.

City Attorney Wilson advised that would be a separate issue and should not be discussed at this time.

Commissioner Snodgrass asked City Attorney Wilson to review the procedure again and asked why the City should not bring this to the Code Enforcement Board.

City Attorney Wilson advised that the code enforcement inspector brings cases to the Code Enforcement Board usually because of a complaint. He explained that in this situation and because of the circumstances, the ability for the applicant to apply for a modification to the conditional use permit would be a better option. He said that the safest way to proceed is to have this quasi-judicial proceeding.

Commissioner Snodgrass asked if this application would go to the Commission or does it have to go to the Comprehensive Planning and Zoning Board first.

City Attorney Wilson advised that it would go to the Commission because it would be modifying the Commission's order so there would be no need for it to go back to the Comprehensive Planning and Zoning Board.

Commissioner England asked about the stop work order.

City Attorney Wilson advised that there was no work being done and that would be the way it would continue until it comes in front of the Commission.

Vice Mayor George asked what authority there was to enforce no work being done.

City Attorney Wilson advised that the only way around a stop work order would be the property owner to file a notice to the court to force the Building Official to do inspections again.

Vice Mayor George advised that that would only be at a point that they were required to do an inspection. She explained that there could be a lot of work that could be done between inspections. She commented that if the stop work order was only verbal, then it should be in the property owners best interest to have a written stop work order.

Building Official Larson advised that it is enforceable based upon his decision. He explained that as the Building Official he runs the Building Department and he makes all decisions according to Florida State Statutes. He commented that Mayor O'Brien and Ms. Johnson from Generation Homes know that no work is to be done.

Vice Mayor George commented that Building Official Larson is monitoring it and no work can be done without his authority.

Commissioner Kostka asked if that includes work on the grounds as well.

Building Official Larson advised that as of today he has stopped or pretty well stopped all work.

Vice Mayor George asked stopped or pretty well stopped.

Building Official Larson advised that construction has stopped.

City Manager Royle asked for clarification on when this issue would be coming back to the Commission.

City Attorney Wilson advised that when the property owner files the modification of the conditional use, then it would be acted on by the Commission. He explained that the application will go to the Building Department and then the application would go through the usual procedure for a conditional use permit.

4. Parking Matters:

A. Review of Planning Board's Recommendation re: Residential Parking Plan

This item was not discussed.

B. Consideration of Designating Particular Areas for Public Parking

This item was not discussed.

C. Consideration of Raising Parking Fine from \$20 to \$40 (Presenter: Max Royle, City Manager)

This item was not discussed.

5. Health Insurance for City Commissioners: Request by Commissioner Snodgrass for Reconsideration

Mayor O'Brien introduced Item 5 and advised that after this was passed the Commission received an email to complete the paperwork right away. He explained that he and his wife signed up for the insurance, but didn't expect the City to pay for it. He remarked that after he and his wife discussed it a few days later, he didn't feel comfortable about changing the wording that qualifies Commissioners as full-time

employees. He advised that he didn't work 30 hours a week and he withdrew him and his wife from the insurance.

Commissioner Snodgrass explained that the Commission considered and approved the health insurance hastily. He advised that it might be the right time to research the overall compensation of the Commission during the budget season. He explained that he regretted passing the health insurance and declined taking it himself. He remarked that his first year as a Commissioner he did not take a salary and gave the money back to the City, although he had to pay taxes on it. He commented that he does not work 30 hours a week; however, the meetings have doubled. He advised that he emphasized with others who need the plan, but for him it just was not right.

Vice Mayor George remarked that her conscientious was clear and she did not vote hastily. She advised that if some of her colleagues agreed with that, she would have to believe them. She explained that most people in the City do not want the Commissioner's job because they don't have the time, they can't afford it or the liability that comes with the position deters them from taking it. She commented that each Commissioner has come under attack and there is no way to change the compensation package without bringing on this type of controversy. She advised that in the past, she requested to bring this up with an application; however, this time it was not discussed. She commented that there was a lot of misinformation in the public and the citizens need to know the facts. She advised that the motion took place at 7:37 p.m., which was not at the end of a late meeting and some of the people who said it wasn't properly noticed were incorrect because they were at the meeting and heard the discussion and notice. She explained that she was glad that it was reopened to the public, so the public could voice their opinions, but it was advertised with all the other agenda items. She remarked that there is a difference in opinion whether the Commission should be compensated. She advised that staff has already classified the Commission as employees by a referendum in 2006 that voted for Commission compensation by a majority vote, which passed an ordinance saying the Commission was salaried employees with a full-time classification. She explained that on the Commission's paycheck it shows 173.33 hours per month. She advised that staff made a decision with the first application for insurance and decided not to process the application, which she stated was an administrative mistake and subjects the City to liability because of employment laws that dictate not to discriminate on the compensation package provided to the employees. She remarked that the Commission did not discuss that information at the last meeting because there was no opposition expressed. She explained that the City gets what they pay for and advised that she was happy to put in the time for the City. She commented that she uses her staff at the law firm to research resources. She remarked that she did this at the end of her term, not at the beginning. She explained that more people need to run, but they can't afford to, which should be changed. She advised that the City needs diversity on the Commission and she stands behind her former vote and respectfully agrees to disagree with those who think that this City only deserves a below minimum wage quality Commission. She advised that with the current health insurance was approved and she would not support any further adjustments based upon the wage survey that was done a few years ago. She advised that the Commission then was at one-third of what the average compensation package was. She commented that if the

City added the insurance then we would still be below market, but it would take something more to get people to serve. She remarked that staff is classified as full-time employees and there might be a question of discrimination.

Commissioner England advised that in the packet was supplemental information regarding Florida Statutes 112.0828 regarding legally allowing the Commission to have health insurance. She explained that the hours that the Commissioners do for preparation of meetings, attending other meetings, answering emails from the public and staff are a lot; however, legally it is allowed by Florida Statutes to give the Commission health insurance and not entirely dependent on how many hours the Commission works. She commented that the Commission rushed into a motion without having a policy or resolution to discuss first. She explained that she thought it should be a budget item to discuss the costs and how the City pays for this benefit. She advised she didn't mind if some Commissioners take advantage of it and others don't because some employees sign up for the insurance and others do not. She explained that the contributions that the City gives need to be part of the budget process and should be discussed. She asked City Attorney Wilson to verify the Florida Statutes with regard to how many hours per week the Commissioners work.

City Attorney Wilson verified that the Commissioners as public officers according to the Florida Statutes are eligible for health insurance in the same manner as regular employees.

Commissioner Kostka agreed with Commissioner England and Vice Mayor George. She explained that it was the right thing to do, but done in the wrong way. She commented that she expected this matter to be part of the budget discussions in July for next year's budget and to go into effect in October. She remarked that she was one of the Commissioners who took the insurance and had a need for it. She commented that she didn't feel badly about it since it was offered; however, she agreed that it was done in haste and was inconsistent with the ways it should have happened. She asked for legal advice and advised that the Commissioners are accountable to the residents and the City employees are accountable to the Commission. She requested the public to give the Commissioners respect as they have done so to them. She requested not to give personal attacks against the Commission.

Mayor O'Brien asked if the City did not fund the health insurance, what options would the currently enrolled Commissioners have.

Commissioner Kostka advised that she cancelled her insurance and she would be without insurance.

City Manager Royle advised that if the Commission did not appropriate the money for the insurance, then they would not be insured by the City.

Mayor O'Brien asked if they would qualify for the Consolidate Omnibus Budget Reconciliation (COBRA).

City Manager Royle advised yes, but they would have to pay for it themselves.

Vice Mayor George asked if the City has a contractual liability since it was contracted in May.

City Manager Royle advised no, employees could leave us for whatever reason and they would be taken off the policy. He explained that the May payment has already been paid for.

Commissioner England asked if it would be possible to fund this for this fiscal year and then open this up for budget discussion for the next year.

City Manager Royle advised that it would be up to the Commission to decide.

Commissioner Snodgrass advised that according to the Bailey Group, the Commission could establish a new classification for Commissioners and the Commission by policy could decide who participates and what coverage the City would pay. He explained that the employees don't pay for their insurance coverage; however, if the Commission establishes the Commission classification, we could decide how much they would have to pay. He asked City Clerk Raddatz if that was correct.

City Clerk Raddatz advised yes.

Commissioner Snodgrass said that there were options.

Vice Mayor George advised that when she spoke with the Bailey Group and she was told that it could not be done until the next contract. She asked if the question was specific when the classification could take place.

City Clerk Raddatz advised yes, that the Bailey Group verified it with United Health Care.

Commissioner Snodgrass advised that in the next fiscal year, the Commission should look at the overall compensation package for the Commission by a competitive survey of cities of our size and see what they pay their Commissioners and what benefit packages are offered. He commented that the Commission could get it done before the next budget cycle.

Vice Mayor George advised that the Mosquito Control Board members receive full health insurance. She explained that there was a big divide and hopes that the public would give constructive options that the Commission could act, on instead of personal attacks.

Mayor O'Brien opened the Public Comments section. The following addressed the Commission:



Robert Kahler, 29 Sunfish Drive, St. Augustine Beach, FL, disagreed with the way this issue was done and advised that the public is outraged.

Clay Seay, 1093 A1A Beach Blvd., disgusted with the Commission as a whole for thinking that giving a 170 percent raise for a part-time public service with no public notice or public comment was right and asked that the Commission rescind the motion and vote not to allow this to happen in the future.

Fred Haltof, 26 Surfcrest Street, St. Augustine Beach, FL, disagreed with the motion and advised that the people should vote on this, not the Commission.

Guiles Cook, 502 F Street, St. Augustine Beach, FL, disagreed with giving the Commission health benefits because full-time salaried employees do not work 30 hours a week and feels that the Commission should keep a journal of their time to prove they work 30 hours a week.

Jan Thomas, 672 Sun Down Circle, agrees with giving the Commission health insurance because insurance is hard to get and COBRA costs too much. She advised that it was important to get good people to represent the City, which takes a good salary and benefits to keep people.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, disagreed with giving health insurance to the Commission as stated in the 2004 Referendum from the residents of the City. He advised that paying for insurance will not make a difference in getting qualified citizens to serve.

Vice Mayor George advised that the referendum was in 2006 and it was set by Resolution 06-09, which then Mayor Frank Charles was a firm advocate of receiving compensation at that time and was passed by the residents.

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, disagreed with giving health insurance to the Commission and said that the agenda was deceiving. He disagreed with Vice Mayor George saying that this was discriminatory because the Commissioners were not full-time employees.

Vicki Bartlam, 210 Woodland Avenue, St. Augustine Beach, FL, disagreed with giving the Commission health insurance and advised that she had to pay for her COBRA and believed this should not be a perk of the job and should be repealed.

Ed Slavin, PO Box 3084, St. Augustine, FL, disagreed with giving the Commission health insurance and felt it was unethical to let Dr. Pawlowski speak during public comments on the issue when others couldn't.

William Jones, 207 Woodland Avenue, St. Augustine Beach, FL, disagreed with giving the Commission health insurance and explained that this should be a budget item for the future when new Commissioners would be taking office. He advised that the way this motion happened someone would have had to call the Bailey Group to

see if this could happen because the language was not in place for Commissioners to be insured.

Rick Maciejewski, 200 9<sup>th</sup> Street, St. Augustine Beach, FL, disagreed with giving the Commission health insurance and advised that it was done incorrectly and needed more discussion. He suggested spending money on something for the kids.

Andrew Tronco, 136 15<sup>th</sup> Street, St. Augustine Beach, FL, disagreed with the motion and advised that the Commission has no right to give themselves health insurance when they knew what the compensation was when signing up.

Jean DelAguila, 24 Oceanside Circle, St. Augustine Beach, FL, expressed her disappointed that it was proposed, voted, and became effective on May 1, with dental and vision. She advised that there should be documentation on how many hours the Commission works.

Hester Longstreet, 11 13<sup>th</sup> Street, St. Augustine Beach, FL, advised that 14 years ago health insurance was brought to the Commission and City Manager Royle advised that the Commission at that time were not City employees so they could not receive insurance. She stated that the elected officials are not City employees and those employees who work 40 – 50 hours a week deserve insurance.

Ann Palmquist, 213 10<sup>th</sup> Street, St. Augustine Beach, FL, thanked the Commissioners for their apologies because it was too hasty. She advised that being in the Sunshine has to be considered because it adds to hours worked to get things accomplished, but she explained that the Commission should be able to find a resolution to the problem.

Dr. Pat Gill, 218 B Street, St. Augustine Beach, FL, explained that 14 years ago the only proposed compensation was for mileage and telephone, not salary. She advised that Chief Financial Officer Burns advised that it went from compensation to salary on the Commission's paychecks because the computer did not allow for compensation.

Merrill Norman, 6281 Old Dixie Drive, St. Augustine, FL, disagreed with the Commission getting health insurance because it was done in a rush. He advised that the Commission received health insurance and yet not one Commissioner answered his emails on having more Americans with Disability Act (ADA) portalets for the summer concerts at the pier.

Lila Sleeper, 17 Ocean Woods Drive, St. Augustine Beach, FL, asked what the job description do the Commissioners have, who would be evaluating your job, where would your offices be located, what are your work hours, and will your hours overlap what you do now if you become 30-hour a week employees.

Mayor O'Brien closed the Public Comments section and asked for any further Commission discussion.

Vice Mayor George advised that the approach left a lot of open questions, but she stands behind the policy. She commented that if she had to do it again, she would ask staff to write a memo to answer questions dealing with the budget. She explained that she did research on the history of the referendum and ordinance that empowered the Commission to create compensation and are consistent with what other municipalities pay their officials based upon their population. She explained that there are Commissioners who have already signed up for the insurance and there has been discussions on options to deal with it. She suggested to have a discussion on whether the Commissioners should pay for part of it, which she felt the employees should do as well. She remarked that she stands behind the decision that was made and has received comments from at least 40 people outside of this meeting and 90 percent supports the decision. She apologized to Mr. Roland for not responding to his email because she was out of town for her anniversary. She explained that there was a suggestion to bring this to the residents; however, that costs money and the people already voted on that issue regarding compensation. She agreed with discussing this issue for the next budget cycle. She explained that the voters gave the Commission the authority already to make compensation decisions. She stated that she supports her decision and if someone else runs against her because of it, she welcomes it. She advised that she brought this up at the end of her term, not in the beginning of her term. She explained that she does not get any personal gain from any decisions of the Commission and has objectively and consistently worked for the people. She remarked that she believes that it benefits the people.

Commissioner Kostka asked who contacted the Bailey Group after the meeting was finished and the email was sent to complete the insurance forms.

City Clerk Raddatz advised that Marsha Dixon from the Bailey Group contacted the City and advised that she was working on the effective date.

Commissioner Kostka asked City Attorney Wilson what his legal opinion on how to proceed.

City Attorney Wilson explained that under the Florida Statutes the Commission has the ability to give themselves insurance, but it is up to the Commission if they want to fund it or not. He advised that if the Commission doesn't fund it the Commission members who took it would be eligible for COBRA. He commented that the City has paid for May and possibly for June, but a budget resolution would have to be done to continue it. He advised that this has to be done in conjunction with the laws that regulates our insurance and the City's policies.

Commissioner Kostka asked City Manager Royle how was the insurance paid for without the budget resolution being approved.

City Manager Royle advised that there was money in the budget to cover it and the Commission authorized it. He explained that there is a budget resolution to approve tonight, if the Commission decides to proceed.

Mayor O'Brien stated that there was not one person who said they were in favor of the Commission receiving insurance that he spoke with. He commented that since the City offered the insurance to them and now wants to take the insurance back, they should be protected from losing their insurance.

Commissioner England explained that the Florida Statutes says that public officials can authorize the insurance, but the public has expressed that they do not want the Commissioners to receive it and were concerned over the number of hours they worked. She advised that the residents have voiced their opinions that they don't want the Commissioners to have the insurance, even under this statute.

Vice Mayor George advised that there were some emails that requested support of the insurance, which were sent to the Commission.

Commissioner Snodgrass advised that he doesn't want to stop the insurance for the two Commissioners who signed up, at least for a short term period. He explained that he asked City Clerk Raddatz to find out from the Bailey Group what options might be available. He recapped that the City would establish by policy a Commission classification which would be authorized under the Florida Statutes and establish a premium amount that the Commission could pay. He explained that that could be done for a couple of months until it could be further examined what should be done. He suggested doing a full-compensation package study of the Commissioners salaries, the benefits given and what the value of the benefits were in order to see what it reflects during the budget season. He suggested that the Commissioners who took the insurance should pay 100% of the premiums starting with July until an analysis could be done. He suggested getting confirmation with the Bailey Group who has contacted United Health Care and move forward with the study regarding Commission compensation.

Chief Financial Officer Burns advised that May and June's premiums have been paid and July's premium is due on the 20<sup>th</sup> of June.

Commissioner Snodgrass made a motion that for July only the City would make a Commission classification with United Health Care and should the Commissioners decide to participate in that plan, that they would pay 100% of the premium due. He also advised that concurrently a compensation study would be done and brought to the first budget meeting in July.

Commissioner England asked that it would be very clear under what authority the Commission allows the insurance. She advised that normally a resolution is drafted to have the Commissioners review before a decision is made.

Commissioner Snodgrass suggested that staff can confirm with the Bailey Group and United Health Care regarding the classification and City Attorney Wilson draft a resolution that addressed the premium for July only which would be considered at the Special Commission meeting on June 7<sup>th</sup>.

Commissioner England advised that the more information in writing the better.

Commissioner Snodgrass agreed and advised that since we have time to bring this matter up on June 7<sup>th</sup>, he would like to wait and have a written report from the Bailey Group and United Health Care regarding the classification and a resolution prepared by City Attorney Wilson that would address the premium for July.

**Motion:** to continue Item 5 to the Special Commission meeting on June 7<sup>th</sup> after the sign ordinance has been discussed. **Moved by** Commissioner Snodgrass, **Seconded by** Commissioner England. Motion passed unanimously.

Mayor O'Brien recessed the meeting at 8:33 p.m. and reconvened the meeting at 8:45 p.m.

## XII. NEW BUSINESS

6. Police Department Matter: Request by Chief Hardwick for Approval to Add Another Law Enforcement Position and Approval of Money for Position (Salary, Benefits, Equipment, etc.) (Presenter: Police Chief Robert Hardwick)

Mayor O'Brien introduced Item 6 and asked Police Chief Hardwick for a report.

Police Chief Hardwick explained the statistics of the City of St. Augustine Beach's population and advised that because of a unique situation the City has an opportunity to diversify the Police Department. He commented that all the applicant's requirements have been met and he asked the Commission for approval of the position outside of the budget cycle. He requested that the City sponsor the applicant's academy and hire her as a non-sworn officer until she completes the academy.

Commissioner Snodgrass asked what the all in costs would be.

Police Chief Hardwick advised that there would be no additional costs because of the officer who went to the military on extended leave, but he would want to hire her back when she returns. He commented that new applicant would sign a contract that if she didn't pass the academy or leaves before two years of employment, then she would have to pay the costs back to the City.

Commissioner Snodgrass agreed to hire the applicant.

Commissioner England asked if the military officer comes back to the City, then the Commission would be adding to the number of staff. She advised Police Chief Hardwick that he would have to justify the new position in the budget cycle.

Commissioner Kostka advised that she would support this if the candidate would be the best candidate and not labeled as a diversity applicant for the City.

Vice Mayor George agreed with Commissioner Kostka and didn't want this to be labeled as an affirmative action position.

Police Chief Hardwick advised it wouldn't be.

Mayor O'Brien opened the Public Comments section. Being none, Mayor O'Brien asked for a motion.

**Motion:** to approve the position. **Moved by** Commissioner Snodgrass, **Seconded by** Vice Mayor George. Motion passed unanimously.

XIII. COMMISSIONER / STAFF COMMENTS

This item was not discussed.

XIV. ADJOURNMENT

Mayor O'Brien asked for a motion to adjourn.

**Motion:** to adjourn. **Moved by** Commissioner Snodgrass, **Seconded by** Mayor O'Brien. Motion passed unanimously.

Mayor O'Brien adjourned the meeting at 10:30 p.m.

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Rich O'Brien, Mayor

*ATTEST:*

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City Clerk



**MINUTES  
SPECIAL CITY COMMISSION MEETING  
CITY OF ST. AUGUSTINE BEACH  
WEDNESDAY, JUNE 7, 2017  
5:00 P.M.**

City Hall  
2200 A1A South  
St. Augustine Beach, FL 32080

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I. CALL TO ORDER

Mayor O'Brien called the meeting to order at 5:00 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor O'Brien led the Pledge of Allegiance.

III. ROLL CALL

Present: Commissioner England, Commissioner George, Commissioner Kostka, Commissioner O'Brien, and Commissioner Snodgrass.

Commissioner George arrived 5:05 p.m.

Also Present: City Manager Royle, City Attorney Wilson, Police Chief Hardwick, City Clerk Raddatz, and Building Official Larson.

IV. REVIEW OF CITY'S SIGN REGULATIONS

1. Discussion of Overall Purpose of Sign Regulations

Mayor O'Brien introduced Item IV.1. and asked City Manager Royle for a report.

City Manager Royle explained the meeting procedures and advised that the Commission may want to consider what the Commission's overall desire for the sign code would be. He suggested to reduce visual clutter, to adopt regulations that recognize the City's unique characteristics, and avoid burdensome sign regulations for the businesses. He commented that there are right-of-way problems that make it difficult for some businesses to be seen by the motorists. He explained that Building Official Larson would be showing a slide presentation of signs that are non-conforming due to their height.

Commissioner England advised that she agreed with City Manager Royle regarding deciding on the overall purpose of the sign ordinance. She suggested looking at the purpose of the sign in regards to communication.

Mayor O'Brien asked City Attorney Wilson to give an overview.

City Attorney Wilson advised that the purpose for this meeting was to have the Commission decide what are the important issues in the sign code that needed to be addressed. He explained to the Commission that they have to treat all signs equally and apply the code equally. He commented that now that the lawsuit is over, the City could make changes to the sign ordinance and still meet within the confines of the law.

Mayor O'Brien moved on to Item 2.

## 2. Discussion of Non-Conforming Business Ground Signs

Building Official Larson gave examples of signs within the City that were non-conforming due to height and showed a slide presentation (Exhibit 1).

Commissioner England asked why some businesses could not have a height requirement of 12 foot, which was standard.

Building Official Larson advised that anytime there are multi businesses in a building, the code says the height must be 10 foot.

Commissioner Snodgrass advised that should be changed and Building Official Larson agreed.

Discussion ensued regarding signs being in compliance until the new sign code was implemented.

Building Official Larson advised that the Holiday Inn's sign is in the way of the St. Johns County lift station. He explained that St. Johns County has requested them to move their sign in order to have an easement to the lift station, but the owner of Holiday Inn does not want to conform to the new sign height regulations. He explained that he recommended to the owner to move the sign to a place that would give visibility; however, the owner is opening new businesses and wants the height of the sign to attract businesses.

Commissioner Snodgrass advised that sanitary issues should come first.

Building Official Larson advised that it would be up to St. Johns County if they would like to do the take a portion of the property for the easement.

Commissioner Snodgrass asked Building Official Larson if he went throughout the City and identified all the signs violating the sign ordinance.

Building Official Larson advised yes.

Commissioner Snodgrass asked where the 12-foot height recommendation originate from.



Building Official Larson advised that the 12-foot height restriction came from the Vision Plan that was never adopted. He explained that the residents and the Commission decided that they didn't want 20-foot signs anymore. He commented that in the last seven to eight years, he did not allow any signs over 12 feet. He explained that the newer signs are all conforming with the new sign ordinance, except for three signs which were Guy Harvey's sign, Holiday Inn sign, and the Pit Surf Shop's sign must be visible over the roof of the restaurant at A Street.

Commissioner England advised that the Pit Surf Shop could be addressed by using the plaza area like other businesses have done.

Mayor O'Brien asked Building Official Larson what his recommendation would be to rectify the non-conforming signs.

Building Official Larson recommended that the signs be grandfathered in until August 1, 2023 and then the signs would have to conform to the sign ordinance.

City Manager Royle recommended waiving the date and allow the signs until the signs needed 50 percent repair or resurfacing or the type of business or the business no longer exists.

City Attorney Wilson advised it could depend on a zoning concept. He commented that the Commission could make their own height regulations as long as it is the same for everyone throughout the City. He asked Building Official Larson when the height restriction came up.

Building Official Larson advised that seven or eight years ago a sign went to the Comprehensive Planning and Zoning Board and at that time the Board changed the sign regulations to 12 foot high.

Mayor O'Brien opened the Public Comment section. The following addressed the Commission:

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, advised that August 1, 2023 was fair to bring signs into compliance.

Ann Palmquist, 213 10<sup>th</sup> Street, St. Augustine Beach, FL, suggested damaged signs or business signs which were out of business should not be replaced with non-conforming signs.

Donald Radbill, 4 Marshview Drive, St. Augustine, FL, advised that small businesses need their signs on their buildings. He gave the example of 320 High Tide Drive where small businesses in Sea Grove Plaza have many businesses and have business signs representing each business.

Marcus Thompson, owner of Marcus Thompson Law Firm, 320 High Tide, St. Augustine Beach, FL, explained that he was concerned over the wall signs being limited to one per phase of the building under Section 18 of the new sign code. He

suggested to grandfather in the wall signs that are already there and advised that he would be reviewing the constitutionality of the sign ordinance.

Mayor O'Brien closed the Public Comment section and then moved on to Items 3 and 4.

3. Discussion of Remedies for Businesses with No Space for Ground Signs
4. Whether to Allow Certain Types of Signs

Mayor O'Brien introduced Items 3 and 4 and asked City Manager Royle for a report.

City Manager Royle showed several examples of ground signs that were on the right-of-way or had no space available for the business to put ground signs. He showed a slide presentation (Exhibit 2). He showed non-conforming umbrella, sandwich, flag, and an inflatable sign that were currently being used throughout the City. He suggested that umbrella signs that have advertisements on them be allowed. He also recommended that flutter signs not be allowed in the right-of-ways and to limit them to one per business. He then showed the right-of-way maps slide presentation (Exhibit 3). He explained where some right-of-ways cutoff the business parking or limits where the business owners would normally put their signs.

Building Official Larson advised that in previous discussions with the Commission, it was discussed to leave advertisement of vendors on umbrella signs alone. He suggested that flutter signs could be taken in at night and brought out in the morning.

City Manager Royle advised that he mentioned Cone Heads because the City plaza blocks the view of Cone Heads going south along A1A Beach Boulevard.

Commissioner England suggested focusing on the ability for the business owner to have a sign that shows their business. She advised that the Commission can limit the number of temporary signs and the height of signs, but the ground signs in the right-of-ways cause a safety issue because people are focusing on the ground signs instead of the road.

Vice Mayor George advised that there are licensing agreements on plazas and asked if there could be licensing agreements for business owners who want a sign immediately adjacent to the public right-of-ways.

City Manager Royle advised that the right-of-ways along A1A Beach Boulevard was owned by St. Johns County and they would have to approve any licensing agreements. He commented that he didn't know if St. Johns County would allow any licensing agreements on the right-of-way. He advised that if the Commission would like him to, he could contact St. Johns County to see if they would approve licensing agreements.

Building Official Larson commented that the Avenue of Palms project is also taking away from visibility of businesses owners signs of a certain height down A1A Beach

Boulevard. He explained that the palm frowns block signs. He advised that the signs would have to go into the right-of-ways in order to see them.

Vice Mayor George advised that would speak to encouraging ground signs.

Building Official Larson advised that some lighted ground signs along A1A Beach Boulevard may have a problem with turtles during turtle season.

Commissioner England commented if the ground sign could be in the right-of-way, it could have a different scale; such as, height, size, etc., then other ground signs. She advised that at least the businesses would be seen and it could be consistent. She mentioned that if the signs are consistent, then it would not be so cluttered with so many signs.

Commissioner Kostka asked for clarification of the right-of-ways. She asked if St. Johns County needed to widen the road to establish bike paths on A1A Beach Boulevard, then the ground signs would have to be removed.

Mayor O'Brien asked City Manager Royle what his recommendations would be for non-conforming signs.

City Manager Royle recommended to not have the deadline of August 1, 2023 to conform, but allow the non-conforming signs to continue until they are destroyed, the business is gone, or the sign has to be repaired more than 50 percent or the sign value.

Commissioner Kostka agreed with City Manager Royle recommendations and also suggested that if the face of the sign was destroyed, the sign come into compliance. She gave the example of the Old Carriage Realty sign.

Mayor O'Brien advised that the face of the sign is the lowest cost amount of the sign.

Discussion ensued regarding whether the Commission would measure the 50 percent by the actual damage or the cost of the sign; signs depreciating over ten years; whether consistency and uniformity of signs would be better for the City; balancing the businesses with the residents who live in the City and the differentiation in the signs bringing a unique look to the City.

Commissioner Kostka commented that the City is pulling the rug from under the businesses because the Commission is changing the sign ordinance. She suggested grandfathering the current signs until the signs are destroyed or in disrepair.

Commissioner Snodgrass commented that he was in agreement with the time deadline of August 1, 2023.

Mayor O'Brien gave an example of a gas station that has had many different companies at the same location and didn't feel it was necessary to have them take down the whole sign when the face only needs to be changed.

Commissioner England advised that that was why she suggested that the repair or maintenance of the sign needed to be more than 50 percent of the value of the sign.

Commissioner Snodgrass asked how that would be measured and who would make that decision.

Building Official Larson suggested the ten-year deadline, which would be ample time to come into compliance.

Vice Mayor George asked how the evaluation of the sign could be determined at 50 percent.

Building Official Larson advised that the sign contractor would provide the information necessary to evaluate whether the sign needed 50 percent in repairs. He explained that there are three to four sign companies that are very active in the City.

Commissioner England explained that Building Official Larson has suggested previously that when the business owner comes in to get a permit to modify or repair their sign, they would bring an appraisal from a sign company.

Commissioner Snodgrass suggested that the Building Official get a based value for each sign by August 1, 2017, which would help in the determination of the 50 percent repair rule.

Building Official Larson remarked that he could get an evaluation of existing signs and then determine the methodology.

Commissioner England agreed with the deadline date of August 1, 2023.

Commissioner Snodgrass agreed with ten years.

Commissioner Kostka advised that she disagreed because businesses are paying additional property taxes as a business. She explained that if a sign was \$20,000 and the Commission gives ten years, that would mean the business would have to put away \$2,000 a year just for a sign, which was a lot of money for a small business.

Vice Mayor George asked if there was a length of time Commissioner Kostka would be comfortable with.

Commissioner Kostka advised 20 years for the inception of the agreement. She explained that the signs have been in compliance until this new code was written and the business owners have not done anything illegal.

Commissioner England explained that land use regulations do change from time to time.

Commissioner Snodgrass remarked that ten years was reasonable and that this issue has been being discussed for two years already. He suggested making it starting from January 1, 2018.

Vice Mayor George commented that she supports the ten years, but would like more specificity for the values of sign the day this is being considered or the original cost of the sign.

Commissioner Snodgrass advised that when the Commission includes the 50 percent rule there will be too many inconsistencies and he would prefer a date certain.

Vice Mayor George explained that the 50 percent rule would not be instead of the ten-year rule, but would be enforced prior to the ten-year rule. She explained that St. Johns County uses that rule and staff could get guidance from them. She suggested relying on the value of the permit as the threshold and the cost of the repair would be based on the appraisal for the sign. She advised that the Building Official could call for another estimate if the appraisal was too high or too low.

Mayor O'Brien advised that it would be more appropriate to base the values at current rates than when the signs were done years ago.

City Attorney Wilson agreed with valuing the sign based on current replacement values at the time of repair. He also suggested that if a sign needs to be removed due to a governmental purpose, then that should not trigger the sign ordinance but should be grandfathered in. He gave the example of the Holiday Inn sign and advised that the it could be grandfathered in so it could be keep the same height. He advised that the sign code should be amended to reflect that a sign could be replaced in case of a governmental purpose.

Commissioner Kostka explained that she still did not agree with a ten-year deadline and that ten years was not a long time to depreciate a current sign.

Discussion ensued regarding what signs were replaced within the last four years.

Mayor O'Brien advised that he didn't believe that ten years was unreasonable, but agrees with Commissioner Kostka that businesses have many challenges and a new sign if it displays the same message is of no benefit. He agreed with the ten-year rule, 50 percent damage or replacement of the structure not the face of the sign, and not making an ownership change comply with the new sign ordinance.

Vice Mayor George advised that she would stay with the ten-year rule because the value of the structure would be part of the value of the business.

It was the consensus of the Commission to start the ten-year rule on January 1, 2018.

Commissioner Snodgrass asked staff to come back with a methodology on the 50 percent damage or replacement of the sign and have a baseline on the signs before January 1, 2018.

Building Official advised yes.

Mayor O'Brien asked City Attorney Wilson to draft amendments to the ordinance regarding governmental purposes for the situation at Holiday Isle.

City Attorney Wilson advised yes.

Vice Mayor George asked to discuss the signs at Sea Grove Plaza and request to accommodate or grandfathering them in due to the uniqueness of the property. She asked how the sign ordinance relates to the Planned Unit Development (PUD).

Commissioner England asked if the ordinance was too restrictive on wall signs.

City Attorney Wilson advised that a PUD usually creates a zoning district by ordinance. He explained that if a PUD approves a certain manner of putting signs up, then that would be that zoning district's sign code. He commented that the Commission would have to approve an exception in the sign ordinance that if an ordinance was approved by PUD by zoning change, then that would govern the signs in that area.

Discussion ensued regarding whether to change the sign code on the amount of coverage on the wall of businesses, Sea Grove Plaza having a non-conforming monument sign on A1A South as well as the signs on the building; whether there were any other non-conforming signs in a PUD; and wall signs in the sign ordinance were effecting any other businesses except Sea Grove Plaza.

It was the consensus of the Commission to allow multi-businesses in one building the height restriction of 12 feet, to allow advertising of vendors on umbrella signs, flutter sign maximum height restriction to be 12 feet, allowing six square feet sandwich boards during the day and taken in at night, and two temporary signs per business.

City Manager Royle advised that he would meet with St. Johns County to discuss the easement needed and moving of the Holiday Inn sign and whether ground signs could have a licensing agreement in St. Johns County right-of-ways. He advised that he would bring this item back at the August Commission meeting. He advised that the business Oddities has a roof top sign, which is illegal and he suggested to grandfather them in.

Discussion ensued regarding the Pit Surf Shop's sign being allowed since a governmental building blocks where their sign could be placed, whether Pit Surf Shop could put a directional sign on the PUD like other businesses have done, whether a semi-permanent variance should be done for that sign for the pit Surf Shop.

City Attorney Wilson advised that he could amend the sign ordinance in several different ordinances in order to address the Holiday Inn sign issue more quickly.

Vice Mayor George asked if the bicyclist mobile sign business was allowed by the sign ordinance.

City Attorney Wilson advised that it was allowed. He explained that not everything needs to be regulated, such as wrapped vehicles, bicyclist mobile signs, etc.

Mayor O'Brien opened the Public Comment section. The following addressed the Commission:

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, advised that the City does not need to remedy every business that does not have room for ground signs. He requested that digital sandwich signs not be allowed in the right-of-ways because they are not safe and causes a distraction to motorists.

Robert Samuels, 110 Mickler Blvd., St. Augustine Beach, FL, asked when the business owner should take responsibility for their own choices and advised that the Commission shouldn't be giving special treatment because of the location of their businesses. He commented that two temporary signs for each business would cause clutter.

Mayor O'Brien closed the Public Comment section and asked for any further discussion.

Discussion ensued regarding bringing the ordinance back in July for 1<sup>st</sup> reading and then having the second reading back in August, which the Commission agreed.

Discussion ensued regarding prohibiting digital sandwich board signs.

Commissioner England advised that it was in the sign code currently.

Mayor O'Brien moved on the Item 5.

## 5. Discussion of Signs on Government Property

Mayor O'Brien introduced Item IV.5. and asked City Manager Royle for a report.

City Manager Royle advised that if the Commission wants political signs on City property, then signs could be allowed on the County's property as well, which would allow them in city parks, plazas, right-of-ways, etc.

Discussion ensued regarding allowing political signs during early voting only in the certain areas at city hall; being content neutral in the sign code; whether political signs should be regulated; political signs not being allowed in the parking spaces; having a time limit on parking during early voting in certain areas; having a canvassing area; whether to limit the number of political signs.

Mayor O'Brien opened the Public Comment section. The following addressed the Commission:

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, advised that there could be large political signs if the size is not limited and explained that the canvassing distance is regulated by the State of Florida and cannot be changed.

Ed Slavin, P.O. Box 3084, St Augustine, FL, thanked the Commission for changing the sign ordinance because political signs shouldn't be prohibited.

Mayor O'Brien closed the Public Comment section and asked for any further Commission discussion.

Vice Mayor George asked to check into limiting the size of political signs.

City Attorney Wilson advised that he would look into that issue.

V. CONSIDERATION OF RESOLUTION CONCERNING CITY PROVIDING HEALTH INSURANCE FOR CITY COMMISSIONERS

Mayor O'Brien introduced Item V. and asked City Manager Royle for a report.

City Manager Royle advised that staff and the Bailey Group have been discussing this issue and the Commission has received the copies of the result from the Bailey Group and United Health Care. He explained that there were two proposed resolutions that the Commission could decide on. He commented that one resolution states that the Commission can be on the City's employee health plan at 100 percent premium coverage and the other resolution states that the Commission can be on the City's employee health plan at 50 percent premium coverage.

Commissioner Snodgrass commented that at the last meeting some Commissioners expressed their regrets in extending the health insurance benefits to the Commission and several Commissioners have declined the coverage. He suggested rescinding the decision to approve health care benefits to the Commission because the Commission did not give careful study and analysis that they should have. He remarked that the health insurance was provided to the Commission and the two Commissioners who elected the health insurance had every expectation that the insurance would continue. He explained that the question would be how to rescind the health insurance and when would the Commission stop the insurance. He advised that there were three options: that the Commission could do nothing and allow the insurance to continue or create a separate classification for the Commission and the ones who participated in the plan would pay 100 or 50 percent of the premium, but there are issues related to the Affordable Care Act that would have to be considered with this option and the Commissioner's household income would have to be disclosed, which would then become a public record or the third approach would be to stop the health insurance plan to the Commission at the end of September and the City would continue the premiums until then. He commented that the Commission could do a thorough study of Commissioner compensation later. He advised that at the end of September the participating Commissioners would be eligible to go to the insurance exchanges or receive the Consolidated Omnibus Budget Reconciliation Act (COBRA), which the Bailey Group would help them with. He explained that according to the ACA,



if the participants pay over 9.65 percent for their health insurance the City could be charge a penalty, which we need to avoid.

Vice Mayor George advised that she believed that the entitlement was already there based upon the way the policies and how the law stands. She commented that the insurance was in ambiguity since she was sworn in seven years ago. She remarked that she didn't expect the type of reaction that has been received from what she believed was a vocal minority within the community. She advised that the only justification that she has heard was that the Commission doesn't work enough hours to justify the health insurance. She explained that the Commission didn't take this position to be considered as their job; however, if you calculated what she worked this week alone it would equate to \$7.00 an hour. She commented that it was surprising to see that the community did not think that \$7.00 an hour plus health insurance was more than the Commission was worth. She explained that the people voted in by referendum that the Commission was empowered to determine what a reasonable salary would be consistent with other cities of comparable size and budget. She advised that a salary survey was done in 2014 and all the employee salaries were adjusted, except for the Commission. She commented that a salary survey showed that the Commission was compensated less than a third to what other comparable cities were. She commented that most of the people on the street were in favor of granting the Commission health insurance, but didn't want to be subjected to the meetings. She advised that the Commission loves the City and works very hard for it and granting the health insurance was reasonable. She explained that after discussing this with her husband, they would pay for dependent coverage even though it is allowed under the Florida Statutes. She remarked that this is a way to show the public who are angry that she would make a concession. She advised that if the Commission allows the health insurance to continue, she would not recommend doing a compensation study for the Commission until five to ten years later for another Commission to consider. She commented that there would be continuity of care issues for those on the Commission who signed up because they would not be able to form relationships with their health care providers.

Commissioner Snodgrass advised that he met with City staff yesterday and they will be conducting a survey with similar cities on Commission compensation, which Chief Financial Official Burns would be coordinating. He explained that they would be using the cities that were surveyed in 2014 and would be looking at salary and the value of any benefit paid to the Commissioners in the other cities that are comparable. He explained that it would be ready for the budget meeting in July.

Commissioner England thanked Commissioner Snodgrass for the work he has done on this issue. She advised that she did had regrets about the vote, but understands that this is allowed under the Florida Statutes no matter how many hours the public officers work. She advised that if the Commission spends the money on health insurance for the Commission, other items would have to be cut. She remarked that she agrees with Commissioner Snodgrass's recommendation to pay the premiums until the end of the fiscal year.

Mayor O'Brien commented that if the City pays the premium for the two Commissioners who are participating, it would be approximately \$4,200 which is very reasonable. He

advised that the City should pay the premiums and he stated that he was in agreement that the health insurance should only go until the end of September and then stopped because that is the will of the people.

Commissioner Kostka addressed the amount of hours the Commission works. She explained that she has lived in St. Augustine for 25 years and loves the City of St. Augustine Beach. She advised that she always knew it wasn't a large paying job, but she did not realize the level of involvement and commitment it takes to be a Commissioner, which she stated she is willing to do. She advised that this was not a volunteer position. She commented that she ran for the office because she could bring a wide variety of talents to the Commission and always puts the City first when it comes to financial or resources to protect and preserve the community. She stated that she also said that she would restore trust, which is a delicate balance. She advised that she was surprised that the enrollment happened so quickly and was expecting a budget resolution at the next meeting where there could be more discussion. She commented that the Commission does have roles and part of that would be to make policies, ordinances, resolutions regulate tax rates, identify and solution local issues, pass a balance budget, and to pass pay rates for City employees from Public Works laborers to the executive positions such as the Mayor and Commissioners. She remarked that she wants to hear from the public and was thankful to Commissioner Snodgrass for all the background information that he did on this issue. She asked the public to follow her for a week because they might not realize that in addition to the Commission meetings each of the Commissioners are assigned to another board as well within St. Johns County. She advised that she was on the Visitor and Convention Bureau of St. Johns County. She explained that she ran for only this term and she was not a politician; however, while in office she advised that she would do the best job that she could. She explained that these other Boards that the Commissioners are members of are to give a voice for the City of St. Augustine Beach. She explained that there are classes that the Commissioners attend to make them better Commissioners, such as the ethics class that she would be attending this month. She remarked that meeting with the public takes time and she has taken time away from her business and explained that she didn't realize that would happen. She commented that she would always act in the City's best interest and the City's intentions. She explained that we cannot be a better City with more division and she suggested to work together to make the City better.

Mayor O'Brien opened the Public Comment section. The following addressed the Commission:

Clay Seay, 1093 A1A Beach Blvd., St. Augustine Beach, FL, thanked the three Commissioners who acknowledged that their vote was a mistake due to not having enough time to discuss the issue; however, they stopped short of doing the right thing by rescinding their vote and not allowing the health insurance to continue.

Dr. Michel Pawlowski, 216 10<sup>th</sup> Street, St. Augustine Beach, FL, advised that Mr. Seay is not a resident of the City of St. Augustine Beach and asked who he represents. He supports the health insurance for the Commission.

Jan Thomas, 672 Sun Down Circle, St. Augustine Beach, FL, advised that the Commission voted yes and suggested that the Commission review why they voted yes in the first place and to review all the information. She asked where all the anger comes from and how do you expect anyone to represent the City on \$7.00 or less per hour.

Guiles Cook, 502 F Street, St. Augustine Beach, FL, supported Clay Seay's comments and thanked Vice Mayor George for stating that this was not to be considered as her job because her compensation is not a paycheck or an hourly job. He advised that there is no shortage of residents who would step up to be a Commissioner for no compensation except for gas and expenses and the Commission's paycheck should not show it as salary.

Tom Reynolds, 880 A1A Beach Blvd., St. Augustine Beach, FL, was disappointed in the way the Commission approved the health insurance because it was unethical. He advised that he believes the Commission is underpaid and suggested the Commission receive \$1,000 a month salary, \$50 a month cell phone, and any normal expenses for City business.

Grace Guido, 104 Dogwood Drive, St. Augustine Beach, FL, thanked Commissioner England and Commissioner Snodgrass for having this brought up to be discussed again. She advised that if the Commissioners want the health insurance, she did not oppose having the Commissioners declare their household incomes and allow them to pay 100 percent of the premiums. She advised that it was not equitable to the other Commissioners if the City pays for some Commissioner's health insurance and not the others. She requested that next budget season that the Commission looks at a total compensation package, so that it would be equitable to all Commissioners.

Robert Samuels, 110 Mickler Blvd., St. Augustine Beach, FL, advised that everyone should have free speech regardless of where the person lives. He explained that if the Commission cannot get the work done and they need extra meetings to finish business, then that is on the Commission. He gave examples of extra meetings that the Commission had to bring back to discuss, such as health insurance, sign ordinances, and land development regulations.

Ed Slavin, P.O. Box 3084, St. Augustine Beach, FL, thanked the Commission for listening to the people and changing your minds. He advised City Manager Royle was diverting attention away from the Mayor O'Brien's house issue by sending the health insurance enrollment forms before there was a budget resolution was done. He commented that this vote was done hastily and it only benefited the Commission and requested that it not be done that way again.

Vicki Bartlam, 210 Woodland Blvd, St. Augustine Beach, FL, remarked that she was disgusted because this was where she was born and raised and was tired of politicians telling what the residents can and cannot do. She advised that if the Commission does not want to do the job because it is too many hours, get off the Commission and let other residents do the job. She thanked the Commissioners who did not take the health insurance, but she advised that the Commission was going to vote it in anyways, even though the residents don't want it because the money could be used in a better way.

Charles Sleeper, 17 Ocean Woods Drive, St. Augustine Beach, FL, thanked Commissioner Snodgrass for his apology. He suggested that the residents should vote on a compensation package for the Commission and suggested that if the Commission doesn't want to wait for a vote from the residents, the Commission should pay 100 percent for the health insurance premiums.

Barbara Coffey, 403 F Street, St. Augustine Beach, FL, explained that at the Commission meeting on June 5<sup>th</sup> she thought there was an agreement that the Commissioners who wanted to participate in the health insurance would pay 100 percent of the premiums and didn't understand why this agreement has been changed.

Mayor O'Brien closed the Public Comment section and asked for any further Commission discussion.

Mayor O'Brien asked Commissioner Snodgrass to recapped why the information has changed from Monday to today.

Commissioner Snodgrass recapped the new information regarding the Affordable Care Act that was received by United Health Care and the Bailey Group regarding having the participating Commissioners having to file their household income with the City as a public record and if the City makes them pay more than 9.65 percent the City would have to pay a penalty. He advised that he suggested to pay the premiums until the end of the fiscal year and then stop the plan and review the full compensation package for the Commission during the budget season.

Mayor O'Brien stated that the costs for the participating Commissioners premiums would be approximately \$4,200.

City Manager Royle advised that the two proposed budget resolution are to pay 100 percent premiums or 50 percent premiums.

Commissioner Snodgrass asked if both resolutions state that this would be determined at the end of September.

City Attorney Wilson advised yes.

Commissioner England asked if the participating Commissioners paid 100% of the premium would their incomes have to become public record.

City Attorney Wilson advised that anything they submit to the City would be a public record.

Commissioner England asked if the Commissioners would pay 50 percent would that require the participating Commissioners to have their household income as a public record.

Commissioner Snodgrass advised that it would be the same requirement.

Mayor O'Brien asked for a motion.

**Motion:** to adopt Resolution 17-04. **Moved by** Commissioner Snodgrass, **Seconded by** Mayor O'Brien. Motion passed unanimously.

City Manager Royle advised that there needs to be a motion for the budget resolution to appropriate the money for the health insurance premiums.

**Motion:** to adopt Budget Resolution 17-09, which amends FY2017 General Fund budget for these matters. **Moved by** Commissioner Snodgrass, **Seconded by** Vice Mayor George. Motion passed unanimously.

Mayor O'Brien asked if there was any further action of the Commission. Mayor O'Brien explained to the public the motion.

Vice Mayor George advised that it was required under the law.

Commissioner Snodgrass made a motion to adjourn the meeting, seconded by Mayor O'Brien.

Vice Mayor George asked to bring up some housekeeping matters under Commissioner Comments. She advised that she could be overruled.

Commission agreed to hear Vice Mayor George's housekeeping matters.

## VI. COMMISSIONER COMMENTS

Vice Mayor George requested the following items to be addressed by staff:

- 1) Maintenance on the Ocean Hammock parking lot regarding potholes.
- 2) Signage at Ocean Hammock not where the walkover is, so another sign is needed.
- 3) Report at the next Commission meeting what the American for Disability Act requires for the number of portlets at the pier concert events.
- 4) Report from Building Official Larson on which properties in the City that are subjected to the same conditions as Embassy Suites Hotel in regards to an evaluated ground floor level above the existing ground level.
- 5) Requested a formal stop work order for the Mayor's two properties being built.

Discussion ensued regarding who had the authority to do stop work order and whether City Manager Royle could order Building Official Larson to do a stop work order.

Building Official Larson advised that City Manager Royle does not have the authority to order him to do a stop work order.

Vice Mayor George asked for a memo from City Attorney Wilson regarding the stop work order issue.

City Attorney Wilson advised he would look into it.

Vice Mayor George advised that she didn't think it hurts anyone to issue a stop work order and it could take some heat off of the situation. She advised that she was not trying to impose negative consequences, but trying to neutralize the situation for the City and Mayor O'Brien.

- 6) Update on secession planning at next month's Commission meeting. She requested contracts and job descriptions for City Manager and all the Department Heads. Also, copies of any policies or plans which have been established for secession in the event of an emergency or sudden loss of a key employee. Additionally, any Charter descriptions or restrictions relating to the City Manager or Department Head positions. She explained that there are some charter restrictions that apply.

VII. ADJOURNMENT

Mayor O'Brien asked for a motion to adjourn.

**Motion:** to adjourn. **Moved by** Commissioner Snodgrass, **Seconded by** Mayor O'Brien. Motion passed unanimously.

Mayor O'Brien adjourned the meeting at 8:25 p.m.

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Rich O'Brien, Mayor

*ATTEST:*

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City Clerk

## MEMORANDUM

**TO:** Mayor O'Brien  
Vice Mayor George  
Commissioner Snodgrass  
Commissioner England  
Commissioner Kostka

**FROM:** Max Royle, City Manager 

**DATE:** June 26, 2017

**SUBJECT:** Presentations:

- A. Plaque to Mr. Charles Oester, Public Works Maintenance Employee, for 10 Years of Employment with the City
- B. Audit Report for Fiscal Year 2016

### ITEM A. PLAQUE TO MR. OESTER

Attached as page 1 is a memo from the Public Works Director, in which he describes Mr. Oester's background and employment with the City.

Mr. Oester will be at your July 5<sup>th</sup> meeting to receive the plaque from Mr. Howell.

### ITEM B. AUDIT REPORT

Though the report may seem intimidating because of its length, the masses of numbers and its public account jargon, the report may be easy to follow and understand if you simply note the heading in bold type. The headings put in context the information that follows.

- Ms. Burns has provided a memo (page 2), in which she provides comments about some significant aspects of the report, which may help guide you through it. Also, you'll find, because of public accounting requirements, considerable detail on pages 22-30 concerning the City's participation in the Florida Retirement System.

In addition, please note the following:

- a. Pages 19-20, which describes the City's long-term debt obligations.
- b. Page 34, which provides an overview of General Fund revenues and expenditures and page 35, which does the same for the Road/Bridge Fund. In particular, you can see the amounts budgeted for each category of revenue and expenditure and the amounts actually received and spent.

## Suggested Procedure

For your public review of the FY 2016 audit report, we suggest the following procedure:

- Have representatives from the auditing firm, Purvis Gray and Company, make a formal presentation of the report to you, addressing in particular its highlights.
- Commissioners then ask the representatives questions.
- Public comment then is provided.
- Commission then ask the representatives any remain questions.
- Commission by motion and vote accepts the audit report for Fiscal Year 2016.



## MEMORANDUM

Date: June 23, 2017  
To: Max Royle, City Manager  
From: Joe Howell, Public Works Director  
Subject: Charles Oester - 10 Year Employment Award

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Charles began his employment with the City on June 21, 2007. He was born and raised in Salisbury, Pennsylvania. He moved to Florida in 1992 and worked in construction. Charles has worked as a Maintenance Worker, on our landscaping crew, and since he has a CDL, he can fill in as a Driver of our larger trucks, which was a lot of help during the hurricane cleanup effort. He is a dependable employee that works well with minimal supervision, and as such is currently performing our janitorial duties. He's one of those behind the scenes people that you see all the time but may not really see, which is probably the way he likes it.

Charles is married with three children and recently one grandchild. In his spare time he likes to fish and spend time with his family.

We are happy to have Charles as part of our team.

## **M E M O R A N D U M**

**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** MELISSA BURNS, CFO  
**SUBJECT:** AUDIT REPORT FISCAL YEAR ENDED 9/30/16  
**DATE:** 6/24/2017

The audit report for Fiscal Year end 2016 has been completed, and as requested, this memo will attempt to highlight some aspects of the report. One item that I look for is if there were any audit findings, and I am happy to report that there are not any such findings. There is, however, a prior period adjustment which restates the beginning net position. This is related to the City receiving the deed from St. Johns County for Hammock Dunes Park after the City paid its portion in full. Since the County signed the whole property over to the City, they essentially donated their portion of the cost to us which had to be accounted for.

The Management Discussion and Analysis, beginning on page 3, offers a good synopsis. It summarizes changes in net position as well as comparing Fiscal Years 2015 and 2016. This section also points the reader of the report to specific notes to financial statements, specifically related to capital assets and debt administration. The City had a busy year in both aspects with the lease purchase of the 4.5 acres of land, the leasing of the six police vehicles, the refunding of two bond issues, and two new bond issues to finance the remaining \$3,000,000 of the lease purchase agreement with the Trust for Public Lands.

Note 6, which begins on page 22 is related to our reporting requirements on the Florida Retirement System (FRS). Government Accounting Standard Board (GASB) Statement No. 68 requires that local governments report on their portion of the pension liability in FRS. This is quite lengthy, but explains the different components related to FRS.

If there are any other questions, or information needed, please let me know.

**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORTS**

**CITY OF ST. AUGUSTINE BEACH  
ST. AUGUSTINE BEACH, FLORIDA**

**SEPTEMBER 30, 2016**

**FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORTS**

**CITY OF ST. AUGUSTINE BEACH  
ST. AUGUSTINE BEACH, FLORIDA**

**SEPTEMBER 30, 2016**

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**INDEPENDENT AUDITORS' REPORT**

Honorable Mayor, Members of the City Commission,  
and City Manager  
St. Augustine Beach, Florida

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining funds of the City of St. Augustine Beach, Florida (the City), as of and for the year ended September 30, 2016, and the related notes, which collectively comprise the City's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Certified Public Accountants**

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MEMBERS OF AMERICAN AND FLORIDA INSTITUTES OF CERTIFIED PUBLIC ACCOUNTANTS  
MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS' PRIVATE COMPANIES AND CERTIFIED PRACTITIONERS

Honorable Mayor, Members of the City Commission,  
and City Manager  
St. Augustine Beach, Florida

**INDEPENDENT AUDITORS' REPORT**  
*(Concluded)*

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City as of September 30, 2016, and the respective changes in financial position thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, pension schedules of proportionate share of the net pension liability and schedule of contributions, and other postemployment benefits - schedule of funding progress and schedule of employer contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the basic financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for the consistency with management's responses to our inquires, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated June 16, 2017, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*Durvis, Gray and Company, LLP*

June 16, 2017  
Gainesville, Florida

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**CITY OF ST. AUGUSTINE BEACH  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2016**

As management of the City of St. Augustine Beach (the City), we offer readers of the City of St. Augustine Beach's financial statements this narrative overview and analysis of the finance activities of the City of St. Augustine Beach for the fiscal year ended September 30, 2016.

**Financial Highlights**

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by \$20,082,919 (net position).
- The government's total net position decreased by \$273,144.
- The City's total long-term obligations increased during the current year by \$5,391,930.

**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide Financial Statements**

The first financial statement is the *Statement of Net Position*. This statement includes all of the City's assets and liabilities using the accrual basis of accounting. Accrual accounting is similar to the accounting used by most private sector companies. All of the current year revenues and expenses are recorded, regardless of when cash is received or paid. Net Position - the difference between assets and liabilities - can be used to measure the City's financial position.

The second financial statement, the *Statement of Activities*, presents information showing how the City's net position has changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (i.e., uncollected revenues and earned but unused vacation leave).

**Fund Financial Statements**

Following the government-wide financial statements are the fund financial statements. The City maintains four individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, road and bridge fund, debt service fund, and capital projects fund.

A budgetary comparison statement has been provided for the general fund and road and bridge funds to demonstrate compliance with their budgets.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Condensed Financial Information**

The following tables represent condensed, government-wide comparative data about net position and changes in net position:



**CITY OF ST. AUGUSTINE BEACH  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2016  
(Continued)**

**Net Position**

	<b>2016</b>	<b>2015</b>
Current and Other Assets	\$ 7,547,105	\$ 5,679,326
Capital Assets	28,358,163	21,299,365
Total Assets	<u>35,905,268</u>	<u>26,978,691</u>
Deferred Outflows of Resources	1,972,779	616,408
Long-term Liabilities Outstanding	14,150,848	8,758,918
Other Liabilities	3,611,633	617,465
Total Liabilities	<u>17,762,481</u>	<u>9,376,383</u>
Deferred Inflows of Resources	32,647	386,603
Net Position:		
Net Investment in Capital Assets	18,894,344	15,068,349
Restricted	663,459	495,870
Unrestricted	525,116	2,267,894
Total Net Position	<u>\$ 20,082,919</u>	<u>\$ 17,832,113</u>

**Changes in Net Position**

	<b>2016</b>	<b>2015</b>
Revenues:		
Program Revenues:		
Charges for Services	\$ 1,534,336	\$ 650,279
Operating Grants and Contributions	280,740	288,385
Capital Grants and Contributions	0	8,177
General Revenues:		
Property Taxes	2,777,849	2,191,351
Other Taxes	2,205,873	2,177,238
Other	45,230	172,886
Total Revenues	<u>6,844,028</u>	<u>5,488,316</u>
Expenses:		
General Government	1,774,498	1,397,124
Public Safety	2,525,005	1,870,640
Physical Environment	1,157,111	1,035,444
Transportation	830,500	689,768
Economic Environment	0	5,250
Human Services	54	51
Culture and Recreation	270,606	243,675
Interest on Long-term Debt	559,398	270,324
Total Expenses	<u>7,117,172</u>	<u>5,512,276</u>
Change in Net Position	(273,144)	(23,960)
Net Position - October 1*	20,356,063	17,856,073
Net Position - September 30	<u>\$ 20,082,919</u>	<u>\$ 17,832,113</u>

\*Net Position as of October 1, 2015, has been increased by \$2,523,950 to reflect a prior period adjustment related to the acquisition of Hammock Dunes Park.

**CITY OF ST. AUGUSTINE BEACH  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
SEPTEMBER 30, 2016  
(Concluded)**

**Overall Financial Position and Results of Operations**

The governmental activities generated \$1,093,242 in program revenues and \$5,750,786 in general revenues, and incurred \$6,978,162 of program expenses. This resulted in a \$134,134 decrease in net position.

**The City's Individual Funds**

The General Fund's fund balance increased by \$1,191,209, from \$4,613,313 to \$5,804,522. Revenues were lower than budgeted amounts and expenditures were more than budgeted amounts. With the purchase of the additional 4.5 acres of Ocean Hammock Park and the activity related to other financing sources, this resulted in an increase in the excess of revenues over expenditures.

The Road and Bridge fund balance decreased by \$10,980, from \$673,971 to \$662,991. Revenues were more than budgeted amounts and expenditures were less than budgeted amounts, and was not as heavily subsidized by the General Fund.

**General Fund Budgetary Highlights**

The City continues monitoring the status of intergovernmental revenues during the first quarter of the fiscal year. As is typical, the budget is reevaluated at the six-month mark and adjusted where necessary. The City entered a lease purchase agreement with the Trust for Public Lands to acquire the remaining 4.5 acres of the property formerly known as Maratea. The City utilized unassigned fund balance to make the initial payment.

The City received less than the overall budgeted amount for revenues, and spent more than the budgeted amounts for expenditures.

**Capital Asset and Debt Administration**

**Capital Assets**

The City's investment in capital assets as of September 30, 2016, amounts to \$28,358,163 (net of accumulated depreciation). See Note 3 for details. Capital assets include land, buildings and improvements, machinery and equipment, and infrastructure. The total increase in the City's investment in capital assets net of depreciation for the current fiscal year was 33%. The main element for this increase is the purchase of land.

**Debt Administration**

The City increased its bond and loan payables during the current fiscal year by \$3,045,540, which is an increase of 49 percent. See Note 4 for details.

**Economic Factors**

We are not currently aware of any conditions that are expected to have a significant effect on the City's financial position or results of operations.

**Request for Information**

This financial report is designed to provide a general overview of the City's finances for all of those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Chief Financial Officer, 2200 A1A South, St. Augustine Beach, Florida 32080.

## **BASIC FINANCIAL STATEMENTS**

**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2016**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**Assets**

**Current Assets**

Cash and Equivalents	\$ 4,815,216
Investments	2,287,506
Accounts Receivable	145,447
Due from Other Governments	182,829
Inventory	3,596
Prepaid Expenses	112,511
<b>Total Current Assets</b>	<u>7,547,105</u>

**Noncurrent Assets**

Capital Assets:	
Nondepreciable	14,456,240
Depreciable, Net	13,901,923
<b>Total Noncurrent Assets</b>	<u>28,358,163</u>

**Total Assets**

35,905,268

**Deferred Outflows of Resources**

Pension Related	1,972,779
<b>Total Deferred Outflows of Resources</b>	<u>1,972,779</u>

**Liabilities**

**Current Liabilities**

Accounts Payable and Accrued Liabilities	213,905
Deposits	1,550
Due to Other Governments	1,608
Accrued Interest	166,243
Current Portion of Long-term Obligations	3,228,327
<b>Total Current Liabilities</b>	<u>3,611,633</u>

Noncurrent Liabilities	14,150,848
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**Total Noncurrent Liabilities**

14,150,848

**Total Liabilities**

17,762,481

**Deferred Inflows of Resources**

Pension Related	32,647
<b>Total Deferred Inflows of Resources</b>	<u>32,647</u>

**Net Position**

Net Investment in Capital Assets	18,894,344
Restricted for:	
Impact Fees - General Fund	296,824
Police Department Communications	32,699
Law Enforcement - Forfeiture and Seizure	27,323
Building Department	306,613
Unrestricted	525,116
<b>Total Net Position</b>	<u>\$ 20,082,919</u>

The accompanying notes are an integral part of the financial statements.

**STATEMENT OF ACTIVITIES**  
**SEPTEMBER 30, 2016**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities</b>					
General Government	\$ 1,774,498	\$ 65,732	\$ 0	\$ 0	\$ (1,708,766)
Public Safety	2,525,005	1,086,462	12,745	0	(1,425,798)
Physical Environment	1,157,111	324,542	167,366	0	(665,203)
Transportation	830,500	48,328	20,000	0	(762,172)
Human Services	54	272	0	0	218
Culture and Recreation	270,606	9,000	80,629	0	(180,977)
Interest on Long-term Debt	559,398	0	0	0	(559,398)
<b>Total Governmental Activities</b>	<b>\$ 7,117,172</b>	<b>\$ 1,534,336</b>	<b>\$ 280,740</b>	<b>\$ 0</b>	<b>(5,302,096)</b>
<b>General Revenues</b>					
Property Taxes					2,777,849
Sales Tax and Other State-shared Revenues					1,013,655
Franchise Fees					403,676
Utility Taxes					604,099
Communications Service Tax					184,443
Interest Earnings					16,464
Miscellaneous					26,206
Gain on Sale of Fixed Assets					2,560
<b>Total General Revenues</b>					<b>5,028,952</b>
<b>Change in Net Position</b>					<b>(273,144)</b>
<b>Net Position, Beginning of Year</b>					<b>17,832,113</b>
Adjustment to Beginning Net Position					2,523,950
<b>Net Position, Beginning of Year, Restated</b>					<b>20,356,063</b>
<b>Net Position, End of Year</b>					<b>\$ 20,082,919</b>

The accompanying notes are an integral part of the financial statements.

**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2016**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**

	<b>General Fund</b>	<b>Road and Bridge</b>	<b>Debt Service Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Assets</b>					
Cash and Equivalents	\$ 3,568,390	\$ 623,255	\$ 623,571	\$ 0	\$ 4,815,216
Investments	2,137,183	150,323	0	0	2,287,506
Accounts Receivable	145,447	0	0	0	145,447
Due from Other Governments	123,453	59,250	126	0	182,829
Due from Other Funds	54,237	6,041	0	256,038	316,316
Inventory	1,978	1,618	0	0	3,596
Prepaid Items	112,511	0	0	0	112,511
<b>Total Assets</b>	<b>6,143,199</b>	<b>840,487</b>	<b>623,697</b>	<b>256,038</b>	<b>7,863,421</b>
<b>Liabilities</b>					
Accounts Payable and Accrued Liabilities	79,480	133,965	460	0	213,905
Due to Other Funds	256,039	43,531	0	16,746	316,316
Due to Other Governments	1,608	0	0	0	1,608
Deposits	1,550	0	0	0	1,550
<b>Total Liabilities</b>	<b>338,677</b>	<b>177,496</b>	<b>460</b>	<b>16,746</b>	<b>533,379</b>
<b>Fund Balance</b>					
Nonspendable:					
Inventory	1,978	1,618	0	0	3,596
Prepaid Items	112,511	0	0	0	112,511
Restricted:					
Impact Fees	296,824	0	0	0	296,824
Police Department:					
Communications	32,699	0	0	0	32,699
Law Enforcement:					
Forfeiture and Seizure	27,323	0	0	0	27,323
Building Department	306,613	0	0	0	306,613
Capital Projects	3,000,000	0	0	239,292	3,239,292
Committed:					
Debt Service	0	0	623,237	0	623,237
Assigned:					
Parks and Recreation	749,613	0	0	0	749,613
Capital Projects	600,000	0	0	0	600,000
Land Acquisition	131,196	0	0	0	131,196
Beach Blast Off	26,921	0	0	0	26,921
Emergencies and Contingencies	50,000	25,000	0	0	75,000
Transportation	0	636,373	0	0	636,373
Unassigned	468,844	0	0	0	468,844
<b>Total Fund Balances</b>	<b>5,804,522</b>	<b>662,991</b>	<b>623,237</b>	<b>239,292</b>	<b>7,330,042</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 6,143,199</b>	<b>\$ 840,487</b>	<b>\$ 623,697</b>	<b>\$ 256,038</b>	<b>\$ 7,863,421</b>

The accompanying notes are an integral part of the financial statements.

**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET POSITION  
FOR THE YEAR ENDED SEPTEMBER 30, 2016  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

<b>Total Fund Balance of Governmental Funds</b>	\$ 7,330,042
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**Amounts Reported in the Statement of Net Position are Different Because:**

Capital assets used in governmental activities are not reported in the governmental funds:

Capital Assets, Net	28,358,163
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Deferred outflows and inflows of resources are not available in the current period and, therefore, are not reported in the governmental funds. Deferred outflows and inflows of resources at year-end consist of:

Deferred Outflows Related to Pensions	1,972,779
Deferred Inflows Related to Pensions	(32,647)

Long-term liabilities are not due and payable in the current period and, accordingly, are not reported as fund liabilities. Interest on long-term debt is generally not accrued in the governmental funds, but rather recognized as an expenditure when due. All liabilities, both current and long-term, are reported in the statement of net position. Long-term liabilities at year-end consist of:

Net Pension Liability	(4,217,514)
Bonds, Loans, and Capital Lease Payable	(12,463,819)
Compensated Absences	(236,633)
Net OPEB Obligation	(461,209)
Accrued Interest Payable	(166,243)

<b>Total Net Position, Statement of Net Position</b>	<b>\$ 20,082,919</b>
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The accompanying notes are an integral part of the financial statements.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2016**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**

	<b>General Fund</b>	<b>Road and Bridge</b>	<b>Debt Service Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>					
Taxes	\$ 2,808,816	\$ 254,318	\$ 784,823	\$ 0	\$ 3,847,957
Licenses and Permits	750,785	371,624	0	284,033	1,406,442
Intergovernmental	723,436	239,397	0	0	962,833
Charges for Services	447,659	48,993	0	0	496,652
Fines and Forfeitures	24,177	0	0	0	24,177
Investment Income	14,873	819	772	0	16,464
Miscellaneous	91,080	4	0	0	91,084
<b>Total Revenues</b>	<u>4,860,826</u>	<u>915,155</u>	<u>785,595</u>	<u>284,033</u>	<u>6,845,609</u>
<b>Expenditures</b>					
Current:					
General Government	1,442,292	0	0	0	1,442,292
Public Safety	2,177,136	0	0	0	2,177,136
Physical Environment	750,608	0	0	0	750,608
Transportation	0	760,255	0	27,995	788,250
Human Services	54	0	0	0	54
Culture and Recreation	93,882	0	0	144,211	238,093
Capital Outlay	5,014,786	230,127	0	0	5,244,913
Debt Service:					
Principal	1,548,031	104,495	176,675	0	1,829,201
Interest and Fiscal Charges	171,299	62,871	325,228	0	559,398
<b>(Total Expenditures)</b>	<u>(11,198,088)</u>	<u>(1,157,748)</u>	<u>(501,903)</u>	<u>(172,206)</u>	<u>(13,029,945)</u>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<u>(6,337,262)</u>	<u>(242,593)</u>	<u>283,692</u>	<u>111,827</u>	<u>(6,184,336)</u>
<b>Other Financing Sources (Uses)</b>					
Transfers in	0	231,613	0	144,211	375,824
Transfers (out)	(375,824)	0	0	0	(375,824)
Capital Lease	4,735,295	0	0	0	4,735,295
Debt Proceeds	3,169,000	0	3,427,710	0	6,596,710
Debt Refunding	0	0	(3,270,000)	0	(3,270,000)
<b>Total Other Financing Sources (Uses)</b>	<u>7,528,471</u>	<u>231,613</u>	<u>157,710</u>	<u>144,211</u>	<u>8,062,005</u>
<b>Net Change in Fund Balances</b>	1,191,209	(10,980)	441,402	256,038	1,877,669
<b>Fund Balances, Beginning of Year</b>	<u>4,613,313</u>	<u>673,971</u>	<u>181,835</u>	<u>(16,746)</u>	<u>5,452,373</u>
<b>Fund Balances, End of Year</b>	<u>\$ 5,804,522</u>	<u>\$ 662,991</u>	<u>\$ 623,237</u>	<u>\$ 239,292</u>	<u>\$ 7,330,042</u>

The accompanying notes are an integral part of the financial statements.



**RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES  
TO THE STATEMENT OF ACTIVITIES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

<b>Net Change in Fund Balances - Statement of Revenues, Expenditures, and Changes in Fund Balance</b>	<b>\$ 1,877,669</b>
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**Amounts Reported in the Statement of Activities are Different Because:**

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives:

Expenses for Capital Assets	5,244,277
Current Year Depreciation Expense	(707,846)
Reduction in Gain on Disposal of Fixed Assets	(1,580)

The issuance and refunding of long-term debt effects current financial resources to the government funds, and thus contributes to the change in fund balance. In the statement of net position, however, issuing debt increases/decreases long-term debt and does not affect the statement of activities. The amounts of the items that make up these differences in treatment of long-term debt and related items are:

Proceeds from Issuance of Capital Leases	(4,735,295)
Proceeds from Issuance of Debt	(6,596,710)
Refunding of Existing Debt	3,270,000

Repayment of debt principal is an expenditure in the governmental funds, but the repayment does not effect net position of governmental activities.

Principal Payments	1,829,201
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Accrued Interest Payable	(88,964)
Compensated Absences	(58,509)
Increase in Net OPEB Obligation	(21,630)

The net change in the net pension liability and deferred inflows and outflows related to pensions is reported in the statement of activities, but not in the fund statements.

<b>Change in Net Position of Governmental Activities</b>	<b>\$ <u>(273,144)</u></b>
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The accompanying notes are an integral part of the financial statements.

**NOTES TO FINANCIAL STATEMENTS  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**Note 1 - Summary of Significant Accounting Policies**

The accounting policies of the City of St. Augustine Beach, Florida (the City) conform to U.S. generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

**Reporting Entity**

The City was constituted a municipality on June 20, 1959, under the provisions of Chapter 59-1790, *Laws of Florida, Acts of 1959*. The City operates under a commission/manager form of government and provides the following services as authorized by its charter: law enforcement, planning and zoning, code enforcement, building inspection, solid waste collections, road and right-of-way maintenance, maintenance of City buildings, drainage and storm water management, and street lighting.

As required by U.S. generally accepted accounting principles, the accompanying financial statements present the City as a primary government. Component units, if any, would also be presented. Component units are entities for which a primary government is considered to be financially accountable.

There are no component units included in the City's financial reporting entity.

The City did not participate in any joint ventures during the fiscal year.

**Government-wide Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all nonfiduciary activities. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely on fees charged to external parties. The City has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: charges for services that are directly related to a given function; and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other revenues not properly included among program revenues are reported instead as general revenues.

**Fund Financial Statements**

Separate financial statements are provided for the governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements, but any nonmajor funds are aggregated and displayed in a single column. The governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The City reports the following major governmental funds:

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Fund Financial Statements (Concluded)**

- **General Fund**—the primary operating fund, used to account for and report all activities except those accounted for and reported in another fund.
- **Road and Bridge Fund**—to account for and report activities of the Road and Bridge Department. Resources are primarily provided by gas taxes, impact fees, and intergovernmental revenue.
- **Debt Service Fund**—to account for and report resources to be used for debt service.

**Measurement Focus and Basis of Accounting**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of the timing of related cash flows.

Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Taxes and intergovernmental revenues constitute the most significant sources of revenue considered susceptible to accrual.

In governmental funds, expenditures are generally recognized when the related liability is incurred. However, debt service expenditures, expenditures for compensated absences, other postemployment benefits, pension expenditures, and claims and judgments, are recorded only when payment is due.

**Accounts Receivable**

Receivables are stated at net realizable value. An allowance for uncollectable accounts was not considered necessary.

**Investments**

The City follows the provisions of Section 218.415, Florida Statutes, which allows for surplus funds to be invested in the Local Government Surplus Funds Trust fund (the State Pool) or any intergovernmental investment pool; Securities and Exchange Commission registered money market funds; certificates of deposit and savings accounts in state-certified qualified public depositories; and direct obligations of the U.S. Treasury.

**Inventory and Prepaids**

Inventory is valued at cost under the first-in, first-out method and is accounted for using the consumption method. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. An offsetting "nonspendable" fund balance is reported in the fund financial statements to indicate that inventories and prepaids do not represent available spendable resources.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Capital Assets**

Capital assets are recorded at historical cost or estimated historical cost, except for contributed assets, which are recorded at fair value at the date of contribution. The City uses a capitalization threshold of \$1,000 for all classes of capital assets.

In accordance with Government Accounting Standards Board (GASB) Statement No. 34, the City has elected not to record and depreciate infrastructure assets acquired prior to October 1, 2003.

Depreciation of capital assets is provided using the straight-line method over the estimated useful lives of the assets, which range as follows:

	<u>Years</u>
Infrastructure	40
Buildings and Improvements	10-40
Machinery and Equipment	3-20

**Compensated Absences**

Since the liability for employees' leave time will not be liquidated with expendable available financial resources, the liability has not been reported in the governmental funds. A liability for compensated absences is accrued when incurred in the government-wide financial statements.

**Deferred Outflows and Deferred Inflows**

Deferred outflows of resources represent the consumption of net position that is applicable to a future reporting period and will not be recognized as an outflow of resources (expense) until that future time. Deferred inflows of resources represent the acquisition of net position that is applicable to a future reporting period and, therefore, will not be recognized as an inflow of resources (revenue) until that future time. Deferred outflows have a positive effect on net position, similar to assets, while deferred inflows have a negative effect on net position, similar to liabilities. The City reports pension related deferred inflows and outflows of resources.

*Pension Related*—differences between expected and actual earnings on plan investments and expected and actual experience with regard to economic or demographic factors in the measurement of total pension liability are reported as deferred inflows or outflows of resources, to be recognized in expense as disclosed in Note 6. Employer contributions to the pension trust made between the net pension liability measurement date and the employer's fiscal year-end are recognized as deferred outflows of resources, to be included in pension expense in the subsequent fiscal year.

**Property Taxes**

Details of the City's property tax calendar are presented below:

Lien Date	January 1
Levy Date	October 1
Discount Period	November – February
Delinquent Date	April 1

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Restricted Net Position**

In the accompanying government-wide statement of net position, the restricted component of net position is subject to restrictions beyond the City's control. The restriction is either externally imposed (for instance, by creditors, grantors, contributors, or laws/regulations of other governments) or is imposed by law through constitutional provisions or enabling legislation.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

The City has \$296,824 of net position restricted by enabling legislation.

**Fund Balance**

The City follows the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, to classify fund balances for governmental funds into specifically defined classifications. The classifications comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

Fund balance classifications are described below:

- **Nonspendable Fund Balance**—Nonspendable fund balances are amounts that cannot be spent because they are either: (a) not in spendable form; or (b) legally or contractually required to be maintained intact.
- **Restricted Fund Balance**—Restricted fund balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed Fund Balance**—Committed fund balances are amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the City's highest level of decision-making authority, which is an ordinance of the City Commission. Committed amounts cannot be used for any other purpose unless the City removes those constraints by taking the same type of action.
- **Assigned Fund Balance**—Assigned fund balances are amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by: (a) the City Commission; or (b) a body or official to which the Commission has delegated the authority to assign amounts to be used for specific purposes.
- **Unassigned Fund Balance**—Unassigned fund balance is the residual classification for the general fund.

The City's policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

**Use of Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make various estimates and assumptions. Actual results could vary from the estimates that were used.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 1 - Summary of Significant Accounting Policies (Concluded)**

**Prior Period Adjustment**

A prior period adjustment was made to the City's opening net position to account for the acquisition of the Hammock Dunes Park. This adjustment increased opening net position by \$2,523,950, which represents the total acquisition cost of the property. The City paid \$1,239,010 of the acquisition price over a ten-year period and the remainder of the property was paid for by St. Johns County and ownership was transferred to the City during the year.

**Adoption of New Accounting Standards**

During the year, the City adopted the following new accounting standards:

- **GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*** was issued to address how certain investment pool transactions are reported in response to anticipated changes in a U.S. Securities and Exchange Commission (SEC) rule that was previously included in GASB literature by reference. This Statement allows qualifying external investment pools to measure all investments at amortized cost if the pool meets certain criteria, and establishes certain additional note disclosure requirement for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. The adoption of GASB Statement No. 79 resulted in additional disclosures in the City's financial statements related to the City's investments in Florida PRIME.

**Future GASB Pronouncement Implementations**

- **GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions***, replaces the requirements of **Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions***, as amended, and **No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans***, for OPEB. This Statement establishes new accounting and financial reporting requirements for governments whose employees are provided with OPEB, including the recognition and measurement of liabilities, deferred outflows of resources, deferred inflows of resources and expense. For each qualifying plan providing postemployment benefits other than pensions, employers are required to report the difference between the actuarial OPEB liability and the related plan's fiduciary net position as the net OPEB liability on the statement of net position. Additionally, Statement No. 75 sets forth note disclosure and required supplementary disclosure requirements for defined contribution OPEB. The City is currently evaluating the impact that adoption of this Statement will have on its financial statements.

**Note 2 - Deposits and Investments**

**Deposits**

All deposits are placed in a bank that qualifies as a public depository, as required by law (*Florida Security for Public Deposits Act*). Accordingly, all deposits are insured by Federal depository insurance and/or entirely collateralized pursuant to Chapter 280, Florida Statutes.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 2 - Deposits and Investments (Continued)**

**Investments**

The City's investments are summarized below:

	<u>Fair Value</u>
Florida PRIME	\$ 1,783,712
Florida Local Government Investment Trust – Short-term Bond Fund	453,652
Florida Local Government Investment Trust – Day to Day Fund	50,142
<b>Total</b>	<u>\$ 2,287,506</u>

**Florida PRIME and Florida Local Government Investment Trust**

The City's investments in the Florida Prime Investment Pool (Florida PRIME) and Florida Local Government Investment Trust (FLGIT) are similar to money market funds in which units are owned in the fund rather than the underlying investments. These investments are reported at amortized cost and meet the requirements of GASB Statement No. 31, as amended by GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, which establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. There is no limitation or restrictions on withdrawals from Florida PRIME or FLGIT; although in the occurrence of an event that has a material impact on liquidity or operations of the trust fund, the funds' executive director may limit contributions to or withdrawals from the trust fund for a period of 48 hours.

The City's investment in the State Pool exposes it to credit risk. The City does not have a formal investment policy relating to these risks, which are hereafter described:

- **Credit Risk**—the risk that an issuer or other counterparty to an investment will not fulfill its obligations.
  - The Florida PRIME is rated by Standards & Poor's and has a rating at September 30, 2016, of AAAm.
  - The Florida Local Government Investment Trust is rated by Standards & Poor's and has a credit rating at September 30, 2016, of AA Af for the Short-term Bond Fund and AA Am for the Day to Day Fund.
- **Concentration of Credit Risk**
  - More than 5% of the City's investments are in Florida PRIME and Florida Local Government Investment Trust – Short-term Bond Fund. These investments are 77.98% and 19.83%, respectively, of the total investments of the City.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 2 - Deposits and Investments (Concluded)**

**Investments (Concluded)**

- **Interest Rate Risk**—the risk that changes in interest rates will adversely affect the fair value of an investment.
  - The dollar weighted-average days to maturity (WAM) of the Florida PRIME at September 30, 2016, is 29 days.
  - The dollar weighted-average days to maturity (WAM) of the Florida Local Government Investment Trust – Short-term Bond Fund at September 30, 2016, is 1.5 years.
  - The dollar weighted-average days to maturity (WAM) of the Florida Local Government Investment Trust – Day to Day Fund at September 30, 2016, is 29 days.

**Note 3 - Capital Assets**

Capital asset activity for the fiscal year ended September 30, 2016, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>(Decreases)</u>	<u>Ending Balance</u>
Capital Assets Not Being Depreciated:				
Land	\$ 9,797,129	\$ 4,500,000	\$ 0	\$ 14,297,129
Construction in Progress	17,020	142,091	0	159,111
Total Capital Assets Not Being Depreciated	<u>9,814,149</u>	<u>4,642,091</u>	<u>0</u>	<u>14,456,240</u>
Capital Assets Being Depreciated:				
Machinery and Equipment	2,843,002	533,399	(80,699)	3,295,702
Buildings and Improvements	4,426,591	21,093	0	4,447,684
Infrastructure	11,569,794	47,696	0	11,617,490
Total Capital Assets Being Depreciated	<u>18,839,387</u>	<u>602,188</u>	<u>(80,699)</u>	<u>19,360,876</u>
Less Accumulated Depreciation for:				
Machinery and Equipment	(1,734,827)	(254,465)	79,115	(1,910,177)
Buildings and Improvements	(1,695,231)	(147,925)	0	(1,843,156)
Infrastructure	(1,400,164)	(305,456)	0	(1,705,620)
Total Accumulated Depreciation	<u>(4,830,222)</u>	<u>(707,846)</u>	<u>79,115</u>	<u>(5,458,953)</u>
Total Capital Assets Being Depreciated, Net	<u>14,009,165</u>	<u>(105,658)</u>	<u>(1,584)</u>	<u>13,901,923</u>
<b>Net Capital Assets</b>	<u><b>\$ 23,823,314</b></u>	<u><b>\$ 4,536,433</b></u>	<u><b>\$ (1,584)</b></u>	<u><b>\$ 28,358,163</b></u>

Depreciation expense was charged to functions/programs as follows:

General Governmental	\$ 147,325
Public Safety	135,630
Physical Environment	384,402
Transportation	7,976
Culture and Recreation	<u>32,513</u>
<b>Total Depreciation Expense</b>	<u><b>\$ 707,846</b></u>



**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 4 - Long-term Obligations**

A summary of changes in long-term obligations follows:

	Balance October 1, 2015	Additions	Reductions	Balance September 30, 2016	Due Within One Year
Bonds Payable	\$ 4,051,971	\$ 6,420,000	\$ (3,446,675)	\$ 7,025,296	\$ 33,376
Plus Premium	0	176,710	0	176,710	0
Loans Payable	2,179,045	0	(104,495)	2,074,550	107,568
Capital Leases	0	4,735,295	(1,548,031)	3,187,264	3,044,788
Compensated Absences	178,125	219,017	(160,510)	236,632	42,595
Net Pension Liability	2,223,430	1,994,084	0	4,217,514	0
Net OPEB Obligation	439,580	21,629	0	461,209	0
<b>Total</b>	<u>\$ 9,072,151</u>	<u>\$ 13,566,735</u>	<u>\$ (5,259,711)</u>	<u>\$ 17,379,175</u>	<u>\$ 3,228,327</u>

**Bonds Payable**

■ **Florida Municipal Loan Council Revenue Bonds, Series 2004A**

\$2,500,000 serial bond used for the purchase of land and capital improvements, issued through the Florida League of Cities, at interest rates between 3% and 5.13%. The bond issue was refunded during the year by Florida Municipal Loan Council Refunding and Improvement Bonds, Series 2016C.

■ **Florida Municipal Loan Council Revenue Bonds, Series 2009**

\$5,350,000 serial bond used for the purchase of land issued through the Florida Municipal Loan Council at a fixed rate of interest of 5.37%. The principal balance at September 30, 2016, was \$605,296. Interest payments are payable semiannually on January 1 and July 1. Principal payments are due annually on July 1, maturing on July 1, 2029. The bond issue is payable from and secured by certain ad valorem revenues. The approximate amount of the pledge is equal to the remaining principal and interest of \$856,448. During 2016, \$478,734 in ad valorem revenues were recognized and \$65,881 were paid for debt service.

■ **Florida Municipal Loan Council Refunding Revenue Bond, Series 2010AA**

\$1,835,000 serial bond issued for a current refunding of \$1,785,000 Florida Municipal Loan Council Bond, Series 1999, at a fixed rate of interest of 4.26%. The bond issue was refunded during the year by Florida Municipal Loan Council Refunding and Improvement Bonds, Series 2016D.

■ **Florida Municipal Loan Council Refunding and Improvement Bonds, Series 2016A**

\$1,460,000 serial bond used for the purchase of land and capital improvements, issued through the Florida Municipal Loan Council at interest rates between 2.00% and 5.00%. The principal balance at September 30, 2016, was \$1,460,000. Interest payments are payable semiannually on April 1 and October 1. Principal payments are due annually on October 1, maturing on October 1, 2046. The bond issue is payable from and secured by non-ad valorem revenues. The approximate amount of the pledge is equal to the remaining principal and interest of \$2,546,744. During 2016, \$3,696,135 in non-ad valorem revenues were recognized and \$0 was paid for debt service.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 4 - Long-term Obligations (Continued)**

**Bonds Payable (Concluded)**

■ **Florida Municipal Loan Council Refunding and Improvement Bonds, Series 2016B**

\$1,610,000 serial bond used for the purchase of land and capital improvements, issued through the Florida Municipal Loan Council at interest rates between 2.00% and 4.00%. The principal balance at September 30, 2016, was \$1,610,000. Interest payments are payable semiannually on April 1 and October 1. Principal payments are due annually on October 1, maturing on October 1, 2028. The bond issue is payable from and secured by certain ad valorem revenues. The approximate amount of the pledge is equal to the remaining principal and interest of \$1,900,581. During 2016, \$478,734 in ad valorem revenues were recognized and \$0 was paid for debt service.

■ **Florida Municipal Loan Council Refunding and Improvement Bonds, Series 2016C**

\$1,920,000 serial bond issued for a current refunding of Florida Municipal Loan Council Revenue Bonds, Series 2004A at interest rates between 2.00% and 5.00%. The principal balance at September 30, 2016, was \$1,920,000. Interest payments are payable semiannually on April 1 and October 1. Principal payments are due annually on October 1, maturing on October 1, 2034. The bond issue is payable from and secured by non-ad valorem revenues. The approximate amount of the pledge is equal to the remaining principal and interest of \$2,546,744. During 2016, \$3,696,135 in non-ad valorem revenues were recognized and \$0 was paid for debt service.

■ **Florida Municipal Loan Council Refunding and Improvement Bonds, Series 2016D**

\$1,430,000 serial bond issued for a current refunding of Florida Municipal Loan Council Refunding Revenue Bond, Series 2010AA at interest rates between 2.00% and 5.00%. The principal balance at September 30, 2016, was \$1,430,000. Interest payments are payable semiannually on April 1 and October 1. Principal payments are due annually on October 1, maturing on October 1, 2029. The bond issue is payable from and secured by non-ad valorem revenues. The approximate amount of the pledge is equal to the remaining principal and interest of \$2,546,744. During 2016, \$3,696,135 in non-ad valorem revenues were recognized and \$0 was paid for debt service.

**Loans Payable**

\$2,520,323 loan payable used to connect approximately 620 residential units to the St. Johns County Utility System, issued through the Department of Environmental Protection's Clean Water State Revolving Loan Fund at an interest rate of 2.92%. The principal outstanding at September 30, 2016, was \$2,074,550. Principal and interest payments of \$83,683 are payable semiannually on January 15 and July 15. The loan is secured by revenue received from St. Johns County equal to the semiannual debt service payment to the City as each payment comes due. See Note 9 for further discussion of this activity.

**Capital Leases**

The City entered into lease agreements for financing the acquisition of six police vehicles and a piece of land for the beachfront park project. These lease agreements qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of the future minimum lease payments as of the inception date.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 4 - Long-term Obligations (Concluded)**

**Capital Leases (Concluded)**

The assets acquired through capital leases are as follows:

<b>Asset</b>	<b>Governmental Activities</b>
Land	\$ 4,500,000
Vehicles and Accessories	235,295
(Accumulated Depreciation)	(23,532)
<b>Total</b>	<b>\$ 4,711,763</b>

The future minimum lease obligations and the net present value of these minimum lease payments as of September 30, 2016, were as follows:

<b>Year Ending September 30,</b>	<b>Governmental Activities</b>
2017	\$ 3,074,125
2018	50,330
2019	50,330
2020	50,330
<b>Total Minimum Lease Payments</b>	<b>3,225,115</b>
<b>(Less: Amount Representing Interest)</b>	<b>(37,851)</b>
<b>Present Value of Minimum Lease Payments</b>	<b>\$ 3,187,264</b>

Aggregate maturities of the bonds, loans, and capital leases are as follows:

<b>Year Ending September 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2017	\$ 3,185,732	\$ 218,281	\$ 3,404,013
2018	523,662	279,524	803,186
2019	540,172	264,864	805,036
2020	556,920	246,366	803,286
2021	528,585	227,246	755,831
2022-2026	2,868,968	883,734	3,752,702
2027-2031	2,688,237	458,350	3,146,587
2032-2047	1,571,544	297,067	1,868,611
<b>Total</b>	<b>\$ 12,463,820</b>	<b>\$ 2,875,432</b>	<b>\$ 15,339,252</b>

**Note 5 - Interfund Balances and Transfers**

The interfund balances resulted from the normal course of operations and are expected to be paid within one year. Interfund transfers were generally made in the normal course of operations and are consistent with the activities of the fund making the transfer.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 5 - Interfund Balances and Transfers (Concluded)**

Interfund balances at September 30, 2016, consisted of the following:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Total</u>
General Fund	Road and Bridge	\$ 43,531
Road and Bridge	Other Nonmajor Funds	6,041
General Fund	Other Nonmajor Funds	10,706
Other Nonmajor Funds	General Fund	256,038
<b>Total</b>		<b>\$ 316,316</b>

Interfund transfers at September 30, 2016, consisted of the following:

<u>Transfer Out</u>	<u>Transfer In</u>	<u>Total</u>
General Fund	Road and Bridge	\$ 231,613
General Fund	Other Governmental Funds	144,211
<b>Total</b>		<b>\$ 375,824</b>

**Note 6 - Defined Benefit Pension Plan**

**General Information about the Florida Retirement System (FRS)**

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer, defined benefit pension plan, to assist retired members of any state-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the City are eligible to enroll as members of the State-administered FRS. Provisions relating to FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112 Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer, defined-benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services' web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

The City's pension expense totaled \$667,719 for the fiscal year ended September 30, 2016, (all plans).

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 6 - Defined Benefit Pension Plan (Continued)**

**FRS Pension Plan**

Plan Description. The FRS Pension Plan (the Plan) is a cost-sharing, multiple-employer, defined benefit pension plan, with a DROP for eligible employees. The general classes of membership applicable to the City are as follows:

- *Regular Class*—Members of the FRS who do not qualify for membership in the other classes.
- *Elected Officer Class*—Members who hold specified elective offices in local government.
- *Senior Management Service Class (SMSC)*—Members in senior management level positions.
- *Special Risk Class*—Members who are employed in special risk careers, such as law enforcement or fire rescue, and meet the criteria to qualify for this class.

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service, except for members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service, except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of service. Members of the Plan may include up to four years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

Benefits Provided. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

**NOTES TO FINANCIAL STATEMENTS  
CITY OF ST. AUGUSTINE BEACH, FLORIDA  
(Continued)**

**Note 6 - Defined Benefit Pension Plan (Continued)**

**FRS Pension Plan (Continued)**

Benefits Provided. (Concluded)

<b>Class, Initial Enrollment, and Retirement Age/Years of Service</b>	<b>Percent Value</b>
<b><i>Regular Class Members Initially Enrolled Before July 1, 2011:</i></b>	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
<b><i>Regular Class Members Initially Enrolled on or After July 1, 2011:</i></b>	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
<b><i>Elected Officers</i></b>	3.00
<b><i>Senior Management Service Class</i></b>	2.00
<b><i>Special Risk Regular</i></b>	
Service from December 1, 1970 through September 30, 1974	2.00
Service on and after October 1, 1974	3.00

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3% per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3% determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3%. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions. The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates for FRS during the City's 2015-16 fiscal year were as follows:

<b>Class</b>	<b>Year Ended June 30, 2016 Percent of Gross Salary</b>		<b>Year Ended June 30, 2017 Percent of Gross Salary</b>	
	<b>Employee</b>	<b>Employer</b>	<b>Employee</b>	<b>Employer</b>
Regular	3.00	5.56	3.00	7.52
Elected Officers	3.00	40.57	3.00	42.47
Senior Management Service	3.00	19.73	3.00	21.77
Special Risk Regular	3.00	20.34	3.00	22.57
DROP	0.00	11.22	0.00	12.99
Reemployment Retiree <sup>(1)</sup>	--	--	--	--

<sup>(1)</sup> Contribution rates are dependent upon retirement class in which reemployed.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 6 - Defined Benefit Pension Plan (Continued)**

**FRS Pension Plan (Continued)**

*Contributions. (Concluded)*

The City's contributions, including employee contributions, to the Plan totaled \$316,410 for the fiscal year ended September 30, 2016. This excludes the HIS defined benefit pension plan contributions.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At September 30, 2016, the City reported a liability of \$3,276,134 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The City's proportionate share of the net pension liability was based on the City's contributions during the Plan's fiscal year relative to the contributions of all participating members in the same fiscal year. At June 30, 2016, the City's proportionate share increased .1572373% from its proportion measured as of June 30, 2015.

At September 30, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>(Deferred Inflows of Resources)</u>
Employer Contributions after Measurement Date	\$ 93,402	\$ 0
Difference Between Expected and Actual		
Experience	250,846	(30,503)
Changes of Assumptions	198,196	0
Changes in Proportion and Difference Between		
City's Contributions and Proportionate Share of		
Contributions	337,018	0
Net Difference Between Projected and Actual		
Earnings on Pension Plan Investments	846,841	0
<b>Total</b>	<u>\$ 1,726,303</u>	<u>\$ (30,503)</u>

The deferred outflows of resources related to pensions, totaling \$93,402, resulting from the City's contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ending September 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending</u>	<u>Amount</u>
2017	\$ 251,022
2018	251,022
2019	581,173
2020	400,295
2021	88,736
2022	30,150
<b>Total</b>	<u>\$ 1,602,398</u>

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 6 - Defined Benefit Pension Plan (Continued)**

**FRS Pension Plan (Continued)**

Actuarial Assumptions. The total pension liability for the FRS Pension Plan was determined as of June 30, 2016 measurement date by an actuarial valuation as of July 1, 2016. The following actuarial assumptions, applied to all periods included in the measurement, were used to determine the total pension liability:

	<b>FRS Pension Plan</b>
Inflation	2.60%
Salary Increases	3.25%
Investment Rate of Return, Including Inflation	7.60%
Mortality Table	RP2000
Actuarial Cost Method	Individual Entry Age

Long-term Expected Rate of Return. The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<b>Asset Class</b>	<b>Annual Target Allocation <sup>(1)</sup></b>	<b>Annual Arithmetic Return</b>	<b>Geometric Return</b>	<b>Standard Deviation</b>
Cash	1%	3.0%	3.0%	1.7%
Fixed Income	18%	4.7%	4.6%	4.6%
Global Equity	53%	8.1%	6.8%	17.2%
Real Estate (Property)	10%	6.4%	5.8%	12.0%
Private Equity	6%	11.6%	7.8%	30.0%
Strategic Investments	12%	6.1%	5.6%	11.1%
<b>Total</b>	<b>100%</b>			
Assumed Inflation – Mean		2.6%		1.9%

<sup>(1)</sup> As Outlined in the Plan's Investment Policy.

Discount Rate. The discount rate used to measure the total pension liability was 7.60%. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate was 7.60% in the July 1, 2016 valuation.



**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 6 - Defined Benefit Pension Plan (Continued)**

**FRS Pension Plan (Concluded)**

*Sensitivity of the City's Proportionate Share of the Net Position Liability to Changes in the Discount Rate.* The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.60%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.60%) or 1-percentage-point higher (8.60%) than the current rate:

	1% Decrease (6.60%)	Current Discount Rate (7.60%)	1% Increase (8.60%)
City's Proportionate Share of the Net Pension Liability	\$ 6,031,585	\$ 3,276,134	\$ 982,585

*Pension Plan Fiduciary Net Position.* Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

**HIS Pension Plan**

*Plan Description.* The HIS Pension Plan (HIS Plan) is a cost-sharing, multiple-employer, defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Division of Retirement within the Florida Department of Management Services.

*Benefits Provided.* For the fiscal year ended September 30, 2016, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

*Contributions.* The HIS Plan is funded by required contributions from FRS-participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. Contribution rates during the City's fiscal year were 1.66% of payroll, pursuant to Section 112.363, Florida Statutes. The City contributed 100% of its statutorily required contributions for the current and preceding three years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The City's contributions to the HIS Plan totaled \$41,401 for the fiscal year ended September 30, 2016.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 6 - Defined Benefit Pension Plan (Continued)**

**HIS Pension Plan (Continued)**

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At September 30, 2016, the City reported a net pension liability of \$941,380 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016. The City's proportionate share of the net pension liability was based on the City's contributions during the Plan's fiscal year relative to the contributions of all participating members in the same fiscal year. At June 30, 2016, the City's proportionate share was increased .0716788% from its proportionate share measured as of June 30, 2015.

The City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Employer Contributions after Measurement Date	\$ 11,683	\$ 0
Difference Between Expected and Actual		
Experience	0	(2,144)
Changes of Assumptions	147,726	0
Changes in Proportion and Difference between		
City Contributions and Proportionate Share of		
Contributions	86,591	0
Net Difference between Projected and Actual Earnings		
on Pension Plan Investments	476	0
<b>Total</b>	<u>\$ 246,476</u>	<u>\$ (2,144)</u>

The deferred outflows of resources related to pensions, totaling \$11,683, resulting from City contributions to the HIS Plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending September 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending</u>	<u>Amount</u>
2017	\$ 41,695
2018	41,695
2019	41,604
2020	41,561
2021	35,197
2022	30,897
<b>Total</b>	<u>\$ 232,649</u>

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 6 - Defined Benefit Pension Plan (Continued)**

**HIS Pension Plan (Concluded)**

**Actuarial Assumptions.** The total pension liability in the July 1, 2016 actuarial valuation, was determined using the following actuarial assumptions, applied to all periods included in the measurement:

	<b>HIS Pension Plan</b>
Inflation	2.60%
Salary Increases	3.25%
Mortality Table	RP2000
	Individual
Actuarial Cost Method	Entry Age

**Discount Rate.** The discount rate used to measure the total pension liability was 2.85%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

**Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate.** The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 2.85%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.85%) or 1-percentage-point higher (3.85%) than the current rate:

	<b>1% Decrease (1.85%)</b>	<b>Current Discount Rate (2.85%)</b>	<b>1% Increase (3.85%)</b>
City's Proportionate Share of the Net Pension Liability	\$ 1,079,977	\$ 941,380	\$ 826,352

**Pension Plan Fiduciary Net Position.** Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.

**FRS – Defined Contribution Pension Plan**

The City contributes to the FRS Investment Plan (Investment Plan), a defined contribution pension plan, for its eligible employees electing to participate in the Investment Plan. The Investment Plan is administered by the SBA, and is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report. Service retirement benefits are based upon the value of the member's account upon retirement.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 6 - Defined Benefit Pension Plan (Concluded)**

**FRS – Defined Contribution Pension Plan (Concluded)**

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. City employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Allocations to the investment member's accounts (employer and employees) during the 2014-15 fiscal year were as follows:

<u>Class</u>	<u>Percent of Gross Compensation</u>
FRS, Regular	6.30
FRS, Elected County Officers	11.34
FRS, Senior Management Service	7.67
FRS, Special Risk Regular	14.00

For all membership classes, employees are immediately vested in their own contributions and are vested after one year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to five years. If the employee returns to FRS-covered employment within the five-year period, the employee will regain control over their account. If the employee does not return within the five-year period, the employee will forfeit the accumulated account balance. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.04% (0.06% effective July 1, 2016) of payroll and by forfeited benefits of Investment Plan members. For the fiscal year ended September 30, 2016, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the City.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The City's Investment Plan pension expense totaled \$26,151 for the fiscal year ended September 30, 2016.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 7 - Risk Management**

The City is exposed to various risks of loss related to general liability, workers' compensation, public liability, health benefits, property damage, and errors and omissions. To manage its risks, the City participates in the Florida League of Cities Self-Insurance Fund (the Fund) a public entity risk pool currently operating as a common risk management and insurance program for member cities. The City pays an annual premium to the Fund for its coverage. The premiums are designed to fund the liability risks assumed by the Fund and are based on certain actual exposures of each member. The City's settled claims have not exceeded coverage in any of the past three fiscal years.

**Note 8 - Other Postemployment Benefit Plan**

**Plan Description**

The City administers a single-employer, defined benefit plan for postemployment benefits other than pension benefits (OPEB Plan). The OPEB Plan provides postemployment health insurance benefits for retirees and eligible dependents.

All retirees participating in the group insurance plans offered by the City are required to contribute 100% of the active premiums, less the System subsidy. In future years, contributions are assumed to increase at the same rate as premiums.

A separate stand-alone financial statement is not prepared for the OPEB Plan.

**Funding Policy**

The contribution requirements of the OPEB Plan members and the City are established and may be amended by the St. Augustine Beach City Commission. A trust has not been established. Contributions are being made on a pay-as-you-go financing requirement.

**Annual OPEB Cost and Net OPEB Obligations**

The City has elected to calculate the Annual Required Contribution (ARC) and related information using the Alternative Measurement Method permitted by GASB Statement No. 45 for employers in plans with fewer than one hundred total plan members. The annual cost (expense) of the City's OPEB Plan is calculated based on the ARC. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liability over a period not to exceed 30 years. The following table shows the components of the City's annual OPEB Plan cost for the year, the amount actually contributed by the employers, and the changes in the net OPEB Plan obligation.

Annual Required Contribution (ARC)	\$ 27,220
Interest on Net OPEB Obligation	13,187
Adjustments to ARC	<u>(16,281)</u>
Annual OPEB Cost	24,126
(Contributions Made)	<u>(2,497)</u>
Increase in Net OPEB Obligation	21,629
<b>Net OPEB Obligation, Beginning of Year</b>	<u>439,580</u>
<b>Net OPEB Obligation, End of Year</b>	<u><u>\$ 461,209</u></u>

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Continued)*

**Note 8 - Other Postemployment Benefit Plan (Continued)**

**Trend Information**

<u>Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Employer Contribution</u>	<u>Net Percentage Contributed</u>	<u>OPEB Obligation</u>
9/30/14	\$ 96,591	\$ 14,720	15.24%	\$ 417,175
9/30/15	22,754	349	1.53%	439,580
9/30/16	24,126	2,497	10.35%	461,209

**Actuarial Methods and Assumptions**

Calculations of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

**Funded Status and Funding Progress**

As of October 1, 2014, the date of the most recent valuation, the actuarial value of assets was \$0, the actuarial accrued liability for benefits was \$144,862, the unfunded actuarial accrued liability (UAAL) was also \$144,862, the funded ratio was 0%, the covered payroll was \$2,173,946, and the UAAL as a percentage of covered payroll was 6.66%.

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the health care cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Methods and Assumptions**

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation and historical pattern of sharing of benefit costs between the City and plan members to that point. The methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

**NOTES TO FINANCIAL STATEMENTS**  
**CITY OF ST. AUGUSTINE BEACH, FLORIDA**  
*(Concluded)*

**Note 8 - Other Postemployment Benefit Plan (Concluded)**

**Methods and Assumptions (Concluded)**

A discount rate of 3% was used. A general price inflation of 2.25% was assumed. In addition, the Entry Age Normal Cost actuarial cost method was used. The unfunded actuarial accrued liability is being amortized as a level percentage of projected payrolls on a closed basis. The remaining amortization period at September 30, 2016, was 25 years.

**Note 9 - Interlocal Agreement**

Through the Department of Environmental Protection's State Revolving Loan Program, the City obtained funding to connect approximately 620 residential units in seven neighborhoods to the St. Johns County Utility System.

The City contracted with St. Johns County to extend their current utility system into these neighborhoods. The new lines are in place, and will be both operated and maintained by St. Johns County. The City is the owner of the new utility lines until such time as the debt instrument that has been used to finance the project has been retired, upon which the ownership shall vest solely with St. Johns County.

St. Johns County will share the revenues generated from the new utility connections with the City in an amount equal to the debt service on the City's loans not forgiven, as it becomes due and payable.

## **REQUIRED SUPPLEMENTARY INFORMATION**



**SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2016  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

	<b>Budgeted Amounts</b>			<b>Variance Favorable (Unfavorable)</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	
<b>Revenues</b>				
Taxes	\$ 2,835,222	\$ 2,835,222	\$ 2,808,816	\$ (26,406)
Licenses and Permits	756,400	798,400	750,785	(47,615)
Intergovernmental Revenues	701,795	702,795	723,436	20,641
Charges for Services	411,765	426,765	447,659	20,894
Fines and Forfeitures	17,000	18,000	24,177	6,177
Interest	8,000	12,375	14,873	2,498
Miscellaneous	80,300	80,300	91,080	10,780
<b>Total Revenues</b>	<u>4,810,482</u>	<u>4,873,857</u>	<u>4,860,826</u>	<u>(13,031)</u>
<b>Expenditures</b>				
Current:				
General Government	1,400,969	1,595,698	1,442,292	153,406
Public Safety	2,183,971	2,231,920	2,177,136	54,784
Physical Environment	732,756	740,956	750,608	(9,652)
Economic Environment	5,300	5,300	0	5,300
Human Services	55	55	54	1
Culture and Recreation	99,800	101,300	93,882	7,418
Capital Outlay	2,026,826	2,080,876	5,014,786	(2,933,910)
Reserve for Contingencies	161,425	1,661,712	0	1,661,712
Debit Services:				
Principal	0	1,548,031	1,548,031	0
Interest and Fiscal Charges	0	77,442	171,299	(93,857)
<b>(Total Expenditures)</b>	<u>(6,611,102)</u>	<u>(10,043,290)</u>	<u>(11,198,088)</u>	<u>(1,154,798)</u>
<b>(Deficiency) Excess of Revenues (Under) Over Expenditures</b>	<u>(1,800,620)</u>	<u>(5,169,433)</u>	<u>(6,337,262)</u>	<u>(1,167,829)</u>
<b>Other Financing Sources (Uses)</b>				
Transfers (out)	(581,898)	(375,826)	(375,824)	2
Debt Proceeds	0	3,099,581	7,904,295	4,804,714
<b>Total Other Financing Sources (Uses)</b>	<u>(581,898)</u>	<u>2,723,755</u>	<u>7,528,471</u>	<u>4,804,716</u>
<b>Net Change in Fund Balance</b>	<u>(2,382,518)</u>	<u>(2,445,678)</u>	<u>1,191,209</u>	<u>3,636,887</u>
<b>Fund Balance, Beginning of Year</b>	<u>2,382,518</u>	<u>2,445,678</u>	<u>4,613,313</u>	<u>2,167,635</u>
<b>Fund Balance, End of Year</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,804,522</u>	<u>\$ 5,804,522</u>

**Note to Schedule**

Over-expenditure of budgeted capital outlay expenditures were the results of required accounting for the acquisition of the Maratea Property which was purchased during the year under a new capital lease agreement.

**SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
ROAD AND BRIDGE FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2016  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Taxes	\$ 241,498	\$ 241,498	\$ 254,318	\$ 12,820
Licenses and Permits	70,000	320,000	371,624	51,624
Intergovernmental Revenues	237,554	237,554	239,397	1,843
Charges for Services	51,217	51,217	48,993	(2,224)
Interest	2,515	2,515	819	(1,696)
Miscellaneous Revenue	1,000	1,000	4	(996)
<b>Total Revenues</b>	<u>603,784</u>	<u>853,784</u>	<u>915,155</u>	<u>61,371</u>
<b>Expenditures</b>				
Current:				
Transportation	827,798	832,031	760,255	71,776
Capital Outlay	441,000	485,000	230,127	254,873
Debt Service:				
Principal	104,495	104,495	104,495	0
Interest	62,871	62,871	62,871	0
<b>(Total Expenditures)</b>	<u>(1,436,164)</u>	<u>(1,484,397)</u>	<u>(1,157,748)</u>	<u>326,649</u>
<b>(Deficiency) of Revenues (Under)</b>				
Expenditures	<u>(832,380)</u>	<u>(630,613)</u>	<u>(242,593)</u>	<u>388,020</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	477,380	231,613	231,613	0
<b>Total Other Financing Sources (Uses)</b>	<u>477,380</u>	<u>231,613</u>	<u>231,613</u>	<u>0</u>
<b>Net Change in Fund Balance</b>	<u>(355,000)</u>	<u>(399,000)</u>	<u>(10,980)</u>	<u>388,020</u>
<b>Fund Balance, Beginning of Year</b>	<u>355,000</u>	<u>399,000</u>	<u>673,971</u>	<u>274,971</u>
<b>Fund Balance, End of Year</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 662,991</u>	<u>\$ 662,991</u>

**REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF THE CITY'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY  
FLORIDA RETIREMENT SYSTEM AND HEALTH INSURANCE SUBSIDY PENSION PLANS  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**FLORIDA RETIREMENT SYSTEM PENSION PLAN**

	<b>September 30, 2016*</b>	<b>September 30, 2015*</b>
Proportion of the FRS Net Pension Plan	0.012974748%	0.011402375%
Proportion Share of the FRS Net Pension Plan	\$ 3,276,134	\$ 1,472,770
Covered-employee Payroll	2,664,544	2,271,362
Proportionate Share of the FRS Net Pension Liability as a Percentage of its Covered-Employee Payroll	122.95%	64.84%
<b>FRS Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</b>	<b>84.88%</b>	<b>92.00%</b>

\* GASB No. 68 was adopted for the 2015 Fiscal Year and 10-year trend information will be developed from 2015 forward.

**HEALTH INSURANCE SUBSIDY PENSION PLAN**

	<b>September 30, 2016*</b>	<b>September 30, 2015*</b>
Proportion of the HIS Net Pension Plan	0.008077334%	0.007360546%
Proportion Share of the HIS Net Pension Plan	\$ 941,380	\$ 750,660
Covered-Employee Payroll	2,664,544	2,271,362
Proportionate Share of the HIS Net Pension Liability as a Percentage of its Covered-employee Payroll	35.33%	33.05%
<b>HIS Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</b>	<b>0.97%</b>	<b>0.50%</b>

\* GASB No. 68 was adopted for the 2015 fiscal year and 10-year trend information will be developed from 2015 forward.

**REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF THE CITY CONTRIBUTIONS  
FLORIDA RETIREMENT SYSTEM AND HEALTH INSURANCE SUBSIDY PENSION PLANS  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**FLORIDA RETIREMENT SYSTEM PENSION PLAN**

	<u>2016*</u>	<u>2015*</u>
Contractually Required Contribution	\$ 316,410	\$ 278,000
FRS Contribution in Relation to the Contractually Required Contribution	<u>(316,410)</u>	<u>(278,000)</u>
FRS Contribution Deficiency (Excess)	<u>\$ 0</u>	<u>\$ 0</u>
Covered-employee Payroll (FYE 9/30)	\$ 2,664,544	\$ 2,271,362
FRS Contributions as a Percentage of Covered-employee Payroll	12%	12%

\* GASB No. 68 was adopted for the 2015 fiscal year and 10-year trend information will be developed from 2015 forward.

**HEALTH INSURANCE SUBSIDY PENSION PLAN**

	<u>2016*</u>	<u>2015*</u>
Contractually Required Contribution	\$ 41,401	\$ 28,137
HIS Contribution in Relation to the Contractually Required Contribution	<u>(41,401)</u>	<u>(28,137)</u>
HIS Contribution Deficiency (Excess)	<u>\$ 0</u>	<u>\$ 0</u>
Covered-employee Payroll (FYE 9/30)	\$ 2,664,544	\$ 2,271,362
HIS Contributions as a Percentage of Covered-employee Payroll	1.55%	1.24%

\* GASB No. 68 was adopted for the 2015 fiscal year and 10-year trend information will be developed from 2015 forward.

**OTHER POSTEMPLOYMENT BENEFITS PLAN  
FOR THE YEAR ENDED SEPTEMBER 30, 2016  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**SCHEDULE OF FUNDING PROGRESS**

<u>Valuation Date</u>	<u>Value of Assets</u>	<u>Accrued Liability (AAL)</u>	<u>Unfunded AAL</u>	<u>Funded Ratio</u>	<u>Annual Covered Payroll</u>	<u>UAAL as Percentage of Covered Payroll</u>
9/30/12	\$ 0	\$ 523,820	\$ 523,820	0.00%	\$ 1,643,984	31.9%
10/1/2014	0	144,862	144,862	0.00%	2,173,946	6.66%

**SCHEDULE OF EMPLOYER CONTRIBUTIONS**

<u>Year Ended September 30,</u>	<u>Amount Contributed</u>	<u>Percentage of Annual OPEB Cost Contributed</u>
2014	\$ 14,720	15.24%
2015	349	1.53%
2016	2,497	10.35%

**Notes:**

- (1) 2010 was the transition year and the City has elected to implement GASB Statement No. 45 prospectively. The information will be built prospectively as subsequent actuarial valuations are obtained.
- (2) See Note 8 to the financial statements for detailed information on the City's OPEB Plan.

**NOTE TO REQUIRED SUPPLEMENTARY INFORMATION  
SEPTEMBER 30, 2016  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**Note 1 - CHANGES IN BENEFIT TERMS AND ASSUMPTIONS**

*Changes in Benefit Terms:*

No significant changes.

*Changes in Assumptions:*

- **FRS**—There were no significant changes in actuarial assumptions. The inflation rate assumption remained at 2.60%, the real payroll growth assumption remained as 0.65%, and the overall payroll growth rate assumption remained at 3.25%. The long-term expected rate of return decreased from 7.65% to 7.60%.
- **HIS**—The municipal rate used to determine total pension liability was decreased from 3.80% to 2.85%.

**ADDITIONAL ELEMENTS OF REPORT PREPARED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*,  
ISSUED BY THE COMPTROLLER GENERAL OF THE  
UNITED STATES AND THE *RULES OF THE AUDITOR GENERAL***

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Mayor, Members of the City Commission,  
and City Manager  
City of St. Augustine Beach, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of St. Augustine Beach, Florida (the City), as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated June 16, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses; however, material weaknesses may exist that have not been identified.

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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS PRIVATE COMPANIES AND SEC. PRACTICE SECTIONS



Honorable Mayor, Members of the City Commission,  
and City Manager  
City of St. Augustine Beach, Florida

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*  
(Concluded)**

**Compliance and Other Matters**

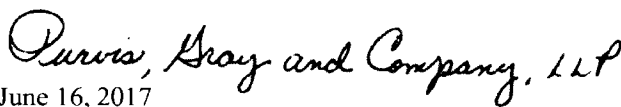
As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to management of the City in a separate letter dated June 16, 2017.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Pursuant to Chapter 119, Florida Statutes, this report is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America requires us to indicate that this report is intended solely for the information and use of the Mayor, City Commission, management, the Florida Auditor General, and applicable federal and state agencies, and is not intended to be and should not be used by anyone other than these specified parties.

  
June 16, 2017  
Gainesville, Florida

## MANAGEMENT LETTER

Honorable Mayor, Members of the City Commission,  
and City Manager  
St. Augustine Beach, Florida

### Report on the Financial Statements

We have audited the financial statements of the City of St. Augustine Beach, Florida (the City), as of and for the year ended September 30, 2016, and have issued our report thereon dated June 16, 2017.

### Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Other Reports and Schedule

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements performed in accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with the American Institute of Certified Public Accountants Professional Standards, Section 601, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated June 16, 2017, should be considered in conjunction with this management letter.

### Prior Audit Findings

- Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we comment as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

### Official Title and Legal Authority

- Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information is included in Note I to the financial statements.

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Honorable Mayor, Members of the City Commission,  
and City Manager  
St. Augustine Beach, Florida

**MANAGEMENT LETTER**  
*(Concluded)*

**Financial Condition**

- Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require a statement be included as to whether or not the local government entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statutes.
- Sections 10.554(1)(i)5.c. and 10.556(8), *Rules of the Auditor General*, require we apply financial condition assessment procedures. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by the same.

**Annual Financial Report**

- Sections 10.554(1)(i)5.b. and 10.556(7), *Rules of the Auditor General*, require that we determine whether the annual financial report for the City for the fiscal year ended September 30, 2016, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2016. In connection with our audit, we determined that these two reports were in agreement.

**Special District Component Units**

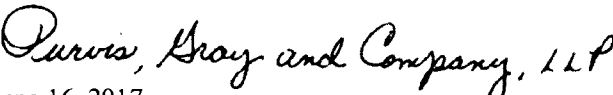
- Sections 10.554(1)(i)5.b. and 10.556(7), *Rules of the Auditor General*, require that we determine whether or not a special district that is a component unit of a county, municipality, or special district, provided the financial information necessary for proper reporting of the component unit, within the audited financial statements of the county, municipality, or special district in accordance with Section 218.32(1)(a), Florida Statutes. In connection with our audit, we determined that there were no special district components that were required to be reported in accordance with Section 218.32(1)(a), Florida Statutes.

**Other Matters**

- Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we had no such findings.
- Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

**Purpose of this Letter**

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

  
June 16, 2017  
Gainesville, Florida

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE  
WITH SECTION 218.415, FLORIDA STATUTES**

Honorable Mayor, Members of the City Commission,  
and City Manager  
St. Augustine Beach, Florida

We have examined the City of St. Augustine Beach, Florida (the City), compliance with Section 218.415, Florida Statutes, as of and for the year ended September 30, 2016, as required by Section 10.556(10)(a), *Rules of the Auditor General*. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide legal determination of the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2016.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies and pass-through entities, the Mayor, and City Council members, and applicable management, and is not intended and should not be used by anyone other than these specified parties.

*Purvis, Gray and Company, LLP*  
June 16, 2017  
Gainesville, Florida

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COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Honorable Mayor, Members of the City Commission,  
and City Manager  
St. Augustine Beach, Florida

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining funds of the City of St. Augustine Beach, Florida (the City) for the year ended September 30, 2016, and have issued our report thereon dated June 16, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated April 21, 2015. Professional standards also require that we provide you with the following information related to our audit:

**Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The following new accounting pronouncement was adopted during the year ended September 30, 2016:

- **GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*** was issued to address how certain investment pool transactions are reported in response to anticipated changes in a U.S. Securities and Exchange Commission (SEC) rule that was previously included in GASB literature by reference. This Statement allows qualifying external investment pools to measure all investments at amortized cost if the pool meets certain criteria, and establishes certain additional note disclosure requirement for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. The adoption of GASB Statement No. 79 resulted in additional disclosures in the City's financial statements related to the City's investments in Florida PRIME.

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates may be particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- **Accumulated Depreciation and Depreciation Expense**

Management estimates accumulated depreciation and depreciation expense for capital assets using the straight-line method of depreciation and by determining estimated useful lives based on the classes of depreciable property described in the notes to the financial statements.

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Honorable Mayor, Members of the City Commission,  
and City Manager  
St. Augustine Beach, Florida

**Qualitative Aspects of Accounting Practices (*Concluded*)**

■ **Net Pension Liability, Pension Related Deferred Outflows and Inflows of Resources, and Pension Expense**

The City's share of the pension liability, pension related deferred outflows and inflows of resources, and pension expenditure/expense of the Florida Retirement System's Pension and Health Insurance Subsidy plans are estimates based on actuarial studies performed by a qualified actuary retained by the Florida Division of Retirement. The actuarial valuation is based upon actuarial methods and assumptions which are selected based on risk and market factors affecting governmental entities of similar sizes, pension plan policies, and employee census information.

■ **Other Postemployment Benefit Obligations (OPEB)**

Management's estimate of the net OPEB obligation is based upon actuarial methods and assumptions, which are selected based on risk and market factors affecting governmental entities of similar sizes and employee census information.

We evaluated the key factors and assumptions used to develop this estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

The disclosures in the financial statements are neutral, consistent, and clear.

**Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit. Thank you for your cooperation.

**Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. In addition, none of the other misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statement other than the prior period adjustment referenced in the "Other Audit Findings or Issues" paragraph of this letter.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

**Management Representations**

We have requested certain representations from management that are included in the management representation letter dated June 16, 2017.

Honorable Mayor, Members of the City Commission,  
and City Manager  
St. Augustine Beach, Florida

**Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

As discussed in Note 1 to the financial statements, a significant prior period adjustment was made to the City’s opening net position to account for the acquisition of the Hammock Dunes Park. This adjustment increased opening net position by \$2,523,950 which represents the total acquisition cost of the property. The City paid \$1,239,010 of the acquisition price over a ten-year period and the remainder of the property was paid for by St. Johns County and donated to the City during the year.

**Other Matters**

We applied certain limited procedures to management’s discussion and analysis, budgetary comparison information, pension schedules of proportionate share of the net pension liability and schedule of contributions, and other postemployment benefits – schedule of funding progress and schedule of employer contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.


**Restriction on Use**

This information is intended solely for the information and use of the Mayor, Members of the City Commission, and management of the City of St. Augustine Beach and is not intended to be, and should not be, used by anyone other than these specified parties.

*Durvis, Gray and Company, LLP*  
June 16, 2017  
Gainesville, Florida

**MEMORANDUM**

**TO:** Mayor O'Brien  
Vice Mayor George  
Commissioner Snodgrass  
Commissioner England  
Commissioner Kostka

**FROM:** Max Royle, City Manager 

**DATE:** June 23, 2017

**SUBJECT:** Request for Modification to Conditional Use Permit Approved April 4, 2016, Pertaining to 14 F Street, Units A and B (Lots 15 and 17, Block 38, Coquina Gables Subdivision, 810 Beach, Inc., Mr. Rich O'Brien)

**BACKGROUND**

At its April 4, 2016, meeting, the City Commission approved a conditional use permit to construct two houses in a commercial land use district on the north side of F street, east of A1A Beach Boulevard. The property is owned by Mayor Rich O'Brien and his wife. According to the minutes of the meeting, the wording granting the permit was the following motion made by Commissioner Andrea Samuels:

"...to approve the application for a conditional use permit on 810 F street, lots 15 and 17, with the condition that it maintains a residential single-family use, has lush landscaping with a four-foot buffer at the 15-foot line, the permit runs with the land, the rendering be attached to the permit, and demolition would terminate the use of the conditional use permit."

The motion was approved by a 3-1 vote. Mayor O'Brien abstained from voting.

PLEASE NOTE: The motion has an incorrect F Street address. It should be 14 F Street. 810 Beach, Inc. is the legal owner of the property.

In April, 2017, after construction of the houses was well along, Commissioner England remarked to the City Manager that she thought the setback along the west side of the house closest to the Boulevard was narrower than 15 feet. The Manager checked the foundation survey and found that the setback shown on it was slightly over 12 feet. He brought this to the attention of the Building Official, who immediately informed Mayor O'Brien of the matter. The City Manager also spoke with the City Attorney, Mr. James Wilson, who suggested that a consultant be hired to review what had happened.

The City Manager asked Ms. Susan Erdelyi, Jacksonville Beach City Attorney, if she knew of a consultant (Ms. Erdelyi also works for the law firm of Mark Gray, which has defended the City in



a couple of lawsuits). She recommended Mr. Steven Lindorff, formerly Jacksonville Beach's Director of Planning and Development, who is now retired and does planning consulting work. The Manager sent a scope of work to Mr. Lindorff. An hourly fee of \$75 was agreed to, a contract was signed, and Mr. Lindorff began his review. Mr. Lindorff was hired because he (a) has no affiliation with St. Augustine Beach or any of its elected officials or employees; (b) has many years of experience in municipal planning; and (c) as the setback issue involves private property that's owned by a City official and is likely worth hundreds of thousands of dollars, the City Manager thought that an objective, outside review of what had happened was needed.

The contract with Mr. Lindorff states that the City will "retain the services of the consultant, who is not affiliated with the City, to undertake a thorough review of record and circumstances relating to the issuance of the development order(s) for a conditional use dated May 26, 2016, approval and the construction of residential use in a commercial land use district to determine what happened and who was responsible for allowing the required west side setback to not be adhered to. The work will involve the preparation of a written report and attendance at a City Commission meeting to present the report and its conclusions, and to answer the Commissioners' questions".

In April, Mr. Lindorff began his review of pertinent documents and recording of the Planning Board and City Commission meetings, met with several people, including the Building Official and the City Manager, and by telephone spoke with others, including the general contractor, the surveyor of the property on F Street, and the person who prepared the site plan. He completed his review and the draft of his report in mid-May.

At the Commission's June 5<sup>th</sup> meeting, Mr. Lindorff presented his report and the Commission discussed the setback issue with the property owner, Mayor O'Brien, and his attorney. The outcome of the discussion was that the Mayor's attorney, Mr. Sid Ansbacher, said he would submit an application to modify the original conditional use permit.

#### ATTACHMENTS

Attached for your review as pages 1-16 is the application for the modification to the conditional use permit.

In addition, though not a part of the application to modify the original conditional use permit, we have attached the following information from the material that was provided to you for your June 5<sup>th</sup> meeting. The information may aid your discussion.

- a. Pages 17-25, the original conditional use permit.
- b. Pages 26-40, pages from the verbatim of the commission's discussion at its April 4, 2016, meeting, when the original conditional use permit was approved.

- c. Pages 41-46, the pages from the report prepared by Mr. Lindorff that focus on the motion and vote that approved the original conditional use permit, the wording of the permit, and Mr. Lindorff's determination that the three-foot encroachment was a mistake made with no bad intent.

Finally, we attached as pages 47-49, information and the minutes of that part of the City Commission's February 4, 2002, meeting, when the Commission approved a modification to the conditional use permit that was approved in November, 2001, to allow two houses to be constructed in the commercial land use district on E Street, directly north of the two houses now under construction on F Street. The modification reduced the setback adjacent to the Boulevard from 15 feet to 12.41 feet. This reduction was approved in recognition that the County took right-of-way when it widened the Boulevard in 1996. As the current right-of-way boundary adjacent to the house on F Street is the same as the boundary adjacent to the house on E Street, it is reasonable to assume that the County took right-of-way adjacent to the F Street house in 1996. This right-of-way boundary for the east and west sides of the Boulevard between E and F streets is shown on page 50. The vacant lot north of F Street is the site of the two houses being built by the Mayor and his wife.

#### ACTION REQUESTED

It is that you discuss with Mr. Ansbacher and the Mayor the proposed modification to the conditional use permit approved on April 4, 2016. The proposed modification will likely be to amend the permit to allow for a 12-foot setback along the west side of the house at 14 F Street, Unit B.



## City of St. Augustine Beach

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BLDG & ZONING (904) 471-8758  
FAX (904) 471-4470

### NOTICE OF PUBLIC HEARING

### APPLICATION FOR MODIFICATION OF

### CONDITIONAL USE PERMIT APPROVED ON APRIL 4, 2016

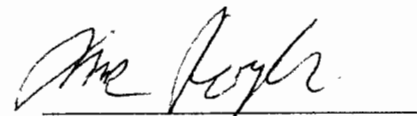
June 15, 2017

To Whom It May Concern:

Please take notice that the City Commission of the City of St. Augustine Beach will meet on Wednesday, July 5, 2017, at 6:00 p.m. at City Hall, 2200 State Road A1A South, St. Augustine Beach, Florida, 32080, to consider an application for a modification to the conditional use permit approved on April 4, 2016.

The permit was requested by 810 Beach Inc., Rich O'Brien, pertaining to Lots 15 & 17, Block 38, Coquina Gables Subdivision, Real Estate Parcel Number 170570-0000, AKA 14 F Street, Units A & B, Section 3, Township 8, Range 30, as recorded in Map Book 3, page 30, of the public records of St. Johns County, Florida.

Persons interested may appear and be heard at the time and place specified. If any person decides to appeal any decision made by the City Commission with respect to any matter considered at the hearing, he will need a record of the proceeding, and that, for such purpose, he may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

  
Max Royle, City Manager



# City of St. Augustine Beach

2200 A1A SOUTH  
ST. AUGUSTINE BEACH, FLORIDA 32080  
WWW.STAUGBCH.COM

CITY MGR. (904) 471-2122  
FAX (904) 471-4108

BLDG. & ZONING (904) 471-8758  
FAX (904) 471-4470

## Owner's Authorization Form

Sid Ansbacher is hereby authorized TO ACT ON BEHALF OF

810 Beach INC, the owners(s) of the property described in the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Augustine Beach, Florida, for an application related to a development, land use, zoning or conditional or special use permit or other action pursuant to an application for:

Conditional Use Permit, 16 F St

By signing, I affirm that the legal owner(s), as listed on the recorded warranty deed on file with the St. Johns County Clerk of Courts, have been notified of the above application.

I further understand incomplete or false information provided on this form may lead to revocation of permits and/or termination of development activity.

Signature of Owner(s) Rich O'Brien

Printed Name(s) Rich O'Brien

Address of Owner(s) 812 A1A Beach Blvd., St. Aug Beach, FL

Telephone Number of Owner(s) 904-471-2220

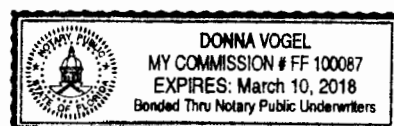
State of Florida  
County of St. Johns

The foregoing instrument was acknowledged before me this 14 day of July, 2017.

by Richard O'Brien, who is personally known IL OK or who has produced identification (type of identification produced) IL OK

Signature of Notary Public—State of Florida Donna Vogel

Notary Stamp/Seal/Commission Expiration Date:



THE CITY OF ST. AUGUSTINE BEACH  
CONDITIONAL USE PERMIT APPLICATION

THE UNDERSIGNED PARTY REQUESTS A CONDITIONAL USE PERMIT:

1. LEGAL DESCRIPTION OF THE PARCEL OF LAND UPON WHICH THE PERMIT IS SOUGHT:

LOT(S): 17 BLOCK: 38 SUBDIVISION: Covina Gables  
STREET ADDRESS: 16 F Street, St Aug. Beach fl

2. LOCATION: East SIDE OF A1A Beach Blvd  
(North, South, East, or West) (Street Name)

BETWEEN E St. and Ringhavei Rd.  
(Street Name) (Street Name)

3. REAL ESTATE PARCEL NUMBER(S): 1705700000

4. NAME AND ADDRESS OF OWNER(S) AS SHOWN IN ST. JOHNS COUNTY

PUBLIC RECORDS: 810 Beach Inc., 810 A1A  
Beach Blvd, St Aug Beach fl 32080

5. DESCRIPTION OF CONDITIONAL USE: change use from  
commercial to single family residential  
complying with setbacks as provided in  
land development regulations & better reg.

6. LAND USE CLASSIFICATION: presently commercial

7. SECTION OF THE LAND DEVELOPMENT REGULATIONS FROM WHICH THE PERMIT IS BEING SOUGHT: 10.03.01

8. SUPPORTING DATA WHICH SHOULD BE CONSIDERED BY THE BOARDS:

Immediate area is residential. House directly  
behind is 12 ft Setback & received approval.

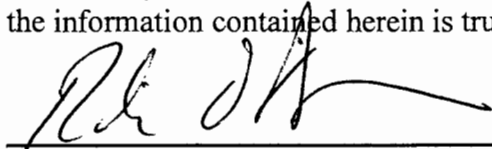
9. HAS AN APPLICATION FOR CONDITIONAL USE PERMIT BEEN SUBMITTED DURING THE PAST YEAR? Yes (✓) or No ( )

IF YES, WHAT WAS THE FINAL RESULT? Approved but we were requested to submit a new application

10. PLEASE CHECK IF THE FOLLOWING INFORMATION HAS BEEN INCLUDED:

- ( ) LEGAL DESCRIPTION OF PARCEL
- ( ) LIST OF ALL PROPERTY OWNERS WITHIN RADIUS OF 300 FEET OF PROPERTY FOR WHICH CONDITIONAL USE PERMIT IS REQUESTED
- ( ) STAMPED AND ADDRESSED LEGAL SIZE ENVELOPES OF PROPERTY OWNERS WITHIN 300 FEET OF CONDITIONAL USE PERMIT LOCATION
- ( ) SURVEY (Not over two years old)
- ( ) OTHER DOCUMENTS OR INFORMATION TO BE CONSIDERED

In filing this application for a Conditional Use Permit, the undersigned understands the application becomes a part of the Official Records of the Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all the information contained herein is true and correct, to the best of his/her knowledge.



(Owner or his/her agent)

812 AIA Blvd. Blvd.  
(Owner/agent address) St. Aug. Beach, FL

904-471-2220  
(Owner/agent phone number)

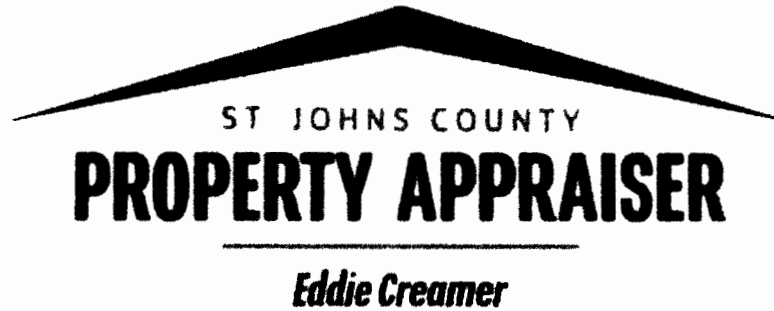
6-12-17  
(Date)

(Applicant or his/her agent)

(Applicant/agent address)

(Applicant/agent phone number)

(Date)



## Parcel Information

**Strap:** 1705700000  
**Mailing Address:** PMB 196 1093 A1A BEACH BLVD SAINT AUGUSTINE FL 32080-6733  
**Site Address:** 14 F ST UNIT A&B SAINT AUGUSTINE FL 32080-0000  
**Property Map:** [Click here for Map](#)

**Tax District:** 551  
**Neighborhood Code:** 717.06  
**Use Code/Description:** 0000/Vacant Residential  
**Sec-Town-Range:** 3 - 8 - 30  
**Acreage:** 0.18

## Valuation Information

	2016 Certified Values	2017 Working Values
<b>Total Land Value:</b>	\$ 206,000	\$ 206,000
<b>Total Extra Features Value:</b>	\$ 670	\$ 670
<b>Total Building Value:</b>	\$ 67,861	\$ 0
<b>Total Market(Just) Value:</b>	\$ 274,531	\$ 206,670
<b>Assessed Value:</b>	\$ 274,531	\$ 206,670
<b>Homestead Exemption:</b>	\$ 0	\$ 0
<b>Taxable Value:</b>	\$ 274,531	\$ 206,670

## Legal Information

3-30 COQUINA GABLES LOTS 15 &  
 17 BLK 38 & S7.5FT VACATED  
 ALLEY LYING N OR2569/1813

## Owner Information

810 BEACH INC

## Exemptions

## Sales Information

Date of Sale	Sales Price	Sales Ratio	Book & Page	Instrument Code	Qualified	Vacant or Improved	Reason Code
10/20/2005	\$ 730,000	28.31	2569 & 1813	WD	Q	I	01
09/24/2001	\$ 210,000	98.41	1658 & 590	TR	Q	I	01
06/26/1995	\$ 0	0.00	1115 & 244	QC	U	I	11
03/01/1991	\$ 112,000	184.53	888 & 238		Q	I	01
01/01/1979	\$ 45,000	0.00	418 & 722		U	I	11

## Building Information

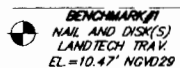
### Building Details

### Structural Elements

This property is Vacant

KK/KK/KK

CERTIFIED TO:  
GENERATION HOMES



LOT COVERAGE		
COVERED SQ. FT.	LOT SQ. FT.	%
1,435±	4,097±	35%
IMPERVIOUS COVERAGE		
IMP. SQ. FT.	LOT SQ. FT.	%
1,9650	4,097±	48%

PROPOSED FILL	
AREA 1	D-WAY
0-12"	0-12"

20 0 10 20  
1"=20'

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**LANDTECH**  
Associates, Inc.  
LAND SURVEYOR'S

5100 A1A SOUTH, SUITE A  
ST. AUGUSTINE, FLORIDA 32080  
TEL: (904) 473-6820  
FAX: (904) 473-6820

Not used without the signature and the original record sent to a Florida licensed surveyor and mapper. Additions or deletions to survey maps or reports by other than the signing party are prohibited without the written consent of the signing party.

*Nicholas H. Franklun*

NICHOLAS H. FRANKLUN, P.L.S. 48220  
REG. LANDTECH, AND ASSOCIATES, P.L.S. 47537



## Sec. 6.01.03. - Building setback requirements.

- A. Subject to paragraph B. and any other provisions of this section, no portion of any building may be located on any lot closer to any lot line or to the street right-of-way line than authorized in the table set forth in this section. This will apply to any subdivision that does not have setback modifications approved by the City Commission and by approval of respective Homeowner's Associations.

Land Use	Front Yard	Side Yard	Rear Yard	Street Side
Single-family	20 ft.	7.5 ft.	20 ft.	12 ft.
Multifamily (2 to 8 units)	25 ft.	10 ft.	20 ft.	15 ft.
Multifamily (8 units or more)	35 ft.	15 ft.	20 ft.	15 ft.
Commercial	20 ft.	10 ft.	20 ft.	15 ft.
Other uses (same as commercial)	20 ft.	10 ft.	20 ft.	15 ft.

B. Minimum setbacks for non-structural components of a structure.

1. Decks: Any deck less than twelve (12) inches above finished grade is not subject to setbacks requirements. However, this type of deck is not allowed within two (2) feet of an adjacent property line.
  - a. Any deck exceeding thirty (30) inches in height is subject to the setback requirements as specified in the table and is required to be permitted by the Building Department. If the main structure is built to the twenty (20') foot setback line, a deck less than thirty (30) inches is exempt from permitting and may encroach into the rear yard setback a distance not to exceed eight (8) feet from the principal structure and may encroach into the front setback a distance of five (5) feet from the principal structure. If the main structure is built to the twenty-five (25') foot setback line, a deck may extend twelve (12') feet into the rear setback and for the front,

\*\*\*\*ALL AGENTS MUST HAVE NOTARIZED WRITTEN  
AUTHORIZATION\*\*\*\*

THE CITY OF ST. AUGUSTINE BEACH  
BUILDING AND ZONING DEPARTMENT

PERMIT NO.: N/A RECEIPT NO.: \_\_\_\_\_ DATE: 6/15/17

NAME OF APPLICANT: Rich O'Brien

ADDRESS: 812 AIA Beach Blvd, St. Augustine Beach,

FOR PERMIT ADVERTISING LOCATED AT: 16 F STREET

ST. Augustine Beach, FL 32080

CHARGES

PERMIT FEE: \$200.00 (Account #34120)

ZONING SIGN FEE: \$7.50 (Account #50471)

DATE PAID: 6/15/17

CHECK NO.: 10403

SIGNED BY: Beverly Ruddy

## **DEFINITION - CONDITIONAL USE PERMIT**

A use that would not be appropriate generally or without restriction throughout a land use district, but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, order, comfort, convenience, appearance or prosperity. Such uses may be permitted in a land use district only in accordance with the provisions of this Code, and if the Code allows a conditional use in a particular land use category. The application for a conditional use permit shall be the same as for a concept review, except that the Comprehensive Planning and Zoning Board shall make a recommendation to the City Commission, which has final approval. The Building Official may delete submittals required in the concept application outlined in Article XII that are not applicable.

## **INSTRUCTIONS FOR APPLYING FOR A CONDITIONAL USE PERMIT**

The following requirements must be adhered to in applying for a conditional use permit. It is of the utmost importance that all required information be furnished in detail and accurately. Incorrect information can delay or nullify any action on the application. If there is inadequate space for all the necessary information, attach extra sheets with the question numbers clearly marked.

In accordance with Table 3.02.02, which lists permitted and conditional uses for all land use districts, all conditional use permits must be heard by the Comprehensive Planning and Zoning Board, which will make a recommendation to the City Commission, which has final approval.

## **DOCUMENTATION NEEDED FOR CONDITIONAL USE PERMIT APPLICATION**

1. The legal description of the parcel of land for which the permit is requested shall be shown on the deed of the property or as determined on a survey. If the parcel of land is in a recorded subdivision, use lot and block number. Include street address and location by indicating street(s) boundary and side (south, east, etc.) and nearest intersecting street. If the land is a portion of the lot, indicate what portion of the lot: i.e. south 1/2, west 1/3, etc. If the parcel is located in an unrecorded, unplatted subdivision, use the metes and bounds description of the boundaries.
2. Provide the name and address of the owner of the property. This person's name should agree with the public records of St. Johns County as they exist on the application. If the names are different, attach a clarifying statement.
3. Indicate the current land use classification of the parcel under consideration. Current

land use maps are on public display in the office of the Building and Zoning Department and the personnel there will assist you in finding the current land use district classification.

4. The person(s) seeking the permit are mandated by law to notify all land and home owners within a radius of 300 feet of the parcel under consideration in the conditional use permit application.

The St. Johns County Real Estate and Survey Department, telephone number 904-209-0760, will provide a list of the names and addresses of all property owners within a 300-foot radius of the parcel for which the conditional use permit application is submitted. The list of names and addresses (which must include the applicant), along with stamped, addressed legal-size envelopes are to be included with the permit application. (NOTE: Do not fill in a return address on the envelopes. The Building and Zoning Department will stamp the return address and mail the legal notices to the property owners.)

Signatures and approvals of those within 300 feet are not necessary, but their names and addresses must be provided. The person seeking the permit may provide a separate petition containing the signatures of adjoining property owners, but these persons should not sign the application itself. Be sure to provide correct names and addresses, as incorrect information will delay or nullify any action on the application.

5. Provide the section of the Land Use Code from which the permit is being sought. Personnel in the Building Department will assist you in this matter.

A fee of \$207.50 will be charged for the conditional use permit administrative procedure, which includes the zoning notice sign, and legal advertising. The applicant will be required to post the zoning notice sign on the property for which the conditional use permit application is submitted within clear view of the street and not more than 10 feet inside the property line, no later than 15 days before the first meeting date at which the conditional use permit application will be heard.

A final order on each request for a conditional use permit shall be made within thirty (30) days of the last hearing at which such request was considered. Each final order shall contain findings upon which the City Commission's order is based, and may include such conditions and safeguards as prescribed by the Commission as appropriate in the matter, including reasonable time limits within which action pursuant to such order shall be begun or completed or both.

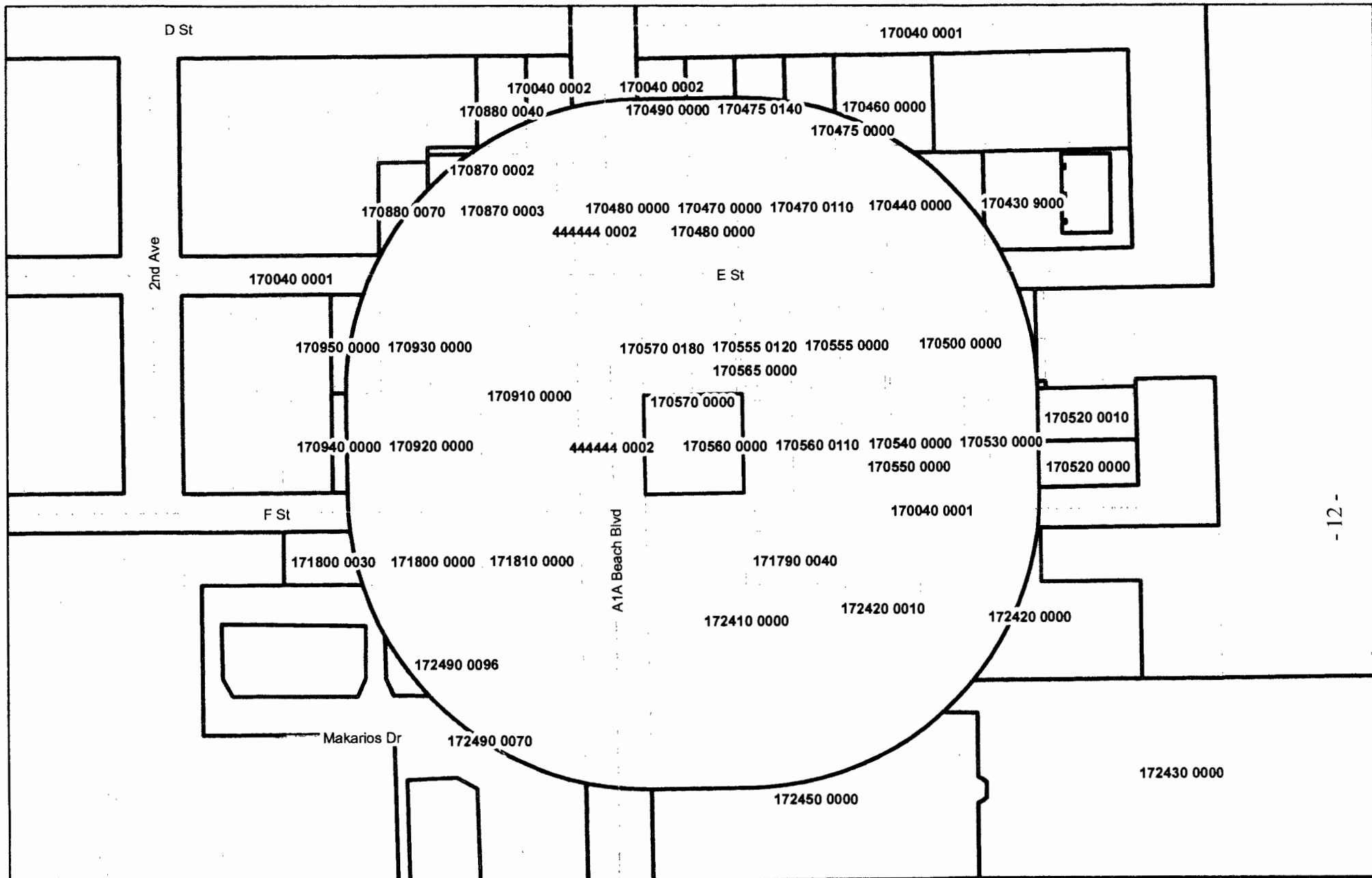
Appeal of decisions on conditional use permits made by the City Commission shall be made to the Circuit Court of St. Johns County.

The application must be signed by either the owner or by the owner's authorized agent. If an authorized agent's signature is used, a notarized written authorization approving such representation must accompany the application.

### **LIMITATIONS ON GRANTING CONDITIONAL USE PERMITS**

Conditional use permits shall be nontransferable and granted to the applicant only, and the use shall be commenced within a period of one (1) year from the effective date of the final order granting same; provided, however, that the City Commission may adopt the following conditions to any permit:

1. That the conditional use permit will be transferable and run with the land when the facts involved warrant same, or where construction or land development is included as part of the permit.
2. The time within which the use shall be commenced may be extended for a period of time longer than one (1) year. Failure to exercise the permit by commencement of the use or action approved thereby within one (1) year or such longer time as approved by the City Commission shall render the permit invalid, and all rights granted thereunder shall terminate. Transfer of the property by the applicant, unless the permit runs with the land, shall terminate the permit.
3. Whenever the City Commission denies an application for a conditional use permit, no further application shall be filed for the same use on any part or all of the same property for a period of one (1) year from the date of such action. In the event that two (2) or more applications for the same use on any part or all of the same property has been denied, no further application shall be filed for this same use on any part or all of the same property for a period of two (2) years from the date of such action denying the last application filed.
4. The time limits in paragraph 3 above may be waived by the affirmative votes of a majority of the City Commission when such action is deemed necessary to prevent injustice or to facilitate proper development of the City.



- 12 -



**Parcels within 300' of  
Parcel 1705700000**

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION - 2
✓ 1718100000	101FSTREET LLC	101 F ST		SAINT AUGUSTINE FL 320806857	3-30 COQUINA GABLES LOT 1 BLK 60 (EX R/W OF RD #A1A) OR3871/1854
✓ 1705700000	810 BEACH INC	PMB 196	1093 A1A BEACH BLVD	SAINT AUGUSTINE FL 320806733	3-30 COQUINA GABLES LOTS 15 & 17 BLK 38 & S7.5FT VACATED ALLEY LYING N OR2569/1813
✓ 1724200000	810 BEACH INC	1093 A1A BEACH BLVD PMB 196		SAINT AUGUSTINE FL 320806733	5 PT OF N100FT OF GL 4 LYING E OF A1A E 300FT OF W481FT & LOTS 1 2 & 3 BLK 59 COQUINA
✓ 1705200000	ALEXANDER JAMES S,TORREE L	2 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 1 BLK 38 OR700/1888
✓ 1708800040	ALMERIA INVESTMENTS LLC	453 OCEAN FOREST DR		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOTS 4 & 6 BLK 42 & N1/2 OF VACATED ALLEY LYING S OR2357/1069 & 1575/605
✓ 1709400000	AVERY MARY KATHRYN	404 GIANNA WAY		SAINT AUGUSTINE FL 320860000	3-30 COQUINA GABLES LOT 9 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413
✓ 1704700000	BOYLE DAVID	1700 LAKESIDE AVE		SAINT AUGUSTINE FL 320840000	3-30 COQUINA GABLES LOT 13 BLK 37 & S7.5FT OF ALLEY LY N OR4136/1365
1724900070	CARRIAGE HOMES AT MAKARIOS CON				(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO COMMON ELEMENTS ARE COMMON TO
✓ 1705300000	CARVELLAS JOHN N,ELIZABETH A	93 WILDERNESS RISE RD		COLCHESTER VT 054460000	3-30 COQUINA GABLES LOT 3 & E1/2 OF LOT 5 BLK 38 & S7.5FT OF VACATED ALLEY
1700400001	COQUINA GABLES SUBDIVISION NO				3/30 COQUINA GABLES SUBDIVISION NO 1 ROWS & ALLEYWAYS
1700400002	COQUINA GABLES SUBDIVISION NO				3/30 COQUINA GABLES SUBDIVISION NO 1 ALL UN-NAMED PLAZAS
✓ 1705550120	CORNEY LAND HOLDINGS INC	PO BOX 013544		MIAMI FL 331010000	3-30 COQUINA GABLES - BLK 38 LOT 12 (EX E30.15FT) & ALL LOT 14 & E5FT LOT 16 & N7.5FT
✓ 1724300000	DIESEL CONSTRUCTION CO LLC	500 WORLD COMMERCE PKWY		SAINT AUGUSTINE FL 320920000	6 PT OF LOT 4 S200 OF N300FT (EX PT IN OR93/206) OR485/510 OR2729/1918
✓ 1705200010	FUTCH R WILLIAM,ELIZABETH T	1104 SE 10TH LN		OCALA FL 344710000	3-30 COQUINA GABLES LOT B & S 7.5FT OF ALLEY LYING N BLK 38 OR3117/567 & 3141/1722(Q/C)

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION - 4
1704309000	SEA OATES VILLAS CONDO				(OR673/64) SEA OATES VILLAS CONDO COMMON ELEMENTS ARE COMMON TO ALL & ARE ASSESSED TO ALL
✓ 1705550000	SHERMAN RENNIE H REV LVG TRUST	2729 RITTENHOUSE ST NW		WASHINGTON DC 200150000	3-30 COQUINA GABLES BLK 38 LOT 10 (EX E5.15FT) & E30.15FT OF LOT 12 & N7.5FT OF ALLEY LYING
✓ 1705000000	SSD SEASIDE LLC	60 SURFVIEW DR # 819		PALM COAST FL 321370000	3-30 COQUINA GABLES W9.26FT OF LOTS A & 2 ALL LOTS 4 6 8 & E5.15FT OF LOT 10 BLK 38 & N
✓ 1704750140	TAN TOES LLC	13 D ST UNIT B		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 14 BLK 37 & N7.5FT OF ALLEY OR4199/1410
1708700002	THE GARDENS @ E STREET CONDO				(OR1551/873) THE GARDENS @ E STREET CONDO COMMON ELEMENTS ARE COMMON TO ALL AND ARE ASSESSED TO ALL
✓ 1718000000	TITTLE OTTO,ADRIENNE L	105 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 2 BLK 60 OR2410/332
✓ 1709300000	TRINCA LEONARD P,RENEE	7 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOTS 6 & 8 BLK 43 & N 1/2 OF VACA ALLEY LYING SOUTH PER OR4308/413
1724200010	TRINCA LEONARD P,RENEE	7 F ST		SAINT AUGUSTINE FL 320806915	5-1 PT OF N100FT OF GL 4 LYING E OF A1A E75.5FT OF W255.5FT & W75.5FT OF LOT 3 BLK 59
✓ 1717900040	TRINCA LEONARD P,RENEE L	7 F ST		SAINT AUGUSTINE FL 320806915	3-30 COQUINA GABLES LOT 4 BLK 59 OR946/644
✓ 1724100000	TRINCA LEONARD P,RENEE L	7 F ST		SAINT AUGUSTINE FL 320806915	4 PT OF LOT 4 N 100 X 181FT S OF COQUINA GABLES & E OF A1A & LOT 5 BLK 59 COQUINA GABLES
✓ 1709100000	TRINCA LEONARD,RENEE	7 F ST		SAINT AUGUSTINE FL 320806915	3-30 COQUINA GABLES LOTS 1 THRU 4 BLK 43 & VACA ALLEY LYING IN BETWEEN PER OR4308/413
1709200000	TRINCA LEONARD,RENEE	7 F ST		SAINT AUGUSTINE FL 320806915	3-30 COQUINA GABLES LOTS 5 & 7 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413
✓ 1704400000	VUCINICH JANICE	6 E ST		SAINT AUGUSTINE FL 320806914	3-30 COQUINA GABLES LOT 5 7 & 9 BLK 37 & S7.5FT OF ALLEY OR1390/805
✓ 1705700180	WADE SHANE E,DENISE CHARLENE	PO BOX 425		SILT CO 816520425	3-30 COQUINA GABLES LOT 18 BLK 38 (EX R/W OF RD A1A) & N7.5FT OF VACATED ALLEY LYING



PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
✓ 1708700010	FEY THOMAS F, MARTHA K	6038 RIDGE TRACE RD		BLACKSHEAR GA 31516-0000	(OR1551/873) THE GARDENS @ E STREET
✓ 1724901601	GIVENS GARY, NANCY	1951 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR1558/854) CARRIAGE HOMES AT
✓ 1724901602	GNIP MICHAEL J, KATHLEEN M ***	1952 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS
✓ 1724901608	HAWKINS WILLIAM BRIAN, PATRICE R	5187 BALDWIN TERRACE		MARIETTA GA 30068-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
✓ 1724901607	LACHICA RONALDO M	1957 MAKARIOS DR		SAINT AUGUSTINE FL 32080-5730	(OR1558/854) CARRIAGE HOMES AT MAKARIOS
✓ 1708700020	MC KINNON SUSAN J	771B A1A BEACH BLVD		SAINT AUGUSTINE FL 32080-0000	(OR1551/873) THE GARDENS @ E STREET
✓ 1724901605	PACETTI RANDALL S ETAL	7419 A1A S		SAINT AUGUSTINE FL 32080-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
✓ 1724901606	PROVOW JEFFREY S, KELLY A	1412 COURSE VIEW DR		FLEMING ISLAND FL 32003-7274	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
✓ 1708700040	SMITHA DONALD L, MARILYN L	5456 BRIGHTWATER LN		JACKSONVILLE FL 32211-0000	(OR1551/873) THE GARDENS @ E STREET
✓ 1724901604	STEWART DONALD E, NANCY K	949 SE 12TH PL		OCALA FL 34471-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS
✓ 1724901603	THOMAS JON K	1953 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
✓ 1708700030	WILLIAMS KELL COLEMAN III, JENNI	565 RHINE AVE		TAMPA FL 33606-0000	(OR1551/873) THE GARDENS @ E STREET

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
✓ 1704800000	GINN AND PATROU HOLDING LLC	770 A1A BEACH BLVD STE D		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOTS 15 & 17 & S7.5FT VACATED ALLEY BLK 37 (EX R/W RD A1A)
✓ 1724500000	GRACIE HOLDING LLC	500 WORLD COMMERCE PKWY		SAINT AUGUSTINE FL 320920000	6-2 PT OF LOT 4 PT OF S200 OF N300FT LYING E OF RD A1A OR4093/24 45 UNITS
✓ 1704900000	HELOSKI KATHERINE	15 D ST		SAINT AUGUSTINE FL 320806910	3-30 COQUINA GABLES LOT 16 BLK 37 & N7.5FT OF ALLEY OR1034/767 & 1053/90(Q/C)
✓ 1718000030	HINSON MICHAEL S LIVING TRUST	111 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 3 BLK 60 OR2448/384 & 2609/1090(Q/C) & 2661/1280
✓ 1705600000	KINCAID FAMILY TRUST	6 11TH ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 13 BLK 38 & S1/2 OF ALLEY LYING N OR3427/21 & 3996/1686(Q/C)
✓ 1704600000	KREIS BRUCE D,PATRICIA WITTMAN	7 D ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOTS 8 & 10 BLK 37 & N7.5FT OF ALLEY OR3946/843.
✓ 1704700110	LYONS LEONARD,JO ANN M	10 E ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 11 BLK 37 & S7.5FT OF ALLEY LY N OR3418/1949
✓ 1708800070	MC CARTHY DONALD L ET AL	1004 CONCORDIA DR		TOWSON MD 212860000	3-30 COQUINA GABLES LOT 7 BLK 42 & S1/2 OF VACATED ALLEY LYING N OR4303/418
✓ 1704750000	METZ DOUGLAS,KATHLEEN	15 COUNTRY LN		HAMPTON BAYS NY 119460000	3-30 COQUINA GABLES LOT 12 BLK 37 & N7.5FT OF ALLEY OR3851/1330
✓ 1705600110	MINICH JAMES,PHYLLIS	10 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 11 BLK 38 & S1/2 OF ALLEY LYING N OR3327/57
✓ 1705400000	O'BRIEN RICHARD B ETUX	812 A1A BEACH BLVD		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES W1/2 OF LOT 5 ALL LOT 7 BLK 38 & S7.5FT OF VACATED ALLEY
✓ 1705650000	PREHEIM DWIGHT L TRUST	PO BOX 208		SAINT AUGUSTINE FL 320850208	3-30 COQUINA GABLES LOT 16 (EX E5FT) BLK 38 & N7.5FT OF VACATED ALLEY LYING S
✓ 1709500000	RIMKUS SADIE ETAL	109 E ST		SAINT AUGUSTINE FL 320806843	3-30 COQUINA GABLES LOT 10 BLK 43 & N 1/2 OF VACA ALLEY LYING SOUTH PER OR4308/413
✓ 1705500000	RINGWOOD THOMAS D,LINDA K	8 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 9 BLK 38 & S7.5FT VACATED ALLEY OR457/813 & 3144/1261(ORDER)

BEFORE THE CITY COMMISSION  
OF THE CITY OF ST. AUGUSTINE  
BEACH, FLORIDA

In re:

APPLICATION OF 810 BEACH INC., FOR CONDITIONAL  
USE PERMIT TO CONSTRUCT TWO SINGLE FAMILY HOUSES  
IN A COMMERCIAL LAND USE AT LOTS 15 AND 17,  
BLOCK 38 COQUINA GABLES SUBDIVISION, 14 and 16  
F STREET, ST. AUGUSTINE BEACH, FLORIDA

Public Records of St. Johns County, FL  
Clerk number 2016037530  
BK 4207 PG 807  
6/15/2016 1 32 PM  
Recording \$18.50

**ORDER APPROVING CONDITIONAL USE PERMIT**

The application of 810 Beach Inc., for a conditional use permit to construct two single family houses in a commercial land use on LOTS 15 and 17, BLOCK 38 COQUINA GABLES SUBDIVISION, 14 and 16 F STREET, ST. AUGUSTINE BEACH, FLORIDA, having come on to be heard before the City Commission on April 4, 2016, and the City Commission having received the recommendation of the Comprehensive Planning and Zoning Board and heard public comment, the same having been approved by majority of the Commission it is: after having taken public comment:

Ordered that the application is hereby approved, subject to the following conditions:

1. That the property remains single family use unless and until the City Commission rules otherwise.
2. That the renderings are attached with the conditional use permit and the structure shall substantially conform with the respective renderings.

2. That lush landscaping with a four foot buffer be planted at the 15 foot line and maintained along the side of the property adjacent to A1A Beach Boulevard.
3. The permit and all stated conditions shall run with the land
4. Demolition of a structure will terminate the conditional use for that parcel
5. The setback on the west side of parcel 17 fronting A1A Beach Boulevard shall be 15 feet.

Dated this 26<sup>th</sup> day of May, 2016.

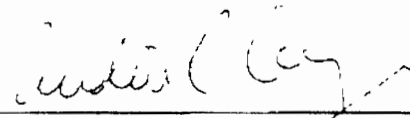
CITY COMMISSION OF THE CITY  
OF ST AUGUSTINE BEACH, FLORIDA

ATTEST:

  
\_\_\_\_\_  
City Manager

MAX ROYLE

BY:

  
\_\_\_\_\_  
Vice Mayor George

UNDINE GEORGE





EXHIBIT 1

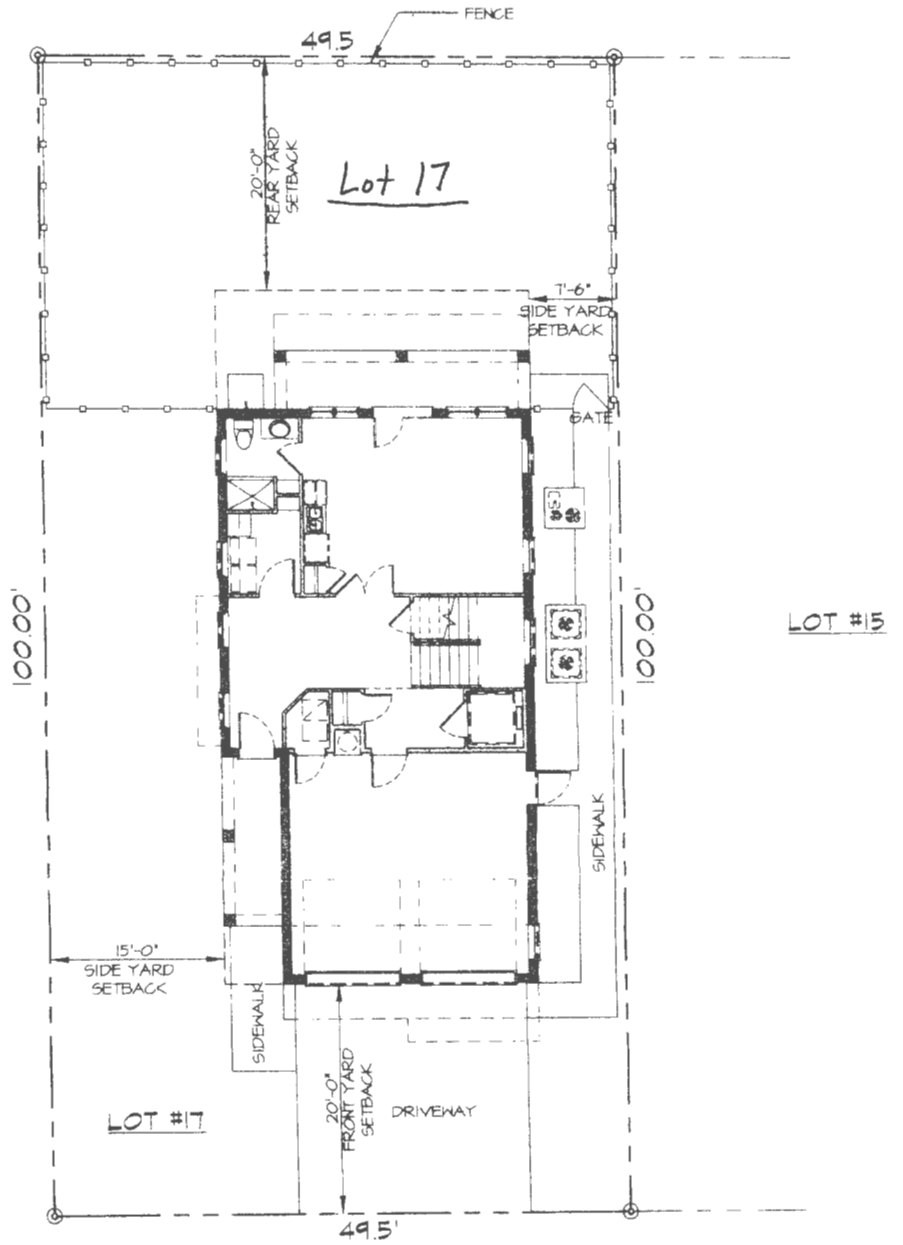
Google earth

feet  
meters



A/A

-4-



'F' STREET  
(A 40' RIGHT-OF-WAY)



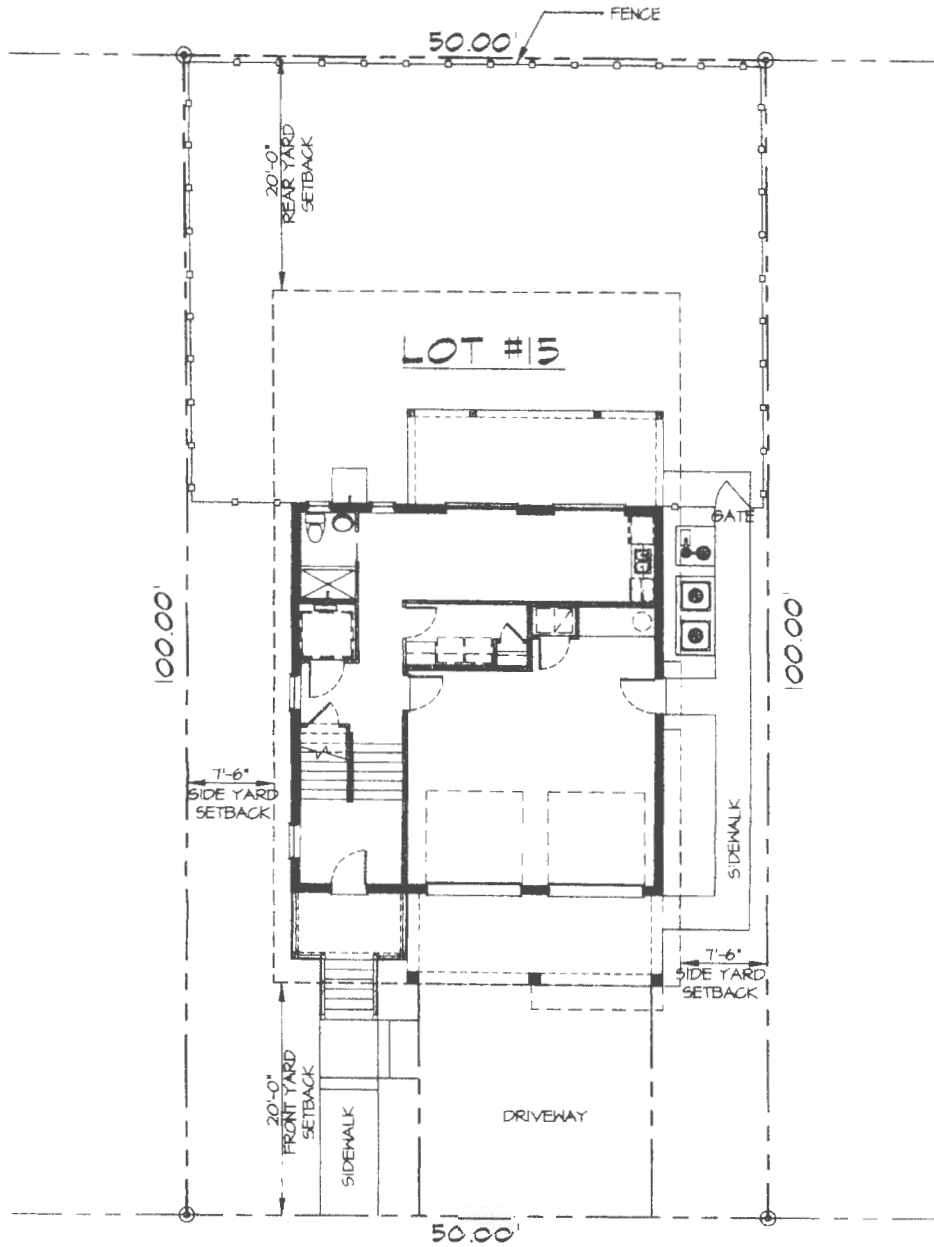
SITE PLAN

SCALE: 1" = 10'-0"

LOT S.F. AREA = 4,950 S.F.



Exhibit 2



-5-

'F' STREET  
(A 40' RIGHT-OF-WAY)



SITE PLAN

SCALE: 1" = 10'-0"

LOT S.F. AREA = 5,000 S.F.



Exhibit 3





Lot 17



Lot 15

Exhibit 4  
Architectural Renderings-Not to Scale

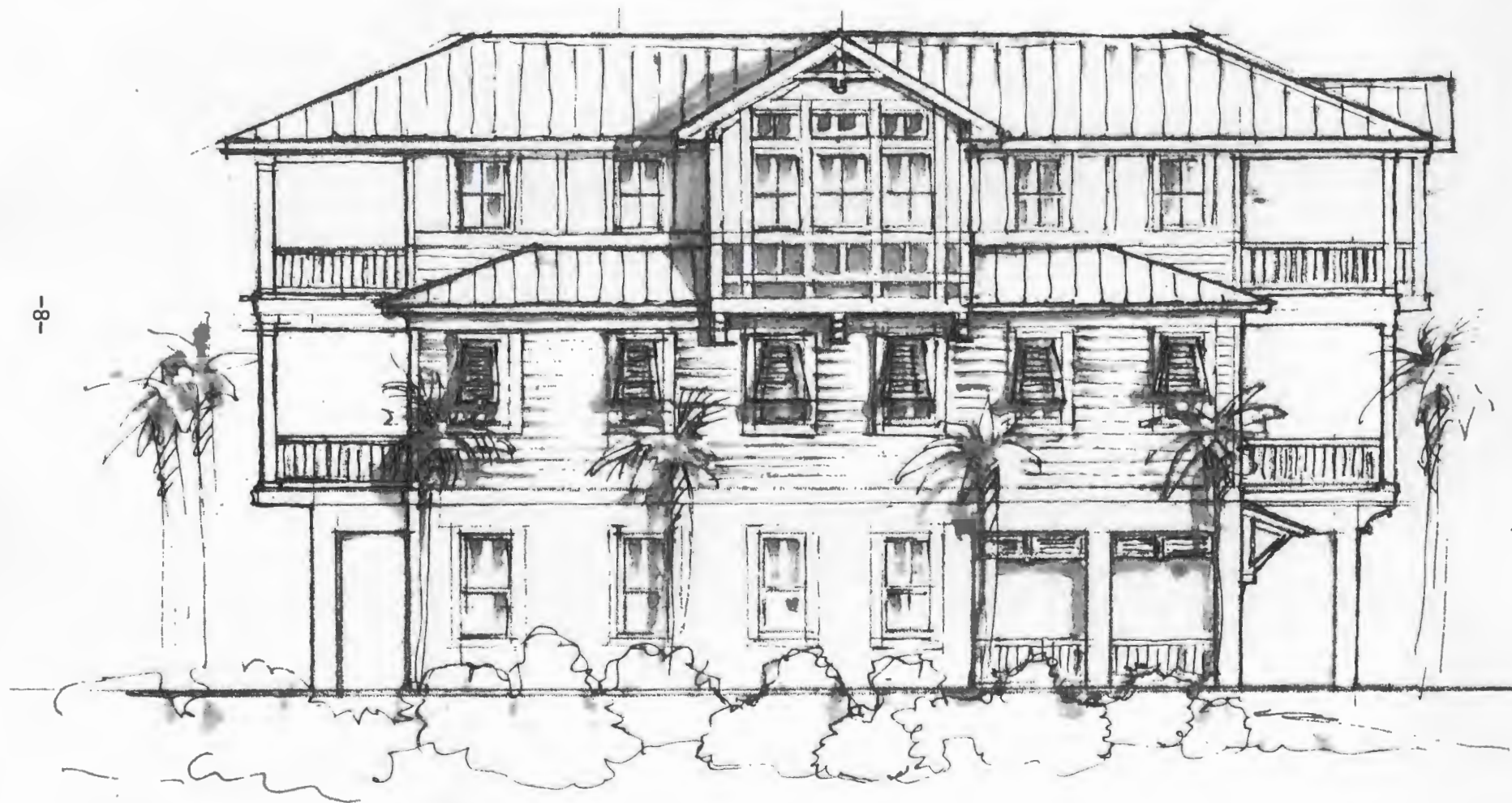




Ex 4 IT 5

-8-

-24-



WEST ELEVATION STUDY

Designed by Robert S. Florez [www.floridacustomhomes.org](http://www.floridacustomhomes.org) 904-377-2040 Robflorez@comcast.net © 2015

Exhibit C



# MAP OF SURVEY

LOTS 15 AND 17, BLOCK 38, COQUINA GABLES, AS RECORDED IN MAP BOOK 3, PAGE 30, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, AND THE SOUTH 7.5 FEET OF THE CLOSED ALLEY LYING NORTH OF LOTS 15 AND 17, LESS AND EXCEPT THAT PART OF SAID LOT 17 AND VACATED ALLEY LYING WITHIN THE RIGHT-OF-WAY OF STATE ROAD A-1-A AS NOW ESTABLISHED.

"E" STREET  
40' R/W - PAVED



## LEGEND

- R/W - RIGHT OF WAY
- LB - LICENSED BUSINESS
- RECORD - RECORD
- MEASURED - MEASURED
- LP - LIGHT POLE
- OWA - OVERHEAD WIRE(S)
- HYD - WATER VALVE
- PIE - FIRE HYDRANT
- EW - ELECTRIC METER
- ESB - ELECTRIC SERVICE BOX
- FOUN 5/8" IRON ROD - # 4880
- FOUN 1/2" IRON ROD - NO IDENTIFICATION
- FOUN 3/8" IRON PIPE - NO IDENTIFICATION

## NOTES

THE PARCEL OF LAND AS SHOWN HEREON LIES WITHIN FEDERAL FLOOD ZONE "X" (AREA IN 0.2% ANNUAL CHANCE OF FLOOD) AND FLOOD ZONE "AE" (SAME FLOOD ELEVATION 5 FEET ABOVE 1929) AS SHOWN ON FLOOD INSURANCE RATE MAP No. 13190C-0384-H, COMMUNITY No. 128448 FOR THE CITY OF ST. AUGUSTINE BEACH, ST. JOHNS COUNTY, FLORIDA AS REVISED 08/02/04. <http://www.flood.borne.co.st-johns.fl.us/flood/>

THE BASIS OF BEARINGS AS SHOWN HEREON IS THE NORTH RIGHT-OF-WAY LINE OF "F" STREET HAVING AN ASSUMED BEARING OF S 89°08'30" W.

OWNERSHIP OF FENCES NOT DETERMINED BY THIS SURVEY.

FENCE POSITIONS MAY BE SHOWN EXAGGERATED FOR CLARITY.

ALL ELEVATIONS AS SHOWN HEREON ARE BASED ON NATIONAL GEODETIC VERTICAL DATUM OF 1929 (N.G.V.D. - 1929).

ALL CALCULATED DATA IS BASED ON FIELD MEASUREMENT.

ENCROACHMENTS AS SHOWN HEREON ARE ONLY THOSE ABOVEGROUND, VISIBLE OBJECTS OBSERVED BY THE SURVEYOR.

THIS SURVEY DOES NOT REFLECT OR DETERMINE OWNERSHIP.

NO UNDERGROUND STRUCTURES, UTILITIES OR FOUNDATIONS WERE LOCATED OR DETERMINED BY THIS SURVEY.

THE PARCEL OF LAND AS SHOWN HEREON WAS NOT ABSTRACTED FOR DEEDS, DEED RESTRICTIONS, EASEMENTS OR RIGHTS OF WAY OF RECORD.

THIS SURVEY IS NOT VALID UNLESS IT IS SIGNED AND EMBOSSED WITH THE SURVEYOR'S SEAL.

THIS SURVEY IS CERTIFIED TO AND FOR THE USE AND BENEFIT OF: 810 BEACH INC.

SUBJECT TO THE ABOVE CONDITIONS AND RESTRICTIONS I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON WAS PERFORMED BY EITHER MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT ALL OF THE INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT THIS SURVEY CONFORMS TO SECTIONS SJ-17.051, SJ-17.052 OF THE FLORIDA ADMINISTRATIVE CODE.

0 20 40 60  
SCALE: 1 INCH = 80 FEET

-9-

Exhibit 7

BOUNDARY SURVEY

ST AUGUSTINE BEACH, FLORIDA, 32080

-25-

ANCIENT CITY SURVEYING

ACS



SEAL

DATE

1 VICE-MAYOR GEORGE: I noted in the -- in the  
2 March 22nd meeting, there had been a comment that  
3 they weren't yet ready. So does that mean that  
4 they're ready now? Are they --

NON-CITY SPEAKERS:

CHARLES CURTIS,  
ATTORNEY FOR  
MAYOR'S COMPANY

CORA JOHNSTON,  
GENERATION HOMES,  
BUILDER

MR. CURTIS: I have -- I have a thing here,  
yes. And if you have questions on these, I might  
defer to Ms. Johnston of Generation Homes, but it's  
not the first site plan I've seen, so I might be  
able to help as well.

10 So that's for Lot 17, which would be the lot  
11 closest to the street -- to Beach Boulevard. This  
12 shows the 15-foot side yard setback. These homes  
13 would be faced -- would be facing F Street. So  
14 future commercial use of these buildings is going  
15 to be limited just by the fact that you usually  
16 want your commercial building to face the main road  
17 instead of the side road and there'd be (inaudible)  
18 homes.

19 And the side setback is sufficient here at  
20 7 feet 6 inches, with the 20-foot rear setback and  
21 the 20-foot front setback. And that's the ground  
22 floor.

23 This one shows the Lot 15 site plan. This has  
24 more than 7 1/2 feet on the side yard. That's next  
25 to Lot 17. And, again, more than 7 1/2 feet on the

1 it's not required.

2 MR. WILSON: It's not required.

3 COMMISSIONER SAMUELS: Right. Exactly. And  
4 just so that you know, I asked Max to do a little  
5 research to find out how many of the homes that he  
6 researched were required to have site plans.

7 How many, Max?

8 MR. ROYLE: None.

9 COMMISSIONER SAMUELS: Thank you.

10 VICE-MAYOR GEORGE: Okay. Thank you for  
11 providing them. I'm sure you already know this,  
12 but the ones that you have presented would need to  
13 be provided copies to the clerk since they've been  
14 part of this public meeting.

15 MR. CURTIS: I have -- with exhibit stamps or  
16 good without?

17 MR. WILSON: Do these meet with setback  
18 requirements under your ordinances --

19 VICE-MAYOR GEORGE: Yes.

20 MR. WILSON: -- Mr. Curtis?

21 They do?

22 VICE-MAYOR GEORGE: Yeah.

23 MR. WILSON: Okay.

24 VICE-MAYOR GEORGE: I believe so.

25 7 1/2 side setback and 20 front and 20 back.

1 she also has a (inaudible) --

2 VICE-MAYOR GEORGE: Sure. Would you like to  
3 speak? Please. Please feel free.

4 MR. CURTIS: As a representative of 810 Beach,  
5 Incorporated, she might want to -- she would like  
6 to comment on such.

7 VICE-MAYOR GEORGE: Uh-huh.

8 MS. JOHNSTON: This is the one. This is  
9 Lot 17 --

10 UNIDENTIFIED SPEAKER: Name, please.

11 MS. JOHNSTON: Oh, I'm sorry. Cora Johnston,  
12 Generation Homes, 740 Ala Beach Boulevard,  
13 Suite C and D.

14 This is Lot 17, which is the corner lot. And  
15 I just wanted to note that the side yard setback  
16 from the corner is the 15 feet required. And in  
17 the rear, you can see it's denoted with the 20-foot  
18 rear setback, but we actually are in front of that  
19 by another 7 feet. So it actually sits 27 feet  
20 from the rear. So it's less than is required.

21 UNIDENTIFIED SPEAKER: More than is required.

22 (Simultaneous speaking.)

23 MS. JOHNSTON: More than required. Sorry.

24 COMMISSIONER SNODGRASS: More than.

25 MS. JOHNSTON: Thank you.

1 Lot 15, the front elevation. So you can see that.  
2 And I will show the side, but there is a  
3 considerable amount of upgrading to the current  
4 building.

MS. JOHNSTON

5 And then the streetscape for Lot 17, as you  
6 come down AlA Beach, this is what's planned. The  
7 owners of the property paid particular attention to  
8 the streetscape. They were very adamant about  
9 adding the architectural style, because for them --  
10 they live on the properties. They do business on  
11 the properties. And the side elevation and the  
12 streetscape, as you come down AlA and enter into  
13 F Street, were extremely important. We spent  
14 actually weeks just doing artistic drawings. And,  
15 of course, the landscaping would be somewhat  
16 similar to what they plan to do.

17 VICE-MAYOR GEORGE: So that is -- again, that  
18 is the view, face of the -- of the western side of  
19 Lot 17?

20 MS. JOHNSTON: Yes, ma'am, it is.

21 VICE-MAYOR GEORGE: Great. Thank you.

22 MS. JOHNSTON: Okay. Thank you.

23 VICE-MAYOR GEORGE: Thank you.

24 Okay. Now we'll proceed to public comment.

25 You'll have 3 minutes to speak. First up is

1 want to impose to -- to ensure that the -- the --  
2 the aesthetic conditions on the property are what  
3 you'd expect them to be on an arterial-type roadway  
4 like this.

5 VICE-MAYOR GEORGE: Like integrating that  
6 rendering and making a requirement of a 15-foot  
7 side setback and things like that, right?

8 MR. WILSON: Yeah, if that's the case, yes,  
9 you could do that. Now, the 15-foot side setback  
10 already applies on that -- at that side that faces  
11 Beach Boulevard, correct?

12 VICE-MAYOR GEORGE: I don't believe so. Does  
13 it?

14 Mr. Larson, could you clarify that question?  
15 What is the code's side setback for Lot 17?  
16 Essentially, the side that faces Beach Boulevard,  
17 what is the setback required?

18 MR. LARSON: Street side, 12 feet.

19 VICE-MAYOR GEORGE: Street side is 12 feet?

20 MR. LARSON: Yes.

21 MR. WILSON: And they've got on the plan  
22 15 feet? Is that what I heard?

23 MR. LARSON: 15.

24 VICE-MAYOR GEORGE: 15, yes.

25 MR. LARSON: Right.



1 MR. WILSON: So they're going actually beyond  
2 what they have to do --

3 VICE-MAYOR GEORGE: Right.

4 MR. WILSON: -- for that, and you could impose  
5 that as one of the limitations. They've already  
6 sort of volunteered that, so --

7 COMMISSIONER SAMUELS: And -- and we could  
8 also add in that there be adequate vegetated buffer  
9 as part of the condition. I mean, that's the  
10 beauty of this, is that we can -- we can impose,  
11 for lack of a better term, specifics to protect the  
12 boulevard, which is what I'm hearing --

13 VICE-MAYOR GEORGE: Well, it's most  
14 enforceable if it's clear and specific, and that's  
15 where, I think, a lot of the frustration at the  
16 level of the P&Z was, that there wasn't provided  
17 any further documentation. Albeit perhaps it's not  
18 required in the application, it's kind of a good  
19 faith and it lets people understand.

20 MR. CURTIS: But you know it's a -- sorry.

21 VICE-MAYOR GEORGE: No, no, no.

22 MR. CURTIS: Pardon me. Pardon me.

23 VICE-MAYOR GEORGE: That's fine. I was just  
24 going to --

25 MR. CURTIS: It's (inaudible) landscaping,

CURTIS

1        if you were to say X number of feet of -- you know,  
2        within that 15-foot setback, that's a lot of room  
3        for a lot of landscaping --

4                VICE-MAYOR GEORGE: Are there any other  
5        questions for the applicant, Commissioner England?

6                COMMISSIONER ENGLAND: No.

7                VICE-MAYOR GEORGE: Was that all of yours?

8                Commissioner Snodgrass, do you have any  
9        questions for the applicant?

10               COMMISSIONER SNODGRASS: No.

11               VICE-MAYOR GEORGE: Commissioner, how about  
12        you?

13               COMMISSIONER SAMUELS: I have one actually for  
14        Mr. Larson.

15               Mr. Larson, don't short-term rental agencies  
16        have to be permitted in the city? Don't you have  
17        to have a permit to have short-term rentals in the  
18        city?

19               MR. LARSON: You have to have a license.

20               COMMISSIONER SAMUELS: Thank you.

21               VICE-MAYOR GEORGE: Any other questions from  
22        you, Commissioner Samuels?

23               COMMISSIONER SAMUELS: No. No.

24               VICE-MAYOR GEORGE: Okay. Can you address --  
25        when a question's asked by the public about whether

1 the neighborhood seems to have grown, now that  
2 neighborhood's residential, and so they're sort of  
3 stuck with that. And you can make that a condition  
4 of the approval. And as long as they don't appeal  
5 that within 30 days, they're stuck with it, so --

6 VICE-MAYOR GEORGE: Okay. How does that  
7 address the possibility of a substantial  
8 reconstruction of the building?

9 MR. WILSON: Well, it wouldn't really change  
10 the reconstruction of the building so long as they  
11 stay with their same setbacks they're required to  
12 keep. They're going to be stuck with that. The  
13 only thing you're really doing here is restricting  
14 the use of it.

15 VICE-MAYOR GEORGE: Right.

16 MR. WILSON: So -- so the building is sort of  
17 stuck with whatever the setbacks and those  
18 regulations are. They're stuck with that. You're  
19 telling them what the use is going to be now.  
20 They're going to be stuck with the use.

21 Any other changes, I can't -- unless I'm  
22 missing something, I don't see what else they could  
23 do that would change the character of the use,  
24 other than, you know, changing the color of the  
25 building or something. Or if they're maintaining

1 sufficient renderings, to give you something you  
2 could attach to this that the building would have  
3 to remain looking this way on the street side on  
4 Beach Boulevard, you could certainly do that, if  
5 that's something the applicant has -- is it  
6 complete enough to actually say this is what you're  
7 going to do?

8 MR. CURTIS: All of what you said is  
9 acceptable. You know, if we -- we have --

10 MR. WILSON: So we attach this rendering to  
11 the permit --

12 MR. CURTIS: -- a court reporter --

13 (Simultaneous speaking.)

14 MR. WILSON: -- it will look like this on the  
15 street side?

16 MR. CURTIS: That's all, you know -- I mean,  
17 something like "substantial conformance" just in  
18 case, you know, something bickers over --

19 (Simultaneous speaking.)

20 MR. WILSON: -- or the railings go from  
21 railings to glass or something? Who knows.

22 MR. CURTIS: Right.

23 MR. WILSON: Okay.

24 COMMISSIONER ENGLAND: So the side setback  
25 facing Ala Beach Boulevard, based on the

1       renderings, is 15 feet?

2               COMMISSIONER SAMUELS: That's right.

3               MR. CURTIS: Yes.

4               COMMISSIONER ENGLAND: And the landscaping  
5 would be -- I'm thinking of the landscaping would  
6 meet the requirements that we already have in our  
7 landscaping ordinance that hides parking, I think  
8 it's at 4 feet.

9               Mr. -- oh, Mr. Larson just left. And  
10 where's --

11              COMMISSIONER SAMUELS: He'll be back, trust  
12 me.

13              COMMISSIONER ENGLAND: Okay. All right.  
14 Okay. So, again, I'm looking at preserving the  
15 street --

16              (Simultaneous speaking.)

17              COMMISSIONER SAMUELS: There he is.

18              COMMISSIONER ENGLAND: Mr. Larson?  
19 Mr. Larson, what's the minimum landscaping  
20 requirements to hide parking?

21              MR. LARSON: To hide parking?

22              COMMISSIONER ENGLAND: Right. We have -- we  
23 have landscaping requirements along  
24 Ala Beach Boulevard that is supposed to be in place  
25 when you have parking there.

1 MR. ROYLE: Yeah. Yes.

2 MR. LARSON: I believe it's probably just the  
3 use of shrub -- shrubs, hedges --

4 MR. ROYLE: Right. It's what you have --

5 (Simultaneous speaking.)

6 MR. ROYLE: -- to conceal the vehicles.

7 MR. LARSON: Right. Yeah, you --

8 COMMISSIONER SAMUELS: 4 feet.

9 COMMISSIONER ENGLAND: So as long as the  
10 conditional use permit approves the use that runs  
11 with the land and has the 15-foot buffer with  
12 sufficient landscaping at 4, was it?

13 COMMISSIONER SAMUELS: Feet.

14 COMMISSIONER ENGLAND: 4 feet?

15 UNIDENTIFIED SPEAKER: 4 foot.

16 (Simultaneous speaking.)

17 COMMISSIONER SAMUELS: And maintaining the  
18 residential.

19 COMMISSIONER ENGLAND: Right, and maintaining  
20 residential nature of the use of the property.

21 MR. WILSON: Do you have -- excuse my  
22 ignorance on this. This is my first meeting. I  
23 haven't memorized the code yet. What -- do you  
24 have landscaping requirements for residential  
25 properties? Are -- are there landscaping

1 requirements?

2 COMMISSIONER SAMUELS: Yes.

3 (Simultaneous speaking.)

4 COMMISSIONER SAMUELS: Oh, yes, there are.

5 MR. WILSON: I'm used to seeing X number of  
6 trees per front footage and stuff like that on  
7 commercial, but I'm not used to seeing that in  
8 residential. That's usually something they leave  
9 to the -- to the homeowners associations.

10 COMMISSIONER SAMUELS: Yes, we do.

11 MR. WILSON: But -- but is there some standard  
12 that you want to apply X number of trees, palm  
13 trees per front --

14 COMMISSIONER SAMUELS: No, we don't --

15 COMMISSIONER SNODGRASS: No.

16 COMMISSIONER SAMUELS: We don't do that -- we  
17 don't have that. We do have -- but there is  
18 landscaping requirements. And I know that there  
19 are shrub height of 4 feet. I mean, I know that.

20 COMMISSIONER ENGLAND: Right, along  
21 AlA Beach Boulevard. What I'm trying to get at is  
22 along AlA Beach Boulevard, that we adhere to those  
23 requirements.

24 MR. CURTIS: 4 feet to hide the parking and --  
25 and, you know, substantial landscaping is all --

1 actual city right-of-way instead?

2 VICE-MAYOR GEORGE: Yes.

3 COMMISSIONER SNODGRASS: Could you try that  
4 again?

5 MR. WILSON: So the city becomes responsible  
6 for maintaining that, but the owner installs that?  
7 That's how it works?

8 VICE-MAYOR GEORGE: The owner just cuts a  
9 check to the city --

10 MR. WILSON: Okay.

11 VICE-MAYOR GEORGE: -- and the city installs  
12 it.

13 COMMISSIONER ENGLAND: Let me try and rephrase  
14 again.

15 COMMISSIONER SNODGRASS: Yeah, let  
16 Commissioner England rephrase this.

17 MR. WILSON: Okay. Okay.

18 COMMISSIONER ENGLAND: That we would approve  
19 the conditional use permit with the renderings  
20 attached, the site plan attached --

21 VICE-MAYOR GEORGE: Right.

22 COMMISSIONER ENGLAND: -- in addition, a  
23 minimum 15-foot buffer between the improvements and  
24 the -- the street.

25 COMMISSIONER SAMUELS: Uh-huh.



1 VICE-MAYOR GEORGE: Uh-huh.  
2 MR. WILSON: Street, sidewalk, or what?  
3 VICE-MAYOR GEORGE: The right-of-way.  
4 COMMISSIONER ENGLAND: Right-of-way.  
5 MR. WILSON: Right-of-way.  
6 VICE-MAYOR GEORGE: 15-foot western setback.  
7 COMMISSIONER ENGLAND: And the landscaping  
8 should be lush with a minimum of 4-foot shrubs to  
9 hide the side of the house.  
10 COMMISSIONER SAMUELS: Maintain the  
11 residential.  
12 COMMISSIONER ENGLAND: Maintain the  
13 residential use of the property that would --  
14 VICE-MAYOR GEORGE: Single-family --  
15 UNIDENTIFIED SPEAKER: Wait a minute. Wait a  
16 minute.  
17 VICE-MAYOR GEORGE: Single-family residential.  
18 UNIDENTIFIED SPEAKER: Sorry.  
19 COMMISSIONER SAMUELS: Single-family.  
20 VICE-MAYOR GEORGE: Single-family residential.  
21 COMMISSIONER SAMUELS: Okay. And the permit  
22 runs with the land.  
23 COMMISSIONER ENGLAND: Correct. Correct, the  
24 use -- the use is residential only, runs with the  
25 land.

1 MR. CURTIS: -- floor area means they have to  
2 come back for approval.

3 VICE-MAYOR GEORGE: Correct.

4 COMMISSIONER SAMUELS: So I think we have a  
5 motion on the floor?

6 VICE-MAYOR GEORGE: No, we don't.

7 COMMISSIONER SAMUELS: No? I thought we did.

8 VICE-MAYOR GEORGE: No. We have elements of  
9 it. Nobody has made a motion yet.

10 COMMISSIONER SAMUELS: Well, then, I'll make  
11 the motion to approve the application for  
12 conditional use for 810 F Street; is that correct?

13 VICE-MAYOR GEORGE: Lots 15 and 17.

14 COMMISSIONER SAMUELS: I'm sorry. Lots 15 and  
15 17. I apologize.

16 VICE-MAYOR GEORGE: Yeah.

17 COMMISSIONER SAMUELS: With the additions to  
18 that conditional use to maintain the residential,  
19 lush landscaping with 4-foot buffer at the 15-foot  
20 line, permit running with the land, that demolition  
21 will be upheld, and that the renderings be attached  
22 to the permit. Is that everything?

23 VICE-MAYOR GEORGE: I think -- I think, yeah,  
24 the single-family residential use.

25 COMMISSIONER SAMUELS: I did that.

After the public hearing, the Commission resumed their discussion of the application. The City Attorney indicated that the "Commission has the ability to impose certain conditions on the property that are reasonable" and advised that "if it has been in similar situations, then the Commission could implement conditions". At this point, the Vice Mayor asked what the side setbacks were for Lot 17 and the Building Official replied that it would be 12 feet. Previously, the City Manager had pointed out that none of the earlier conditional use permits contained any added requirements when they were approved. Shortly thereafter, the applicant's attorney mentioned the 15-foot setback in connection with a discussion of the plans for landscaping along the west side of the residence (he stated "if the Commission wants to landscape the 15-foot setback, it would be a lot of room for landscaping"). This was the only reference to the corner side setback in the record until the motion was made to approve the application. After more discussion, primarily dealing what happens to conditional uses if they are destroyed or otherwise change in the future, the Commission approved the following motion with a 3-1 vote with one abstention:

*To approve the application for a conditional use permit on 810 [16?] F Street, Lots 15 and 17 with the conditions that it maintains a residential single-family family use, has lush landscaping with a four-foot buffer at the 15-foot line, the permit runs with the land, the rendering [labeled Exhibit 6] be attached to the permit, and demolition would terminate the use of the conditional use permit. [Words in brackets added for clarity.]*

On May 26, 2016, the Vice-Mayor and City Manager signed an Order Approving Conditional Use Permit stating that the application is approved, subject to the following conditions:

1. *That the property remains single family use unless and until the City Commission rules otherwise.*
2. *That the renderings are attached with the conditional use permit and the structure shall substantially conform with the respective renderings.*
2. *That lush landscaping with a four-foot buffer at the 15-foot line and maintained along the side of the property adjacent to A1A Beach Boulevard.*
3. *The permit shall run with the land*
4. *Demolition will terminate the conditional use for that parcel*
5. *The setback on the west side of parcel 17 fronting A1A Beach Boulevard shall be 15 feet.*

It appears from a careful reading of the development order in comparison to the approved motion that the author(s) took quite a bit of license in crafting the final wording. A ~~strike-out~~/underline version of the list of conditions shows the language that was added or eliminated.

1. ~~To approve~~ That the application for a property remains single family use unless and until the City Commission rules otherwise.
2. That the renderings are attached with the conditional use permit on 810 F Street, Lots 15 and 17 with the conditions that it maintains a residential single-family family use, has and the structure shall substantially conform with the respective renderings.
2. That lush landscaping with a four-foot buffer at the 15-foot line, the and maintained along the side of the property adjacent to A1A Beach Boulevard.
3. The permit run shall run with the land, the rendering be attached to the permit, and demolition would
4. Demolition will terminate the use of the conditional use permit for that parcel
5. The setback on the west side of parcel 17 fronting A1A Beach Boulevard shall be 15 feet.

While some of the changes attempt to bring some clarity to original wording, others could create enforcement issues in the future as City staff seek to interpret the intent. For example, in #1, there is no reasonable scenario that might lead to the City Commission revoking the permit, especially in light of #3 which states that the permit runs with the land. The same comment holds for #4. To not provide a waiver of the requirement that a conditional use permit “shall be nontransferable and granted to the applicant only” sets up a situation where any sale of a conditionally-approved single family home would require an onerous renewal of the use approval for the new owner. The first #2 is probably okay as long as a landscape plan is submitted and the staffers charged with enforcing the condition are allowed sufficient latitude in determining “substantial conformity”. The second #2 generally mirrors the wording in the approved motion, but still uses the debatable term “lush” to describe the quality of the desired level of the landscaping. Also, although it reads the same in both the motion and the order, it refers to a “four-foot buffer at the 15-foot line”. It appears from the discussion at the meeting that the Commission was seeking a four-foot tall (vertical) buffer at some location within the corner side setback. A more precise description of the intent would be helpful to the enforcement staff down the road. More importantly, the author of the order added an entirely new #5. While the wording in #2 couches the “15-foot line” in relation to landscaping along the west elevation of the structure, the new clause raises the apparently erroneous 15-foot setback shown on the sketch site plan for Lot 17 to a hardline requirement. No similar requirement has been imposed in the past, and there doesn’t seem to be a compelling public interest to be served by imposing one at this location.

Following the receipt of land use approval, the development process shifts back to the owner, their agents, and the architecture and engineering design team. It was during this period from April 4<sup>th</sup> until the building permit application was submitted to the Building and Zoning Department that another survey of Lot 17 was completed (Attachment D-1 Full Survey and D-2 Blown UP). This survey was likely obtained to satisfy a lending requirement and/or a requirement for an up-to-date survey to submit with the building permit application. The survey was prepared by Landtech Associates, Inc. and dated May 16, 2016. This survey shows yet another different set of dimensions for Lot 17. The table below compares the new dimensions to those described earlier in this report:

Property Line	Ancient City	Rob Florez	Landtech
South	46.89'	49.50'	46.61'
East	100.89'	100.00'	100.32'
North	46.89'	49.50'	46.80'
West	100.89'	100.00'	100.66'

As was the case with the Florez's sketch site plan, the proposed building footprint shown in the Landtech survey was 27 feet wide at its widest point. Starting with that footprint, it appears that the western corner side yard setback was derived mathematically:

Begin with 46.61-foot lot width  
 (-) 7.50-foot required interior side yard  
 (-) 27.00-foot-wide structure  
 (=) 12.11-foot corner side yard  
 (rounded to 12.1 feet as shown on the survey)

This document became the applicant's official site plan which was included in the building permit application package submitted by the general contractor, Generation Homes, to the Building & Zoning Department on November 1, 2016. After the plan review and approval by the Building Official, the building permit was issued on November 8, 2016. I was able to find only one other document in the building permit file that addressed the building setbacks. This undated and unsigned document is labeled "Specifications" (Attachment E) is purported to have been filled out by Generation Homes personnel. The setbacks listed mirror the setbacks shown on the Landtech survey and site plan.

The first reported building inspection was for the slab on December 2, 2016. This would have been the first time the City might have taken note that the setback was less than the 15 feet specified in the conditional use permit. It should be noted that the field inspector would not necessarily have direct knowledge of an unusual building setback. This would be especially pertinent if this information was not included in the building plan set kept on the jobsite. The latest inspection report in the file was for roof and wall sheathing on February 24, 2017. Subsequently, sometime in April, City staff received an inquiry (reportedly from a City Commission member) about the location of the building on Lot 17. Staff then determined that it was being constructed with a west side setback of 12.1 feet instead of the 15-foot setback specified in the Order Approving [the] Conditional Use Permit.

The responsibility for ensuring that a development project is constructed per the applicable codes and ordinances is a shared one. In this instance, the property owner and his agent, Generation Homes, were engaged in the project from its outset – application and approval of the required conditional use permit through building permitting and the start of construction. They were present at both the PZB and City Commission meetings leading to the approval of the conditional use permit. They should have provided a better level of quality control over their design professionals to ensure that the building permit application materials matched up with the conditions of approval established by the City Commission.

On the public side, the City Manager, a City Attorney, and Building Official were present at both public meetings. It is noted that City Attorney Whiteside was at the PZB meeting and new City Attorney James

Wilson was attending his first City Commission meeting. Typically, the attorney's responsibility is to provide advice to City officials as needed and especially when asked during public meetings. They do not participate in the day-to-day operation of the City. Where the level of staffing allows, City Managers usually delegate certain day-to-day functions such as zoning administration to a line department. Under Florida law, administration of the building code rests with the Building Official, who is required to hold a high level of certification to perform those duties. In St. Augustine Beach, the Building and Zoning Department, headed by the Building Official, is vested under LDR Section 11.01.01 with the duty to "perform all administrative functions of the city government relating to the administration of this [Land Development] Code." Hence, "the buck stops" at the Building Official's desk.

That said, it is my professional opinion that the 3-foot encroachment is just a mistake that started and was compounded by there being too many versions of lot dimensions. It does not appear to be the result of any specific intent to deceive by any of the parties. I believe that the special setback was imposed as a result of it erroneously showing up on the sketch site plan based on several inconsistent depictions of the property boundaries. As noted earlier, there does not appear to be any compelling reason to impose a setback that has never been applied to another conditional use and which would not apply to any of the ±34 land uses that are allowed "by right" in the Commercial Land Use District.

My research did not reveal any evidence to indicate that anyone deliberately set out to violate the 15-foot setback requirement. Going back to the time frame in which the building permit application for constructing the single residential structure on Lot 17 was submitted and under review by the Building Official, I was reminded that this is the same time that Northeast Florida was severely impacted by Hurricane Matthew. In the aftermath of the storm, it was "all hands on deck" to complete mandatory damage assessments followed by a slew of permit applications and inspections from property owners seeking to secure and restore their damaged structures. It is easy to see that this small Building & Zoning Department staff could have been overwhelmed by the workload and simply overlooked something like this special setback. That is not offered as an excuse, but as a simple fact of life in city government. Every encounter by a public employee with a customer is a "moment of truth." In St. Augustine Beach, the Building Official likely has many thousands of "moments of truth" in a given year, and it is impossible to expect that a mistake won't occur from time to time.

The most desirable solution to the situation is for the owner of the property to submit an application to the City for a modification of the May 26<sup>th</sup> order approving the conditional use permit as it applies to Lot 17. The owner and his agents would be well-served to proffer a revised and more carefully crafted proposal for special conditions to be attached to the approval of a revised order to include a detailed landscape plan for the lot and the building elevations contained in the building permit plan set. It is my recommendation that this approach be followed as a workable (and probably less costly) alternative to seeking compliance with the original order, i.e., removal of the partially-completed structure, via the City's code enforcement procedures.

Going forward, here are a few suggestions that may help avoid a repetition of this kind of situation:

- The definition of a conditional use permit states that "the application for a conditional use permit shall be the same as for a concept review [LDR Section 12.02.06], except that the

comprehensive planning and zoning board shall make a recommendation to the city commission, which has final approval. The building official may delete submittals required in the concept application outlined in Article XII that are not applicable." LDR Section 12.06.6 includes the following list of items to be considered by the PZB in their review:

- Characteristics of the site and surrounding area, including important natural and man-made features, the size and accessibility of the site, and surrounding land uses.
- Whether the concurrency requirements of Article IV of this Code could be met if the development were built.
- The nature of the proposed development, including land use types and densities; the placement of proposed buildings and other improvements on the site; the preservation of natural features; proposed parking areas; internal traffic circulation system; the approximate total ground coverage of paved areas and structures; and, types of water and sewage treatment systems. [Emphasis added]
- Conformity of the proposed development with the comprehensive plan, this Code and other applicable regulations.
- Applicable regulations, review procedures, and submission requirements.
- Concerns and desires of surrounding landowners and other affected persons.
- Other applicable factors and criteria prescribed by the comprehensive plan, this Code, or other law.

As stated, the Building Official has the authority to delete items that are deemed to be not applicable, however, a stricter adherence to the concept plan guidelines in packaging applications for conditional use permits may have alleviated the PZB's position that they were not given sufficient information regarding the Lot 17 proposal to tender an affirmative recommendation. Their recommendation may even have included advice to the Commission on imposing special conditions. Certainly, having even a sketch landscape plan would have led to a more definitive special condition than the one that is included in the approved order. Information sheets provided to potential conditional use applicants should be revised to include the LDR Section 12.06.06 requirements.

- It appears that the members of the PZB would be well-served by a comprehensive orientation on their duties and responsibilities, the Comprehensive Plan and LDR's, and the varied and often confusing terminology used in the development regulation business.
- All Building Department forms, both internal and external, should include a space for the name of the author and the date it was prepared. Any item that comes over the counter for approval should be date-stamped on every page/sheet.
- Obviously, all documents of any kind need to be very carefully vetted to ensure consistency with other submittals and approvals, as well as full compliance with the City's codes.
- One person, e.g., the City Clerk, should be responsible for the drafting final development orders. The draft order should then be reviewed by the City Manager and the appropriate Department Head. At this point, the order should be submitted to the City Attorney for legal review and a


signature indicating approval. It wouldn't be a bad idea for the development order to be brought back to the Commission for final scrutiny and approval before being signed by the Mayor and City Manager. This could be handled as part of a consent agenda.

- Any order approving a conditional use permit should include a condition requiring that the written order be included in the application package for a building permit to construct the project. This will provide a secondary reminder to the plan reviewer that special conditions may exist.
- The City may wish to consider adding a mandatory field inspection following the staking of the building layout by a land surveyor before authorizing the slab to be poured.
- It appears that St. Augustine Beach is extremely popular with development interests and its Building and Zoning Department is very busy. The City should consider the possibility of hiring a city planning professional who could also function as the zoning administrator. Adding zoning analysis by a different person could also serve to minimize the chance of an error of this type occurring in the future.



**MEMORANDUM**

**TO:** Mayor Pacetti  
Vice Mayor Holmberg  
Commissioner Ratz-Broudy  
Commissioner Rooney

**FROM:** Max Royle, City Manager 

**DATE:** January 18, 2002

**SUBJECT:** Conditional Use Permit Approved in November for Residences in a Commercial Land Use District, 780 A1A Beach Boulevard (Block 38, Lot 18 and West 45 Feet of Lot 16, Coquina Gables Subdivision); Request by Mr. Michael Seybold to Include Condition Recommended by Planning Board

**BACKGROUND**

At your November 5, 2001 meeting, Mr. Michael Seybold requested the above-referenced conditional use permit for the construction of two single-family houses at the northeast corner of E Street and A1A Beach Boulevard. You approved the permit by a 4-0 vote (Commissioner Feaster was absent for that meeting.)

Mr. Seybold's request for the permit had been reviewed by the Comprehensive Planning and Zoning Board at its October 16, 2001 meeting, and the Board had recommended to you the following condition: that

"...the Commission approve Mr. Seybold's conditional use permit application, with the Building Official Gary Larson's recommendation that the 15-foot street side setback requirement for the...property abutting County Road A1A Beach Boulevard be reduced to 12.41 feet [from 15 feet], due to the taking of the right-of-way when County Road A1A Beach Boulevard was widened..." (from a memo prepared by the Building Department's secretary, Ms. Miller, and dated October 17, 2001)

However, when you approved the conditional use permit, the above condition was not included as part of the permit because the motion approving the permit did not include the condition.

**MR. SEYBOLD'S REQUEST**

He asks that you include the reduction of the 15-foot side street setback abutting County Road A1A to 12.41 feet be approved as part of the conditional use permit for Lot 18 and the west 45 feet of lot 16, Coquina Gables subdivision.

If you agree with this request, then the conditional use permit will be amended to include the reduction, and the amendment will be recorded.

We have attached for your review a copy of the Building Official's October 12th memo to the Board in which he recommended the reduction of the side street setback from 15 to 12.41 feet.

Mr. Seybold will be at your February 4th meeting to answer any questions you may have about his request.

FROM MINUTES OF CITY COMMISSION MEETING, FEB. 4, 2002

2. Conditional Use Permit Approved in November for Residences in a Commercial Land Use District, 780 A1A Beach Boulevard (Block 38, Lot 18 and West 45 Feet of Lot 16, Coquina Gables Subdivision): Request by Mr. Michael Seybold to Include Condition Recommended by Planning Board

Mr. Royle referred to the information in the Commission's packets and said the Planning Board's recommendation had been to reduce to 12.14 feet from 15 feet the side street setback due to a taking of right-of-way when County Road A1A Beach Boulevard was widened. That condition was not put in the conditional use permit approved at a previous meeting.

Commissioner Holmberg asked whether Mr. Seybold had owned the property when A1A was widened, and Mr. Seybold said he had not.

Commissioner Holmberg said he did not have the motion from the Planning Board. Mr. Royle explained that the memo included in the Commission's packet outlined the recommendation made by the Board to the Commission for its November 2001 meeting. At that meeting, he said, the recommended condition for some reason was not approved by the Commission.

Commissioner Holmberg made the MOTION  
THAT THE 15 FOOT SIDE SETBACK OF  
THE PROPERTY ABUTTING COUNTY ROAD  
A1A BEACH BOULEVARD BE REDUCED TO  
12.41 FEET DUE TO THE TAKING OF THE  
RIGHT-OF-WAY WHEN COUNTY ROAD A1A  
BEACH BOULEVARD WAS WIDENED. Seconded  
by Commissioner Ratz-Broudy and Approved by  
Unanimous Roll Call Vote.

Ratz-Broudy:	Yes
Holmberg:	Yes
Pacetti:	Yes

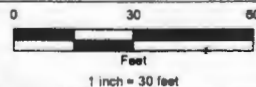


Project: j17258



**DISCLAIMER**

This map is for reference only. Data provided are derived from multiple sources with varying levels of reliability. St. Johns County GIS Division assumes no responsibility for the accuracy or completeness of the data shown herein.



Photography Date: 11/2016


Date Prepared: 4/20/2017

**A1A Beach Blvd. ROW**



## MEMORANDUM

**TO:** Mayor O'Brien  
Vice Mayor George  
Commissioner Snodgrass  
Commissioner England  
Commissioner Kostka

**FROM:** Max Royle, City Manager 

**DATE:** June 22, 2017

**SUBJECT:** Request for Approval of Final Plat for the Ocean Ridge 72 Residential Home Subdivision, South of 11<sup>th</sup> Street, East of Mickler Boulevard, and North of the Sea Oaks Subdivision

### INTRODUCTION

As work on the infrastructure for the Ocean Ridge subdivision nears completion, the developer, Ocean Ridge Developers, LLC, has applied for approval of the subdivision's plat.

The developers applied to the City's Comprehensive Planning and Zoning Board for review and recommendation to you concerning the plat. The review was done at the Board's June 20<sup>th</sup> meeting. The Board, by a 4-3 vote, recommended that you approve the plat, subject to the following condition:

- That the developer consider removing the southern pedestrian access [to the Sea Oaks subdivision] based on the overwhelming objection of public opinion.

### CITY REGULATIONS REGARDING APPROVAL OF PLATS

Section 12.02.14.D of the city's Land Development Code states the Commission's responsibility concerning review and approval of proposed plats. The Section states:

"Review of the plat by the city commission shall be strictly limited to whether the plat conforms to the requirements of Chapter 177, Florida Statutes and this Code. A conforming plat shall be approved and the [Building] department shall forthwith issue the development order allowing development to proceed."

Please note page 4, in which a surveyor certifies that the plat complies with all the requirements of Chapter 177.

## ATTACHMENTS

Attached for your review is the following information:

- - a. Pages 1-22, the information provided to the Planning Board for its review and discussion at its June 20<sup>th</sup> meeting.
  - b. Pages 23-35, a copy of Part 1 of Chapter 177, Florida Statutes, which has the State's requirements for the platting of property.
  - c. Page 36, a memo from the Planning Board's secretary, Ms. Bonnie Miller, in which she states the motion and vote taken at the Board's June 20<sup>th</sup> meeting.
  - d. Behind page 36 is the final development order. Commissioner Snodgrass requested that this information be provided.
  - e. The proposed plat.

## SUGGESTED PROCEDURE FOR YOUR MEETING

We suggest the following:

- 1. Have the City Attorney, Mr. Wilson, outline what you are required to do under Section 12.02.14.D of the Land Development Code and Part 1, Chapter 177, Florida Statutes.
  2. Have the developer's attorney, Ms. Ellen Avery-Smith, present the request for plat approval and answer your questions.
  3. Open for public comment concerning the request.
  4. Bring the matter back to the Commission for a decision.

# Memorandum

TO: Members of the Comprehensive Planning and Zoning Board  
FROM: Gary Larson, Building Official  
DATE: June 14, 2017  
RE: Preliminary Plat for Ridge at St. Augustine Beach

You have before you the preliminary plat for Ridge at St. Augustine Beach, known as Ocean Ridge Subdivision. There are modifications on the plat that differ from the development plans. These changes were made in accordance with the Land Development Regulations, as changes to lot configurations were required due to relocation of utility easements. Portions of roadways were relocated five feet or less for preservation of large oaks beside the roadways. The pond required increased size due to the island constructed to preserve the oak in the middle of the island. This was allowed by the St. Johns River Water Management District for the State of Florida.

Section 12.02.14 of the Land Development Regulations, Platting, is provided for your reference. All utilities are in place in accordance with the development plans and the above modifications. The sewer lines are checked by camera, the water lines both potable and re-claimed are scheduled for pressure testing next week. Roadway crossings are in place for electrical and cable installation as needed for construction. The roadways will be completed shortly and paved. The sub-base for the roadways is complete. Curbing for roadways is also in place. A security and maintenance check is in place at the City Manager's Office in the amount of \$250,000.00 from McGarvey Residential Communities along with a payment of \$600.00 for the surveyor's certificate in accordance with Florida Statutes paid to the City. There is a scrivener's error on the last page of the plat for the pedestrian easement between Lots 1 and 42. You will note a dot in the easement just below the 2.5-foot measurement. It is being corrected by Ms. Ellen Avery-Smith, legal counsel for Mr. McGarvey. This scrivener's error will be corrected on the final plat that will go before the City Commission following the Board's review of the plat and recommendation to the Commission.

Ms. Avery-Smith and the City Attorney have reviewed the adoptions and dedications found on the title (front) page of the plat and can certify that the plat is in conformance with Section 12.02.14.



*City of St. Augustine Beach*

2200 A1A SOUTH  
ST. AUGUSTINE BEACH, FLORIDA 32080  
WWW.STAUGBCH.COM

CITY MGR. (904) 471-2122  
FAX (904) 471-4108

BLDG. & ZONING (904) 471-8758  
FAX (904) 471-4470

**Owner's Authorization Form**

Ellen Avery Smith is hereby authorized TO ACT ON BEHALF OF

Ocean Ridge Developers LLC, the owners(s) of the property described in the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Augustine Beach, Florida, for an application related to a development, land use, zoning or conditional or special use permit or other action pursuant to an application for:

Final plat approval - Preliminary plat approval

By signing, I affirm that the legal owner(s), as listed on the recorded warranty deed on file with the St. Johns County Clerk of Courts, have been notified of the above application.

I further understand incomplete or false information provided on this form may lead to revocation of permits and/or termination of development activity.

Signature of Owner(s) \_\_\_\_\_

Printed Name(s) James N. McGarvey, Jr., manager

Address of Owner(s) 1102 A1A N., Ste 102, Ponte Vedra Beach, FL 32082

Telephone Number of Owner(s) 904-247-9160

State of Florida  
County of St. Johns

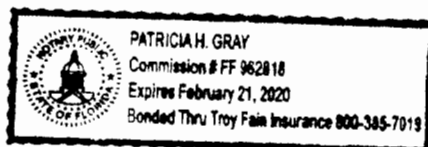
The foregoing instrument was acknowledged before me this 19 day of June, 2017, by

James N. McGarvey, Jr. who is personally known ☒ or who has produced identification.

Type of identification produced \_\_\_\_\_

Signature of Notary Public—State of Florida \_\_\_\_\_

Notary Stamp/Seal/Commission Expiration Date: \_\_\_\_\_







ATTORNEYS AT LAW

Ellen Avery-Smith

904 . 824 . 0879 . x5207  
E.Averysmith@rtlaw.com

100 Whetstone Place • Suite 200  
St. Augustine, Florida 32086

904 . 825 . 4070 Fax  
www.rtlaw.com

June 16, 2017

Mr. Gary Larson  
Building & Zoning Director  
City of St. Augustine Beach  
2200 A1A South  
St. Augustine Beach, Florida 32080

**Re: Ridge at St. Augustine Beach Plat**

.Dear Gary:

Our firm represents Ocean Ridge Developers, LLC, the owner of the approximately 23 acres located on the southeast corner of the intersection of 11<sup>th</sup> Street and Mickler Road in the City of St. Augustine Beach (the "Property"). Ocean Ridge Developers has filed a final plat for the Property, called Ridge at St. Augustine Beach (the "Plat"), which is scheduled for review by the City Planning and Zoning Board on June 20 and the City Commission on July 5.

Enclosed is a revised draft Plat, with revisions to correct a scrivener's error related to the 5-foot pedestrian easement in the north portion of the Property. We have provided one (1) copy of the Plat in 11-inch by 17-inch size and 14 copies of the Plat in 24-inch by 36-inch size. We received the City's comments on the prior draft of the Plat today and will address those, and any comments from Planning and Zoning Board members, prior to the July 5 City Commission meeting.

We have provided a letter from Richard A. Miller & Associates, Inc., the survey firm that produced the Plat, certifying that the Plat meets all applicable requirements of Chapter 177, Florida Statutes, and Rule 5J-17, Florida Administrative Code. Subsection 12.02.14.D of the City of St. Augustine Land Development Code (the "Code") states that review of the Plat by the City Commission is strictly limited to whether the Plat conforms to the requirements of Chapter 177, Florida Statutes, and the Code. The Plat meets those requirements.

We appreciate your continued assistance with this Plat.

Sincerely yours,

Ellen Avery-Smith

cc: James N. McGarvey, Jr.  
Jim Wilson Esq.

SCANNED  
pc 6/16/17

**Richard A. Miller & Associates, Inc.**

*Professional Land Surveyors, L.B. 5189*

6701 Beach Boulevard

Jacksonville, FL 32216

Ph. 904-721-1226 ♦ Fax. 904-721-5758

June 14, 2017

City of St. Augustine Beach

2200 A1A South

St. Augustine Beach, Florida 32080

RE: RIDGE AT ST. AUGUSTINE BEACH

To Whom It May Concern:

This is to certify that the above referenced plat is a true and correct representation of the land surveyed, platted and described thereon, that the survey was made under the undersigned's responsible direction and supervision, that the survey data complies with all requirements of Florida Statutes Chapter 177, pursuant to Chapter 5J-17 F.A.C. and in accordance with City Land Development Code Section 12.02.14.


Certified this 14th day of June, 2017



William J. Melrose

Richard A. Miller & Associates, Inc.

Registered Land Surveyor No. 5843

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**Sec. 12.02.13. Administrative hearing.**

Each administrative hearing shall conform to the following procedures, as supplemented by law, rule or decision.

A. *Burden and nature of proof.* The applicant for any development permit must prove that the proposal satisfies the applicable requirements and standards of this Code.

B. *Order of proceedings.*

1. The comprehensive planning and zoning board shall:
  - a. Determine whether it has jurisdiction over the matter.
  - b. Determine whether any member must abstain or is disqualified. Abstaining from voting or disqualification because of conflict of interest must be declared in accordance with Part III of Chapter 112, Florida Statutes.
2. The board may take official notice of known information related to the issue, including:
  - a. State law and applicable ordinances, resolutions, rules and official policies of St. Augustine Beach.
  - b. Other public records and facts judicially noticeable by law.
3. Matters officially noticed need not be established by evidence and are binding to the extent that they are relevant and material. Requests that official notice be taken shall be made on the record and an opportunity for rebuttal shall be given to opposing parties. The board may take notice without prompting or suggestion of matters listed in paragraph 2. above and shall state all matters officially noticed for the record.
4. Individual board members may view the site of the proposed development with or without notification to the parties, but after the visit, shall place the time, manner and circumstances of the view in the record with the building and zoning department secretary.

5. Staff, the developer, and interested persons may present information.
6. Before the hearing has concluded, the board shall restate the issues and comment upon the law and facts pertaining to the decision, and if opportunity for rebuttal is provided, may ask additional questions of any person who has testified or presented information.

C. *Findings and order.* Unless the board and the developer agree to an extension, the board shall, within ten (10) working days of the hearing, prepare an order including:

1. A statement of the applicable criteria and standards against which the proposal was tested.
2. Findings of facts which established compliance or noncompliance with the applicable criteria and standards of this Code.
3. The reasons for a conclusion to approve, conditionally approve, or deny.

D. *Record of proceedings.*

1. All proceedings shall be recorded.
2. The findings and order shall be included in the record.

(Ord. No. 91-7, § 2)

**Sec. 12.02.14. Platting.**

A. *Generally.* Where proposed minor or major development includes the subdivision of land, the final approval of the development plan by the comprehensive planning and zoning board shall be made contingent upon approval by the St. Augustine Beach Commission of a plat conforming to the development plan.

B. *Filing with department.* After receiving plat-contingent final development plan approval, the developer shall submit to the department a plat conforming to the development plan and the requirements of Chapter 177, Florida Statutes. Alternatively, the developer may submit a plat at any point in the development review process.

C. *Review by building official.* The building official shall, within ten (10) working days or receiving the plat, review the plat with the city

attorney to see whether the plat conforms to the approved development plan, and the requirements of Chapter 177, Florida Statutes. If the plat does conform, then the building official shall ask the city manager to place the plat on the next available agenda of the St. Augustine Beach Commission. If the plat does not conform, the building official shall explain the deficiency in the plat to the developer and inform him that a corrected plat may be resubmitted prior to review by the city commission.

**D. Review by St. Augustine Beach Commission.** Review of the plat by the city commission shall be strictly limited to whether the plat conforms to the requirements of Chapter 177, Florida Statutes and this Code. A conforming plat shall be approved and the department shall forthwith issue the development order allowing development to proceed.

**E. Development activity.** Development activity in any subdivision shall be performed in compliance with the plat and any development order.

**F. Change in utility plans.** When a governmental agency requires drainage or other utility improvements at variance with a plat or development order, a revised plan for utilities may be approved by order of the comprehensive planning and zoning board with appropriate conditions. Development at variance with the plan for utilities shown on the plat or development order may be performed in accordance with the board's order. A copy of the board's order shall be recorded in the public records for St. Johns County maintained by the clerk of the circuit court.  
(Ord. No. 91-7, § 2; Ord. No. 93-14, § 12)

## **Sec. 12.02.15. Guarantees and sureties.**

### **A. Applicability.**

1. The provisions of this section 12.02.00 to all proposed developments in St. Augustine Beach, including private road subdivisions.
2. Nothing in this section 12.02.00 shall be construed as relieving a developer of any requirement relating to concurrency in Article IV of this Code.

3. This section 12.02.00 does not modify existing agreements between a developer and St. Augustine Beach for subdivisions platted and final development orders granted prior to the effective date of this Code, providing such agreements are current as to all conditions and terms thereof.

**B. Improvements agreements required.** The approval of any development plan shall be subject to the developer providing assurance that all required improvements, including, but not limited to storm drainage facilities, streets and highways, water and sewer lines, shall be satisfactorily constructed according to the approved development plan. The following information shall be provided:

1. Agreement that all improvements, whether required by this Code or constructed at the developer's option, shall be constructed in accordance with the standards and provisions of this Code.
2. The term of the agreement indicating that all required improvements shall be satisfactorily constructed within the period stipulated. The term shall not exceed five (5) years from the recording of the plat or thirty (30) percent occupancy of the development, whichever comes first.
3. The projected total cost for each improvement. Cost for construction shall be determined by either of the following:
  - a. Estimate prepared and provided by the applicant's engineer.
  - b. A copy of the executed construction contract provided.
4. Specification of the public improvements to be made and dedicated together with the timetable for making improvements.
5. Agreement that upon failure of the applicant to make required improvements (or to cause them to be made) according to the schedule for making those improvements, St. Augustine Beach shall utilize the security provided in connection with the agreement.

6. Provision of the amount and type of security provided to ensure performance.
7. Provision that the amount of the security may be reduced periodically, but not more than two (2) times during each year, subsequent to the completion, inspection and acceptance of improvements by St. Augustine Beach Building Official.

*C. Amount and type of security.*

1. The amount of the security listed in the improvement agreement shall be approved as adequate by the building official.
2. Security requirements may be met by but are not limited to the following:
  - a. Cashiers check;
  - b. Certified check;
  - c. Developer/Lender/St. Augustine Beach Agreement;
  - d. Interest bearing certificate of deposit;
  - e. Irrevocable letters of credit;
  - f. Surety bond.
3. The amount of security shall be one hundred ten (110) percent of the total construction costs for the required developer-installed improvements. The amount of security may be reduced commensurate with the completion and final acceptance of required improvements. In no case, however, shall the amount of the bond be less than one hundred ten (110) percent of the cost of completing the remaining required improvements.
4. Standard forms are available at the St. Augustine Beach Building and Zoning Department.

*D. Completion of improvements.*

1. When improvements are completed, final inspection shall be conducted and corrections, if any, shall be completed before final acceptance is recommended by the City of St. Augustine Beach. A recommendation for final acceptance shall be made

upon receipt of a certification of project completion and one (1) copy of all test results.

2. As required improvements are completed and accepted, the developer may apply for release of all or a portion of the bond consistent with the requirement in section 12.02.15C, 3. above.

*E. Maintenance of improvements.*

1. A maintenance agreement and security shall be provided to assure St. Augustine Beach that all required improvements shall be maintained by the developer according to the following requirements:
  - a. The period of maintenance shall be a minimum of three (3) years.
  - b. The maintenance period shall begin with the acceptance by St. Augustine Beach of the construction of the improvements.
  - c. The security shall be in the amount of fifteen (15) percent of the construction cost of the improvements.
  - d. The original agreement shall be retained by the building official.
2. Whenever a proposed development provides for the creation of facilities or improvements which are not proposed for dedication to St. Augustine Beach a legal entity shall be created to be responsible for the ownership and maintenance of such facilities and/or improvements.
  - a. When the proposed development is to be organized as a condominium under the provisions of Chapter 718, Florida Statutes, common facilities and property shall be conveyed to the condominium's association pursuant to that law.
  - b. When no condominium is to be organized, an owners' association shall be created, and all common facilities and property shall be conveyed to that association.
  - c. No development order shall be issued for a development for which an

owners' association is required until the documents establishing such association have been reviewed and approved by the St. Augustine Beach Attorney.

3. An organization established for the purpose of owning and maintaining common facilities not proposed for dedication to St. Augustine Beach shall be created by covenants running with the land. Such covenants shall be included with the final plat. Such organization shall not be dissolved nor shall it dispose of any common facilities or open space by sale or otherwise without first offering to dedicate the same to St. Augustine Beach.

(Ord. No. 91-7, § 2)

**Sec. 12.03.00. Procedure for obtaining a minor replat.**

**Sec. 12.03.01. Review by the building official.**

A. *Generally.* The building official may approve a minor replat that conforms to the requirements of this section 12.03.00.

B. *Submittals.* The department shall consider a proposed minor replat upon the submittal of the following materials:

1. An application form provided by the department;
2. Five (5) paper copies of the proposed minor replat;
3. A statement indicating whether water and/or sanitary sewer service is available to the property; and
4. Land descriptions and acreage or square footage of the original and proposed lots and a scaled drawing showing the intended division shall be prepared by a professional land surveyor registered in the State of Florida. In the event a lot contains any principal or accessory structures, a survey showing the structures on the lot shall accompany the application.

**C. Review procedure.**

1. The building official shall transmit a copy of the proposed minor replat to the appropriate agencies for review and comments.
2. If the proposed minor replat meets the conditions of this section and otherwise complies with all applicable laws and ordinances, the building official shall approve the minor replat by signing the application form.

D. *Recordation.* Upon approval of the minor replat, the building and zoning department shall record the replat on the appropriate maps and documents, and shall, at the developer's expense, record the replat in the official county records.

(Ord. No. 91-7, § 2)

**Sec. 12.03.02. Standards and restrictions.**

A. *Standards.* All minor replats shall conform to the following standards:

1. Each proposed lot must conform to the requirements of this Code.
2. Each lot shall abut a public or private street (except as hereinafter provided) for the required minimum lot width for the zoning district/category where the lots are located.
3. If any lot abuts a street right-of-way that does not conform to the design specifications provided in this Code, the owner may be requalified to dedicate one-half (½) the right-of-way width necessary to meet the minimum design requirements.

B. *Restriction.* No further division of an approved minor replat is permitted under this section, unless a development plan is prepared and submitted in accordance with this article.

(Ord. No. 91-7, § 2)

**Sec. 12.04.00. Procedure for obtaining development permits.**

**Sec. 12.04.01. Application.**

Application for a development permit shall be made to the building and zoning department on a

THE CITY OF ST. AUGUSTINE BEACH  
APPLICATION FOR PRELIMINARY PLAT APPROVAL/  
FINAL PLAT APPROVAL REVIEW

Estimated Cost: \$ 1,922,882

To be located on Lot(s): 1-72 Block(s): \_\_\_\_\_

Subdivision: Ridge at St. Augustine Beach

Real Estate Parcel Number(s): 164160-0000

Address(es): E. of Mickler Blvd., S. of 11th Street

Land Use District Classification: Low density residential

Owner(s) Name and Address: Ocean Ridge Developers, LLC

1102 A1A N., Suite 102, Ponte Vedra Beach, FL 32082

Phone: (904) 834-7260

Architect: Surveyor: Richard Miller and Associates Engineer: Connelly and Wicker, Inc.

6701 Beach Blvd. 10060 Skinner Lake Dr. #500

Address: Jacksonville, FL 32216 Jacksonville, FL 32246

Phone: (904) 721-1226 (904) 265-3030

Contractor: Cline Construction, Inc.

Contractor's State and/or City Certification Number: CGC 061947, CUC 1224762

Address: 18 Utility Drive, Palm Coast, FL 32137

Phone: (386) 446-6426

Legal Description of Parcel according to Survey and Warranty Deed (both must be submitted):

See Exhibit A attached

PLEASE CHECK IF THE FOLLOWING INFORMATION HAS BEEN INCLUDED:

- (✓) LEGAL DESCRIPTION OF PARCEL
- (✓) LIST OF ALL PROPERTY OWNERS WITHIN RADIUS OF 300 FEET OF PROPERTY FOR WHICH PLAT REVIEW AND APPROVAL IS REQUESTED
- (✓) STAMPED AND ADDRESSED LEGAL SIZE ENVELOPES OF PROPERTY OWNERS WITHIN 300 FEET OF LOCATION OF PROPERTY SUBMITTED FOR PLAT REVIEW AND APPROVAL
- (✓) SURVEY (Not over two years old)
- (✓) COPY OF WARRANTY DEED

In filing this application for Preliminary Plat Review and Final Plat Approval, the undersigned understands it becomes a part of the official records of the Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all the information contained herein is true and correct, to the best of his/her knowledge.

[Signature]  
(Owner or his/her agent)

102 A1A W. Suite 102 Ponte Vedra Beach, FL  
(Owner/agent address)

904-247-9160  
(Owner/agent phone number)

March 15, 2017  
(Date)

JN McGarvey Jr  
(Applicant or his/her agent)

[Signature]  
(Applicant/agent address)

(Applicant/agent phone number)

March 15, 2017  
(Date)

\*\*\*\*ALL AGENTS MUST HAVE NOTARIZED WRITTEN AUTHORIZATION\*\*\*\*



**FEE SCHEDULE FOR PRELIMINARY/FINAL PLAT APPROVAL APPLICATIONS**

PRELIMINARY PLAT APPROVAL \$150.00 PLUS \$2.00 PER LOT  
FINAL PLAT APPROVAL \$5.00 PER LOT  
ZONING NOTICE SIGN \$7.50

FEE RECEIVED: \$669.00

CHECK #

15096  
10097  
10129

DATE

May 24, 2017

NAME OF APPLICANT: Ocean Ridge Developers LLC

ADDRESS: 1102 A1A North, Suite 102, Ponte Vedra Beach, Florida 32082

FOR PERMIT ADVERTISING LOCATED AT: "Ridge at St. Augustine Beach" at the southeast corner of Mickler Boulevard and 11<sup>th</sup> Street

Notice of Comprehensive Planning and Zoning Board and/or City Commission public hearings for concept review, final development plan review, and preliminary and final plat applications shall be mailed by the Building and Zoning Department to the applicant/developer and all persons who, according to the most recent tax rolls, own property within 300 feet of the property proposed for development. IT IS THE APPLICANT/DEVELOPER'S RESPONSIBILITY TO OBTAIN A LIST OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE PROPERTY PROPOSED FOR DEVELOPMENT, WHICH CAN BE OBTAINED BY CALLING THE ST. JOHNS COUNTY REAL ESTATE/SURVEY DPARTMENT AT 904-209-0760. THIS LIST MUST BE SUBMITTED WITH THE APPLICATION, ALONG WITH ONE SET OF STAMPED, ADDRESSED ENVELOPES OF ALL PROPERTY OWNERS WITHIN 300 FEET. (NOTE: Do not fill in the return address on the stamped, addressed envelopes. The Building and Zoning Department will stamp the return address and mail the legal notice of the public hearing to the property owners. The notice shall be mailed at least fifteen (15) days before the date of the Comprehensive Planning and Zoning Board meeting.)

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

121 W. FORSYTH STREET, SUITE 500

JACKSONVILLE, FLORIDA 32202

904-354-7112

PLAT LETTER

ST. JOHNS COUNTY, FLORIDA

March 13, 2017

ORNT File No. 17021976 - OR17-06/68239 - Ocean Ridge

To: Rogers Towers

1301 Riverplace Blvd. Suite 1500

Jacksonville, Florida 32207-9020

A search of the public records of St. Johns County, Florida through March 6, 2017 at 5:00 PM reveals the following with respect to the legal description attached hereto as Exhibit "A" and made a part hereof.

A. Last Grantee of Record:

Ocean Ridge Developers, LLC, by virtue of Warranty Deed recorded in O.R. Book 4158, page 997

B. Unsatisfied Mortgage or Liens encumbering said property are as follows:

OR 4158, PAGE 999 MTG

OR 4158, PAGE 1031 UCC

OR 4160, PAGE 738 NOC

C. Easements, Restrictions and other matters affecting said property are as follows:

OR 3303, PAGE 1131 EASE

OR 4158, PAGE 1024 COLLATERAL ASSIGN

OR 4162, PAGE 353 ASSIGNMENT OF DEV RIGHTS

D. Ad valorem taxes on said property as follows: Taxes for the year 2016 are PAID under RE# 164160-0000

No Back taxes

Sincerely,

Tony Hunt/Title Examiner



EXHIBIT A

A PARCEL OF LAND IN GOVERNMENT LOTS 7 AND 10, SECTION 34, TOWNSHIP 7 SOUTH, RANGE 30 EAST, ST. JOHNS COUNTY, FLORIDA, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 15, BLOCK 2, SEA OAKS UNIT 1, AS RECORDED IN MAP BOOK 20, PAGES 68 AND 69, PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 00 DEGREES 36 MINUTES 00 SECONDS WEST, ON THE EAST LINE OF MICKLER BOULEVARD, SAID EAST LINE OF BOULEVARD BEING 50 FEET EAST FROM AND PARALLEL WITH THE WEST LINE OF SAID GOVERNMENT LOT 7, A DISTANCE OF 1,276.33 FEET TO THE SOUTH LINE OF ELEVENTH STREET; THENCE NORTH 89 DEGREES 49 MINUTES 08 SECONDS EAST, ON SAID SOUTH LINE OF ELEVENTH STREET, 815.78 FEET TO THE WEST LINE OF CHATAUQUA BEACH SUBDIVISION AS RECORDED IN MAP BOOK 2, PAGE 5, PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 00 DEGREES 04 MINUTES 40 SECONDS WEST, ON THE WEST LINE OF SAID CHATAUQUA BEACH SUBDIVISION 1,318.93 FEET TO THE NORTHEAST CORNER OF LOT 19, BLOCK 1 OF SEA OAKS, UNIT 2, PHASE 1A, AS RECORDED IN MAP BOOK 30, PAGES 45 AND 46, PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 89 DEGREES 59 MINUTES 41 SECONDS WEST, ON THE NORTH LINE OF SAID LOT 19, A DISTANCE OF 210.40 FEET TO THE EAST LINE OF OCEAN PINES DRIVE IN SAID SEA OAKS, UNIT 1; THENCE NORTH 00 DEGREES 36 MINUTES 00 SECONDS WEST, ON SAID EAST LINE OF OCEAN PINES DRIVE, 89.77 FEET; THENCE NORTH 89 DEGREES 59 MINUTES 41 SECONDS WEST, ON THE NORTH LINE OF SEA PINES PLACE IN SAID SEA OAKS, UNIT 1, A DISTANCE OF 390.00 FEET; THENCE SOUTH 00 DEGREES 36 MINUTES 00 SECONDS EAST, ON THE WEST LINE OF SEA OAKS DRIVE IN SAID SEA OAKS, UNIT 1, A DISTANCE OF 50.00 FEET TO THE NORTH EAST CORNER OF SAID LOT 15, BLOCK 2, SEA OAKS, UNIT 1; THENCE NORTH 89 DEGREES 59 MINUTES 41 SECONDS WEST, ON THE NORTH LINE OF SAID LOT 15, BLOCK 2, SEA OAKS, UNIT 1, A DISTANCE OF 200.00 FEET TO THE POINT OF BEGINNING.

Prepared by and return to:  
Scott Patrou, Esq.  
Attorney at Law  
Ginn & Patrou  
770 A1A Beach Blvd Suite D  
Saint Augustine, FL 32080  
904-461-3000  
File Number: 15-04  
Will Call No.:

Parcel Identification No.164160-0000

[Space Above This Line For Recording Data]

## Warranty Deed

This Warranty Deed made this 2nd day of March, 2016 between Runk Properties, Inc., a Florida corporation whose post office address is 1985 Mizell Road, Saint Augustine, FL 32080, grantor, and Ocean Ridge Developers, LLC, a Florida limited liability company whose post office address is 1102 A1A North, Suite 102, Ponte Vedra Beach, FL 32082, grantee:

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

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Saint Johns County, Florida to-wit:

A parcel of land in Government Lots 7 and 10, Section 34, Township 7 South, Range 30 East, St. Johns County, Florida, more fully described as follows: Beginning at the Northwest corner of Lot 15, Block 2, Sea Oaks Unit 1, as recorded in Map Book 20, Pages 68 and 69, Public Records of said County; thence North 00°36'00" West, on the East line of Mickler Boulevard, said East line of Boulevard being 50 feet East from and parallel with the West line of said Government Lot 7, a distance of 1,276.33 feet to the South line of Eleventh Street; thence North 89°49'08" East, on said South line of Eleventh Street, 815.78 feet to the West line of Chatauqua Beach Subdivision as recorded in Map Book 2, Page 5, Public Records of said County; thence South 00°04'40" West, on the West line of said Chatauqua Beach Subdivision 1,318.93 feet to the Northeast corner of Lot 19, Block 1 of Sea Oaks, Unit 2, Phase 1A, as recorded in Map Book 30, Pages 45 and 46, Public Records of said County; thence North 89°59'41" West on the North line of said Lot 19, a distance of 210.40 feet to the East line of Ocean Pines Drive in said Sea Oaks, Unit 1; thence North 00°36'00" West, on said East line of Ocean Pines Drive, 89.77 feet; thence North 89°59'41" West, on the North line of Sea Pines Place in said Sea Oaks, Unit 1, a distance of 390.00 feet; thence South 00°36'00" East, on the West line of Sea Oaks Drive in said Sea Oaks, Unit 1, a distance of 50.00 feet to the North East corner of said Lot 15, Block 2, Sea Oaks, Unit 1; thence North 89°59'41" West, on the North line of said Lot 15, Block 2, Sea Oaks, Unit 1, a distance of 200.00 feet to the Point of Beginning.

Parcel Identification Number: 164160-0000

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

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

DoubleTimes

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2015**.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness Name: Elizabeth L. Ward  
 Witness Name: Dinah Robertson

Runk Properties, Inc., a Florida corporation

By: Arthur H. Runk, JR.  
 Arthur H. Runk, JR, President

(Corporate Seal)



State of Florida  
 County of St. Johns

The foregoing instrument was acknowledged before me this 2nd day of March, 2016 by Arthur H. Runk, JR, President of Runk Properties, Inc., a Florida corporation, on behalf of the corporation. He/she [X] is personally known to me or [ ] has produced a driver's license as identification.

[Notary Seal]



Scott M. Patrou

Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# PROPERTY APPRAISER

*Eddie Creamer*

## Parcel Information

**Strap:** 1641600000  
**Mailing Address:** 1102 A1A NORTH STE 102 PONTE VEDRA BEACH FL 32082-0000  
**Site Address:** MICKLER BLVD SAINT AUGUSTINE FL 32080-0000  
**Property Map:** [Click here for Map](#)

**Tax District:** 551  
**Neighborhood Code:** 2650 00  
**Use Code/Description:** 0000/Vacant Residential  
**Sec-Town-Range:** 34 - 7 - 30  
**Acreage:** 23.27

## Valuation Information

	2016 Certified Values	2017 Working Values
Total Land Value:	\$ 3,060,000	\$ 5,220,000
Total Extra Features Value:	\$ 1,600	\$ 1,600
Total Building Value:	\$ 0	\$ 0
Total Market(Just) Value:	\$ 3,061,600	\$ 5,221,600
Assessed Value:	\$ 539,009	\$ 5,221,600
Homestead Exemption:	\$ 0	\$ 0
Taxable Value:	\$ 539,009	\$ 5,221,600

## Legal Information

## Owner Information

## Exemptions

16 PT OF GOV LOTS 7 & 10 LYING E  
MICKLER BLVD S OF 11TH ST W OF  
CHAUTAUQUA BEACH SUB MB2/5 &  
N OF SEA OAKS UT 1 MB20/68-69 &  
SEA OAKS UT 2 PH 1A MB30/45-46  
OR4158/997

OCEAN RIDGE DEVELOPERS LLC

## Sales Information

Date of Sale	Sales Price	Sales Ratio	Book & Page	Instrument Code	Qualified	Vacant or Improved	Reason Code
03/02/2016	\$ 6,100,000	85.57	4158 & 997	WD	Q	V	01
01/01/1987	\$ 0	0.00	736 & 1655		U	V	11
01/01/1985	\$ 0	0.00	663 & 823		U	V	11
02/01/1984	\$ 0	0.00	625 & 790		U	V	11

## Building Information

### Building Details

### Structural Elements

This property is Vacant

**Extra Feature Information**

Code	Description	Year Built	Units	Unit Price	Adj Unit Price	Condition	Depreciated Value
FENCE	Metal Fence 6'	1989	2000	\$4.00	\$4.00	20.0 %	\$ 1,600

Previous Parcel (1641400000)Next Parcel (1641709999)

**BEFORE THE  
COMPREHENSIVE PLANNING AND ZONING BOARD  
OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**FINAL DEVELOPMENT FILE NO. FD 2006-01**

RE: Application for Final Development Approval  
for Ocean Ridge Subdivision  
St. Augustine Beach, Florida 32080

Neighborhood Realty Inc., Applicant  
James N. McGarvey Jr., President  
432 Osceola Avenue  
Jacksonville Beach, Florida 32250

**Public Records of  
St. Johns County, FL  
Clerk # 2006039223,  
O.R. 2710 PG 855-857  
05/24/2006 at 09:23 AM,  
REC. \$13.00 SUR. \$14.00**

**FINAL DEVELOPMENT ORDER**

The above-referenced application, pertaining to the property described in Attachment A, came before the City of St. Augustine Beach Comprehensive Planning and Zoning Board (the Board) for public hearing on the 16<sup>th</sup> day of May, 2006, for final development approval, per Sections 12.02.05-12.02.13 of the City of St. Augustine Beach Land Development Regulations, for proposed construction of 72 (seventy-two) single-family residential units in a low density residential land use district. The Board considered the application, the report of the Building and Zoning Department, the testimony, statements, and evidence presented before it by the applicant and other persons speaking at the public hearing, and the Board finding it has jurisdiction over this proceeding and that the required notices have been provided and were afforded to all parties, it is determined as follows:

**Findings of Fact**

The Board finds that the Final Development Plan for Ocean Ridge Subdivision, consisting of 72 (seventy-two) single-family residential units, conforms with all applicable provisions of the City of St. Augustine Beach Comprehensive Plan, and, except as may be required to be cured herein, with all applicable City of St. Augustine Beach Land Development Regulations.

The application and accompanying documents submitted demonstrate the Final Development Plan for the above-referenced property does not degrade the prescribed Levels of Service for the City of St. Augustine Beach and/or any interlocal agreement with St. Johns County concerning services or capacities which affect consistency and concurrency determinations.

Subject to the conditions hereinafter set forth, it is determined that this Final Development Order File No. FD 2006-01, prepared for the final development application submitted by Neighborhood Realty Inc., James N. McGarvey Jr., President, 432 Osceola Avenue, Jacksonville Beach, Florida, 32250, unless modified by a subsequent final development order, is approved for the parcel of land as described in Attachment A, and shall not be effective except upon ratification of each and every one of the following conditions.



**ORDERED** as follows:

1. This development must conform with all applicable provisions of the City of St. Augustine Beach Comprehensive Plan, and all applicable City of St. Augustine Beach Land Development Regulations.

2. Production of evidence satisfactory to the Building Official of receipt by the applicant of permits deemed necessary allowing development in accordance with the Final Development Plan and accompanying drawings, if required, from the Army Corps of Engineers, the Florida Department of Transportation, the Florida Department of Environmental Protection, St. Johns River Water Management District, and the St. Johns County Utility Department. These permits shall be issued and in effect prior to the issuance of any permits for Ocean Ridge Subdivision.

3. Essential services such as electricity, telephone, cable and other communication lines and street lighting must be in place prior to issuance of any Certificate of Occupancy. Water and sewer connections must be paid and in place prior to the issuance of any building permits. Screening of any utility apparatus placed above ground shall be required. Fire hydrants shall also be in place prior to issuance of any building permits.

4. Applicant shall undertake measures to protect trees and environmentally sensitive areas by providing protective barriers prior to and during all development activities immediately adjacent to the right-of-way and/or utility easements and the issuance of any infrastructure or utility permit. Clearing and/or tree removal permits will not be issued prior to acceptance of a substantially complete application for a building permit.

5. Applicant must submit restrictive covenants dedicating the stormwater management system to maintenance by a Homeowners Association, which will be recorded prior to or concurrently with the Final Development Order for Ocean Ridge Subdivision.

6. Applicant shall provide an adequate bond or letter of credit for 110% of the contract price for infrastructure development for the site, ensuring the completion of all infrastructure contemplated by this Final Development Order, prior to the issuance of any building permits for Ocean Ridge Subdivision. Such bond or letter of credit shall be enforceable by the Building Official, if required.

7. No building permits shall be issued for infrastructure construction within the Ocean Ridge Subdivision except upon posting of the aforementioned bond or letter of credit, conforming to City ordinances and the City of St. Augustine Beach Land Development Regulations.

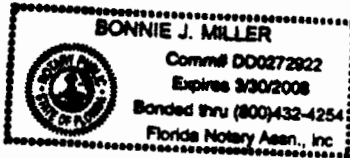
8. Nothing contained herein shall be deemed to waive the requirement that the applicant construct 72 (seventy-two) single-family residential units that comply with the Building Codes, Comprehensive Plan and Land Development Regulations of the City of St. Augustine Beach, Florida, or the provisions of all other applicable agencies.

9. This Final Development Order shall be effective for a period of one (1) year from its effective date, at which time the applicant/developer shall have made substantial commencement of the development activities on site by completing at least 30 (thirty) percent of the required improvements.


10. Successors and assigns of the applicant/owner shall be bound by the terms and conditions of this Final Development Order. However, persons acquiring property do so with notice that although under appropriate circumstances owners of property have vested rights, changes in the

City of St. Augustine Beach Land Development Regulations affecting use would not be acquired under the transfer of ownership.

**ORDERED** and executed at the City of St. Augustine Beach, Florida, this 16<sup>th</sup> day of May, A.D., 2006.



ST. AUGUSTINE BEACH COMPREHENSIVE  
PLANNING AND ZONING BOARD

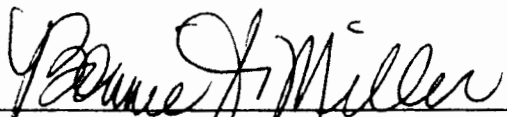
  
Patricia L. Gill, Chairman

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

THE FOREGOING INSTRUMENT was acknowledged before me this 21<sup>st</sup> day of

May, A.D., 2006, by PATRICIA L. GILL, who is personally

known to me.

  
Notary Public, State of Florida

Bonnie J. Miller  
Printed Name

THIS ORDER IS SUBJECT TO APPEAL PER THE PROVISIONS OF SECTION 12.060.02 OF THE CITY OF ST. AUGUSTINE BEACH LAND DEVELOPMENT REGULATIONS.

SECTION 12.06.02: "A developer, an adversely affected party, or any person who appeared orally or in writing before the Comprehensive Planning and Zoning Board and asserted a position on the merits in a capacity other than as a disinterested witness, may appeal the decision on a development plan, variance, conditional use permit for a home occupation, or an appeal under Section 12.06.01 reached at the conclusion of an administrative hearing to the City Commission by filing a notice of appeal with the [Building and Zoning] Department within thirty (30) days of the date of the decision."

**BEFORE THE  
CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**EXTENSION OF FINAL DEVELOPMENT ORDER FILE NO. FD 2006-01**

RE: Application for Extension of the Final Development Order  
for Ocean Ridge Subdivision  
St. Augustine Beach, Florida 32080

Runk Properties Inc., Applicant  
1985-A Mizell Road  
St. Augustine, Florida 32080-9188

**EXTENSION OF EXPIRATION DATE OF FINAL DEVELOPMENT ORDER**

The application for an extension of the expiration date of the final development order for Ocean Ridge Subdivision came before the City Commission of St. Augustine Beach on the 7th day of January, 2008. The City Commission considered the application, the report of the Building and Zoning Department, the recommendation to the Commission from the City of St. Augustine Beach Comprehensive Planning and Zoning Board, the testimony, statements, and evidence presented before it by the applicant and other persons speaking at the public hearing, and the City Commission finding it has jurisdiction over this proceeding and that the required notices have been provided and were afforded to all parties, it is determined as follows:

**Findings of Fact**

The City Commission finds that the application for an extension to the final development order for Ocean Ridge Subdivision, consisting of 72 (seventy-two) single-family residential units, conforms with all applicable provisions of the City of St. Augustine Beach Comprehensive Plan, and, except as may be required to be cured herein, with all applicable City of St. Augustine Beach Land Development Regulations.

The application and accompanying documents submitted demonstrate the Final Development Plan for the above-referenced property does not degrade the prescribed Levels of Service for the City of St. Augustine Beach and/or any interlocal agreement with St. Johns County concerning services or capacities which affect consistency and concurrency determinations.

Subject to the conditions set forth in Final Development Order File No. FD 2006-01, it is determined that the expiration date for this final development order, prepared for the final development application submitted by Neighborhood Realty Inc., James N. McGarvey Jr.,

President, 432 Osceola Avenue, Jacksonville Beach, Florida, 32250, is hereby extended unless modified by a subsequent final development order.

**ORDERED** as follows:

1. The expiration date of this Final Development Order shall be extended until February 16, 2018, due to insufficient consideration given to the request for an extension to the final development order's expiration date by the Comprehensive Planning and Zoning Board to the evidence presented.

**ORDERED** and executed at the City of St. Augustine Beach, Florida, this 7<sup>th</sup> day of January, A.D., 2008.

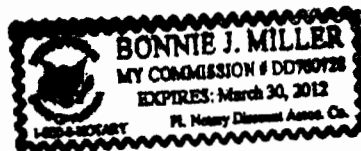
CITY COMMISSION OF THE CITY OF  
ST. AUGUSTINE BEACH, FLORIDA

By: [Signature]  
Mayor-Commissioner

ATTEST: [Signature]

City Manager

STATE OF FLORIDA  
COUNTY OF ST. JOHNS



THE FOREGOING INSTRUMENT was acknowledged before me this 18<sup>th</sup> day of

August

, A.D., 2009, by

Frank Charles

who is personally known to me.

[Signature]  
Notary Public, State of Florida

Bonnie J. Miller  
Printed Name

177.011 Purpose and scope of part I.—This part shall be deemed to establish consistent minimum requirements, and to create such additional powers in local governing bodies, as herein provided to regulate and control the platting of lands. This part establishes minimum requirements and does not exclude additional provisions or regulations by local ordinance, laws, or regulations.

History.—s. 1, ch. 71-339; s. 33, ch. 79-164.

177.021 Legal status of recorded plats.—The recording of any plats made in compliance with the provisions of this part shall serve to establish the identity of all lands shown on and being a part of such plats, and lands may thenceforth be conveyed by reference to such plat.

History.—s. 1, ch. 71-339; s. 1, ch. 98-20.

177.031 Definitions.—As used in this part:

- (1) “Alley” means a right-of-way providing a secondary means of access and service to abutting property.
- (2) “Block” includes “tier” or “group” and means a group of lots existing within well-defined and fixed boundaries, usually being an area surrounded by streets or other physical barriers and having an assigned number, letter, or other name through which it may be identified.
- (3) “Board” means any board appointed by a municipality, county commission, or state agency, such as the planning and zoning board, area planning board, or the governing board of a drainage district.
- (4) “Governing body” means the board of county commissioners or the legal governing body of a county, municipality, town, or village of this state.
- (5) “Cul-de-sac” means a street terminated at the end by a vehicular turnaround.
- (6) “Developer” means the owners of record executing the dedication required by s. 177.081 and applying for approval of a plat of a subdivision pursuant to this part.
- (7)(a) “Easement” means any strip of land created by a subdivider for public or private utilities, drainage, sanitation, or other specified uses having limitations, the title to which shall remain in the name of the property owner, subject to the right of use designated in the reservation of the servitude.
- (b) “Public utility” includes any public or private utility, such as, but not limited to, storm drainage, sanitary sewers, electric power, water service, gas service, or telephone line, whether underground or overhead.
- (8) “Survey data” means all information shown on the face of a plat that would delineate the physical boundaries of the subdivision and any parts thereof.
- (9) “Improvements” may include, but are not limited to, street pavements, curbs and gutters, sidewalks, alley pavements, walkway pavements, water mains, sanitary sewers, storm sewers or drains, street names, signs, landscaping, permanent reference monuments (P.R.M.s), permanent control points (P.C.P.s), monuments, or any other improvement required by a governing body.
- (10) “Professional surveyor and mapper” means a surveyor and mapper registered under chapter 472 who is in good standing with the Board of Professional Surveyors and Mappers.

(11) "Lot" includes tract or parcel and means the least fractional part of subdivided lands having limited fixed boundaries, and an assigned number, letter, or other name through which it may be identified.

(12) "Municipality" means any incorporated city, town, or village.

(13) "P.C.P." means permanent control point and shall be considered a reference monument.

(a) "P.C.P.s" set in impervious surfaces must:

1. Be composed of a metal marker with a point of reference.
2. Have a metal cap or disk bearing either the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity, which number shall be preceded by LS or LB as applicable and the letters "P.C.P."

(b) "P.C.P.s" set in pervious surfaces must:

1. Consist of a metal rod having a minimum length of 18 inches and a minimum cross-section area of material of 0.2 square inches. In certain materials, encasement in concrete is optional for stability of the rod. When used, the concrete shall have a minimum cross-section area of 12.25 square inches and be a minimum of 24 inches long.
2. Be identified with a durable marker or cap with the point of reference marked thereon bearing either the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity, which number shall be preceded by LS or LB as applicable and the letters "P.C.P."

(c) "P.C.P.s" must be detectable with conventional instruments for locating ferrous or magnetic objects.

(14) "Plat or replat" means a map or delineated representation of the subdivision of lands, being a complete exact representation of the subdivision and other information in compliance with the requirement of all applicable sections of this part and of any local ordinances.

(15) "P.R.M." means a permanent reference monument which must:

- (a) Consist of a metal rod having a minimum length of 18 inches and a minimum cross-section area of material of 0.2 square inches. In certain materials, encasement in concrete is optional for stability of the rod. When used, the concrete shall have a minimum cross-section area of 12.25 square inches and be a minimum of 24 inches long.
- (b) Be identified with a durable marker or cap with the point of reference marked thereon bearing either the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity, which number shall be preceded by LS or LB as applicable and the letters "P.R.M."
- (c) Be detectable with conventional instruments for locating ferrous or magnetic objects.

If the location of the "P.R.M." falls in a hard surface such as asphalt or concrete, alternate monumentation may be used that is durable and identifiable.

(16) "Right-of-way" means land dedicated, deeded, used, or to be used for a street, alley, walkway, boulevard, drainage facility, access for ingress and egress, or other purpose by the public, certain designated individuals, or governing bodies.

(17) "Street" includes any access way such as a street, road, lane, highway, avenue, boulevard, alley, parkway, viaduct, circle, court, terrace, place, or cul-de-sac, and also includes all of the land lying between the right-of-way lines as delineated on a plat showing such streets, whether improved or unimproved, but shall not include those access ways such as easements and rights-of-way intended solely for limited utility purposes, such as for electric power lines, gas lines, telephone lines, water lines, drainage and sanitary sewers, and easements of ingress and egress.

(18) "Subdivision" means the division of land into three or more lots, parcels, tracts, tiers, blocks, sites, units, or any other division of land; and includes establishment of new streets and alleys, additions, and resubdivisions; and, when appropriate to the context, relates to the process of subdividing or to the lands or area subdivided.

(19) "State plane coordinates" means the system of plane coordinates which has been established by the National Ocean Service for defining and stating the positions or locations of points on the surface of the earth within the state and shall hereinafter be known and designated as the "Florida State Plane Coordinate System." For the purpose of the use of this system, the zones established by the National Ocean Service in NOAA Manual NOS NGS 5, State Plane Coordinate System of 1983, shall be used, and the appropriate projection and zone designation shall be indicated and included in any description using the Florida State Plane Coordinate System.

(20) Surveying data:

(a) "Point of curvature," written "P.C.," means the point where a tangent circular curve begins.

(b) "Point of tangency," written "P.T.," means the point where a tangent circular curve ends and becomes tangent.

(c) "Point of compound curvature," written "P.C.C.," means the point where two circular curves have a common point of tangency, the curves lying on the same side of the common tangent.

(d) "Point of reverse curvature," written "P.R.C.," means the point where two circular curves have a common point of tangency, the curves lying on opposite sides of the common tangent.

(21) "Legal entity" means an entity that holds a certificate of authorization issued under chapter 472, whether the entity is a corporation, partnership, association, or person practicing under a fictitious name.

(22) "Monument" means a survey marker which must:

(a) Be composed of a durable material.

(b) Have a minimum length of 18 inches.

(c) Have a minimum cross-section area of material of 0.2 square inches.

(d) Be identified with a durable marker or cap bearing either the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity, which number shall be preceded by LS or LB as applicable.

(e) Be detectable with conventional instruments for locating ferrous or magnetic objects.

If the location of the monument falls in a hard surface such as asphalt or concrete, alternate monumentation may be used that is durable and identifiable.

History.—s. 1, ch. 71-339; s. 2, ch. 72-29; s. 49, ch. 73-333; s. 6, ch. 82-179; s. 49, ch. 83-217; s. 42, ch. 91-45; s. 101, ch. 94-119; s. 1452, ch. 95-147; s. 2, ch. 98-20; s. 3, ch. 2004-366.

177.041 Boundary survey and title certification required.—Every plat or replat of a subdivision submitted to the approving agency of the local governing body must be accompanied by:

(1) A boundary survey of the platted lands. However, a new boundary survey for a replat is required only when the replat affects any boundary of the previously platted property or when improvements which may affect the boundary of the previously platted property have been made on the lands to be replatted. The boundary survey must be performed and prepared under the responsible direction and supervision of a professional surveyor and mapper preceding the initial submittal of the plat to the local governing body. This subsection does not restrict a legal entity from employing one professional surveyor and mapper to perform and prepare the boundary survey and another professional surveyor and mapper to prepare the plat.

(2) A title opinion of an attorney at law licensed in Florida or a certification by an abstractor or a title company showing that record title to the land as described and shown on the plat is in the name of the person, persons, corporation, or entity executing the dedication. The title opinion or certification shall also show all mortgages not satisfied or released of record nor otherwise terminated by law.

History.—s. 1, ch. 71-339; s. 1, ch. 72-77; s. 1, ch. 88-48; s. 3, ch. 98-20; s. 1, ch. 99-288.

177.051 Name and replat of subdivision.—

(1) Every subdivision shall be given a name by which it shall be legally known. For the purpose of this section, that name is the “primary name.” The primary name shall not be the same or in any way so similar to any name appearing on any recorded plat in the same county as to confuse the records or to mislead the public as to the identity of the subdivision, except when the subdivision is further divided as an additional unit or section by the same developer or the developer’s successors in title. In that case, the additional unit, section, or phase shall be given the primary name followed by the unit, section, or phase number. Words such as “the,” “replat,” or “a” may not be used as the first word of the primary name. Every subdivision’s name shall have legible lettering of the same size and type, including the words “section,” “unit,” or “phase.” If the word “replat” is not part of the primary name, then it may be of a different size and type. The primary name of the subdivision shall be shown in the dedication and shall coincide exactly with the subdivision name.

(2) Any change in a plat, except as provided in s. 177.141, shall be labeled a “replat,” and a replat must conform with this part. After the effective date of this act, the terms “amended plat,” “revised plat,” “corrected plat,” and “resubdivision” may not be used to describe the process by which a plat is changed.



History.—s. 1, ch. 71-339; s. 935, ch. 95-147; s. 4, ch. 98-20.

177.061 Qualification and statement required.—Every plat offered for recording pursuant to the provisions of this part must be prepared by a professional surveyor and mapper. The plat must be signed and sealed by that professional surveyor and mapper, who must state on the plat that the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements of this part. Every plat must also contain the printed name and registration number of the professional surveyor and mapper directly below the statement required by this section, along with the printed name, address, and certificate of authorization number of the legal entity, if any. A professional surveyor and mapper practicing independently of a legal entity must include his or her address.

History.—s. 1, ch. 71-339; s. 102, ch. 94-119; s. 1453, ch. 95-147; s. 5, ch. 98-20.

177.071 Approval of plat by governing bodies.—

(1) Before a plat is offered for recording, it must be approved by the appropriate governing body, and evidence of such approval must be placed on the plat. If not approved, the governing body must return the plat to the professional surveyor and mapper or the legal entity offering the plat for recordation. For the purposes of this part:

(a) When the plat to be submitted for approval is located wholly within the boundaries of a municipality, the governing body of the municipality has exclusive jurisdiction to approve the plat.

(b) When a plat lies wholly within the unincorporated areas of a county, the governing body of the county has exclusive jurisdiction to approve the plat.

(c) When a plat lies within the boundaries of more than one governing body, two plats must be prepared and each governing body has exclusive jurisdiction to approve the plat within its boundaries, unless the governing bodies having said jurisdiction agree that one plat is mutually acceptable.

(2) Any provision in a county charter, or in an ordinance of any charter county or consolidated government chartered under s. 6(e), Art. VIII of the State Constitution, which provision is inconsistent with anything contained in this section shall prevail in such charter county or consolidated government to the extent of any such inconsistency.

History.—s. 1, ch. 71-339; s. 1, ch. 76-110; s. 1, ch. 77-152; s. 1, ch. 77-278; s. 103, ch. 94-119; s. 1, ch. 95-176; s. 6, ch. 98-20.

177.081 Dedication and approval.—

(1) Prior to approval by the appropriate governing body, the plat shall be reviewed for conformity to this chapter by a professional surveyor and mapper either employed by or under contract to the local governing body, the costs of which shall be borne by the legal entity offering the plat for recordation, and evidence of such review must be placed on such plat.

(2) Every plat of a subdivision filed for record must contain a dedication by the owner or owners of record. The dedication must be executed by all persons, corporations, or entities whose signature would be required to convey record fee simple title to the lands being dedicated in the same manner in which deeds are required to be executed. All mortgagees having a record interest in the lands subdivided shall execute, in the same manner in which deeds are required to be executed, either the dedication

contained on the plat or a separate instrument joining in and ratifying the plat and all dedications and reservations thereon.

(3) When a tract or parcel of land has been subdivided and a plat thereof bearing the dedication executed by the owners of record and mortgagees having a record interest in the lands subdivided, and when the approval of the governing body has been secured and recorded in compliance with this part, all streets, alleys, easements, rights-of-way, and public areas shown on such plat, unless otherwise stated, shall be deemed to have been dedicated to the public for the uses and purposes thereon stated. However, nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body.

History.—s. 1, ch. 71-339; s. 2, ch. 79-86; s. 7, ch. 98-20; s. 2, ch. 99-288.

177.085 Platted streets; reversionary clauses.—

(1) When any owner of land subdivides the land and dedicates streets, other roadways, alleys or similar strips on the map or plat, and the dedication contains a provision that the reversionary interest in the street, roadway, alley or other similar strip is reserved unto the dedicator or his or her heirs, successors, assigns, or legal representative, or similar language, and thereafter conveys abutting lots or tracts, the conveyance shall carry the reversionary interest in the abutting street to the centerline or other appropriate boundary, unless the owner clearly provides otherwise in the conveyance.

(2) As to all plats of subdivided lots heretofore recorded in the public records of each county, the holder of any interest in any reversionary rights in streets in such plats, other than the owners of abutting lots, shall have 1 year from July 1, 1972, to institute suit in a court of competent jurisdiction in this state to establish or enforce the right, and failure to institute the action within the time shall bar any right, title or interest, and all right of forfeiture or reversion shall thereupon cease and determine, and become unenforceable.

History.—ss. 1, 2, ch. 72-257; s. 50, ch. 73-333; s. 936, ch. 95-147.

177.086 Installation of cul-de-sacs.—In the event a municipality or county installs a cul-de-sac on a street or road under its jurisdiction and thereby discontinues use of any existing street or road right-of-way, such discontinuance shall not operate to abandon or vacate the unused right-of-way unless the governing body of the municipality or county adopts a resolution or ordinance, as appropriate, vacating the unused right-of-way.

History.—s. 73, ch. 87-243.

177.091 Plats made for recording.—Every plat of a subdivision offered for recording shall conform to the following:

(1) It must be:

(a) An original drawing made with black permanent drawing ink; or

(b) A nonadhered scaled print on a stable base film made by photographic processes from a film scribing tested for residual hypo testing solution to assure permanency.

Marginal lines, standard certificates and approval forms shall be printed on the plat with a permanent black drawing ink. A print or photographic copy of the original drawing must be submitted with the original drawing.

(2) The size of each sheet shall be determined by the local governing body and shall be drawn with a marginal line, or printed when permitted by local ordinance, completely around each sheet and placed so as to leave at least a 1/2-inch margin on each of three sides and a 3-inch margin on the left side of the plat for binding purposes.

(3) When more than one sheet must be used to accurately portray the lands subdivided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled matchlines to show where other sheets match or adjoin.

(4) In all cases, the letter size and scale used shall be of sufficient size to show all detail. The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided.

(5) The name of the plat shall be shown in bold legible letters, as stated in s. 177.051. The name of the subdivision shall be shown on each sheet included. The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included.

(6) A prominent "north arrow" shall be drawn on every sheet included showing any portion of the lands subdivided. The bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend, and, in all cases, the bearings used shall be referenced to some well established and monumented line.

(7) Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted and may not be more than 1,400 feet apart. Where such corners are in an inaccessible place, "P.R.M.s" shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set "P.R.M.," the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity on the previously set "P.R.M." shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference monuments shall be set before the recording of the plat. The "P.R.M.s" shall be shown on the plat by an appropriate symbol or designation.

(8) Permanent control points shall be set on the centerline of the right-of-way at the intersection and terminus of all streets, at each change of direction, and no more than 1,000 feet apart. Such "P.C.P.s" shall be shown on the plat by an appropriate symbol or designation. In those counties or municipalities that do not require subdivision improvements and do not accept bonds or escrow accounts to construct improvements, "P.C.P.s" may be set prior to the recording of the plat and must be set within 1 year of the date the plat was recorded. In the counties or municipalities that require subdivision improvements and have the means of insuring the construction of said improvements, such as bonding requirements, "P.C.P.s" must be set prior to the expiration of the bond or other surety. If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity

has been terminated, the subdivider shall contract with a professional surveyor and mapper or legal entity in good standing to place the "P.C.P.s" within the time allotted.

(9) Monuments shall be set at all lot corners, points of intersection, and changes of direction of lines within the subdivision which do not require a "P.R.M." or a "P.C.P."; however, a monument need not be set if a monument already exists at such corner, point, or change of direction or when a monument cannot be set due to a physical obstruction. In those counties or municipalities that do not require subdivision improvements and do not accept bonds or escrow accounts to construct improvements, monuments may be set prior to the recording of the plat and must be set at the lot corners before the transfer of the lot. In those counties or municipalities that require subdivision improvements and have the means of ensuring the construction of those improvements, such as bonding requirements, monuments shall be set prior to the expiration of the bond or other surety. If the professional surveyor and mapper or legal entity of record is no longer in practice or is not available due to relocation, or when the contractual relationship between the subdivider and professional surveyor and mapper or legal entity has been terminated, the subdivider shall contract with a professional surveyor and mapper or legal entity in good standing who shall be allowed to place the monuments within the time allotted.

(10) The section, township, and range shall appear immediately under the name of the plat on each sheet included, along with the name of the city, town, village, county, and state in which the land being platted is situated.

(11) Each plat shall show a description of the lands subdivided, and the description shall be the same in the title certification. The description must be so complete that from it, without reference to the plat, the starting point and boundary can be determined.

(12) The dedications and approvals required by ss. 177.071 and 177.081 must be shown.

(13) The circuit court clerk's certificate and the professional surveyor and mapper's seal and statement required by s. 177.061 shall be shown.

(14) All section lines and quarter section lines occurring within the subdivision shall be indicated by lines drawn upon the map or plat, with appropriate words and figures. If the description is by metes and bounds, all information called for, such as the point of commencement, course bearings and distances, and the point of beginning, shall be indicated. If the platted lands are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses.

(15) Location, width, and names of all streets, waterways, or other rights-of-way shall be shown, as applicable.

(16) Location and width of proposed easements and existing easements identified in the title opinion or certification required by s. 177.041(2) shall be shown on the plat or in the notes or legend, and their intended use shall be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or right-of-way.

(17) All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated. If the subdivision platted is a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to

permit an overlay to be made; the fact of its being a replat shall be stated as a subtitle under the name of the plat on each sheet included. The subtitle must state the name of the subdivision being replatted and the appropriate recording reference.

(18) All lots shall be numbered either by progressive numbers or, if in blocks, progressively numbered in each block, and the blocks progressively numbered or lettered, except that blocks in numbered additions bearing the same name may be numbered consecutively throughout the several additions.

(19) Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement, and all other areas shown on the plat. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a witness line showing complete data, with distances along all lines extended beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as "more or less," if variable. Lot, block, street, and all other dimensions except to irregular boundaries, shall be shown to a minimum of hundredths of feet. All measurements shall refer to horizontal plane and in accordance with the definition of the U.S. Survey foot or meter adopted by the National Institute of Standards and Technology. All measurements shall use the  $39.37/12=3.28083333333$  equation for conversion from a U.S. foot to meters.

(20) Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of nonradial lines shall be indicated.

(21) Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc.

(22) The centerlines of all streets shall be shown as follows: noncurved lines: distances together with either angles, bearings, or azimuths; curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths.

(23) Park and recreation parcels as applicable shall be so designated.

(24) All interior excepted parcels as described in the description of the lands being subdivided shall be clearly indicated and labeled "Not a part of this plat."

(25) The purpose of all areas dedicated must be clearly indicated or stated on the plat.

(26) When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.

(27) The plat shall include in a prominent place the following statements: "NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."

(28) All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance, and operation of cable television services; provided, however, no such construction, installation, maintenance, and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas, or other public utility. In the event a cable

television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.

(29) A legend of all symbols and abbreviations shall be shown.

History.—s. 1, ch. 71-339; s. 51, ch. 73-333; s. 1, ch. 87-266; s. 3, ch. 87-349; s. 1, ch. 90-320; s. 104, ch. 94-119; s. 1454, ch. 95-147; s. 8, ch. 98-20; s. 6, ch. 99-259; s. 3, ch. 99-288.

177.101 Vacation and annulment of plats subdividing land.—

(1) Whenever it is discovered, after the plat has been recorded in the public records, that the developer has previously caused the lands embraced in the second plat to be differently subdivided under and by virtue of another plat of the same identical lands, and the first plat was also filed of public record at an earlier date, and no conveyances of lots by reference to the first plat so filed appears of record in such county, the governing body of the county is authorized and directed to and shall, by resolution, vacate and annul the first plat of such lands appearing of record upon the application of the developer of such lands under the first plat or upon application of the owners of all the lots shown and designated upon the second and subsequent plat of such lands, and the circuit court clerk of the county shall thereupon make proper notation of the annulment of such plat upon the face of such annulled plat.

(2) Whenever it is discovered that after the filing of a plat subdividing a parcel of land located in the county, the developer of the lands therein and thereby subdivided did cause such lands embraced in said plat, or a part thereof, to be again and subsequently differently subdivided under another plat of the same and identical lands or a part thereof, which said second plat was also filed at a later date; and it is further made to appear to the governing body of the county that the filing and recording of the second plat would not materially affect the right of convenient access to lots previously conveyed under the first plat, the governing body of the county is authorized by resolution to vacate and annul so much of the first plat of such lands appearing of record as are included in the second plat, upon application of the owners and developer of such lands under the first plat or their successors, grantees, or assignees, and the circuit court clerk of the county shall thereupon make proper notation of the action of the governing body upon the face of the first plat. The approval of a replat by the governing body of a local government, which encompasses lands embraced in all or part of a prior plat filed of public record shall, upon recordation of the replat, automatically and simultaneously vacate and annul all of the prior plat encompassed by the replat.

(3) The governing bodies of the counties of the state may adopt resolutions vacating plats in whole or in part of subdivisions in said counties, returning the property covered by such plats either in whole or in part into acreage. Before such resolution of vacating any plat either in whole or in part shall be entered by the governing body of a county, it must be shown that the persons making application for said vacation own the fee simple title to the whole or that part of the tract covered by the plat sought to be vacated, and it must be further shown that the vacation by the governing body of the county will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.

(4) Persons making application for vacations of plats either in whole or in part shall give notice of their intention to apply to the governing body of the county to vacate said plat by publishing legal notice in a newspaper of general circulation in the county in which the tract or parcel of land is located, in not less than two weekly issues of said paper, and must attach to the petition for vacation the proof of such publication, together with certificates showing that all state and county taxes have been paid. For the purpose of the tax collector's certification that state, county, and municipal taxes have been paid, the taxes shall be deemed to have been paid if, in addition to any partial payment under s. 194.171, the owner of the platted lands sought to be vacated shall post a cash bond, approved by the tax collector of the county where the land is located and by the Department of Revenue, conditioned to pay the full amount of any judgment entered pursuant to s. 194.192 adverse to the person making partial payment, including all costs, interest, and penalties. The circuit court shall fix the amount of said bond by order, after considering the reasonable timeframe for such litigation and all other relevant factors; and a certified copy of such approval, order, and cash bond shall be attached to the application. If such tract or parcel of land is within the corporate limits of any incorporated city or town, the governing body of the county shall be furnished with a certified copy of a resolution of the town council or city commission, as the case may be, showing that it has already by suitable resolution vacated such plat or subdivision or such part thereof sought to be vacated.

(5) Every such resolution by the governing body shall have the effect of vacating all streets and alleys which have not become highways necessary for use by the traveling public. Such vacation shall not become effective until a certified copy of such resolution has been filed in the offices of the circuit court clerk and duly recorded in the public records of said county.

(6) All resolutions vacating plats by the governing body of a county prior to September 1, 1971, are hereby validated, ratified, and confirmed. Such resolutions shall have the same effect as if the plat had been vacated after September 1, 1971.

History.—s. 1, ch. 71-339; s. 1, ch. 79-86; s. 32, ch. 87-224; s. 9, ch. 98-20.

177.111 Instructions for filing plat.—After the approval by the appropriate governing body required by s. 177.071, the plat shall be recorded by the circuit court clerk or other recording officer upon submission thereto of such approved plat. The circuit court clerk or other recording officer shall maintain in his or her office a book of the proper size for such papers so that they shall not be folded, to be kept in the vault. A print or photographic copy must be filed in a similar book and kept in his or her office for the use of the public. The clerk shall make available to the public a full size copy of the record plat at a reasonable fee.

History.—s. 1, ch. 71-339; s. 1, ch. 76-110; s. 937, ch. 95-147; s. 7, ch. 99-259.

177.121 Misdemeanor to molest monument or deface or destroy map or plat.—It is a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, for any person to molest any monuments established according to this part or to deface or destroy any map or plat placed on public record.

History.—s. 1A, ch. 71-339; s. 10, ch. 98-20.

177.131 Recordation of the Department of Transportation official right-of-way maps and other governmental right-of-way maps.—

(1) The circuit court clerk of a county shall record in the public land records of the county any map prepared and adopted by the Department of Transportation or any other governmental entity as its official right-of-way map after the same has been approved by the appropriate governmental authority. The clerk shall use special plat books provided by the appropriate governmental authority for such maps, which shall be kept with other plat books. The clerk shall make available to the public a full size copy of the right-of-way maps at a reasonable fee.

(2) Sections 177.011-177.121 of this part are not applicable to this section. Upon request of the clerk, the Department of Transportation shall furnish without charge a reproducible copy of its right-of-way maps.

History.—s. 1, ch. 71-339; s. 11, ch. 98-20.

177.132 Preservation of unrecorded maps.—

(1) The clerk of the circuit court of a county may receive and copy, as unrecorded maps, otherwise unrecorded plats and maps, including sales maps, which describe or illustrate the boundaries and subdivision of parcels of land, but which do not necessarily indicate proper metes and bounds or otherwise comply with the recording requirements of this part. The receipt and copying of such documents shall not affect or impair the title to the property in any manner, nor shall it be construed as actual or constructive notice, but shall be for informational purposes only and shall not be referred to for the purpose of conveying property or for circumventing the lawful regulation and control of subdividing lands by local governing bodies. The clerk may maintain a separate book or other filing process provided by the county for this purpose. The clerk shall make reproductions of these copies available to the public at a reasonable fee.

(2) Sections 177.021-177.121 of this part shall not apply to this section.

History.—s. 2, ch. 76-110; s. 12, ch. 98-20.

177.141 Affidavit confirming error on a recorded plat.—In the event an error or omission in the data shown on any plat duly recorded under the provisions of this part is detected by subsequent examination or revealed by a retracement of the original survey of the lands shown on such recorded plat, the professional surveyor and mapper or legal entity responsible for the survey and the preparation of the plat as recorded may file an affidavit confirming that such error or omission was made. If applicable, the affidavit must state that the professional surveyor and mapper or legal entity has made a resurvey of the subject property in the recorded subdivision within the last 10 days and that no evidence existed on the ground that would conflict with the corrections as stated in the affidavit. The affidavit shall describe the nature and extent of such error or omission and the appropriate correction that in the affiant's professional opinion should be substituted for the erroneous data shown on the plat or added to the data on the plat. When such an affidavit is filed, it is the duty of the circuit court clerk to record the affidavit, and he or she must place in the margin of the recorded plat a notation that the affidavit has been filed, the date of filing, and the official book and page where it is recorded. The notation must also be placed on all copies of the plat used for reproduction purposes. The affidavit shall have no effect upon the validity of the plat.

History.—s. 1, ch. 71-339; s. 7, ch. 82-179; s. 105, ch. 94-119; s. 1455, ch. 95-147; s. 13, ch. 98-20.



177.142 Renaming of subdivisions and streets on plats and maps.—If the local governing body determines that a subdivision, street, or other name appearing on a recorded plat or map or an unrecorded map maintained by the clerk of the circuit court pursuant to s. 177.132 constitutes an ethnic or racial slur, the local governing body is authorized to change that name by ordinance. The clerk of the circuit court of the county shall place in the margin of the plat or map a notation that an ordinance has been passed changing the name, the date of the name change, and the book and page in the public records where the ordinance is recorded.

History.—s. 2, ch. 95-176.

177.151 State plane coordinate.—

(1) Coordinates may be used to define or designate the position of points on the surface of the earth within the state for land descriptions and subdivision purposes, provided the initial point in the description shall be tied to the nearest government corner or other recorded and well established corner. The state plane coordinates of a point on the earth's surface, to be used in expressing the position or location of such point in the appropriate projection and zone system, shall consist of two distances, expressed in meters or feet and decimals of the same. One position, to be known as the "Northing," shall give the position in a north and south direction; the other, to be known as the "Easting," shall give the position in an east and west direction. These coordinates shall be made to depend upon and conform to the origins and projections on the Florida State Plane Coordinate System and the geodetic control stations of the National Ocean Service within the state, as those origins and projections have been determined by such service. When any tract of land to be defined by a single description extends from one into the other of the above projections or zones, the positions of all points on its boundary may be referred to either of the zones or projections, with the zone and projection being used specifically named in the description.

(2) The position of points on the Florida State Plane Coordinate System shall be as marked on the ground by geodetic control stations established in conformity with standards adopted by the National Ocean Service for first-order and second-order work, the geodetic positions of which have been rigidly adjusted on the North American Datum of 1983, as readjusted in 1990, and the coordinates of which have been computed on the Florida State Plane Coordinate System. Any such station may be used for establishing a survey connection with the Florida State Plane Coordinate System.

History.—s. 1, ch. 71-339; s. 161, ch. 92-152; s. 106, ch. 94-119; s. 14, ch. 98-20.

# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Preliminary Plat Approval File No. PPA 2017-01  
**Date:** Wednesday, June 21, 2017

Please be advised that at its regular monthly meeting held Tuesday, June 20, 2017, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted to recommend the City Commission approve an application for the plat for Ridge at St. Augustine Beach, known as Ocean Ridge Subdivision, consisting of 72 (seventy-two) single-family residential lots on approximately 23.27 acres in a low density residential land use district on the southeast corner of Mickler Boulevard and 11<sup>th</sup> Street.

The application was filed by Ocean Ridge Developers LLC, 1102 A1A North, Suite 102, Ponte Vedra Beach, Florida, 32082, Ellen Avery-Smith, agent for applicant, per Chapter 177 of the Florida Statutes and Section 12.02.14 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO A PORTION OF GOVERNMENT LOTS 7 AND 10, LYING EAST OF MICKLER BOULEVARD, SOUTH OF 11<sup>TH</sup> STREET, WEST OF CHAUTAUQUA BEACH SUBDIVISION AND NORTH OF SEA OAKS UNIT 1 SUBDIVISION AND SEA OAKS UNIT 2 PHASE 1A SUBDIVISION, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

The motion to recommend the City Commission approve the plat submitted for Ridge at St. Augustine Beach, known as Ocean Ridge Subdivision, as approved by Building Official Gary Larson for 72 single-family residential lots, was made by Ms. Sloan, with the recommendation to the developer to consider removing the southern pedestrian access based on the overwhelming objection of public opinion. Ms. Sloan's motion was seconded by Mr. Kincaid and passed 4-3 by roll-call vote, with Ms. Odom, Ms. Sloan, Mr. Thomas, and Mr. Kincaid assenting, and Mr. Mitherz, Ms. West, and Mr. Bradfield dissenting.

**BEFORE THE  
COMPREHENSIVE PLANNING AND ZONING BOARD  
OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**FINAL DEVELOPMENT FILE NO. FD 2006-01**

RE: Application for Final Development Approval  
for Ocean Ridge Subdivision  
St. Augustine Beach, Florida 32080

Neighborhood Realty Inc., Applicant  
James N. McGarvey Jr., President  
432 Osceola Avenue  
Jacksonville Beach, Florida 32250

Public Records of  
St. Johns County, FL  
Clerk # 2006039223,  
O.R. 2710 PG 855-857  
05/24/2006 at 09:23 AM,  
REC. \$13.00 SUR. \$14.00

**FINAL DEVELOPMENT ORDER**

The above-referenced application, pertaining to the property described in Attachment A, came before the City of St. Augustine Beach Comprehensive Planning and Zoning Board (the Board) for public hearing on the 16<sup>th</sup> day of May, 2006, for final development approval, per Sections 12.02.05-12.02.13 of the City of St. Augustine Beach Land Development Regulations, for proposed construction of 72 (seventy-two) single-family residential units in a low density residential land use district. The Board considered the application, the report of the Building and Zoning Department, the testimony, statements, and evidence presented before it by the applicant and other persons speaking at the public hearing, and the Board finding it has jurisdiction over this proceeding and that the required notices have been provided and were afforded to all parties, it is determined as follows:

**Findings of Fact**

The Board finds that the Final Development Plan for Ocean Ridge Subdivision, consisting of 72 (seventy-two) single-family residential units, conforms with all applicable provisions of the City of St. Augustine Beach Comprehensive Plan, and, except as may be required to be cured herein, with all applicable City of St. Augustine Beach Land Development Regulations.

The application and accompanying documents submitted demonstrate the Final Development Plan for the above-referenced property does not degrade the prescribed Levels of Service for the City of St. Augustine Beach and/or any interlocal agreement with St. Johns County concerning services or capacities which affect consistency and concurrency determinations.

Subject to the conditions hereinafter set forth, it is determined that this Final Development Order File No. FD 2006-01, prepared for the final development application submitted by Neighborhood Realty Inc., James N. McGarvey Jr., President, 432 Osceola Avenue, Jacksonville Beach, Florida, 32250, unless modified by a subsequent final development order, is approved for the parcel of land as described in Attachment A, and shall not be effective except upon ratification of each and every one of the following conditions.

**ORDERED** as follows:

1. This development must conform with all applicable provisions of the City of St. Augustine Beach Comprehensive Plan, and all applicable City of St. Augustine Beach Land Development Regulations.

2. Production of evidence satisfactory to the Building Official of receipt by the applicant of permits deemed necessary allowing development in accordance with the Final Development Plan and accompanying drawings, if required, from the Army Corps of Engineers, the Florida Department of Transportation, the Florida Department of Environmental Protection, St. Johns River Water Management District, and the St. Johns County Utility Department. These permits shall be issued and in effect prior to the issuance of any permits for Ocean Ridge Subdivision.

3. Essential services such as electricity, telephone, cable and other communication lines and street lighting must be in place prior to issuance of any Certificate of Occupancy. Water and sewer connections must be paid and in place prior to the issuance of any building permits. Screening of any utility apparatus placed above ground shall be required. Fire hydrants shall also be in place prior to issuance of any building permits.

4. Applicant shall undertake measures to protect trees and environmentally sensitive areas by providing protective barriers prior to and during all development activities immediately adjacent to the right-of-way and/or utility easements and the issuance of any infrastructure or utility permit. Clearing and/or tree removal permits will not be issued prior to acceptance of a substantially complete application for a building permit.

5. Applicant must submit restrictive covenants dedicating the stormwater management system to maintenance by a Homeowners Association, which will be recorded prior to or concurrently with the Final Development Order for Ocean Ridge Subdivision.

6. Applicant shall provide an adequate bond or letter of credit for 110% of the contract price for infrastructure development for the site, ensuring the completion of all infrastructure contemplated by this Final Development Order, prior to the issuance of any building permits for Ocean Ridge Subdivision. Such bond or letter of credit shall be enforceable by the Building Official, if required.

7. No building permits shall be issued for infrastructure construction within the Ocean Ridge Subdivision except upon posting of the aforementioned bond or letter of credit, conforming to City ordinances and the City of St. Augustine Beach Land Development Regulations.

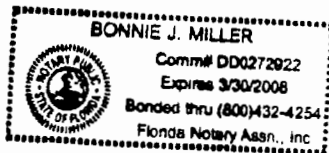
8. Nothing contained herein shall be deemed to waive the requirement that the applicant construct 72 (seventy-two) single-family residential units that comply with the Building Codes, Comprehensive Plan and Land Development Regulations of the City of St. Augustine Beach, Florida, or the provisions of all other applicable agencies.

9. This Final Development Order shall be effective for a period of one (1) year from its effective date, at which time the applicant/developer shall have made substantial commencement of the development activities on site by completing at least 30 (thirty) percent of the required improvements.

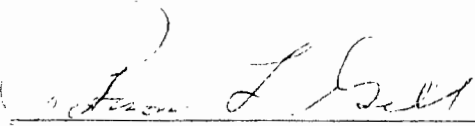
10. Successors and assigns of the applicant/owner shall be bound by the terms and conditions of this Final Development Order. However, persons acquiring property do so with notice that although under appropriate circumstances owners of property have vested rights, changes in the

City of St Augustine Beach Land Development Regulations affecting use would not be acquired under the transfer of ownership.

**ORDERED** and executed at the City of St Augustine Beach, Florida, this 16<sup>th</sup> day of May, A.D., 2006




ST. AUGUSTINE BEACH COMPREHENSIVE  
PLANNING AND ZONING BOARD

  
Patricia L. Gill, Chairman

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

THE FOREGOING INSTRUMENT was acknowledged before me this 16<sup>th</sup> day of

May, A.D., 2006, by PATRICIA L. GILL, who is personally  
known to me.

  
Notary Public, State of Florida

Bonnie J. Miller  
Printed Name

THIS ORDER IS SUBJECT TO APPEAL PER THE PROVISIONS OF SECTION 12.060.02 OF THE CITY OF ST. AUGUSTINE BEACH LAND DEVELOPMENT REGULATIONS.

SECTION 12.06.02: "A developer, an adversely affected party, or any person who appeared orally or in writing before the Comprehensive Planning and Zoning Board and asserted a position on the merits in a capacity other than as a disinterested witness, may appeal the decision on a development plan, variance, conditional use permit for a home occupation, or an appeal under Section 12.06.01 reached at the conclusion of an administrative hearing to the City Commission by filing a notice of appeal with the [Building and Zoning] Department within thirty (30) days of the date of the decision."

**BEFORE THE  
CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA**

**EXTENSION OF FINAL DEVELOPMENT ORDER FILE NO. FD 2006-01**

RE: Application for Extension of the Final Development Order  
for Ocean Ridge Subdivision  
St. Augustine Beach, Florida 32080

Runk Properties Inc., Applicant  
1985-A Mizell Road  
St. Augustine, Florida 32080-9188

**EXTENSION OF EXPIRATION DATE OF FINAL DEVELOPMENT ORDER**

The application for an extension of the expiration date of the final development order for Ocean Ridge Subdivision came before the City Commission of St. Augustine Beach on the 7th day of January, 2008. The City Commission considered the application, the report of the Building and Zoning Department, the recommendation to the Commission from the City of St. Augustine Beach Comprehensive Planning and Zoning Board, the testimony, statements, and evidence presented before it by the applicant and other persons speaking at the public hearing, and the City Commission finding it has jurisdiction over this proceeding and that the required notices have been provided and were afforded to all parties, it is determined as follows:

**Findings of Fact**

The City Commission finds that the application for an extension to the final development order for Ocean Ridge Subdivision, consisting of 72 (seventy-two) single-family residential units, conforms with all applicable provisions of the City of St. Augustine Beach Comprehensive Plan, and, except as may be required to be cured herein, with all applicable City of St. Augustine Beach Land Development Regulations.

The application and accompanying documents submitted demonstrate the Final Development Plan for the above-referenced property does not degrade the prescribed Levels of Service for the City of St. Augustine Beach and/or any interlocal agreement with St. Johns County concerning services or capacities which affect consistency and concurrency determinations.

Subject to the conditions set forth in Final Development Order File No. FD 2006-01, it is determined that the expiration date for this final development order, prepared for the final development application submitted by Neighborhood Realty Inc., James N. McGarvey Jr.,

President, 432 Osceola Avenue, Jacksonville Beach, Florida, 32250, is hereby extended unless modified by a subsequent final development order.

**ORDERED** as follows:

1. The expiration date of this Final Development Order shall be extended until February 16, 2018, due to insufficient consideration given to the request for an extension to the final development order's expiration date by the Comprehensive Planning and Zoning Board to the evidence presented.

**ORDERED** and executed at the City of St. Augustine Beach, Florida, this 7<sup>th</sup> day of January, A.D., 2008.

CITY COMMISSION OF THE CITY OF  
ST. AUGUSTINE BEACH, FLORIDA

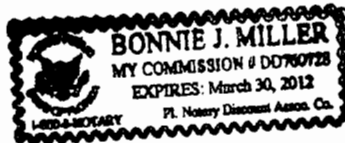
By: 

Mayor-Commissioner

ATTEST: 

City Manager

STATE OF FLORIDA  
COUNTY OF ST. JOHNS




THE FOREGOING INSTRUMENT was acknowledged before me this 15<sup>th</sup> day of

August

, A.D., 2009, by

Frank Charles

who is personally known to me.

  
Notary Public, State of Florida

Bonnie J. Miller  
Printed Name

PREPARED FOR  
NEIGHBORHOOD REALTY, INC.

432 OSCEOLA AVE  
JACKSONVILLE BEACH, FL 32250  
(904) 247-9160



COVER SHEET	1
PRE DEVELOPMENT DRAINAGE MAP	2
POST DEVELOPMENT DRAINAGE MAP	3
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STORM WATER POLLUTION GENERAL NOTES	23

LAND USE	LOW DENSITY RESIDENTIAL
IMPERVIOUS RATIO	40%
LOT COVERAGE	35%
LOT DENSITY	3.2 UNIT/ACRE

ST AUGUSTINE BEACH  
SJRWMD  
SJCUD  
SJCUD

APRIL 17, 2006  
JANUARY 17, 2007  
JANUARY 25, 2007  
APRIL 27, 2007



CONNELLY & WICKER INC.  
CONSULTING ENGINEERS

10060 SKINNER LAKE DRIVE, SUITE 500 JACKSONVILLE, FLORIDA 32246 (904) 265-3030 \* FAX (904) 265-3031

MARY E. LEAPTROTT, P.E.  
P.E. #61449

CA NUMBER 3650

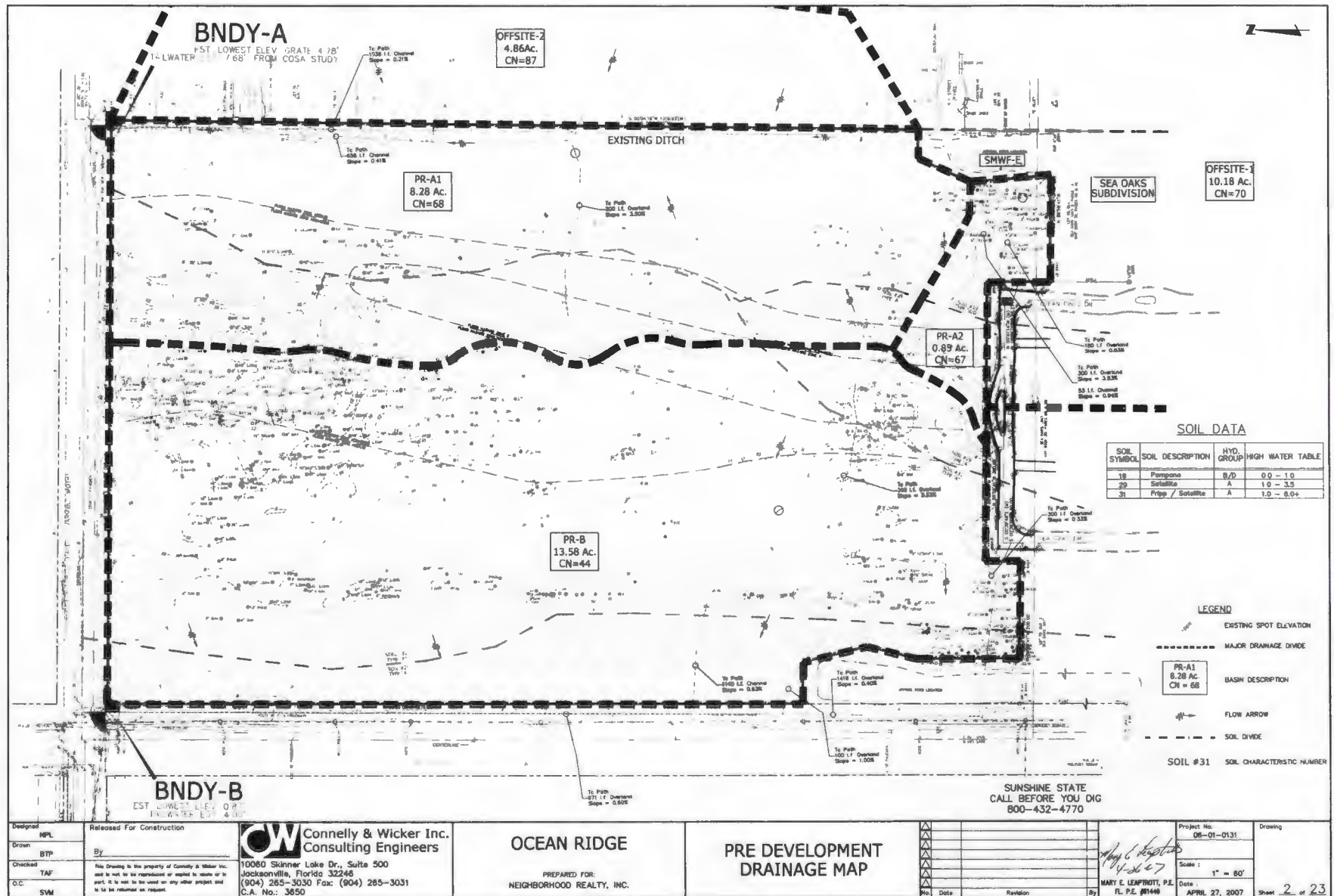
CWI JOB NO. 06--01-0131

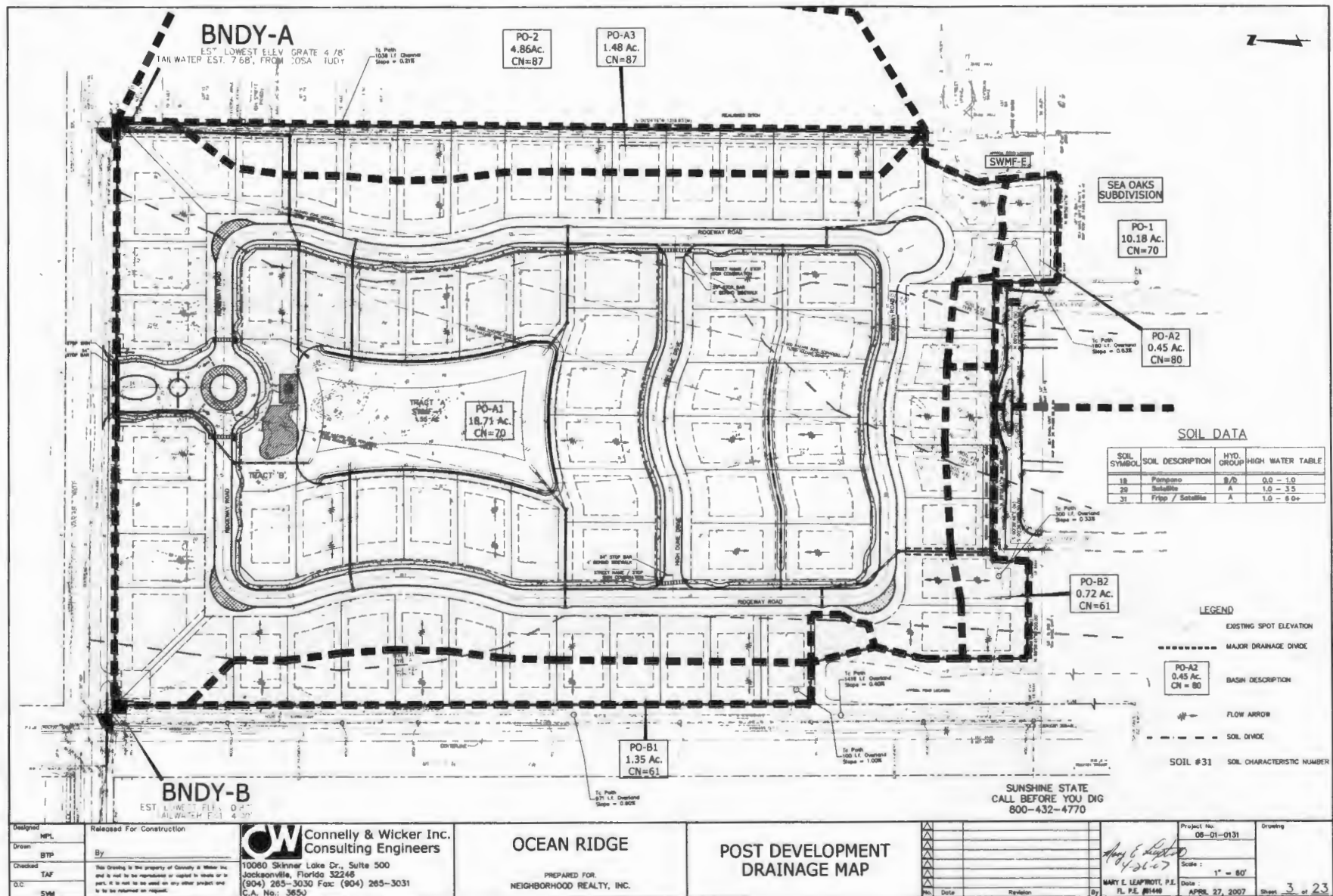
**OCEAN RIDGE**  
NEIGHBORHOOD REALTY, INC.

**CONNELLY & WICKER INC.**  
**CONSULTING ENGINEERS**

[illegible]









SUNSHINE STATE  
CALL BEFORE YOU DIG  
800-432-4770

LEGEND	
	PROPERTY LINE
	BUILDING SET BACK LINE
	CENTERLINE OF ROADWAY
	PROPOSED H.C. RAMP
	PROPOSED CURB & GUTTER
	PROPOSED CURB & GUTTER
	STOP BAR
	36 LOT NUMBER
	SOLID - ST. JOHN'S COUNTY UTILITY DEPARTMENT
	S.B. - SETBACK

LINE TABLE		
LINE	LENGTH	BEARING
L1	169.69	N87°34'08"E
L2	19.76	S00°04'42"W
L3	460.56	S00°04'42"W
L4	83.39	N88°29'50"W
L5	79.19	N88°29'50"W
L6	453.08	S00°36'00"W
L7	28.68	N89°48'08"E
L8	243.83	N89°48'08"E
L9	85.00	S00°18'52"E
L10	133.69	N89°29'50"W
L11	131.82	N89°29'50"W
L12	46.67	S24°02'49"E

CURVE TABLE				
CURVE	LENGTH	RADIUS	DELTA	TANGENT
C1	78.78	50.00	80°12'08"	50.22
C2	56.12	100.00	20°41'37"	18.28
C3	263.85	500.00	41°23'12"	137.87
C4	36.12	100.00	20°41'37"	18.28
C5	78.48	50.00	89°55'24"	49.84
C6	30.82	100.00	17°32'43"	15.43
C7	183.73	300.00	35°05'26"	94.85
C8	30.82	100.00	17°32'43"	15.43
C9	78.01	50.00	89°23'30"	49.48
C10	34.30	100.00	18°38'10"	17.32
C11	284.70	415.00	36°18'21"	148.21
C12	34.30	100.00	18°38'10"	17.32
C13	78.91	50.00	89°23'30"	50.37
C14	41.36	100.00	23°41'39"	20.98
C15	185.46	200.00	47°23'58"	87.79
C16	41.36	100.00	23°41'39"	20.98

BUILDING SETBACKS	
FRONT	30'
SIDE	10'
BACK	30'

Designed NPL Drawn BTP Checked TAF S.C. SVM	Released For Construction By Title: Drawing to the property of Connolly & Wicker Inc. and to not be reproduced or copied in whole or in part, it is to not be used on any other project and to be for reference only.	 <b>Connolly &amp; Wicker Inc.</b> Consulting Engineers 10060 Skinner Lake Dr., Suite 500 Jacksonville, Florida 32246 (904) 285-3030 Fax: (904) 285-3031 C.A. No.: 3650	<b>OCEAN RIDGE</b> PREPARED FOR: NEIGHBORHOOD REALTY, INC.	<b>SITE GEOMETRY PLAN</b>	Project No: 06-01-0131 Drawing Scale: 1" = 80' Date: APRIL 27, 2007 Sheet 4 of 23
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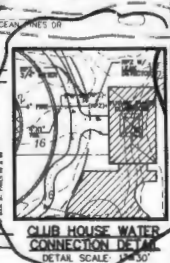
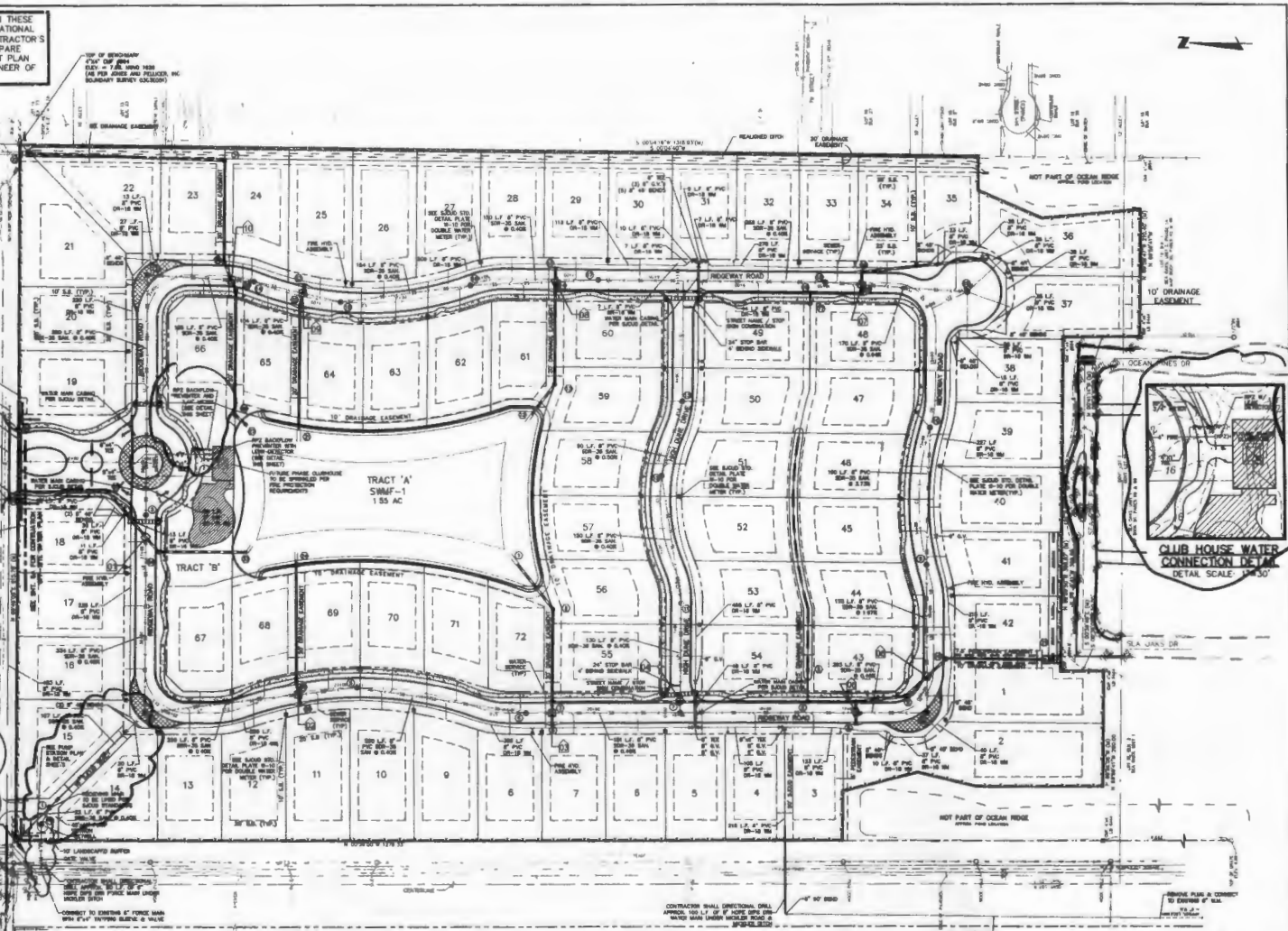
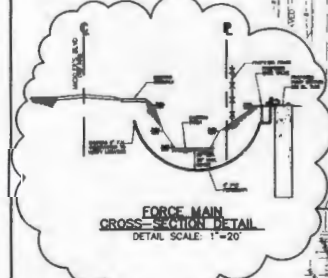
LEGEND	
14	PROPOSED GATE VALVE
15	PROPOSED FIRE HYDRANT
16	PROPOSED SANITARY SEWER MANHOLE
17	SEWER STRUCTURE LABEL
18	SANITARY SEWER SERVICE
19	SHOULDER WATER SERVICE
20	SANITARY SEWER MAIN
21	SANITARY FORCE MAIN
22	WATER MAIN
23	PROPERTY LINE
24	BUILDING S.B. LINE
25	CENTROLINE OF ROADWAY
26	PROPOSED H.C. RAMP
27	PROPOSED SOIL & POST
28	PROPOSED CURB & GUTTER
29	STOP BAR
30	LOT NUMBER
31	PVC - POLYVINYL CHLORIDE PIPE
32	CV - GATE VALVE

STATIONING SHOWN ON THESE PLANS IS FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR'S SURVEYOR SHALL PREPARE THEIR OWN STAKE OUT PLAN AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES.

ALL FITTINGS TO BE DUCTILE IRON MECHANICAL JOINTS

ALL GATE VALVES SHALL CONFORM WITH ANWA STANDARDS C-506

CROSSING TABLE	
CROSSING NO.	CROSSING
1	TOP CROSSING
2	BOTTOM CROSSING
3	TOP CROSSING
4	BOTTOM CROSSING
5	TOP CROSSING
6	BOTTOM CROSSING
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95	TOP CROSSING
96	BOTTOM CROSSING
97	TOP CROSSING
98	BOTTOM CROSSING
99	TOP CROSSING
100	BOTTOM CROSSING



Designed	NPL	Released For Construction
Drawn	BTP	By
Checked	TAF	
C.C.	SWH	

**CW** Connelly & Wicker Inc.  
Consulting Engineers  
10080 Skinner Lake Dr., Suite 500  
Jacksonville, Florida 32246  
(904) 265-3030 Fax: (904) 265-3031  
C.A. No.: 3650

OCEAN RIDGE

PREPARED FOR:  
NEIGHBORHOOD REALTY, INC.

WATER & SEWER PLAN

Project No.:	06-01-0131	Drawing
Scale:	1" = 30'	
Date:	APRIL 27, 2007	Sheet 5 of 23
By:	MARY E. LEAFWORTH, P.E.	
Date:	APRIL 27, 2007	

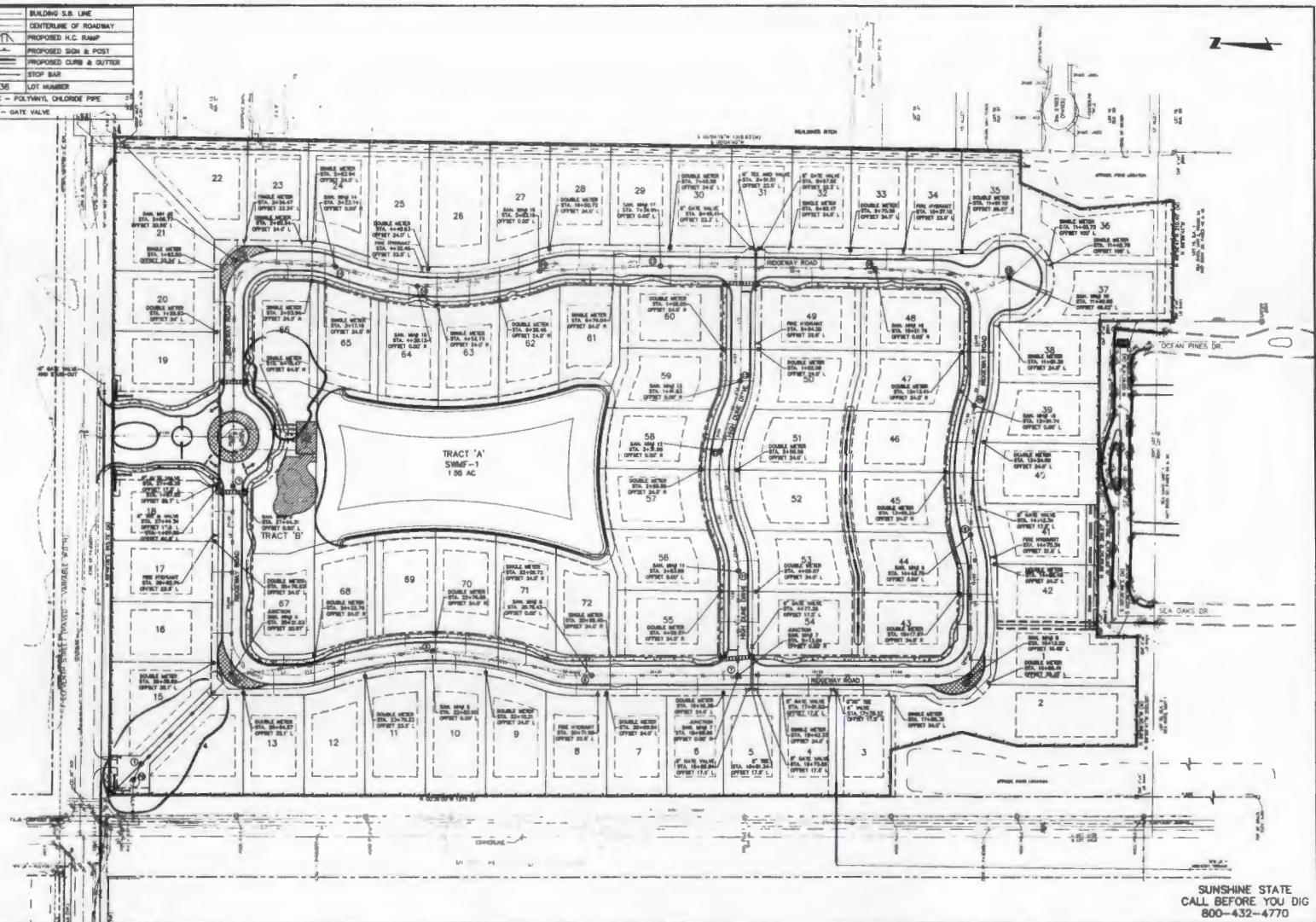


LEGEND	
PROPOSED GATE VALVE	BUILDING S.B. LINE
PROPOSED FIRE HYDRANT	CENTERLINE OF ROADWAY
PROPOSED SANITARY SEWER MANHOLE	PROPOSED H.C. RAMP
SEWER STRUCTURE LABEL	PROPOSED SIGN & POST
SANITARY SEWER SERVICE	PROPOSED CURB & GUTTER
SHOULDER WATER SERVICE	STOP BAR
SANITARY SEWER MAIN	LOT NUMBER
SANITARY FORCE MAIN	PVC - POLYVINYL CHLORIDE PIPE
WATER MAIN	DV - GATE VALVE
PROPERTY LINE	

ALL FITTINGS TO BE DUCTILE IRON MECHANICAL JOINTS

ALL GATE VALVES SHALL CONFORM WITH AWWA STANDARDS C-509

STATIONING SHOWN ON THESE PLANS IS FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR'S SURVEYOR SHALL PREPARE THEIR OWN STAKE OUT PLAN AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES.



SUNSHINE STATE  
CALL BEFORE YOU DIG  
800-432-4770

Designed HPL	Released For Construction
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Checked TAF	
C.C. SVN	

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Jacksonville, Florida 32246  
(904) 265-3030 Fax: (904) 265-3031  
C.A. No.: 3650

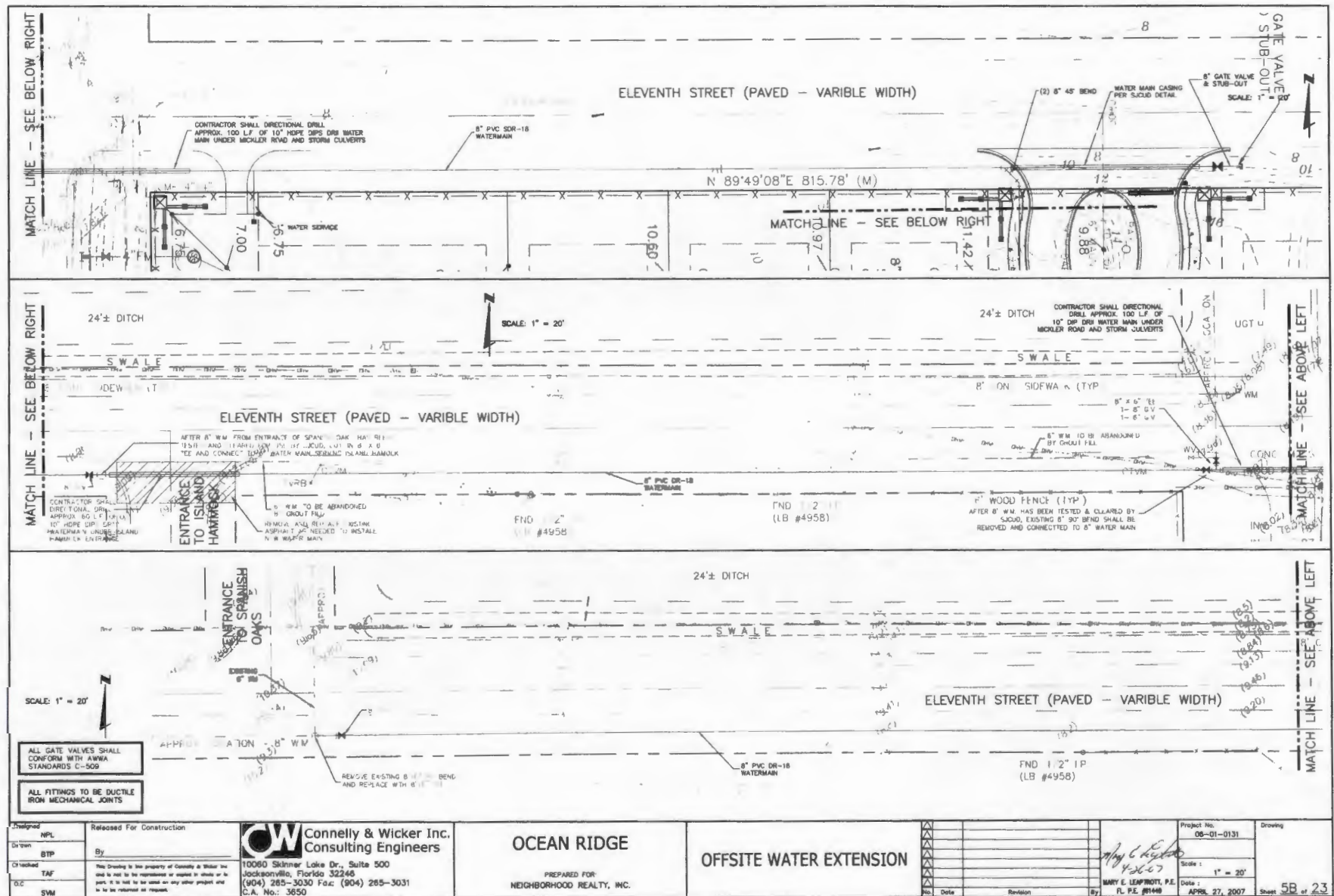
OCEAN RIDGE


PREPARED FOR:  
NEIGHBORHOOD REALTY, INC.

WATER APPURTANANCE  
STATIONS & OFFSETS

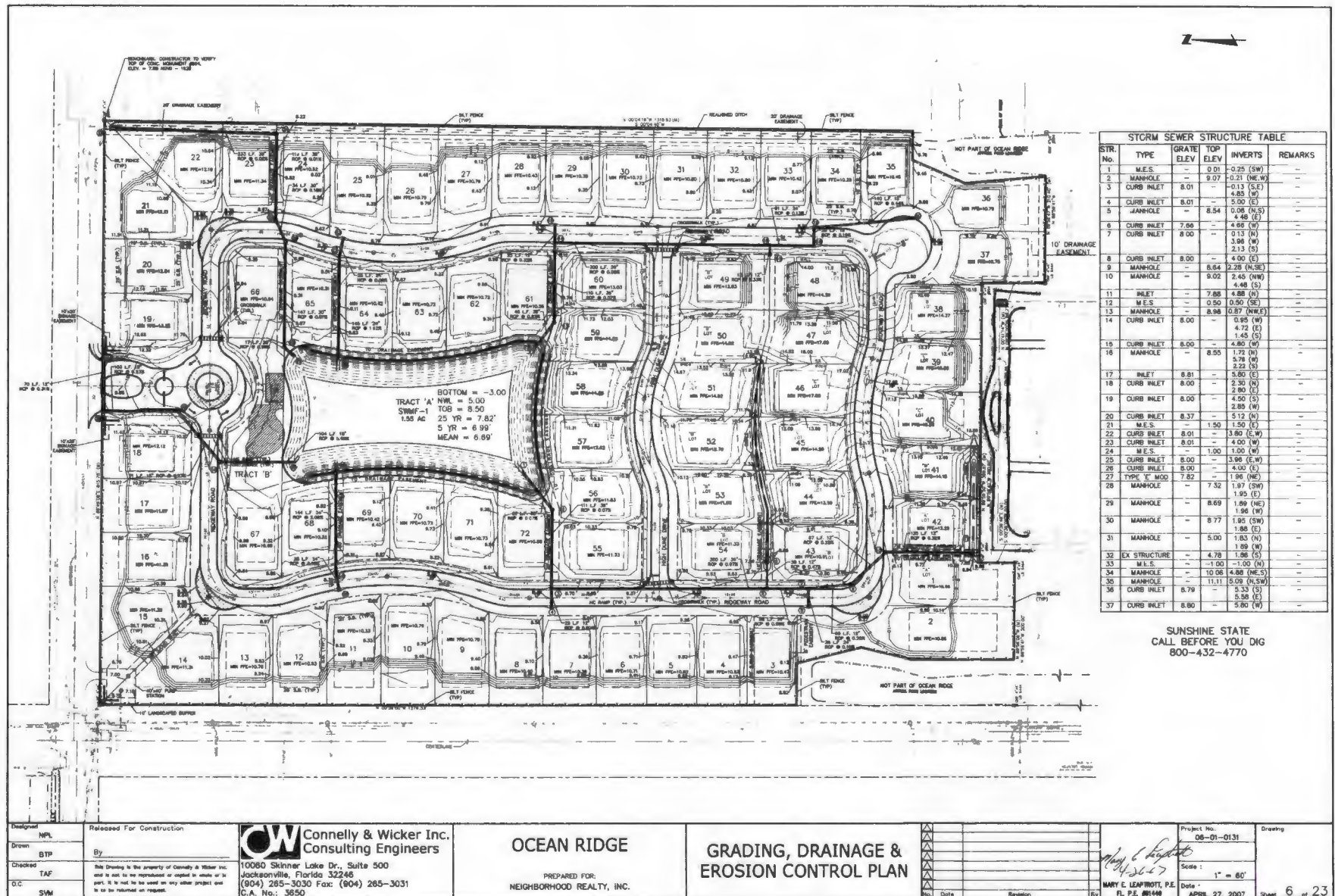
Project No.: 08-01-0131	Drawing
Scale: 1" = 80'	
Date: APRIL 27, 2007	Sheet 5A of 23

*Angie C. Linder*  
5-25-07  
MARY E. LEINBRITT, P.E.  
FL. P.E. #0446



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Drawn BTP								
Checked TAF							This Drawing is the property of Connelly & Wicker Inc. and is not to be reproduced or copied in whole or in part. It is not to be used on any other project and is to be returned on request.	Scale: 1" = 20'
C.D. SVM								DATE: APRIL 27, 2007

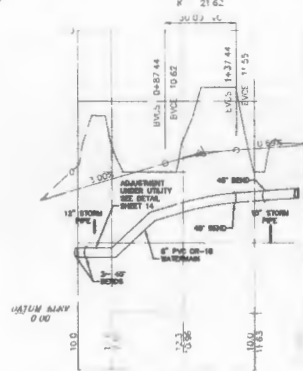






NOTE:  
WATER MAIN FOR ILLUSTRATION  
PURPOSES ONLY. PROFILES REFLECT  
CENTERLINE GEOMETRY. WATERMAIN  
LOCATED APPROXIMATELY 17.5' LEFT  
OF CENTERLINE

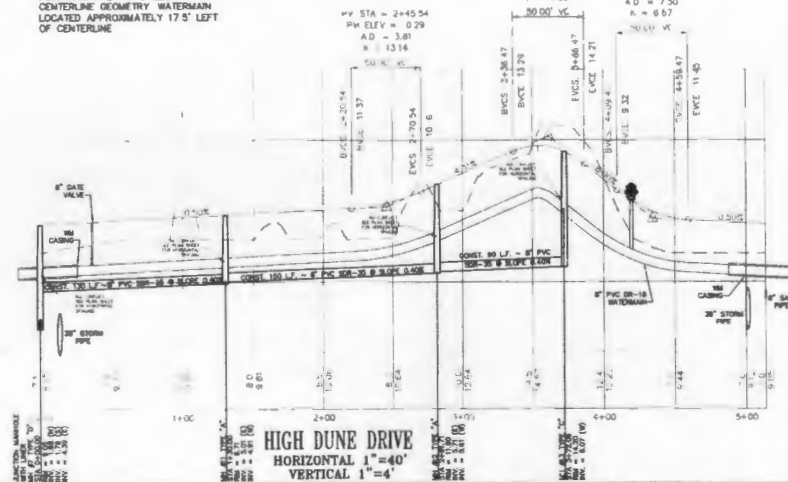
PV STA = 44  
PV ELEV = 11.3  
AD = 21.62



**RIDGEWAY ROAD**  
HORIZONTAL 1"=40'  
VERTICAL 1"=4'

NOTE:  
WATER MAIN FOR ILLUSTRATION  
PURPOSES ONLY. PROFILES REFLECT  
CENTERLINE GEOMETRY. WATERMAIN  
LOCATED APPROXIMATELY 17.5' LEFT  
OF CENTERLINE

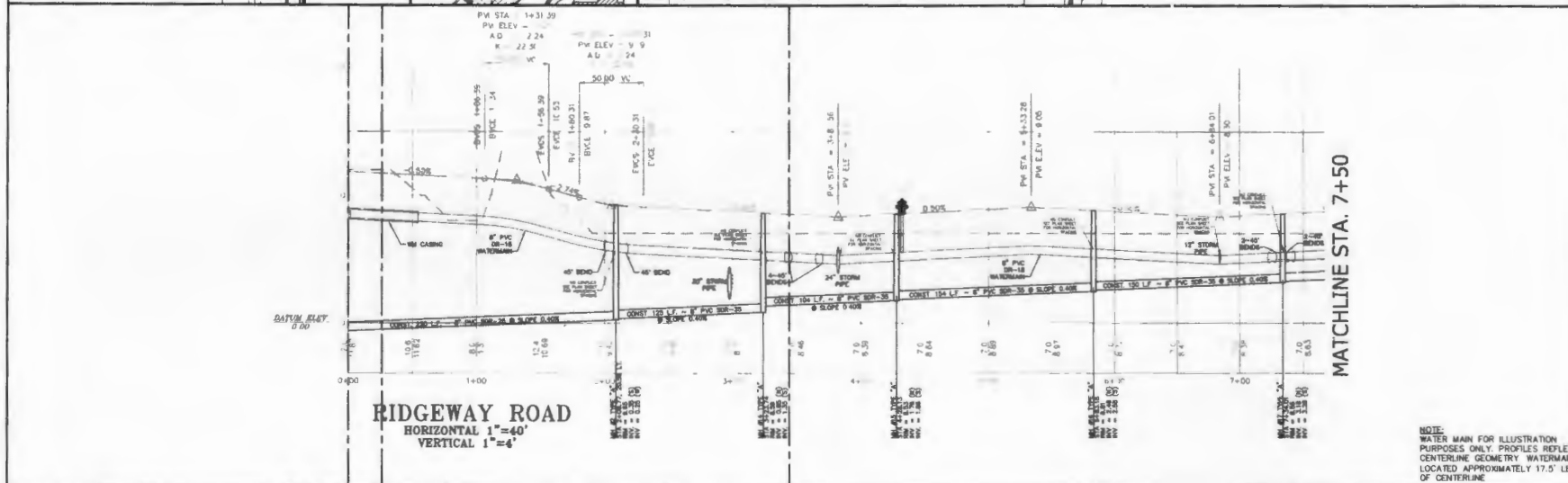
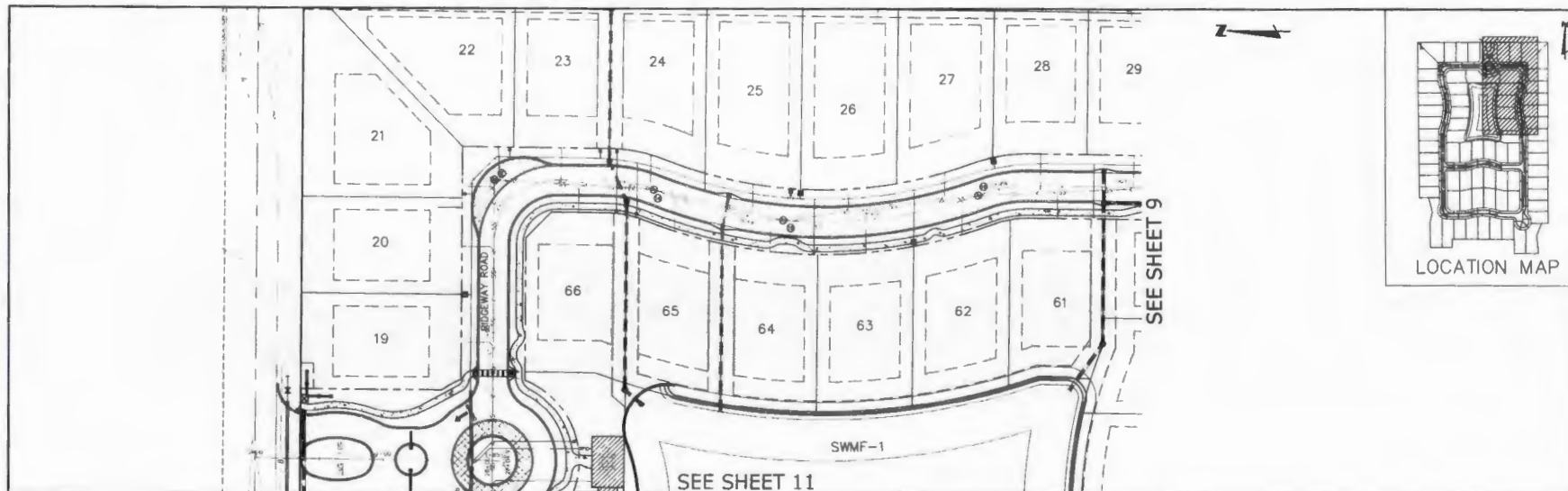
HIGH POINT ELEV = 14.59  
HIGH POINT STA = 3+53.98  
PV STA = 34+61.47  
PV ELEV = 15.29  
AD = 12.31  
K = 4.06  
PV STA = 44+34.47  
PV ELEV = 9.45  
AD = 7.50  
K = 6.67



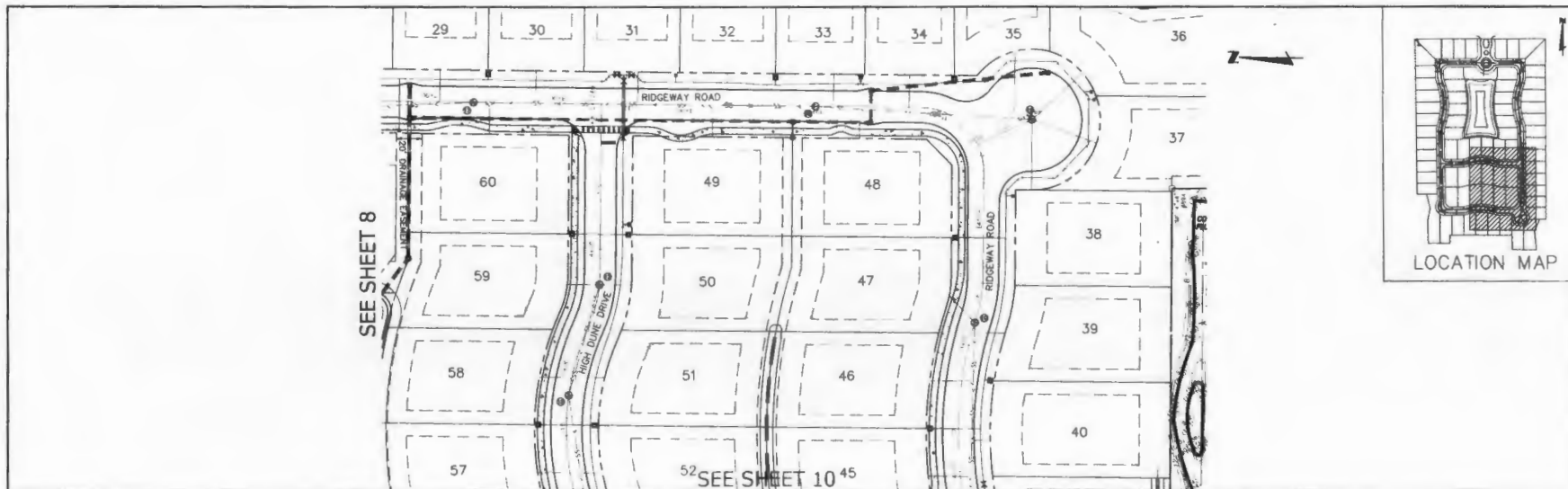
**HIGH DUNE DRIVE**  
HORIZONTAL 1"=40'  
VERTICAL 1"=4'

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Drawn BTP	By					
Checked TAF						
D.C. SYM						



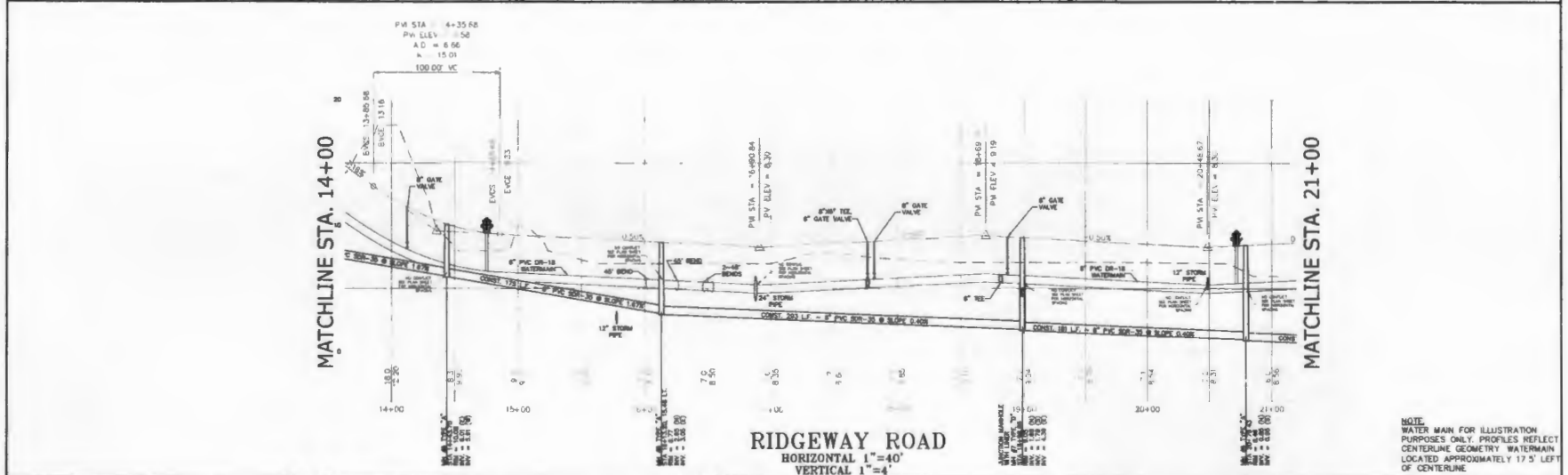



Designed HPL	Released For Construction By	<b>Connelly &amp; Wicker Inc.</b> Consulting Engineers 10060 Skinner Lake Dr., Suite 500 Jacksonville, Florida 32246 (904) 285-3030 Fax: (904) 285-3031 C.A. No.: 3650	<b>OCEAN RIDGE</b>  PREPARED FOR: NEIGHBORHOOD REALTY, INC.	<b>ROADWAY &amp; SANITARY PLAN &amp; PROFILE</b>	Project No. 06-01-0131 Date APRIL 27, 2007 Sheet 8 of 23
Checked TAF	This Drawing is the property of Connelly & Wicker Inc. and is not to be reproduced or copied in whole or in part without the written consent of Connelly & Wicker Inc.				
Drawn BTP					
C.C. SYM					



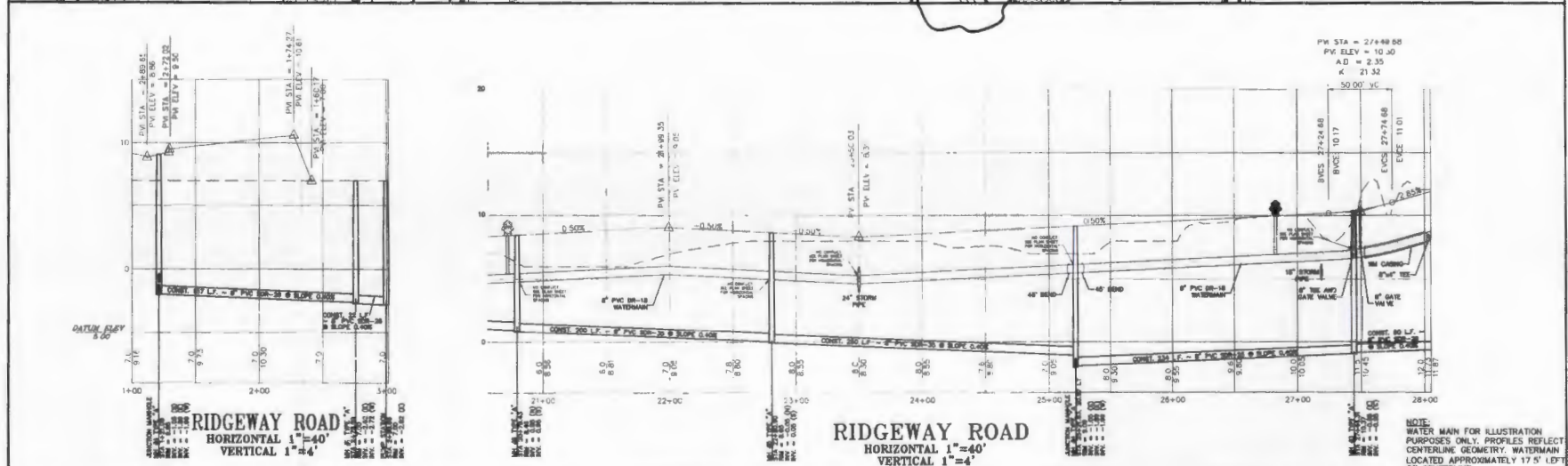
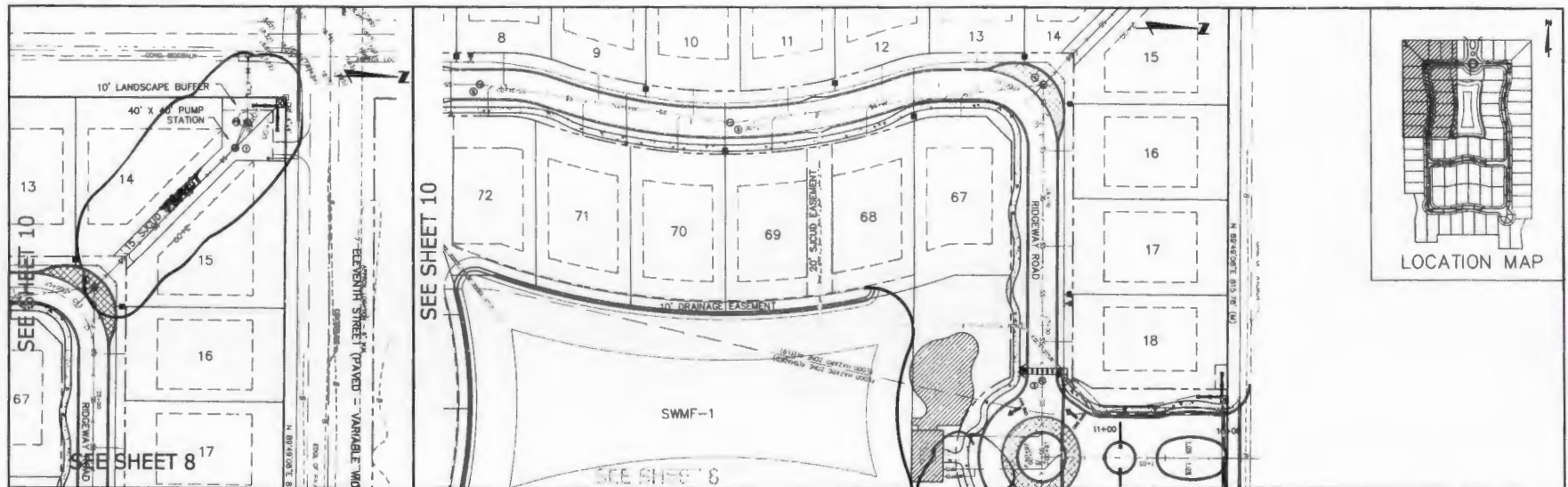
Designed NPL	Released For Construction	<b>Connelly &amp; Wicker Inc.</b> Consulting Engineers 10060 Skinner Lake Dr., Suite 500 Jacksonville, Florida 32246 (904) 265-3030 Fax: (904) 265-3031 C.A. No.: 3650	<b>OCEAN RIDGE</b>  PREPARED FOR NEIGHBORHOOD REALTY, INC.	<b>ROADWAY &amp; SANITARY PLAN &amp; PROFILE</b>	Project No.: 08-01-0131  Scale: 1"=4' VERT. 1"=40' HORIZ. Date: 1 APRIL 27, 2007 Sheet 9 of 23	Drawing
Drawn BTP	By					
Checked TAF						
C.C. SWM						

NOTE:  
WATER MAIN FOR ILLUSTRATION.  
PURPOSES ONLY. PROFILES REFLECT  
CENTERLINE GEOMETRY. WATERMAIN  
LOCATED APPROXIMATELY 17' 5" LEFT  
OF CENTERLINE.



Designed MPL	Released For Construction	 <b>Connelly &amp; Wicker Inc.</b> Consulting Engineers 10080 Skinner Lake Dr., Suite 500 Jacksonville, Florida 32246 (904) 285-3030 Fax: (904) 285-3031 C.A. No.: 3650	<b>OCEAN RIDGE</b>  PREPARED FOR: NEIGHBORHOOD REALTY, INC.	<b>ROADWAY &amp; SANITARY PLAN &amp; PROFILE</b>	<div>Project No. 06-01-0131</div> <div>Drawing</div>	<div>Scale 1"=4' VERT. 1"=60' HORIZ.</div> <div>Date : APRIL 27, 2007</div> <div>Sheet 10 of 23</div>	
Drawn BTP	By						<div>NOTE: WATER MAIN FOR ILLUSTRATION PURPOSES ONLY. PROFILES REFLECT CENTERLINE GEOMETRY. WATERMAIN LOCATED APPROXIMATELY 17' LEFT OF CENTERLINE.</div>
Checked TAF	This Drawing is the property of Connelly & Wicker Inc. and is not to be reproduced or copied in whole or in part. It is to be used only for the project and is to be returned on request.						
O.E. SVM							





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Drawn BTP	By				
Checked TAF					
C.C. SVH					

# **EROSION & SEDIMENT CONTROL NOTES:**

1. THESE PLANS INDICATE THE MINIMUM EROSION & SEDIMENT CONTROL MEASURES REQUIRED FOR THIS PROJECT. FOR ADDITIONAL INFORMATION ON EROSION AND SEDIMENT CONTROL, REFER TO THE FLORIDA DEVELOPMENT MANUAL - A GUIDE TO SOUND LAND AND WATER MANAGEMENT FROM THE STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (F.D.E.P.) CHAPTER 8. THE CONTRACTOR SHALL PROVIDE EROSION PROTECTION AND TURBIDITY CONTROL AS REQUIRED TO INSURE CONFORMANCE TO STATE AND FEDERAL WATER QUALITY STANDARDS AND MAY NEED TO INSTALL ADDITIONAL CONTROLS TO CONFORM TO ADEQUATE REQUIREMENTS. IF A WATER QUALITY VIOLATION OCCURS, THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ALL DAMAGE AND ALL COSTS WHICH MAY RESULT INCLUDING LEGAL FEES, CONSULTANT FEES, CONSTRUCTION COSTS AND FINES.
2. THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING THE BEST EROSION AND SEDIMENT CONTROL PRACTICES AS OUTLINED IN THE PLANS AND SPECIFICATIONS AND THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT SPECIFICATIONS AND CRITERIA.
3. EROSION AND SEDIMENT CONTROL BARRIERS SHALL BE PLACED ADJACENT TO ALL NEEDED AREAS WHERE THERE IS POTENTIAL FOR DOWNSTREAM WATER QUALITY DEGRADATION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING A PERMANENT STAND OF BOD AND/OR GRASS PER CITY STANDARDS AND MEETING THE H.P.D.E.S. FINAL STABILIZATION REQUIREMENTS.
5. IF DRAINAGE CAPACITY REQUIRES A COMBINATION USE PERMIT (C.U.P.) IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.
6. PRIOR TO COMMENCEMENT OF CONSTRUCTION AND EXCAVATION ACTIVITIES, THE CONTRACTOR SHALL PERFORM GROUNDWATER TESTING IN ACCORDANCE WITH THE ENVIRONMENTAL PROTECTION AGENCY FEDERAL REGISTER, PART 143, TO DETERMINE PETROLEUM CONTAMINATION LEVELS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING H.P.D.E.S. PERMIT, IF REQUIRED, IN ORDER TO DISCHARGE ANY GROUNDWATER ENCOUNTERED DURING CONSTRUCTION AND DEMOLITION OPERATIONS.
7. 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR WILL SUBMIT A NOTICE OF INTENT TO THE EPA IN ACCORDANCE WITH NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM RULES AND REGULATIONS.
8. THE CONTRACTOR SHALL WRAP STORM SEWER IN FILTER FABRIC TO PREVENT SEDIMENTATION OF THE STORM SEWER SYSTEM. CONTRACTOR SHALL MAINTAIN THE FILTER FABRIC UNTIL THE ASPHALT/CONCRETE PAVEMENT IS PLACED.
9. THE CONTRACTOR SHALL PROTECT ALL STORMWATER BASINS AND/OR SHALES FROM SEDIMENTATION DURING CONSTRUCTION USING NECESSARY SEDIMENT CONTROL BARRIERS.
10. IN THE EVENT OF DELAYS IN CONSTRUCTION, THE CONTRACTOR SHALL SEED ALL AREAS AND MAINTAIN EROSION CONTROL BARRIERS IN PLACE TO PREVENT EROSION, SLATATION AND INCREASE RUNOFF.

## **TREE PROTECTION STANDARDS:**

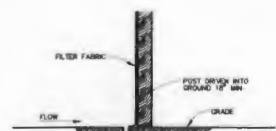
- A. PROTECTIVE BARRIERS SHALL BE PLACED AROUND ALL PROTECTED TREES AND GRASS TREES DURING SITE CLEARING, AND SHALL REMAIN IN PLACE UNTIL LAND ALTERATION, SITE CLEARING AND CONSTRUCTION ACTIVITIES ARE COMPLETE. BARRIERS SHALL BE ERECTED AT A MINIMUM DISTANCE OF 10 FEET (10') FROM THE CENTER OF PROTECTED TREES AND TWENTY FEET (20') FROM THE CENTER OF GRASS TREES.
- B. A MINIMUM DISTANCE OF TEN FEET (10') SHALL BE MAINTAINED FROM ALL PROTECTED TREES WHEN INSTALLING UNDERGROUND UTILITIES. IF THIS RESULTS IN UNREASONABLE HANDING, A 10% AUGER SHALL BE USED TO TUNNEL UNDER THE ROOT SYSTEMS.
- C. INSTALLATION OF ARTIFICIAL BARRIERS SUCH AS PROTECTIVE BARRICADES, FENCES, POSTS, OR BAILS SHALL NOT DESTROY OR IRREVERSIBLY HARM THE ROOT SYSTEM OF PROTECTED TREES AND GRASS TREES. FOOTINGS FOR BAILS SHALL BE AT THE POINT WHERE LARGER ROOTS ARE ENCOUNTERED AND THE ROOTS SHALL BE BROKEN. POST HOLES AND TRENCHES LOCATED CLOSE TO PROTECTED TREES OR GRASS TREES SHALL BE ADJUSTED TO AVOID DAMAGE TO MAJOR ROOTS.
- D. ALL ROOTS TO BE REMOVED DURING THE SITE CLEARING PHASE SHALL BE SEVERED CLEAN AT THE PERIMETER OF THE DESIGNATED PROTECTED RADII.
- E. A TWO INCH (2") LAYER OF MULCH SHALL BE APPLIED OVER THE SURFACE OF EXPOSED ROOTS OF PROTECTED TREES AND GRASS TREES.
- F. A PROTECTIVE RETAINING WALL SHALL BE CONSTRUCTED AT THE PERIMETER OF THE PROTECTIVE RADII AROUND A PROTECTED TREE OR GRASS TREE WHERE THE PROTECTED TREE OR GRASS TREE WILL BE ADVERSELY AFFECTED BY LOWERING THE GRADE.
- G. ALL TRIMMING OF PROTECTED TREES AND GRASS TREES SHALL BE DONE BY A QUALIFIED, LICENSED TREE SERVICE, DURING DEVELOPMENT.
- H. SEE SHEET C2 FOR TREE BARRICADE DETAILS.



NOTE:  
THE STOP SIGN SHALL BE OCTAGON WITH WHITE MESSAGE AND BORDER ON A RED BACKGROUND.

## **STOP SIGN DETAIL**

N.T.S.



## **SILT FENCE DETAIL**

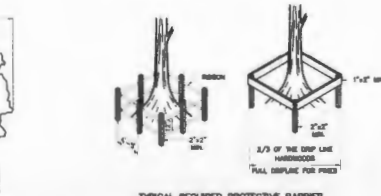
N.T.S.



HARDWOODS



PINES



TYPICAL REQUIRED PROTECTIVE BARRIER

## **WHY A BARRIER**

1. To protect all above-ground portions of trees from mechanical damage.
2. To prevent soil near tree from compacting.
3. To provide physical and mental evidence of trees' presence to equipment operators.

## **WHY IT WORKS**

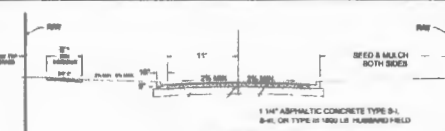
1. No heavy equipment allowed inside barrier; any hard hit to:
  2. No construction materials or temporary soil deposits allowed inside area.
- By observing these two simple principles, a tree's chance for survival is greatly enhanced.

## **SPECIFICATIONS - WOOD BARRIER**

1. Minimum radius to be protected
2. Hardwoods - 2/3 of Diameter or 6', whichever is greater
3. Pines - Diameter or 6', whichever is greater
4. Minimum 3" in height
5. Method of Erection (See diagram):  
Four corner uprights of no less than 2" x 2" lumber with horizontal members of no less than 1" x 2" lumber.  
Uprights spaced at 4'-0" intervals at the top and 12' below the top.  
With horizontal bracing at the top and 12' below the top.
6. Barriers to be erected around remaining trees before construction or nearby trees are removed.
7. Barriers to remain in place until all piling, construction and heavy equipment is out of area.

## **TREE PROTECTION DETAIL**

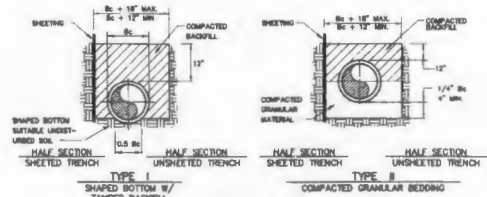
N.T.S.



## **CURB & GUTTER PAVING**

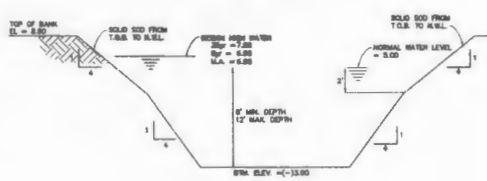
## **NOTE**

1. SOIL ANALYSIS MAY INDICATE THE NEED FOR THICKER BASE COURSES THAN THOSE SHOWN HEREIN. THE PAVEMENT THICKNESS SHOWN HEREIN ARE NOT INTENDED TO BE ABSOLUTE, BUT ARE PRELIMINARY CRITERIA & MAY BE MODIFIED TO ACCOMMODATE THE BEARING CAPACITY OF VARIOUS SUBGRADES.
2. ALL DISTURBED AREAS SHALL BE SEED & MULCHED. ALL AREAS WHERE SOIL HAS BEEN DISTURBED OR REMOVED SHALL BE RESEED TO SATISFACTION OF OWNER.
3. ALL ASPHALTIC CONCRETE SHALL MEET THE REQUIREMENTS OF SECTION 321 AND SECTION 333 F.D.O.T. STANDARD SPECIFICATIONS, LATEST EDITION.
4. OR IN ACCORDANCE WITH APPROVED CONSTRUCTION PLANS. VARIATIONS IN ROADWAY LOCATION MEANDERING DUE TO COMPLEXES SUCH AS TREES, HYDRAULIC UTILITIES, TRAFFIC SIGNAL ETC IS PERMITTED AS PER THE APPROVED PLANS, OR AS OTHERWISE REQUIRED TO BE ADJUSTED IN THE FIELD.



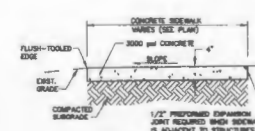
## **CLASS 'B' TYPICAL BEDDING DETAIL**

N.T.S.



## **TYPICAL POND SECTION**

N.T.S.



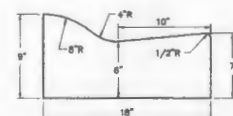
## **SIDEWALK DETAIL**

N.T.S.



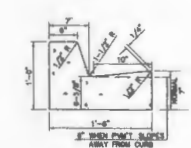
## **FLUSH RIBBON CURB DETAIL**

N.T.S.



## **MIAMI CURB AND GUTTER DETAIL**

N.T.S.



## **CITY STANDARD CURB AND GUTTER DETAIL**

N.T.S.

Designed	NPL	Released For Construction
Drawn	BTB	By
Checked	TAF	Note: Drawing is the property of Connelly & Wicker Inc. and is not to be reproduced or copied in whole or in part. It is to be used only for the project and not to be returned or resubmitted.
C.C.	SVM	

**CW** Connelly & Wicker Inc.  
Consulting Engineers  
10080 Skinner Lake Dr., Suite 300  
Jacksonville, Florida 32248  
(904) 265-3030 Fax: (904) 265-3031  
C.A. No.: 3650

## **OCEAN RIDGE**

PREPARED FOR:  
NEIGHBORHOOD REALTY, INC.

## **PAVING & DRAINAGE DETAILS**

Project No.	08-01-0131	Drawing
Scale:	N.T.S.	
Date:	APRIL 27, 2007	Sheet 11 of 22
By:	MARY E. LEAFHORN, P.E.	
Check:	FL P.E. #1140	

# **EROSION & SEDIMENT CONTROL NOTES**

1. THESE PLANS INDICATE THE MINIMUM EROSION & SEDIMENT CONTROL MEASURES REQUIRED FOR THIS PROJECT. FOR ADDITIONAL INFORMATION ON EROSION AND SEDIMENT CONTROL, REFER TO THE FLORIDA DEVELOPMENT MANUAL-A GUIDE TO SOUND LAND AND WATER MANAGEMENT FROM THE STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (D.E.P.) CHAPTER 6. THE CONTRACTOR SHALL PROVIDE EROSION PROTECTION AND SEDIMENT CONTROL, AS REQUIRED TO INSURE CONFORMANCE TO STATE AND FEDERAL WATER QUALITY STANDARDS AND MAY NEED TO INSTALL ADDITIONAL CONTROLS TO CONFORM TO AGENCIES REQUIREMENTS. IF A WATER QUALITY VIOLATION OCCURS, THE CONTRACTOR SHALL BE FINALLY RESPONSIBLE FOR ALL DAMAGE AND ALL COSTS WHICH MAY RESULT INCLUDING LEGAL FEES, CONSULTANT FEES, CONSTRUCTION COSTS AND FINES.
2. THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING THE BEST EROSION AND SEDIMENT CONTROL PRACTICES AS OUTLINED IN THE PLANS AND SPECIFICATIONS AND THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT SPECIFICATIONS AND CRITERIA.
3. EROSION AND SEDIMENT CONTROL BARRIERS SHALL BE PLACED ADJACENT TO ALL WETLAND AREAS WHERE THERE IS POTENTIAL FOR DOWNSTREAM WATER QUALITY DEGRADATION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING A PERMANENT STAKE OF SOIL AND/OR GRADES PER CITY STANDARDS AND MEETING THE N.P.D.E.S. FINAL STABILIZATION REQUIREMENTS.
5. IF DEMANDING CAPACITY REQUIRES A CORROPTIVE USE PERMIT (C.U.P.) IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.
6. PRIOR TO COMMENCEMENT OF CONSTRUCTION AND EXCAVATION ACTIVITIES, THE CONTRACTOR SHALL PERFORM GROUNDWATER TESTING IN ACCORDANCE WITH THE ENVIRONMENTAL PROTECTION AGENCY FEDERAL REGISTER, PAGE 42736, PART 14.3, TO DETERMINE PETROLEUM CONTAMINANT LEVELS. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING N.P.D.E.S. PERMIT, IF REQUIRED, IN ORDER TO EXCAVATE AND GROUNDWATER ENCOUNTERED DURING CONSTRUCTION AND DRAINAGE OPERATIONS.
7. 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR SHALL SUBMIT A "NOTICE OF INTENT" TO THE EPA IN ACCORDANCE WITH NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM RULES AND REGULATIONS.
8. THE CONTRACTOR SHALL WRAP STORM SEWER GRATES IN FILTER FABRIC TO PREVENT SEDIMENTATION OF THE STORM SEWER SYSTEM. CONTRACTOR SHALL MAINTAIN THE FILTER FABRIC UNTIL THE ASPHALT/CONCRETE PAVEMENT IS PLACED.
9. THE CONTRACTOR SHALL PROTECT ALL STORMSEWER BASINS AND/OR CHUTES FROM SEDIMENTATION DURING CONSTRUCTION USING NECESSARY SEDIMENT CONTROL BARRIERS.
10. IN THE EVENT OF DELAYS IN CONSTRUCTION, THE CONTRACTOR SHALL STAY ALL AREAS AND MAINTAIN EROSION CONTROL BARRIERS IN PLACE TO PREVENT EROSION, SILTATION AND INCREASE RUNOFF.

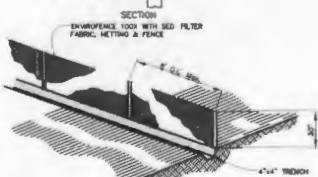
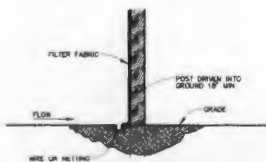
## **TREE PROTECTION STANDARDS**

- A. PROTECTIVE BARRIERS SHALL BE PLACED AROUND ALL PROTECTED TREES AND GRASS TREES DURING SITE CLEARING AND CONSTRUCTION ACTIVITIES AND CONSTRUCTION BARRIERS SHALL BE INSTALLED AT A MINIMUM DISTANCE OF TEN FEET (10') FROM THE CENTER OF PROTECTED TREES AND TWENTY FEET (20') FROM THE CENTER OF GRASS TREES.
- B. A MINIMUM DISTANCE OF TEN FEET (10') SHALL BE MAINTAINED FROM ALL PROTECTED TREES WHEN INSTALLING UNDERGROUND UTILITIES. IF THIS RESULTS IN UNREASONABLE HANDICAP, A SOL AUGER SHALL BE USED TO TUNNEL UNDER THE ROOT SYSTEMS.
- C. INSTALLATION OF ARTIFICIAL BARRIERS SUCH AS PROTECTIVE BARRICADES, FENCIBLE POSTS, OR WALLS SHALL NOT DEPEND ON IRREVERSIBLY HARM THE ROOT SYSTEMS OF PROTECTED TREES AND GRASS TREES. FENCIBLES FOR WALLS SHALL BE AT THE POINT WHERE LARGER ROOTS ARE ENCOUNTERED AND THE ROOTS SHALL BE GROOVED. POST HOLES AND TRENCHES LOCATED CLOSE TO PROTECTED TREES OR GRASS TREES SHALL BE ADJUSTED TO AVOID DAMAGE TO MAJOR ROOTS.
- D. ALL ROOTS TO BE REMOVED DURING THE SITE CLEARING PHASE SHALL BE SEVERED CLEAN AT THE PERIMETER OF THE DESIGNATED PROTECTED RADII.
- E. A TWO INCH (2") LAYER OF MULCH SHALL BE APPLIED OVER THE SURFACE OF EXPOSED ROOTS OF PROTECTED TREES AND GRASS TREES.
- F. A PROTECTIVE RETAINING WALL SHALL BE CONSTRUCTED AT THE PERIMETER OF THE PROTECTIVE RADII AROUND A PROTECTED TREE OR GRASS TREE WHERE THE PROTECTED TREE OR GRASS TREE WILL BE ADVERSELY AFFECTED BY LOSING THE GRADE.
- G. ALL REMAINS OF PROTECTED TREES AND GRASS TREES SHALL BE DONE BY A QUALIFIED LICENSED TREE SERVICE DURING DEVELOPMENT.
- H. SEE SHEET C2 FOR TREE BARRICADE DETAILS.



NOTE:  
THE STOP SIGN SHALL BE OCTAGON WITH WHITE MESSAGE AND BORDER ON A RED BACKGROUND.  
THE POSTS AND BRACKETS WILL BE PER FDOT STANDARD INDEX 11860 AND 11861

## **STOP SIGN DETAIL**



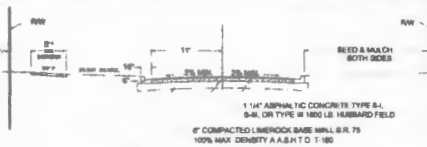
## **SILT FENCE DETAIL**



HARDWOODS

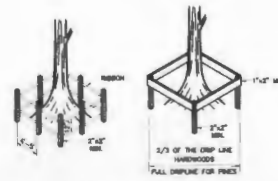


PINES



## **CURB & GUTTER PAVING**

- NOTE:
1. SOIL ANALYSIS MAY INDICATE THE NEED FOR THICKER BASE COURSES THAN THOSE SHOWN HEREIN. THE PAVEMENT THICKNESS SHOWN HEREIN ARE NOT INTENDED TO BE ABSOLUTE, BUT ARE PRELIMINARY CRITERIA & MAY BE MODIFIED TO ACCOMMODATE THE BEARING CAPACITY OF VARIOUS SUBGRADES.
  2. ALL DISTURBED AREAS SHALL BE SEEDS & MULCHED. ALL AREAS WHERE SOIL HAS BEEN DISTURBED OR REMOVED SHALL BE RESEEDING TO SATISFACTION OF OWNER.
  3. ALL ASPHALTIC CONCRETE SHALL MEET THE REQUIREMENTS OF SECTION 801 AND/OR SECTION 303, F.O.D.T. STANDARD SPECIFICATIONS, LATEST EDITION.
  4. OR IN ACCORDANCE WITH APPROVED CONSTRUCTION PLANS, VARIATIONS IN SIDEWALK LOCATION MEASUREMENTS DUE TO COMPLEXES SUCH AS TREES, HYDRANTS, UTILITIES, TRAFFIC SIGNS, ETC. IS PERMITTED AS PER THE APPROVED PLANS OR AS OTHERWISE REQUIRED TO BE ADJUSTED IN THE FIELD.



## **TYPICAL REQUIRED PROTECTIVE BARRIER**

- WHY A BARRIER?
1. To protect all above-ground portions of trees from mechanical damage.
  2. To protect soil near trees from compaction.
  3. To provide physical and mental awareness of trees' presence to equipment operators.

## **WHY IT WORKS**

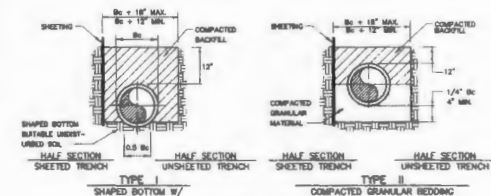
1. No heavy equipment allowed inside barrier, only hand labor.
2. No construction material or temporary and portable allowed inside area.

By observing these two simple principles, a tree's chance for survival is greatly enhanced.

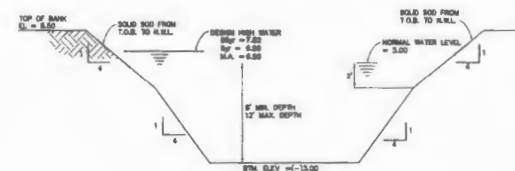
## **SPECIFICATIONS - WOOD BARRIER**

1. Minimum notice to be provided:
  - a. Hardwood - 2/3 of Original or 6", whichever is greater
  - b. Pine - Original or 6", whichever is greater
2. Minimum 2' in height.
3. Method of Erection (see diagram):
  - Four corner uprights of no less than 2" x 2" lumber with horizontal members of no less than 1" x 2" lumber.
  - OR: Uprights spaced at 4'-0" intervals at 4' x 4' with horizontal members of no less than 1" x 2" lumber with horizontal bracing at the top and 12" below the top.
4. Branches to be removed:
  - Branches to remain in place until all piling, construction and heavy equipment is out of area.

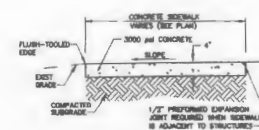
## **TREE PROTECTION DETAIL**



## **CLASS 'B' TYPICAL BEDDING DETAIL**



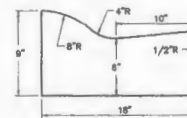
## **TYPICAL POND SECTION**



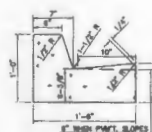
## **SIDEWALK DETAIL**



## **FLUSH RIBBON CURB DETAIL**



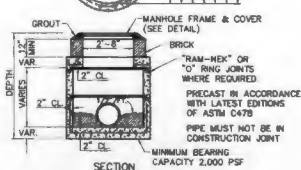
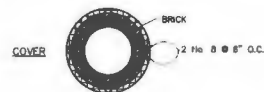
## **MIAMI CURB AND GUTTER DETAIL**



## **CITY STANDARD CURB AND GUTTER DETAIL**

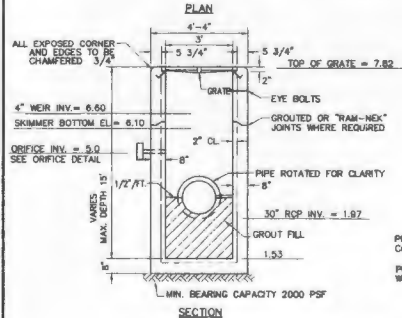
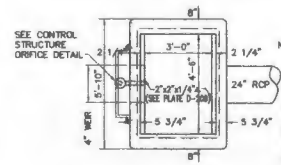
Designed NPL	Released For Construction	<b>Connelly &amp; Wicker Inc.</b> Consulting Engineers 10060 Skinner Lake Dr., Suite 500 Jacksonville, Florida 32246 (904) 265-3030 Fax: (904) 265-3031 C.A. No.: 3650	<b>OCEAN RIDGE</b>  PREPARED FOR NEIGHBORHOOD REALTY, INC.	<b>PAVING &amp; DRAINAGE DETAILS</b>		Project No. 06-01-0131	Drawing
Checked BTP	By					Scale N.T.S.	
Checked TAF	Noted					Date APR 27, 2007	Sheet 12 of 23
SW							



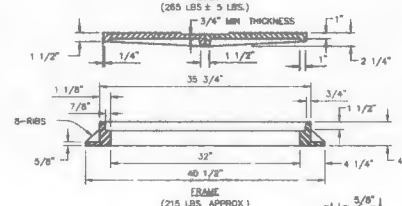
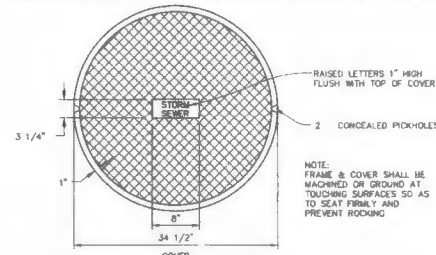


PIPE	TOP & BOTTOM SLAB	WALL	CONCRETE
12"	8" x 16" @ 8" O.C.	8" x 16" @ 8" O.C.	4000 P.S.I.
18"	10" x 20" @ 8" O.C.	10" x 20" @ 8" O.C.	4000 P.S.I.
24"	12" x 24" @ 8" O.C.	12" x 24" @ 8" O.C.	4000 P.S.I.
30"	14" x 28" @ 8" O.C.	14" x 28" @ 8" O.C.	4000 P.S.I.
36"	16" x 32" @ 8" O.C.	16" x 32" @ 8" O.C.	4000 P.S.I.

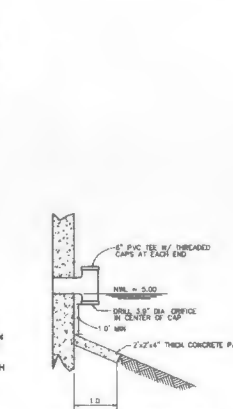
### STORM SEWER TYPE J-1 THRU J-1-F MANHOLE



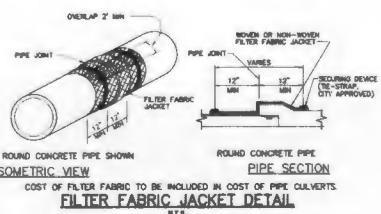
### MODIFIED TYPE "E" INLET STR 27



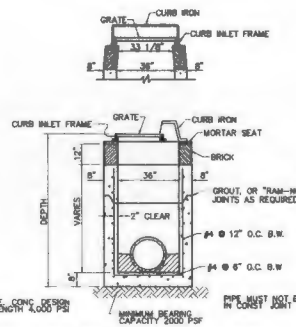
### STORM SEWER MANHOLE COVER AND FRAME



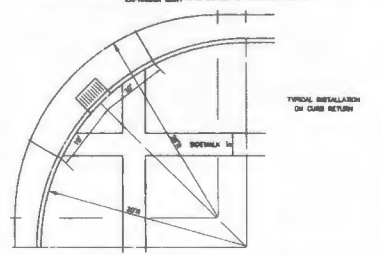
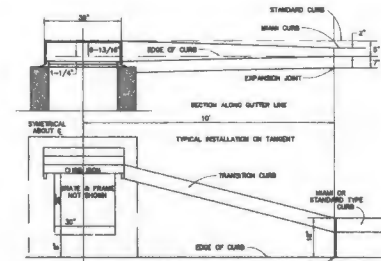
### CONTROL STRUCTURE ORIFICE DETAIL



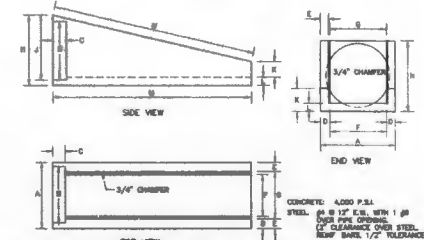
### DETAIL FOR TYPE "C" & "E" INLET



### 36" STORM SEWER CURB INLET



### RECESSED STORM SEWER CURB INLET



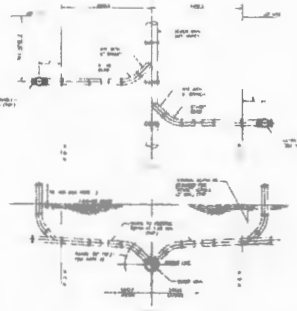
### MITERED END SECTION FOR RCP OR CMP

ROP/POP	A	B	C	D	E	F	G
18" - 18"	2'-0"	2'-0"	6"	6"	6 3/4"	1'-0"	1'-0"
24" - 24"	2'-0"	2'-0"	6"	6"	6 3/4"	1'-0"	1'-0"
30" - 30"	2'-0"	2'-0"	6"	6"	6 3/4"	1'-0"	1'-0"
36" - 36"	2'-0"	2'-0"	6"	6"	6 3/4"	1'-0"	1'-0"

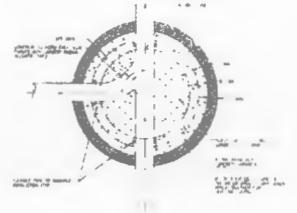
ROP/POP	H	J	K	L	M	N
18" - 18"	2'-0"	2'-0"	6"	6"	6 3/4"	1'-0"
24" - 24"	2'-0"	2'-0"	6"	6"	6 3/4"	1'-0"
30" - 30"	2'-0"	2'-0"	6"	6"	6 3/4"	1'-0"
36" - 36"	2'-0"	2'-0"	6"	6"	6 3/4"	1'-0"

### TABLE FOR MITERED END SECTION

Designed NPL	Released For Construction	<b>Connelly &amp; Wicker Inc.</b> Consulting Engineers 10080 Skinner Lake Dr., Suite 500 Jacksonville, Florida 32246 (904) 285-3030 Fax: (904) 285-3031 C.A. No.: 3650	<b>OCEAN RIDGE</b>  PREPARED FOR: NEIGHBORHOOD REALTY, INC.	<b>PAVING &amp; DRAINAGE DETAILS</b>	Project No.: 08-01-0131 Drawing: Date: Revision: By:	Sheet 13 of 23
Drawn BTP	By:					
Checked TAF						
C.C. SYM						



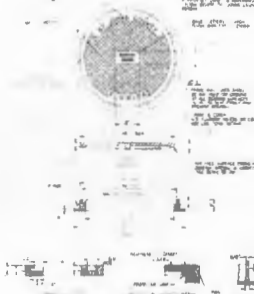
**SANITARY SEWER SERVICE LATERAL**  
N.T.S.



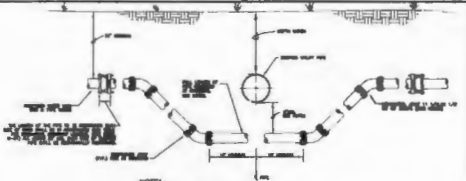
**PLAN VIEW  
TYPE 'A' MANHOLE 8"-12" SEWERS**  
N.T.S.



**SANITARY SEWER  
TYPE 'A' MANHOLE 8"-12" SEWERS**  
N.T.S.

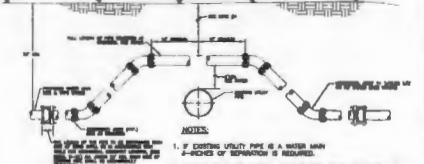


**SANITARY SEWER  
MANHOLE FRAME & COVER**  
N.T.S.



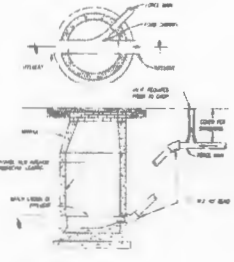
- NOTES:
1. IF EXISTING UTILITY PIPE IS A WATER MAIN 6-INCHES OF SEPARATION IS REQUIRED.
  2. IF EXISTING UTILITY PIPE IS A FORCE MAIN, SANITARY SEWER LINE, BELIEVED WATER MAIN OR DRAINAGE PIPE, 18 INCHES OF SEPARATION IS REQUIRED. IF THIS IS IMPOSSIBLE AND EXISTING UTILITY PIPE IS COOL, OVER OR FULL PIPE, SEPARATION CAN BE REDUCED TO 6-INCHES. A FULL SUST. PIPE SHALL BE CONTINUED UNDER EXISTING UTILITY PIPE TO PROVIDE MINIMUM JOINT SPACING FOR 18-INCH OR 6-INCH SEPARATIONS. (IF NOT CROSSING OVER EXISTING WATER MAIN.)
  3. LOCATING WIRING REQUIRED. SEE DETAIL W-44.

**ADJUSTMENT UNDER EXISTING UTILITIES**  
N.T.S.

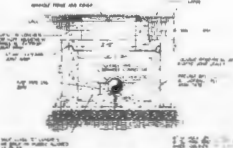


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  3. LOCATING WIRING REQUIRED. SEE DETAIL W-44.
  4. DEPTH OF DIRT TO BE 3" MINIMUM DEPTH OF DIRT TO BE MAINTAINED FROM BOTTOM OF SUBURBANCE IN THESE AREAS.

**ADJUSTMENT OVER EXISTING UTILITY**  
N.T.S.



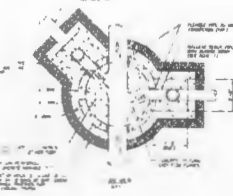
**TYPICAL FORCEMAIN  
CONNECTION TO MANHOLE**  
N.T.S.



**SANITARY SEWER  
TYPE 'C' MANHOLE 8"-12" SEWERS**  
N.T.S.



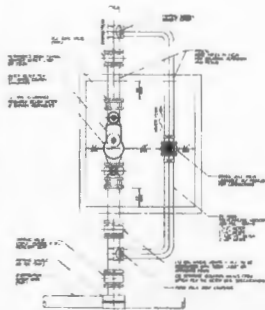
**SANITARY SEWER  
TYPE 'D' MANHOLE 12"-21" SEWERS**  
N.T.S.



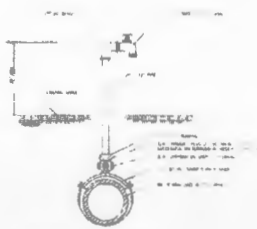
**PLAN VIEW  
TYPE 'D' MANHOLE 12"-21" SEWERS**  
N.T.S.

Designed HPL	Released For Construction	 <b>Connelly &amp; Wicker Inc.</b> Consulting Engineers 10060 Skinner Lake Dr., Suite 500 Jacksonville, Florida 32246 (904) 285-3030 Fax: (904) 285-3031 C.A. No.: 3650	<b>OCEAN RIDGE</b>	<b>WATER &amp; SEWER 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**TYPICAL LARGE WATER METER INSTALLATION**  
N.T.S.



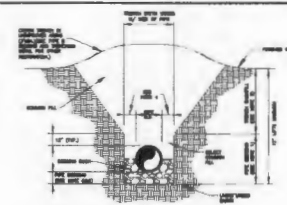
**1/2" TEMPORARY SAMPLE TAP ALONG PIPE**  
N.T.S.



**WATER SERVICES DOUBLE SERVICE**  
N.T.S.

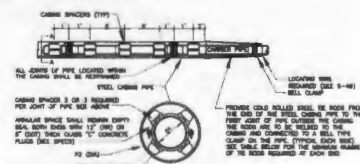


**WATER SERVICES SINGLE SERVICE**  
N.T.S.



1. THE WATERMAIN SHALL BE INSTALLED TO THE SIDE OF THE ROADWAY AS SHOWN.  
2. THE WATERMAIN SHALL BE INSTALLED TO THE SIDE OF THE ROADWAY AS SHOWN.  
3. THE WATERMAIN SHALL BE INSTALLED TO THE SIDE OF THE ROADWAY AS SHOWN.  
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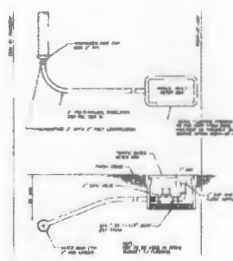
**TYPE 'A' BEDDING & TRENCHING**  
N.T.S.



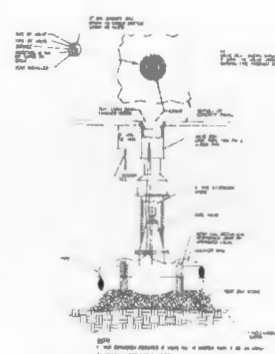
CASING SIZE (IN)	SPLICER SIZE (IN)	SPLICER WEIGHT (LBS)	SPLICER LENGTH (IN)	SPLICER WEIGHT (LBS)	SPLICER LENGTH (IN)	SPLICER WEIGHT (LBS)	SPLICER LENGTH (IN)	SPLICER WEIGHT (LBS)	SPLICER LENGTH (IN)
12	12	12	12	12	12	12	12	12	12
14	14	14	14	14	14	14	14	14	14
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28	28	28	28	28	28	28	28	28	28
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94	94	94	94	94	94	94	94	94	94
96	96	96	96	96	96	96	96	96	96
98	98	98	98	98	98	98	98	98	98
100	100	100	100	100	100	100	100	100	100

1. THE WATERMAIN SHALL BE INSTALLED TO THE SIDE OF THE ROADWAY AS SHOWN.  
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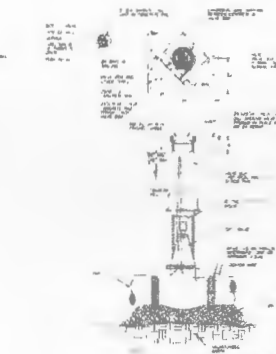
**WATERMAIN CASING DETAIL**  
N.T.S.



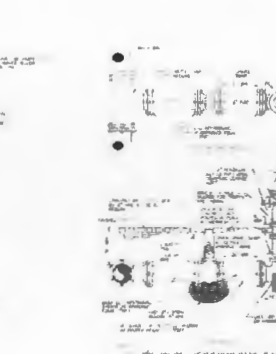
**2" FLUSHING HYDRANT BELOW GRADE TYPE**  
N.T.S.



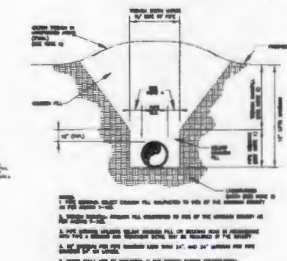
**GATE VALVE & BOX FOR PAVED LOCATIONS 4"-16"**  
N.T.S.



**GATE VALVE & BOX FOR UNPAVED LOCATIONS 4"-16"**  
N.T.S.

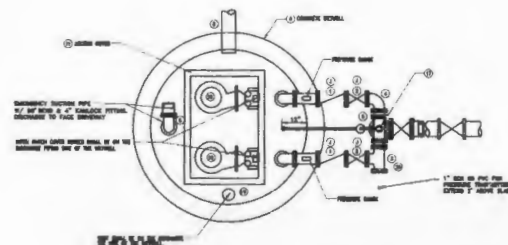


**FIRE HYDRANT INSTALLATION USING MECHANICAL JOINT TYPE**  
N.T.S.

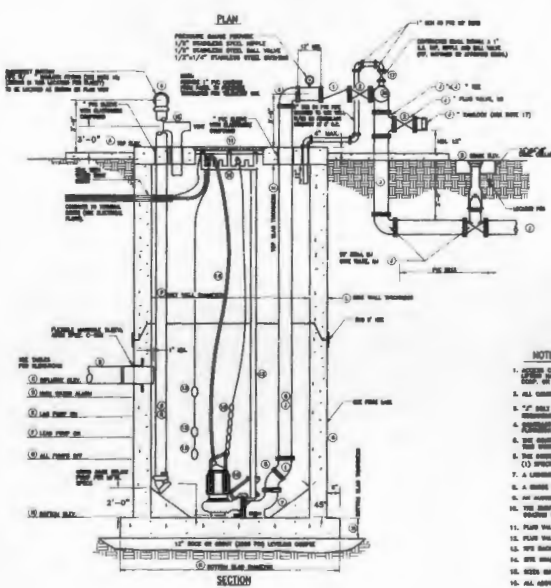


**TYPE 'B' BEDDING & TRENCHING**  
N.T.S.

Designed HPL	Released For Construction	 <b>Connelly &amp; Wicker Inc.</b> Consulting Engineers 10080 Skinner Lake Dr., Suite 500 Jacksonville, Florida 32246 (904) 265-3030 Fax (904) 265-3031 C.A. No.: 3650	<b>OCEAN RIDGE</b>  PREPARED FOR: NEIGHBORHOOD REALTY, INC.	<b>WATER &amp; SEWER DETAILS</b>	Project No.: 08-01-0131 Drawing:
Drawn BTP	By				
Checked TAF					
C.C.					
SVN					Date: APRIL 27, 2007 Sheet: 15 of 23

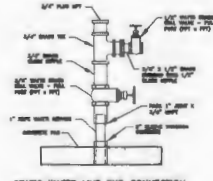
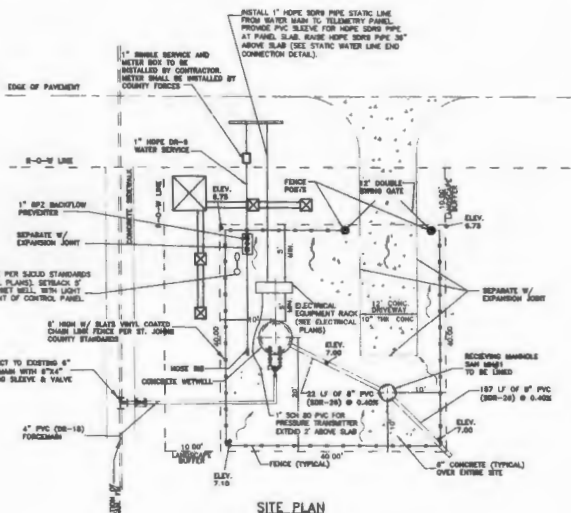


LIFT STATION	
STATION ELEVATIONS	
1. TOP ELEVATION 7.00	
2. PUMP ELEVATION 7.00	
3. PUMP HOUSE ELEVATION 7.00	
4. PUMP HOUSE DOOR ELEVATION 7.00	
5. PUMP HOUSE DOOR ELEVATION 7.00	
6. PUMP HOUSE DOOR ELEVATION 7.00	
7. PUMP HOUSE DOOR ELEVATION 7.00	
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STATION INFORMATION	
1. PUMP HOUSE DOOR ELEVATION 7.00	
2. PUMP HOUSE DOOR ELEVATION 7.00	
3. PUMP HOUSE DOOR ELEVATION 7.00	
4. PUMP HOUSE DOOR ELEVATION 7.00	
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10. PUMP HOUSE DOOR ELEVATION 7.00	
PUMP INFORMATION	
1. PUMP HOUSE DOOR ELEVATION 7.00	
2. PUMP HOUSE DOOR ELEVATION 7.00	
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9. PUMP HOUSE DOOR ELEVATION 7.00	
10. PUMP HOUSE DOOR ELEVATION 7.00	



MECHANICAL EQUIPMENT SCHEDULE	
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3. PUMP HOUSE DOOR ELEVATION 7.00	
4. PUMP HOUSE DOOR ELEVATION 7.00	
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18. PUMP HOUSE DOOR ELEVATION 7.00	
19. PUMP HOUSE DOOR ELEVATION 7.00	
20. PUMP HOUSE DOOR ELEVATION 7.00	

- NOTES:
1. PUMP HOUSE DOOR ELEVATION 7.00
  2. PUMP HOUSE DOOR ELEVATION 7.00
  3. PUMP HOUSE DOOR ELEVATION 7.00
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  18. PUMP HOUSE DOOR ELEVATION 7.00
  19. PUMP HOUSE DOOR ELEVATION 7.00
  20. PUMP HOUSE DOOR ELEVATION 7.00



Designed	NPL
Drawn	BTP
Checked	TAF
QC	SVM

Released For Construction

By

10080 Skinner Lake Dr., Suite 500  
Jacksonville, Florida 32246  
(904) 285-3030 Fax: (904) 285-3031  
C.A. No.: 3650

**CW** Connelly & Wicker Inc.  
Consulting Engineers

OCEAN RIDGE


PREPARED FOR:  
NEIGHBORHOOD REALTY, INC.

PUMP STATION PLAN

Project No.	06-01-0131	Drawing	
Scale	N.T.S.		
Date	APRIL 27, 2007	Sheet	16 of 23

- DESIGN DRAWINGS ARE DIAGRAMMATIC AND INTENDED TO SHOW THE GENERAL REQUIREMENTS. ALL EQUIPMENT AND INSTALLATION SHALL BE IN ACCORDANCE WITH ST. JOHNS COUNTY 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 POWERABLE ELECTRICAL FABRICATION, 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 BY THE CONTRACTOR 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 CABLE AND 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 12/3P STAINLESS STEEL; CONDUCTORS SHALL BE STRANDED AWG TYPE THERMOPLASTIC; UNDERGROUND CONDUIT SHALL BE SCH 40 PVC; EXPOSED CONDUIT SHALL BE SCH 40 RIGID PVC. THE PUMP STATION CONTROL PANEL TO THE WET WELL SHALL BE PVC COATED RIGID ALUMINUM; SUPPORT CHANNEL AND MOUNTING STRUT SHALL BE MINIMUM 1.5" x 1.5" ALUMINUM.
8. THE PUMP STATION CONTROL PANEL, WET WELL, LEVEL CONTROL SYSTEM SHALL INCLUDE A DUPLEX PUMP CONTROLLER AND INTRINSICALLY SAFE SUBMERSIBLE PRESSURE/LEVEL TRANSDUCER FOR AUTOMATIC LEAD/LAG PUMP OPERATION; AND ALTERNATION; AND 24V CONTROL POWER TRANSFORMER AND HIGH/RESET/LOW LEVEL ALARM SWITCHES FOR HIGH AND LOW LEVEL ALARMS AND BACKUP PUMP CONTROL.
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.
10. PROVIDE SITE LIGHT POLE WITH SERVICE FROM THE PUMP CONTROL PANEL (3/4" C, 3P/2) AND POLE MOUNTED W/ LIGHT SWITCH. SITE LIGHT POLE SHALL BE FIBERGLASS DIRECT BURIED POLE WITH 2" LONG ALUMINUM TOP SPOKE ARM AT 12" ABOVE GRADE AND LIGHT SWITCH FEETSTOOL OUTLET BOX AT 4'-6" ABOVE GRADE; LUMINAIRE SHALL BE LITHONIA MODEL TDD WITH PHOTOCELL. ADD 20W W/ LAMP. LOCATE LIGHT POLE ON RIGHT-HAND SIDE OF THE PUMP CONTROL PANEL.
11. FOR COORDINATION WITH LATEST ST. JOHNS COUNTY UTILITIES DEPARTMENT PUMP STATION CONTROL PANEL STANDARDS AND REQUIREMENTS, CONTACT: ITT FLYGT, INC., ATTN: DALE JAHN, 407-880-2900
12. FOR COORDINATION WITH LATEST ST. JOHNS COUNTY UTILITIES DEPARTMENT TELEMETRY STANDARDS AND REQUIREMENTS, CONTACT: DCR ENGINEERING SERVICES, INC., MULBERRY, FLORIDA 363-428-8080.

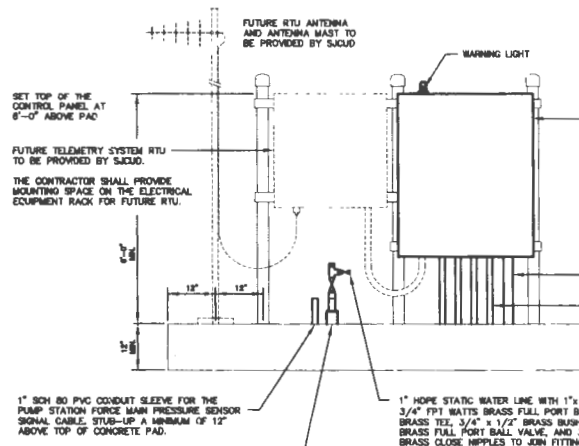


NO.	BY	DATE	SYMBOL	REVISIONS	<table><tr><td>DESIGNED BY</td><td>DATE</td></tr><tr><td>CHECKED BY</td><td>DATE</td></tr><tr><td colspan="2">FURNISH REGISTRATION NO.</td></tr><tr><td colspan="2">L 14449</td></tr></table>	DESIGNED BY	DATE	CHECKED BY	DATE	FURNISH REGISTRATION NO.		L 14449		 <p><b>ST. JOHNS COUNTY UTILITY DEPARTMENT</b></p> <p>3175 NORTOL ROAD ST. JOHNS COUNTY, FLORIDA 32058 Phone (904) 671-2181 • Fax (904) 661-7819</p>	<p><b>SUBMERSIBLE PUMP STATION ELECTRICAL SINGLE LINE DIAGRAM</b></p>	<p>NO. SHEETS 25</p> <p>SHEET NO. 17</p> <p>DRAWING NO. E-01</p>
DESIGNED BY	DATE															
CHECKED BY	DATE															
FURNISH REGISTRATION NO.																
L 14449																

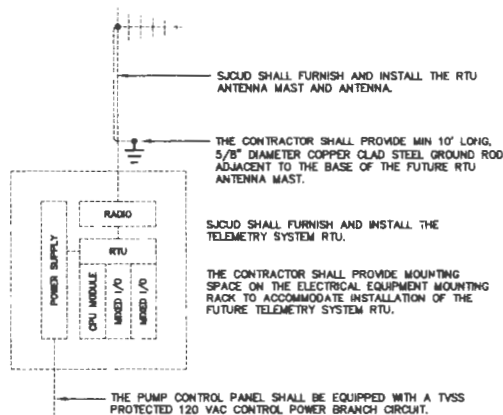
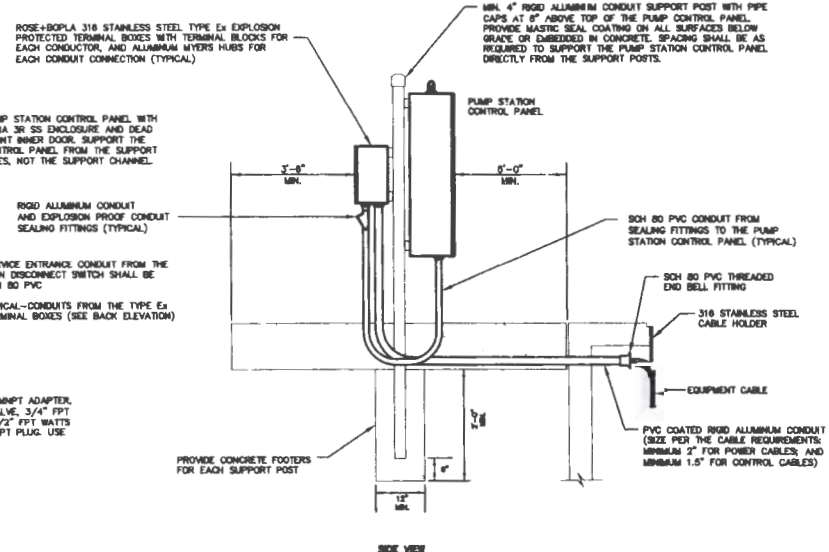
NOTE: SINGLE LINE DIAGRAM DATA IS TYPICAL FOR 10 HP, 240V, 3 PH PUMPS. DESIGN ENGINEER SHALL REVISE RATINGS FOR SPECIFIC APPLICATION!



RTU I/O SCHEDULE	
SLOT 1 - MIXED I/O MODULE	
I/O	SIGNAL DESCRIPTION
A01	WET WELL LEVEL
A02	FORCE MAIN PRESSURE
D01	SITE INTRUSION
D02	WET WELL HIGH LEVEL
D03	PUMP NO.1 RUNNING
D04	PUMP NO.1 MALFUNCTION
D05	PUMP NO.2 RUNNING
D06	PUMP NO.2 MALFUNCTION
D07	THREE PHASE POWER PHASE LOSS
D08	PUMP CONTROL POWER FAIL
D001	PUMP NO.1 FORCE ON
D002	PUMP NO.1 DISABLE
D003	PUMP NO.2 FORCE ON
D004	PUMP NO.2 DISABLE
SLOT 2 - MIXED I/O MODULE	
I/O	SIGNAL DESCRIPTION
A01	WATER SYSTEM PRESSURE
A02	SPARE
D01	LEVEL TRANSDUCER HIGH LEVEL
D02	WET WELL LOW LEVEL
D03	SPARE
D04	SPARE
D05	SPARE
D06	SPARE
D07	GEN/STANDBY PUMP RUNNING
D08	GEN/STANDBY PUMP MALFUNCTION
D001	PUMP CONTROL PANEL ALARM RESET
D002	SPARE
D003	SPARE
D004	SPARE



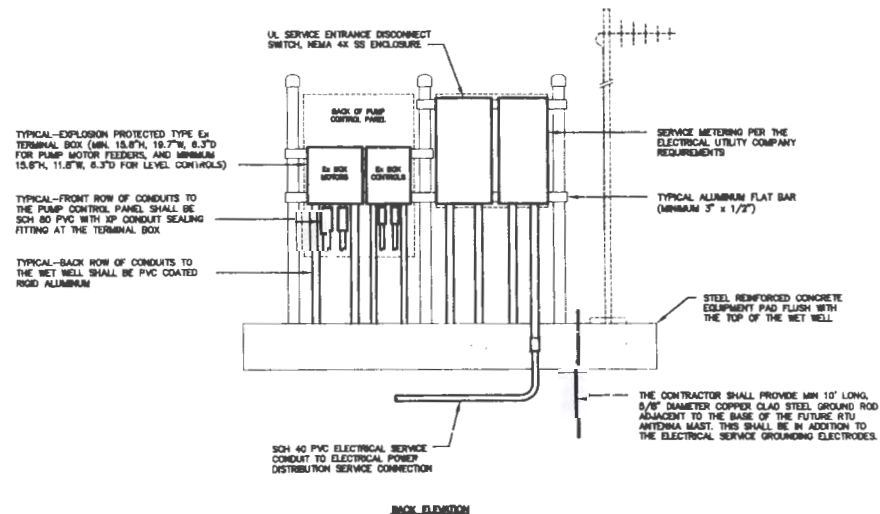
TYPICAL PUMP STATION ELECTRICAL EQUIPMENT INSTALLATION DETAIL  
NOT TO SCALE



TYPICAL TELEMETRY SYSTEM RTU SCHEMATIC DIAGRAM  
NOT TO SCALE

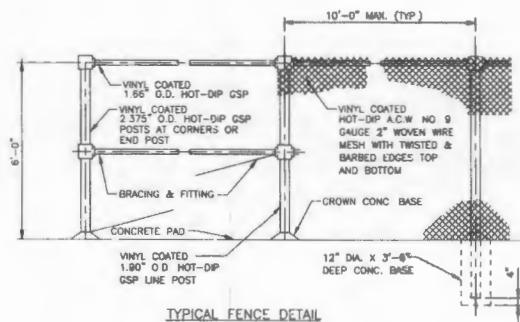
#### TELEMETRY SYSTEM NOTES:

1. THE NEW LIFT STATION SHALL BE EQUIPPED WITH A NEW TELEMETRY SYSTEM REMOTE TERMINAL UNIT (RTU) FOR REMOTE MONITORING AND CONTROL OF ALL PUMPING STATION EQUIPMENT.
2. THE TELEMETRY SYSTEM EQUIPMENT, INCLUDING RTU, ANTENNA AND ANTENNA MAST, SHALL BE PROVIDED AND INSTALLED BY THE ST. JOHNS COUNTY UTILITY DEPARTMENT. A "TELEMETRY SYSTEM EQUIPMENT AND INSTALLATION FEE" IN THE AMOUNT INDICATED IN THE LATEST EDITION OF THE SJUCD "MANUAL OF WATER, WASTEWATER AND REUSE DESIGN STANDARDS AND SPECIFICATIONS", SHALL BE PAID BY THE CONTRACTOR TO ST. JOHNS COUNTY UTILITY DEPARTMENT WITHIN 60 DAYS OF THE PRE-CONSTRUCTION MEETING.
3. THE CONTRACTOR SHALL MAKE PROVISIONS FOR THE FUTURE INSTALLATION OF THE SCADA SYSTEM RTU BY SJUCD. PROVIDE GROUND ROD ADJACENT TO FUTURE ANTENNA MAST; PROVIDE CONDUIT SLEEVE TO THE FORCE MAIN PRESSURE TRANSDUCER; AND PROVIDE STATIC WATER LINE WITH END CONNECTIONS FOR FUTURE WATER MAIN PRESSURE TRANSDUCER.
4. FOR COORDINATION WITH LATEST TELEMETRY SYSTEM STANDARDS AND REQUIREMENTS, CONTACT: DCR ENGINEERING SERVICES, INC., MULBERRY, FLORIDA TEL (863) 428-8080, FAX (863) 428-8036.



NO	BY	DATE	SYMBOL	REVISIONS	DESIGNED	CHECKED	DATE	ST. JOHNS COUNTY UTILITY DEPARTMENT	SUBMERSIBLE PUMP STATION TELEMETRY AND ELECTRICAL DETAILS	NO. SHEETS
1								ST. JOHNS COUNTY UTILITY DEPARTMENT		3.3
2								ST. JOHNS COUNTY UTILITY DEPARTMENT		SHEET NO
3								ST. JOHNS COUNTY UTILITY DEPARTMENT		1/3
4								ST. JOHNS COUNTY UTILITY DEPARTMENT		DRAWING NO
5								ST. JOHNS COUNTY UTILITY DEPARTMENT		E-02

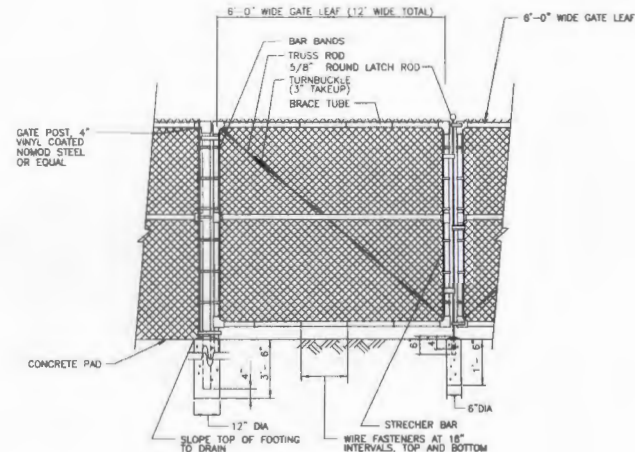




TYPICAL FENCE DETAIL

DETAIL 1  
NTS

- NOTES:  
1. ALL FENCING AND POSTS SHALL BE GREEN VINYL COATED.  
2. THE LOCK HASP SHALL BE CAPABLE OF ACCEPTING A STANDARD COUNTY PADLOCK



CHAIN LINK FENCE-GATE

DETAIL 2  
NTS

NO	BY	DATE	SYMBOL	REVISIONS	DESIGNED BY	CHECKED BY	DATE	ST. JOHNS COUNTY UTILITY DEPARTMENT	PUMP STATION STANDARD FENCING DETAILS	NO. SHEETS 2.5
1					DESIGN (REVISIONS) 6/14/99			ST. JOHNS COUNTY UTILITY DEPARTMENT PUMP STATION NO. 1		SHEET NO. 2.5
2										DRAWING NO. PS-F-1

## ST. JOHNS COUNTY UTILITY DEPARTMENT (SJCUD) GENERAL NOTES

**GENERAL:**

- 1 THE TWO (2) COPIES OF THE SHOP DRAWINGS (STAMPED APPROVED BY THE ENGINEER) SHALL BE SUBMITTED TO SUDO FOR REVIEW PRIOR TO SCHEDULING THE CONSTRUCTION. THE REVIEW SHALL BE COMPLETED WITHIN FIFTEEN (15) WORKING DAYS. SURVEYOR/ENGINEER DRAWING REVISIONS SHALL BE COMPLETED WITHIN TEN (10) WORKING DAYS.
- 2 A PRE-CONSTRUCTION CONFERENCE IS REQUIRED WITH THE DEVELOPER, THE ENGINEER OF RECORD, THE UTILITY CONTRACTOR, AND THE SUDO PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. PARTICIPATION SHALL COME WITH SUDO'S REQUIRED REGARDLESS OF OTHER AGENCIES REQUIREMENTS.
- 3 ALL WATER, SEWER, AND/OR REUSE CONSTRUCTION SHALL BE PERFORMED BY A LICENSED CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS. A COPY OF THE CONTRACTOR'S LICENSE AND/OR UNDERGROUND UTILITY CONTRACT SHALL BE PROVIDED AT THE PRE-CONSTRUCTION CONFERENCE.
- 4 THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING THE SUDO PRIOR TO CONSTRUCTION.
- 5 THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF ALL EXISTING UTILITY ELEVATIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
- 6 THE CONTRACTOR(S) SHALL LOCATE, VERIFY, AND IDENTIFY ALL EXISTING UTILITIES AND UNDERGROUND UTILITIES SHOWN OR NOT SHOWN ON THE PLANS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE AFFECTED UTILITY COMPANY ENGINEER OF RECORD AND THE ENGINEER OF RECORD SHOULD IMMEDIATELY PROCEED WITH THE CONSTRUCTION.
- 7 THE WATER, SEWER, AND/OR REUSE UTILITY SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE SUDO APPROVED CONSTRUCTION DRAWINGS AND SPECIFICATIONS. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS, WITHOUT PRIOR AUTHORIZATION AND CONSENT FROM THE SUDO. THE CONTRACTOR SHALL MAINTAIN THE EXISTING UTILITY ELEVATIONS AND SHALL BE RESPONSIBLE FOR CONSTRUCTION OF THE CONSTRUCTION TO AVOID ANY DAMAGE TO THE EXISTING UTILITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONSTRUCTION OF THE CONSTRUCTION TO AVOID ANY DAMAGE TO THE EXISTING UTILITY.
- 8 THE CONTRACTOR SHALL FIELD VERIFY THE CONNECTION POINTS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ALL DISCREPANCIES SHALL BE REPORTED TO THE ENGINEER OF RECORD SHOULD SUCH DISCREPANCIES OCCUR.
- 9 EXISTING UTILITIES SHOWN ON THESE PLANS HAVE BEEN LOCATED PER AVAILABLE MEANS WITHOUT EXCAVATION.
- 10 VERTICAL LOCATIONS OF ALL UTILITIES (EXCLUDING EXISTING SURFACE UTILITIES) SHOWN ON THESE PLANS SHALL BE VERIFIED BY THE CONTRACTOR. THE CONTRACTOR SHALL LOCATE, VERIFY, AND IDENTIFY ALL EXISTING UTILITIES AND UNDERGROUND UTILITIES SHOWN OR NOT SHOWN ON THE PLANS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE AFFECTED UTILITY COMPANY ENGINEER OF RECORD AND THE ENGINEER OF RECORD SHOULD IMMEDIATELY PROCEED WITH THE CONSTRUCTION.
- 11 CONTRACTOR(S) SHALL NOTIFY THE ENGINEER AND SUDO PRIOR TO CONTINUING CONSTRUCTION.
- 12 THE CONTRACTOR SHALL PROTECT SURVEY MARKERS, MONUMENTS, ETC. DURING CONSTRUCTION. THE CONTRACTOR SHALL RESTORE/REPAIR, AT NO ADDITIONAL EXPENSE TO THE OWNER, ANY DAMAGE DONE BY CONSTRUCTION.
- 13 THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES CAUSED BY HIS OPERATIONS. ANY DAMAGE SHALL BE REPAIRED/REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.
- 14 THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION AND BUILDING PLACEMENT WITH ALL OTHER UTILITIES CONSTRUCTION.
- 15 THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND DISPOSAL OF ANY EXISTING UTILITY MATERIALS. THE CONTRACTOR SHALL RESTORE/REPAIR, AT NO ADDITIONAL EXPENSE TO THE OWNER, ANY DAMAGE DONE BY CONSTRUCTION.
- 16 UNDESIRABLE MATERIALS UNDER WATER, SEWER, AND/OR REUSE MAINS SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL. PROPERLY COMPACTED TO 95% (ASTM D1557) (1) LIFTS. DENSITY TESTS SHALL BE TAKEN AFTER COMPACTION OF EACH LIFT.
- 17 THE CONTRACTOR(S) SHALL NOTIFY ALL APPLICABLE UTILITIES COMPANIES, THE ENGINEER OF RECORD, AND THE PROPERTY OWNER 72 HOURS PRIOR TO INITIATING ANY EXCAVATION ACTIVITIES OR AS SPECIFIED BY THE UTILITY COMPANIES.
- 18 THE ENGINEER OF RECORD AND SUDO SHALL BE GIVEN SEVENTY TWO (72-HR) NOTICE OF ALL REQUESTED MEETINGS AND/OR TESTING MEASURES RELATIVE TO THE CONSTRUCTION.
- 19 ALL WORK, MATERIALS, AND EQUIPMENT SHALL BE IN COMPLETE ACCORDANCE WITH ALL RELEVANT STATE, COUNTY, LOCAL STANDARDS AND REQUIREMENTS AS WELL AS ALL CITY ORDINANCES AND REGULATIONS.
- 20 ALL UNDERGROUND UTILITY EQUIPMENT, MATERIALS AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE LATEST REVISION OF THE MANUAL OF WATER, WASTEWATER, AND SEWERAGE ENGINEERING, 6TH EDITION, AND THE APPROVED FEDERAL, STATE AND LOCAL REGULATIONS, AND THE APPROVED STATE PLANS.
- 21 ALL U, UTILITY CROSSINGS SHALL COMPLY WITH FDOT REGULATIONS (CH 62 555).

24. FOR WATER, WASTEWATER, AND REUSE MAINS SMALLER THAN 12 INCHES THE MINIMUM AND MAXIMUM COVER SHALL BE 30 INCHES AND 36 INCHES, RESPECTIVELY. IN LARGE DRAINAGE MAINS, THE MINIMUM AND MAXIMUM COVER SHALL BE 36 INCHES AND 42 INCHES, RESPECTIVELY. IN PAVED AREAS OR AS REQUIRED WITHIN FOOT OR BAY ROAD RIGHT-OF-WAY, THE MINIMUM AND MAXIMUM COVER SHALL BE 42 INCHES AND 54 INCHES, RESPECTIVELY. THE MINIMUM COVER SHALL BE 6 INCHES FOR ALL OTHER AREAS.
25. WHERE FORCE MAINS, WATER MAINS OR REUSE MAINS ARE (A) WITHIN FLYWAYS, THE MAXIMUM DEFLECTION SHALL BE 50% OF THAT RECOMMENDED BY THE MANUFACTURER.
26. 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.
27. ALL UNDERPASS SHALL BE 14' MINIMUM CLEARANCE WITH ADJUSTABLE EAST SIDE RAMP WITH TOP 5' TO 5'10" FINAL GRADE, IN ACCORDANCE WITH S&M'S DETAILS AND SPECIFICATIONS. ALL VALVES SHALL HAVE REG. COVERS (14" X 14" MIN.)
28. CONTRACTOR IS RESPONSIBLE FOR PROPER NOTIFICATION OF AESTHETIC AUTHORITIES'S BEFORE AND DURING CONSTRUCTION.
29. CONTRACTOR SHALL PROVIDE A MINIMUM OF SEVEN (7) CALENDAR DAYS NOTICE TO THE AESTHETIC AUTHORITIES'S BEFORE CONSTRUCTION.

**NOTICE OF PROCEDURE:**

3. ALL COMMERCIAL BUILDING PERMITS AND METERS PROVIDED THROUGH SUCO'S CUSTOMER SERVICE SHALL BE ACCOMPANIED BY A SET OF APPROVED CHAS.
4. ALL CONNECTIONS TO THE WATER SEWER AND/OR PUELSL SYSTEM (1" MINIMUM), AND PRESSURE TESTS TO BE PERFORMED BY THE UTILITY CONTRACTOR ON THE WATER SEWER AND/OR PUELSL SYSTEM SHALL BE COMPLETED AT LEAST 10 BUSINESS DAYS IN ADVANCE WITH THE SUCO. A SUCO INSPECTOR MUST BE PRESENT PRIOR TO THE CONNECTION BEING MADE OR TESTING.
5. IT IS THE DUTY OF THE RECORDS RESPONSIBILITY TO MAINTAIN APPLICABLE PERMITS PRIOR TO CONSTRUCTION.
6. THE PROPERTY OWNER SHALL PURCHASE THE WATER METER THROUGH THE SUCO ON PRODUCTS THAT REQUIRE A WATER METER LARGER THAN ONE (1) INCH. THE OWNER'S CONTRACTOR SHALL INSTALL ALL BELLS, THREE (3) INCHES AND LARGER.
7. WATER SEWER, AND/OR PUELSL LINE CONNECTION FEE SHALL BE PAID AT THE TIME OF BUILDING PERMIT APPLICATION.
8. ALL ON-SITE PRIVATE WATER REPAIR, AND/OR PUELSL REPAIR CONNECTION BETWEEN THE METER AND BUILDING MAY BE INSPECTED BY THE SUCO TO ENSURE STANDARDS ARE MET.
9. ALL REQUIREMENTS BY THE SUCO (E.G. FLOOD INSPECTION, CORRECTION OF PUNCH LIST ITEMS, AS BUILT, FLOOD CERTIFICATION OF COMPLETION, ETC.) MUST BE COMPLETED PRIOR TO THE SUCO'S FINAL INSPECTION OF OCCUPANCY.

POTABLE WATER SYSTEMS NOTES:

1. ALL WATER MAINS 16" THROUGH 24" DIAMETER SHALL BE PVC - 9000 DR-18 OR "BELL" WITH PUSH-ON GASKETED JOINTS OR C-9005 HOFF 3R 11 COLOR "BLUE" OR CLASS 250
2. ALL WATER MAINS 16" THROUGH 20" DIAMETER SHALL BE PVC C-9005 DR-25 "BELL" WITH PUSH-ON GASKETED JOINTS OR C-9005 HOFF 3R 11 COLOR "BLUE" OR 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 HOPE CTS OR 9" OR 10" FOR
5. ALL CURB STOPS ARE TO BE FORD BALL-TYPE OR LOCAL WITH LOCKING COUPLER
6. THE SEPARATION REQUIREMENT BETWEEN POTABLE WATER MAINS AND OTHER UTILITIES SHALL BE PER CH 82-550, FAC
7. A FULL JOINT LENGTH OF WATER MAIN PIPE (USUALLY 20 FEET) SHALL BE CENTERED AT THE POINT OF CROSSING OF ALL WATER AND SEWER (INCLUDING SANITARY) LINES AT THE POINT OF CROSSINGS REGARDLESS OF THE VERTICAL SEPARATIONS
8. WHERE SOLVENT CONTAMINATION IS FOUND IN THE TRENCH, WORK WILL BE STOPPED UNTIL THE TRENCH IS CLEANED AND THE TRENCH IS REPAIRED TO THE ST. JOHNS COUNTY HEALTH DEPARTMENT. DUCTILE IRON PIPE, FITTINGS AND FLANGES SHALL BE REMOVED AND REPLACED WITH NEW. ALL PIPE SHALL BE 15' MINIMUM AREA OF AREA OF DUCTILE IRON PIPE SHALL EXTEND AT LEAST 100' BEYOND ANY DISCOVERED CONTAMINATION
9. NO CONNECTION TO EXISTING POTABLE WATER SYSTEM SHALL BE ALLOWED FROM ALL DISPOSED WATER LINES WITH PRESSURE TESTED AND INSPECTED, CLEARED FOR SERVICE AND ACCEPTED FOR MAINTENANCE BY THE ST. JOHNS COUNTY HEALTH DEPT.
10. JUMPER CONNECTIONS WITH BACKFLOW PREVENTION DEVICE SHALL BE JELD 0 FILL OR FLUSH WATER MAINS
11. ALL NEW AND RELOCATED WATER MAIN PIPE, FITTINGS, VALVES, AND FIRE HYDRANTS SHALL BE IN CONFORMANCE WITH AMERICAN CAST IRON PIPE WORKS ASSOCIATION (ACIPWA) AND SUCO STANDARDS
12. ALL NEW AND RELOCATED WATER MAIN PIPE AND FITTINGS MUST COMPLY WITH THE LATEST FIP\* AND AMBA STANDARDS FOR LEAD CONTENT
13. ALL NEW AND RELOCATED WATER MAINS SHALL BE PRESSURE TESTED AND LEAKED TO 150% OF OPERATING PRESSURE FOR 15 MINUTES AT LATEST EDITION
14. ALL NEW AND RELOCATED WATER MAINS SHALL BE DISINFECTED IN ACCORDANCE WITH AMBA STANDARD C851 AND RUL 82-555.340 F.A.C
15. ALL NEW AND RELOCATED WATER SERVICES SHALL BE IN CONFORMANCE WITH THE STATE PLUMBING CODE AND SUCO STANDARDS
16. THE BACTERIOLOGICAL SAMPLE POINTS SHALL BE LOCATED ON THE AS BUILT DRAWINGS AND SHALL COMPLY WITH THE BACTERIOLOGICAL SAMPLING POINT CORRESPONDING TO THOSE ON THE BACTERIOLOGICAL SAMPLING CHAIN OF CUSTOMER

**WASTEWATER SYSTEM NOTES:**

- WATER ON THE WALLS. MOUNTED ON JUNCTION MANIFOLDS WITH THREE MORE  
MOUNTED LINES SHALL BE AVAILABLE. SPECIAL HIGH TEMPERATURE  
CUTTING AND APPROVAL.
1. SANITARY SEWER LINES TO 15 FEET OR 10 SHALL BE 500-30 PM. PIPE  
CONFORMING TO ASTM D-1784, D-1785 AND D-2241. DUCTILE IRON PIPE SHALL  
BE USED FOR 15 FEET OR MORE. SANITARY SEWER LINES SHALL BE  
GREEN AND LEAKY. MARKED ON THE SIDE.
1. SANITARY SEWER FORCE MAIN 4" AND LARGER SHALL BE 1000 UREZ PM. PIPE  
CONFORMING TO ASTM D-1784, D-1785 AND D-2241. DUCTILE IRON PIPE SHALL  
BE USED FOR 15 FEET OR MORE. SANITARY FORCE MAIN SHALL BE  
SHALL BE COLOR CODED GREEN AND CLEARLY MARKED.
4. THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER OF RECORD AND SECURE ALL  
NECESSARY PERMITS, REPORTS, AND OBTAIN ALL TEST RESULTS FOR REVIEW  
AND APPROVAL.
5. THE CONTRACTOR SHALL CONTACT SLOPE TEST PREPARATION DEPARTMENT AT  
THE CITY OF CHICAGO FOR THE INSTALLATION OF GRADE TEST  
INTERCEPTORS, AND/OR DUCT-LESS SEPARATORS.

**AS-BUILTS:**

1. SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE, SUBMIT AND OBTAIN APPROVAL OF ALL REQUIRED PERMITS AND DRAWINGS FROM JURISDICTIONAL AGENCIES AS MAY BE REQUIRED.
2. "AS-BUILT" INFORMATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL FURNISH THE SERVICES OF A SURVEYOR REGISTERED IN THE STATE OF FLORIDA TO FIELD VERIFY THE EXISTING CONDITIONS AND LOCATIONS OF THE WORK. THE CONTRACTOR SHALL PROVIDE UP TO SIX COPIES OF THE "AS-BUILT" RECORD TO THE OWNER.
3. A MINIMUM OF FIVE WORKING DAYS PRIOR TO THE FINAL INSPECTION, TWO (2) SETS OF PRELIMINARY "AS-BUILT" RECORDS AND COPY ON DISK IN AUTOCAD FORMAT SHOWING THE REQUIRED INFORMATION SHALL BE SUBMITTED TO THE ENGINEER OF RECORD.
4. 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. THE RECORDS SHALL BE PREPARED TO REFLECT ALL CHANGES, PERMITS, CLEARANCES BETWEEN WATER, SEWER (INCLUDING STORM) AND BRIDGE LINES AT ALL POINTS OF INTERFERENCE. THE RECORDS SHALL BE PREPARED TO REFLECT ALL LESS THAN 10 FEET IN ADDITION, THE CENTERING OF UNCLUT LINES OF 20 FEET OR MORE. THE RECORDS SHALL BE PREPARED TO REFLECT ALL CHANGES AND PERMITS AND DRAWINGS AND ALL INTERFERING, CONTRACTOR MEASURES CLEARLY IDENTIFIED. THE RECORDS SHALL BE PREPARED TO REFLECT ALL CHANGES AND PERMITS BETWEEN THE WATER AND SEWER (INCLUDING STORM) LINES IS NOT POSSIBLE.

**STANDARD WATER/ SEWER/ RECLAIMED  
WATER SEPARATION STATEMENT:**

- THE FOLLOWING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF SHALL BE: 62-555.514, F.A.C. BELOW: 1A. CONTRACTOR SHALL NOTIFY THE STATE OF FLORIDA OF ANY BELOW REQUIREMENTS THAT MAY BE VIOLATED. 1C. INSTALLATION OF PIPE
- 62-555.5.4 LOCATION OF PLUMBIC WATER SYSTEM DECK
1. FOR THE PURPOSES OF THIS SECTION THE PHRASE "WATER MAINS" SHALL MEAN MAINS, INCLUDING TIE-INS, PIPES, PROTECTORS, CONVEYING LIVING RIGS, AND OTHERS, USED TO TRANSPORT WATER FROM THE SOURCE TO THE POINTS OF SERVICE LINES THAT ARE UNDER THE CONTROL OF A PUBLIC WATER SYSTEM OR FROM THE SOURCE TO THE POINTS OF SERVICE LINES THAT ARE UNDER THE CONTROL OF A PRIVATE WATER SYSTEM.
2. (A) HORIZONTAL SEPARATION BETWEEN UNDERGROUND WATER MAINS AND SANITARY OR STORM SEWERS: WATERBORN OR STORMBORN FORCE MAINS, AND RECLAIMED WATER MAINS, AND ON-SITE SEWER TREATMENT AND DISPOSAL SYSTEMS
- (A) NEW OR RELOCATED UNDERGROUND WATER MAINS SHALL BE LAID TO PROVIDE A MINIMUM OF 12 INCHES OF CLEARANCE BETWEEN THE TOP OF THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED SANITARY OR STORM SEWER, OR ON-SITE SEWER TREATMENT AND DISPOSAL RECLAIMED WATER RELOCATED UNDER PART OF CHAPTER 62-610 F.A.C.
- (B) NEW OR RELOCATED UNDERGROUND WATER MAINS SHALL BE LAID TO PROVIDE A MINIMUM OF 12 INCHES OF CLEARANCE BETWEEN THE TOP OF THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED VACUUM-TYPE SANITARY SEWER.
- (C) NEW OR RELOCATED UNDERGROUND WATER MAINS SHALL BE LAID TO PROVIDE A MINIMUM OF 12 INCHES OF CLEARANCE BETWEEN THE TOP OF THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER NOT RELOCATED UNDER PART OF CHAPTER 62-610 F.A.C. AND THE TOP OF ANY EXISTING OR PROPOSED RECLAIMED WATER MAINS AND GRAVITY-TYPE SANITARY SEWERS SHALL BE REDUCED TO 6 INCHES ABOVE THE TOP OF THE WATER MAIN. THE WATER MAIN SHALL BE LAID AT LEAST 6 INCHES ABOVE THE TOP OF THE SEWER.
- (D) NEW OR RELOCATED UNDERGROUND WATER MAINS SHALL BE LAID TO PROVIDE A MINIMUM OF 12 INCHES OF CLEARANCE BETWEEN THE TOP OF THE OUTSIDE OF THE WATER MAIN AND ALL PARTS OF ANY EXISTING OR PROPOSED NON-ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM AS DEFINED IN SECTION 381.008(2), F.S., AND RULE 62-600.2, F.A.C.
3. (A) VERTICAL SEPARATION BETWEEN UNDERGROUND WATER MAINS AND SANITARY OR STORM SEWERS: WATERBORN OR STORMBORN FORCE MAINS AND RECLAIMED WATER MAINS, AND ON-SITE SEWER TREATMENT AND DISPOSAL SYSTEMS
- (A) NEW OR RELOCATED UNDERGROUND WATER MAINS CROSSING ANY EXISTING OR PROPOSED SANITARY OR STORM SEWER, OR ON-SITE SEWER TREATMENT AND DISPOSAL RECLAIMED WATER MAINS SHALL BE LAID SO THE OUTSIDE OF THE WATER MAIN IS AT LEAST 6 INCHES, AND PREFERRED TO 12 INCHES ABOVE THE TOP OF THE SEWER. BELOW THE OUTSIDE OF THE WATER MAIN, IT IS PREFERRED TO BE 12 INCHES ABOVE THE TOP OF THE OTHER.
- (B) NEW OR RELOCATED UNDERGROUND WATER MAINS CROSSING ANY EXISTING OR PROPOSED FORCE MAIN, THE SANITARY SEWER, WATERBORN OR STORMBORN FORCE MAIN, OR RECLAIMED WATER MAIN SHALL BE LAID SO THE OUTSIDE OF THE OTHER WATER MAIN IS AT LEAST 12 INCHES ABOVE OR BELOW THE OUTSIDE OF THE OTHER WATER MAIN.

- (C) At the LUTY OF ISSUES DESCRIBED IN PARAGRAPHS (A) AND (B) ABOVE, ONE FULL LENGTH OF WATER MAIN PIPE SHALL BE CENTERED ABOVE OR BELOW THE OTHER PIPELINE SO THE WATER MAIN JOINTS WILL BE AS FAR AS POSSIBLE FROM THE JOINTS OF THE OTHER PIPELINE. ALL OTHER JOINTS OF THE WATER MAIN SHALL BE ARRANGED SO THAT ALL WATER MAIN JOINTS ARE AT LEAST THREE FEET FROM ALL JOINTS IN VACUUM TIGHT SANITARY SEWERS, STORM SEWERS, OR FORCE MAINS. ALL JOINTS OF THE WATER MAIN SHALL BE REGULATED UNDER PART OF CHAPTER 62-610, F.A.C. AND AT LEAST SIX FEET FROM ALL JOINTS IN GRAVITY OR VACUUM SANITARY SEWERS, STORM SEWERS, OR FORCE MAINS. ANY JOINTS COMING RECLAIMED WATER NOT REGULATED UNDER PART OF CHAPTER 62-610, F.A.C.

- (A) NO WATER MAIN SHALL PASS THROUGH, OR COME INTO CONTACT WITH, ANY PART OF A SANITARY SEWER MANHOLE.

- (I) EFFECTIVE AUGUST 2005, THE DEPARTMENT SHALL REQUIRE THAT A STORM SEWER MANHOLE OR INLET STRUCTURE WHERE IT IS NOT TECHNICALLY FEASIBLE OR ECONOMICALLY SENSIBLE TO COMPLY WITH THIS REQUIREMENT (I.E., WHERE THERE IS A CONFLICT IN THE ROUTING OF THE STORM SEWER AND THE WATER MAIN OR THE STORM SEWER IS NOT TECHNICALLY FEASIBLE OR IS NOT ECONOMICALLY SENSIBLE) THE DEPARTMENT SHALL ALLOW EXCEPTIONS TO THIS REQUIREMENT (I.E., THE DEPARTMENT SHALL ALLOW CONSTRUCTIVE CONFLICT MANHOLES TO BE INSTALLED BY WATER OR PERSONS PROPOSING TO CONSTRUCT CONFLICT MANHOLES MUST FIRST OBTAIN A SPECIFIC PERMIT FROM THE DEPARTMENT IN ACCORDANCE WITH PART V OF THIS CHAPTER. THE PERMIT APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING INFORMATION AND A DESIGN DATA ACCOMPANYING THEIR PERMIT APPLICATION THE FOLLOWING INFORMATION

2. A STATEMENT IDENTIFYING THE PARTY RESPONSIBLE FOR MAINTAINING EACH CONFLICT MANHOLE

3. ASSURANCE OF COMPLIANCE WITH THE DESIGN AND CONSTRUCTION REQUIREMENTS  
IN SUB SUBPARAGRAPHS A THROUGH Q. BELOW

- A EACH WATER MAIN PASSING THROUGH A CONFLICT MANHOLE SHALL HAVE A FLEXIBLE, WATERTIGHT JOINT ON EACH SIDE OF THE MANHOLE TO ACCOMMODATE DIFFERENTIAL SETTLING BETWEEN THE MAIN AND THE MANHOLE.

- ④ WITHIN EACH CONCRETE MANHOLE, THE WATER MAIN PASSING THROUGH THE MANHOLE SHALL BE INSTALLED IN A WATERTIGHT CASING PIPE HAVING HIGH IMPACT STRENGTH (I.E., HAVING AN IMPACT STRENGTH AT LEAST EQUAL TO THAT OF 0.25-INCH-THICK DUCTILE IRON PIPE).

- C. EACH CONFLICT MANHOLE SHALL HAVE AN ACCESS OPENING, AND SHALL BE SIZED, TO ALLOW FOR EASY CLEANING OF THE MANHOLE.

- (4) SEPARATION BETWEEN FIRE HYDRANT DRAINS AND SANITARY OR STORM SEWERS, WASTEWATER OR STORMWATER FORCE MAINS, RECLAIMED WATER PIPELINES AND ON-SITE

- SEWAGE TREATMENT AND DISPOSAL SYSTEMS NEW OR RELOCATED FIRE HYDRANTS WITH UNDERGROUND DRAINS SHALL BE LOCATED SO THAT THE DRAINS ARE AT LEAST THREE FEET FROM ANY EXISTING OR PROPOSED STORM SEWER, STORMWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER REGULATED UNDER PART OF CHAPTER 62.610, F.A.C. AT

- LEAST THREE FEET AND PREFERABLY TEN FEET, FROM ANY EXISTING OR PROPOSED VACUUM-  
TYPE SANITARY SEWER, AT LEAST SIX FEET, AND PREFERABLY TEN FEET, FROM ANY EXISTING  
OR PROPOSED GRAVITY- OR PRESSURE TYPE SANITARY SEWER, WASTEWATER FORCE MAIN  
OR PIPELINE CONVEYING RECLAIMED WATER NOT REGULATED UNDER PART II OF CHAPTER  
21A, MASS. REGS. 801.0001, 801.0002, 801.0003, 801.0004, 801.0005, 801.0006, 801.0007, 801.0008, 801.0009, 801.0010, 801.0011, 801.0012, 801.0013, 801.0014, 801.0015, 801.0016, 801.0017, 801.0018, 801.0019, 801.0020, 801.0021, 801.0022, 801.0023, 801.0024, 801.0025, 801.0026, 801.0027, 801.0028, 801.0029, 801.0030, 801.0031, 801.0032, 801.0033, 801.0034, 801.0035, 801.0036, 801.0037, 801.0038, 801.0039, 801.0040, 801.0041, 801.0042, 801.0043, 801.0044, 801.0045, 801.0046, 801.0047, 801.0048, 801.0049, 801.0050, 801.0051, 801.0052, 801.0053, 801.0054, 801.0055, 801.0056, 801.0057, 801.0058, 801.0059, 801.0060, 801.0061, 801.0062, 801.0063, 801.0064, 801.0065, 801.0066, 801.0067, 801.0068, 801.0069, 801.0070, 801.0071, 801.0072, 801.0073, 801.0074, 801.0075, 801.0076, 801.0077, 801.0078, 801.0079, 801.0080, 801.0081, 801.0082, 801.0083, 801.0084, 801.0085, 801.0086, 801.0087, 801.0088, 801.0089, 801.0090, 801.0091, 801.0092, 801.0093, 801.0094, 801.0095, 801.0096, 801.0097, 801.0098, 801.0099, 801.0100, 801.0101, 801.0102, 801.0103, 801.0104, 801.0105, 801.0106, 801.0107, 801.0108, 801.0109, 801.0110, 801.0111, 801.0112, 801.0113, 801.0114, 801.0115, 801.0116, 801.0117, 801.0118, 801.0119, 801.0120, 801.0121, 801.0122, 801.0123, 801.0124, 801.0125, 801.0126, 801.0127, 801.0128, 801.0129, 801.0130, 801.0131, 801.0132, 801.0133, 801.0134, 801.0135, 801.0136, 801.0137, 801.0138, 801.0139, 801.0140, 801.0141, 801.0142, 801.0143, 801.0144, 801.0145, 801.0146, 801.0147, 801.0148, 801.0149, 801.0150, 801.0151, 801.0152, 801.0153, 801.0154, 801.0155, 801.0156, 801.0157, 801.0158, 801.0159, 801.0160, 801.0161, 801.0162, 801.0163, 801.0164, 801.0165, 801.0166, 801.0167, 801.0168, 801.0169, 801.0170, 801.0171, 801.0172, 801.0173, 801.0174, 801.0175, 801.0176, 801.0177, 801.0178, 801.0179, 801.0180, 801.0181, 801.0182, 801.0183, 801.0184, 801.0185, 801.0186, 801.0187, 801.0188, 801.0189, 801.0190, 801.0191, 801.0192, 801.0193, 801.0194, 801.0195, 801.0196, 801.0197, 801.0198, 801.0199, 801.0200, 801.0201, 801.0202, 801.0203, 801.0204, 801.0205, 801.0206, 801.0207, 801.0208, 801.0209, 801.0210, 801.0211, 801.0212, 801.0213, 801.0214, 801.0215, 801.0216, 801.0217, 801.0218, 801.0219, 801.0220, 801.0221, 801.0222, 801.0223, 801.0224, 801.0225, 801.0226, 801.0227, 801.0228, 801.0229, 801.0230, 801.0231, 801.0232, 801.0233, 801.0234, 801.0235, 801.0236, 801.0237, 801.0238, 801.0239, 801.0240, 801.0241, 801.0242, 801.0243, 801.0244, 801.0245, 801.0246, 801.0247, 801.0248, 801.0249, 801.0250, 801.0251, 801.0252, 801.0253, 801.0254, 801.0255, 801.0256, 801.0257, 801.0258, 801.0259, 801.0260, 801.0261, 801.0262, 801.0263, 801.0264, 801.0265, 801.0266, 801.0267, 801.0268, 801.0269, 801.0270, 801.0271, 801.0272, 801.0273, 801.0274, 801.0275, 801.0276, 801.0277, 801.0278, 801.0279, 801.0280, 801.0281, 801.0282, 801.0283, 801.0284, 801.0285, 801.0286, 801.0287, 801.0288, 801.0289, 801.0290, 801.0291, 801.0292, 801.0293, 801.0294, 801.0295, 801.0296, 801.0297, 801.0298, 801.0299, 801.0300, 801.0301, 801.0302, 801.0303, 801.0304, 801.0305, 801.0306, 801.0307, 801.0308, 801.0309, 801.0310, 801.0311, 801.0312, 801.0313, 801.0314, 801.0315, 801.0316, 801.0317, 801.0318, 801.0319, 801.0320, 801.0321, 801.0322, 801.0323, 801.0324, 801.0325, 801.0326, 801.0327, 801.0328, 801.0329, 801.0330, 801.0331, 801.0332, 801.0333, 801.0334, 801.0335, 801.0336, 801.0337, 801.0338, 801.0339, 801.0340, 801.0341, 801.0342, 801.0343, 801.0344, 801.0345, 801.0346, 801.0347, 801.0348, 801.0349, 801.0350, 801.0351, 801.0352, 801.0353, 801.0354, 801.0355, 801.0356, 801.0357, 801.0358, 801.0359, 801.0360, 801.0361, 801.0362, 801.0363, 801.0364, 801.0365, 801.0366, 801.0367, 801.0368, 801.0369, 801.0370, 801.0371, 801.0372, 801.0373, 801.0374, 801.0375, 801.0376, 801.0377, 801.0378, 801.0379, 801.0380, 801.0381, 801.0382, 801.0383, 801.0384, 801.0385, 801.0386, 801.0387, 801.0388, 801.0389, 801.0390, 801.0391, 801.0392, 801.0393, 801.0394, 801.0395, 801.0396, 801.0397, 801.03

- 62-610, F.A.C., AND AT LEAST TEN FEET FROM ANY EXISTING OR PROPOSED ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM\* AS DEFINED IN SECTION 381.006(2) F.S. AND RULE 64E-8.002, F.A.C.

- (5) EXCEPTIONS WHERE IT IS NOT TECHNICALLY FEASIBLE OR ECONOMICALLY SENSIBLE TO COMPLY WITH THE REQUIREMENTS IN SUBSECTION (1) OR (2) ABOVE, THE DEPARTMENT SHALL ALLOW EXCEPTIONS TO THESE REQUIREMENTS IF SUPPLIERS OF WATER OR CONSTRUCTION PERMIT APPLICANTS PROVIDE TECHNICAL OR ECONOMIC JUSTIFICATION FOR EACH EXCEPTION AND OFFER AN ALTERNATIVE CONTRIBUTION FEATURE THAT ACHIEVES A EQUAL LEVEL OF

- (a) WHERE AN UNDERGROUND WATER MAIN IS BEING LAID LESS THAN THE REQUIRED MINIMUM

- HORIZONTAL DISTANCE FROM ANOTHER PIPELINE AND WHERE AN UNDERGROUND WATER MAIN IS CROSSING ANOTHER PIPELINE AND JOINTS IN THE WATER MAIN ARE BEING LOCATED LESS THAN THE REQUIRED MINIMUM DISTANCE FROM JOINTS IN THE OTHER PIPELINE.

1. USE OF PRESSURIZED PIPE CONFORMING TO THE AMERICAN WATER WORKS ASSOCIATION STANDARDS INCORPORATED INTO RULE 82-555.330, F.A.C., FOR THE OTHER PIPELINE IF IT IS A GRAVITY- OR VACUUM-TYPE PIPELINE.

5. USE OF WATERTIGHT CASING PIPE OR CONCRETE ENCASMENT AT LEAST FOUR INCHES THICK FOR EITHER THE WATER MAIN OR THE OTHER PIPE, AND

- (b) WHERE AN UNDERGROUND WATER MAIN IS BEING LAID LESS THAN THREE FEET HORIZONTALLY FROM ANOTHER PIPELINE AND WHERE AN UNDERGROUND WATER MAIN IS CROSSING ANOTHER PIPELINE AND IS BEING LAID LESS THAN THE REQUIRED MINIMUM VERTICAL DISTANCE FROM

1. USE OF PIPE, OR CASING PIPE, HAVING HIGH IMPACT STRENGTH (I.E. HAVING AN IMPACT STRENGTH AT LEAST EQUAL TO THAT OF 0.25-INCH-THICK DUCTILE IRON PIPE) OR CONCRETE.

2. USE OF PIPE, OR CASING PIPE, HAVING HIGH IMPACT STRENGTH (I.E., HAVING AN IMPACT STRENGTH AT LEAST EQUAL TO THAT OF 0.25-INCH THICK DUCTILE IRON PIPE) OR CONCRETE

- ENCASEMENT AT LEAST FOUR INCHES THICK FOR THE OTHER PIPELINE IF IT IS NEW AND IS CONVEYING WASTEWATER OR RECLAIMED WATER.\*

**HYDROSTATIC TESTING NOTES:**

- AFTER THE PRESSUREBOLTS ARE INSTALLED, THE JOINTS COMPLETED, AND THE TRENCH BACKFILLED, THE NEWLY Laid PIPE AND APPURTENANCES SHALL BE SUBJECT-ED TO A HYDROSTATIC TEST FOR A PERIOD OF AT LEAST TWO (2) HOURS. THE ENGINEER SHALL OBSERVE AND RECORD ANY LEAKS OR EVIDENCE OF WEAKNESS. THE TEST SHALL BE PERFORMED. TEST SHALL BE AS SET FORTH IN AWWA STANDARD C605. ANY LEAKS DETECTED SHALL BE CORRECTED AND THE SECTION OF PIPELINE REJECTED. THE TWO (2) HOUR PERIOD MAY BE ELONGATED BY THE ENGINEER IF THE LEAKS ARE NOT WATER TIGHT. LEAKAGE SHALL BE LIMITED TO THAT ALLOWANCE SET FORTH IN SECTION 4 OF AWWA STANDARD C605 LATEST EDITION. HYDROSTATIC AND LEAKAGE TEST AND (CELEBRATORY) CLOSING CEREMONY SHALL BE CONDUCTED IMMEDIATELY FOLLOWING THE TEST. THE MAXIMUM ALLOWABLE PRESSURE LOSS IS 5 PSI.

NO BY DATE SYMBOL				REVISIONS				DESIGN ENGINEER DRAWN BY DATE CHECKED BY DATE				ISSUE ENGINEER <i>Mary C. Burt</i> DATE FLORIDA REGISTRATION NO. 601449				 ST. JOHNS COUNTY UTILITY DEPARTMENT 6100 WINDY ROAD MIAMI BEACH, FLORIDA 33136 Phone (305) 431-9181 • Fax (305) 485-7610				GENERAL NOTES				NO SHEETS SHEET NO. DRAWING NO. DRAINAGE NO.			

# GENERAL NOTES

- ALL WORK AND MATERIALS SHALL BE IN COMPLETE ACCORDANCE WITH ALL RELATIVE SECTIONS OF CITY STANDARDS, LATEST EDITIONS, AND ALL CURRENT CITY STANDARD DETAILS. CONTRACTOR SHALL COMPLY WITH CURRENT A.D.A. CODE FOR ALL WORK ON THIS PROJECT.
- ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF OSHA SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES TO HIS EMPLOYEES, AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT. ALL COSTS ASSOCIATED WITH COMPLYING WITH OSHA REGULATIONS AND THE FLORIDA TRUCK SAFETY ACT MUST BE INCLUDED IN THE CONTRACTORS BID.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE JOB SITE PRIOR TO PREPARING THE BID FOR THE PURPOSE OF FAMILIARIZING HIMSELF WITH THE NATURE AND THE EXTENT OF THE WORK AND LOCAL CONDITIONS, EITHER SURFACE OR SUB-SURFACE, WHICH MAY AFFECT THE WORK, THE CONTRACT, AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THIS CONTRACT. THE CONTRACTOR IS ALSO OBLIGED TO TAKE COLOR PHOTOGRAPHS THROUGHOUT THE PROJECT AREA TO RECORD EXISTING CONDITIONS PRIOR TO CONSTRUCTION, AND TO ADD IN RESOLVING POSSIBLE FUTURE COMPLAINTS THAT MAY OCCUR DUE TO CONSTRUCTION OF THE PROJECT.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO EITHER CONDUCT ANY FIELD EXPLORATION, OR ACQUIRE ANY GEOTECHNICAL ASSISTANCE REQUIRED TO ESTIMATE THE AMOUNT OF UNSUITABLE MATERIAL REQUIRED TO BE REMOVED AND/OR TO ESTIMATE THE AMOUNT OF OFF-SITE BORROW THAT WILL BE REQUIRED.
- ALL IMPROVEMENTS SHOWN ARE TO BE GUARANTEED BY THE CONTRACTOR TO THE DEVELOPER, AND THE CITY FOR A PERIOD OF ONE YEAR FROM DATE OF ACCEPTANCE BY THE OWNER AND THE CITY.
- ELEVATIONS ARE BASED ON NATIONAL GEODESIC VERTICAL DATUM OF 1929 (N.G.V.D.). UNITED STATES COASTAL AND GEODETIC SURVEY (U.S.C. & G.S.) AS DETERMINED BY RICHARD MILLER & ASSOCIATES, INC. PROJECT NO. 2006-244.
- FUR BOUNDARY, ROADWAY AND LOT GEOMETRY INFORMATION SEE PLAN.
- THE CONTRACTOR WILL CONTRACT WITH AN INDEPENDENT TESTING LABORATORY TO PERFORM WATERING, TESTING AND SOIL TESTING IN ACCORDANCE WITH COUNTY REQUIREMENTS. THIS SHALL INCLUDE DENSITY TESTS IN ALL PAVEMENT AREAS AND IN ALL UTILITY TRENCHES LOCATED IN PAVEMENT AREAS. CONCRETE TESTING AND ALL OTHER MATERIAL TESTING, PRIOR TO UNDERLAY PLACEMENT, THE PROJECT GEOTECHNICAL ENGINEER SHALL MAKE RECOMMENDATIONS OF UNDERLAYMENT TO BE USED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE FOR THE PROJECT INCLUDING CITY RIGHT-OF-WAY PERMITS FOR WORK IN THE CITY RIGHT-OF-WAY OR EASEMENT.
- THE CONTRACTOR SHALL COORDINATE THE WORK WITHIN CITY OR STATE RIGHT-OF-WAY WITH THE PROPER AGENCIES FOR MAINTENANCE OF TRAFFIC AND METHOD OF CONSTRUCTION AND REPAIR.
- ALL PUBLIC DRAINAGE EASEMENTS SHALL BE "UNDESTRUCTURED" EASEMENTS. ALL "UNDESTRUCTURED" EASEMENTS TO BE CLEAR AND DRIVEABLE.
- "AS-BUILT" DRAWINGS - AS-BUILTS TO THE CITY AND THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ARE REQUIRED TO BE SIGNED AND SEALED BY A FLORIDA REGISTERED LAND SURVEYOR OR ENGINEER. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE TO CONTRACT WITH A LAND SURVEYOR REGISTERED IN THE STATE OF FLORIDA FOR THE PREPARATION, FIELD LOCATIONS, CERTIFICATION AND SUBMITTAL OF "AS-BUILT" DRAWINGS IN ACCORDANCE WITH CURRENT CITY STANDARDS AND SPECIFICATIONS AND S.R.W.M.D. REGULATIONS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROCESS THE "AS-BUILT" DRAWINGS FOR APPROVAL BY THE CITY.
- THE CONTRACTOR SHALL COORDINATE HIS CONSTRUCTION WITH ALL OTHER CONTRACTORS IN THE EVENT OF ANY CONFLICT WHATSOEVER. THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.
- CLEARING AND GRUBBING REQUIRED FOR ALL ROADWAY UTILITIES, EROSION, AND BERM INCLUSIONS IN THIS PROJECT AND THE CLEARING AND GRUBBING OF ALL RIGHT-OF-WAY OR EASEMENTS SHALL BE CONSIDERED AS PART OF THE PROJECT.
- ALL AREAS SHOWN TO BE FILLED SHALL BE CLEARED AND GRUBBED IN ACCORDANCE WITH CITY STANDARDS AND SHALL BE FILLED WITH CLEAN, STRUCTURAL FILL, COMPACTED AND TESTED IN ACCORDANCE WITH THE GEOTECHNICAL INVESTIGATION REPORT.
- CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL SURVEY AND PROPERTY MONUMENTS. IF A MONUMENT IS DISTURBED, THE CONTRACTOR SHALL CONTRACT WITH THE SURVEYOR OF RECORD FOR REINSTALLATION OF THE MONUMENT.
- ALL DEBRIS RESULTING FROM ALL ACTIVITIES SHALL BE DISPOSED OF OFF-SITE BY THE CONTRACTOR.
- ALL EXCESS SUITABLE AND UNSUITABLE MATERIAL SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE BY ENGINEER OR OWNER.
- ALL EXISTING TREES TO REMAIN SHALL BE PRESERVED AND PROTECTED.
- BURNING OF TREES, BRUSH AND OTHER MATERIAL SHALL BE APPROVED, PERMITTED AND COORDINATED WITH CITY FIRE MARSHAL.
- ROADWAY UNDERDRAINS SHALL BE AS REQUIRED ON THE PLANS OR AS MAY BE DETERMINED NECESSARY BY THE GEOTECHNICAL ENGINEER DURING CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF HIGH-GROUND WATER CONDITIONS ARE PRESENT DURING THE PREPARATION OF THE PAVEMENT SUB-BASE.
- PROVIDE CONTRACTION JOINTS AT 10' O.C. AND EXPANSION JOINTS AT 50' O.C. ON ALL EXTERIOR SIDEWALKS AND CURBS.
- MAINTENANCE OF TRAFFIC SHALL CONFORM TO F.O.D.T. STANDARD INDEX 600 LATEST EDITION.
- ALL SIGNING AND PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH F.O.D.T. STANDARD INDEXES 1180, 17346, AND 17352.
- ALL EXISTING PAVEMENT MARKINGS THAT CONFLICT WITH THE PROPOSED ROADWAY/SIDE DEVELOPMENT SHALL BE REMOVED BY THE CONTRACTOR UTILIZING METHOD APPROVED BY THE CITY.
- ALL STORM PIPE SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS.
- SUBMITTAL OF AS-BUILT SURVEY, INCLUDING BENCHMARKS, IS REQUIRED IN COMPLIANCE WITH SECTION 8.04.00 OF THE ST. JOHNS COUNTY LAND DEVELOPMENT CODE AND SECTION 10, "AS-BUILTS" OF THE DEVELOPMENT REVIEW MANUAL, PRIOR TO SCHEDULING FINAL INSPECTION OF THE BUILDING BY THE BUILDING DEPARTMENT OF THE FIRE MARSHAL.
- ST. JOHNS COUNTY DEVELOPMENT REVIEW INSPECTOR SHALL BE CONTACTED 24 HRS PRIOR TO ALL NECESSARY SITE WORK INSPECTIONS AND 5 DAYS PRIOR TO THE FINAL INSPECTION.

# EROSION & SEDIMENT CONTROL NOTES

- THESE PLANS INDICATE THE MINIMUM EROSION & SEDIMENT CONTROL MEASURES REQUIRED FOR THIS PROJECT. FOR ADDITIONAL INFORMATION ON SEDIMENT AND EROSION CONTROL, REFER TO THE FLORIDA DEVELOPMENT MANUAL, A GUIDE TO SOUND LAND AND WATER MANAGEMENT FROM THE STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (F.D.E.P.) CHAPTER 8. THE CONTRACTOR SHALL PROVIDE EROSION PROTECTION AND TURBIDITY CONTROL, AS REQUIRED TO INSURE CONFORMANCE TO STATE AND FEDERAL WATER QUALITY STANDARDS AND MAY NEED TO INSTALL ADDITIONAL CONTROLS TO CONFORM TO AGENCIES REQUIREMENTS. IF A WATER QUALITY VIOLATION OCCURS, THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ALL DAMAGE AND ALL COSTS WHICH MAY RESULT INCLUDING LEGAL FEES, CONSULTANT FEES, CONSTRUCTION COSTS AND FINES.
- THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING THE BEST EROSION AND SEDIMENT CONTROL PRACTICES AS OUTLINED IN THE PLANS AND SPECIFICATIONS AND THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT SPECIFICATIONS AND CRITERIA.
- EROSION AND SEDIMENT CONTROL BARRIERS SHALL BE PLACED ADJACENT TO ALL WETLAND AREAS WHERE THERE IS POTENTIAL FOR DOWNSTREAM WATER QUALITY DEGRADATION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING A PERMANENT STAND OF 500 ANNUAL OR GRASS PER CITY STANDARDS AND MEETING THE N.P.D.E.S. FINAL STABILIZATION REQUIREMENTS.
- IF DEWATERING CAPACITY REQUIRES A CONSUMPTIVE USE PERMIT (C.U.P.) IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE PERMIT THROUGH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT.
- PRIOR TO COMMENCEMENT OF CONSTRUCTION AND EXCAVATION ACTIVITIES, THE CONTRACTOR SHALL PERFORM GROUNDWATER TESTING IN ACCORDANCE WITH THE ENVIRONMENTAL PROTECTION AGENCY FEDERAL REGISTER, PAGE 43736, PART 1A.3, TO DETERMINE PETROLEUM CONTAMINATION LEVELS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING N.P.D.E.S. PERMIT IF REQUIRED, IN ORDER TO DISCHARGE ANY GROUNDWATER ENCOUNTERED DURING CONSTRUCTION AND DEWATERING OPERATIONS.
- 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR WILL SUBMIT A "NOTICE OF INTENT" TO THE EPA IN ACCORDANCE WITH NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM RULES AND REGULATIONS.
- THE CONTRACTOR SHALL WARP STORM SEWER GRATES IN ITS FILTER FABRIC TO PREVENT SEDIMENTATION OF THE STORM SEWER SYSTEM. CONTRACTOR SHALL MAINTAIN THE FILTER FABRIC UNTIL THE ASPHALT/CONCRETE PAVEMENT IS PLACED.
- THE CONTRACTOR SHALL PROTECT ALL STORMWATER BASINS AND/OR SHALES FROM SEDIMENTATION DURING CONSTRUCTION USING NECESSARY SEDIMENT CONTROL BARRIERS.
- IN THE EVENT OF DELAYS IN CONSTRUCTION, THE CONTRACTOR SHALL SEED ALL AREAS AND MAINTAIN EROSION CONTROL BARRIERS IN PLACE TO PREVENT EROSION, SLATATION AND INCREASE RUNOFF.

# FIRE SERVICES

- A SEPARATE FIRE MARSHAL'S PERMIT IS REQUIRED FOR ANY UNDERGROUND WATER MAIN THAT SUPPLIES FIRE PROTECTION SYSTEMS. THIS REQUIREMENT DOES NOT APPLY TO THOSE PORTION OF WATER MAINS THAT SUPPLY BOTH DOMESTIC AND FIRE PROTECTION SYSTEMS. CONTACT FIRE MARSHALS OFFICE AT 904-209-1745 FOR SPECIFIC DETAILS.
- CONTRACTORS INSTALLING THE UNDERGROUND PIPING SUPPLYING A FIRE PROTECTION SYSTEM MAY BE REQUIRED TO HAVE CLASS I, II, OR V FIRE PROTECTION CONTRACTORS LICENSE PURSUANT TO CHAPTER 433, FLORIDA STATUTES. GENERAL CONTRACTORS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR VERIFYING THAT THEIR SUBCONTRACTORS HOLD THE REQUIRED LICENSES. CONTRACTORS FOUND TO BE VIOLATING THIS REQUIREMENT MAY BE REPORTED TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION AND/OR THE STATE FIRE MARSHAL'S REGULATORY LICENSING SECTION.

CALL BEFORE YOU DIG  
SUNSHINE 1-800-432-4770

- \* NOTE THE TERMS COUNTY & CITY USED IN THESE NOTES SHALL INDICATE THE LOCAL GOVERNMENT AUTHORITY HAVING THE PERTINENT JURISDICTION OVER THE CONSTRUCTION WORK SHOWN BY THESE PLANS.

	COMPANY	CONTACT / TELEPHONE #
WATER SERVICE	SJC UTILITY DEPARTMENT	LARRY DAVENPORT / 471-2161
SEWER SERVICE	SJC UTILITY DEPARTMENT	LARRY DAVENPORT / 471-2161
ELECTRIC SERVICE	FLORIDA POWER & LIGHT	LINDA CLARK / 824-7650
TELEPHONE	BELL SOUTH	RICK MULL / 519-2543
CABLE	MEDIA ONE	1-800-423-4770

Designed	NPL	Released For Construction
Drawn	BTP	By
Checked	TAF	This Drawing is the property of Connelly & Wicker Inc. and is not to be reproduced or copied in whole or in part, or to be used on any other project and is to be returned on request.
D.C.	SYM	

**CW** Connelly & Wicker Inc.  
Consulting Engineers  
10060 Skinner Lake Dr., Suite 500  
Jacksonville, Florida 32246  
(904) 265-3030 Fax: (904) 265-3031  
C.A. No.: 3650

# OCEAN RIDGE

PREPARED FOR:  
NEIGHBORHOOD REALTY, INC.

# GENERAL NOTES

Project No.	06-01-0131	Drawing
Scale	N.T.S.	
Date	APRIL 27, 2007	Sheet 22 of 23
By	MARY E. LEAPITT, P.E.	
Revision	FL P.E. 201440	



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RIDGE AT ST. AUGUSTINE BEACH

A PORTION OF GOVERNMENT LOTS 7 AND 10, SECTION 34, TOWNSHIP 7 SOUTH, RANGE 30 EAST, ST. JOHNS COUNTY, FLORIDA,

CAPTION

A PARCEL OF LAND IN GOVERNMENT LOTS 7 AND 10, SECTION 34, TOWNSHIP 7 SOUTH, RANGE 30 EAST, ST. JOHNS COUNTY, FLORIDA, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 15, BLOCK 2, SEA OAKS UNIT 1, AS RECORDED IN MAP BOOK 20, PAGES 68 AND 69, PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 00 DEGREES 36 MINUTES 00 SECONDS WEST, ON THE EAST LINE OF MICKLER BOULEVARD, SAID EAST LINE OF BOULEVARD BEING 50 FEET EAST FROM AND PARALLEL WITH THE WEST LINE OF SAID GOVERNMENT LOT 7, A DISTANCE OF 1,276.33 FEET TO THE SOUTH LINE OF ELEVENTH STREET; THENCE NORTH 89 DEGREES 49 MINUTES 08 SECONDS EAST, ON SAID SOUTH LINE OF ELEVENTH STREET, 815.78 FEET TO THE WEST LINE OF CHATAUQUA BEACH SUBDIVISION AS RECORDED IN MAP BOOK 2, PAGE 5, PUBLIC RECORDS OF SAID COUNTY,; THENCE SOUTH 00 DEGREES 04 MINUTES 40 SECONDS WEST, ON THE WEST LINE OF SAID CHATAUQUA BEACH SUBDIVISION 1,318.93 FEET TO THE NORTHEAST CORNER OF LOT 19, BLOCK 1 OF SEA OAKS, UNIT 2, PHASE 1A, AS RECORDED IN MAP BOOK 30, PAGES 45 AND 46, PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 89 DEGREES 59 MINUTES 41 SECONDS WEST, ON THE NORTH LINE OF SAID LOT 19, A DISTANCE OF 210.40 FEET TO THE EAST LINE OF OCEAN PINES DRIVE IN SAID SEA OAKS, UNIT 1; THENCE NORTH 00 DEGREES 36 MINUTES 00 SECONDS WEST, ON SAID EAST LINE OF OCEAN PINES DRIVE, 89.77 FEET; THENCE NORTH 89 DEGREES 59 MINUTES 41 SECONDS WEST, ON THE NORTH LINE OF SEA PINES PLACE IN SAID SEA OAKS, UNIT 1, A DISTANCE OF 390.00 FEET; THENCE SOUTH 00 DEGREES 36 MINUTES 00 SECONDS EAST, ON THE WEST LINE OF SEA OAKS DRIVE IN SAID SEA OAKS, UNIT 1, A DISTANCE OF 50.00 FEET TO THE NORTH EAST CORNER OF SAID LOT 15, BLOCK 2, SEA OAKS, UNIT 1; THENCE NORTH 89 DEGREES 59 MINUTES 41 SECONDS WEST, ON THE NORTH LINE OF SAID LOT 15, BLOCK 2, SEA OAKS, UNIT 1, A DISTANCE OF 200.00 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT FROM THE ABOVE DESCRIBED, THE FOLLOWING DESCRIBED PARCEL OF LAND.

OUT PARCEL:

A PARCEL OF LAND IN GOVERNMENT LOT 7, SECTION 34, TOWNSHIP 7 SOUTH, RANGE 30 EAST, ST. JOHNS COUNTY, FLORIDA, MORE FULLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT 15, BLOCK 2, SEA OAKS UNIT 1, AS RECORDED IN MAP BOOK 20, PAGES 68 AND 69, PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 00 DEGREES 36 MINUTES 00 SECONDS WEST, ON THE EAST LINE OF MICKLER BOULEVARD, SAID EAST LINE OF BOULEVARD BEING 50 FEET EAST FROM AND PARALLEL WITH THE WEST LINE OF SAID GOVERNMENT LOT 7, A DISTANCE OF 147.29 FEET; THENCE NORTH 61 DEGREES 36 MINUTES 55 SECONDS EAST, DEPARTING LAST MENTIONED EAST LINE, 130.54 FEET TO A POINT ON A CURVE CONCAVE NORTHEASTERLY AND HAVING A RADIUS OF 54.91 FEET; THENCE IN A SOUTHEASTERLY DIRECTION ALONG THE ARC OF A CURVE, AN ARC DISTANCE OF 44.42 FEET, SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 44 DEGREES 51 MINUTES 28 SECONDS EAST, 43.22 FEET; THENCE SOUTH 17 DEGREES 25 MINUTES 08 SECONDS WEST, 187.40 FEET TO THE NORTHERLY LINE OF SAID LOT 15; THENCE NORTH 89 DEGREES 56 MINUTES 07 SECONDS WEST, ALONG LAST MENTIONED NORTHERLY LINE, 87.69 FEET TO THE POINT OF BEGINNING.

THE LANDS THUS DESCRIBED CONTAINS 0.49 ACRES, MORE OR LESS.

THE NET LANDS THUS DESCRIBED CONTAIN 22.97 ACRES, MORE OR LESS.

CERTIFICATE OF APPROVAL AND ACCEPTANCE

This is to certify that on this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017 the foregoing plat was approved and accepted by the City of St. Augustine Beach, St. Johns County, Florida. This acceptance of dedicated areas shall not be deemed as requiring construction or maintenance by the City of said areas.

CITY COMMISSION OF ST. AUGUSTINE BEACH, FLORIDA

By: \_\_\_\_\_ MAYOR-COMMISSIONER

ATTEST: \_\_\_\_\_ CITY MANAGER

CERTIFICATE OF DEVELOPMENT REVIEW PROGRAM

This is to certify that this plat has been reviewed for conformity to Florida Statutes, Chapter 177, Part 1, Platting, by the Development Review Program for the City of St Augustine Beach, St. Johns County, Florida on this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017.

By: \_\_\_\_\_ NICHOLAS H. FRANKLIN, P.S.M. Professional Land Surveyor and Mapper License Number 4620

ADOPTION AND DEDICATION

This is to certify that the undersigned, OCEAN RIDGE DEVELOPERS, LLC, a Florida Limited Liability Company, ("Owner") is the lawful owner of the lands described in the caption hereon which shall hereafter be known as Ridge at St. Augustine Beach, and that it has caused the same to be surveyed and subdivided. This plat, made in accordance with said survey, is hereby adopted as the true and correct plat of said lands.

The road rights-of-way designated in the plat as Ridgeway Road and High Dune Drive are irrevocably dedicated to the City of St. Augustine Beach, Florida, its successors and assigns, in perpetuity, for maintenance of the right-of-way, roadway and drainage, which are now or hereafter constructed thereon.

The drainage easements and the stormwater management facilities as shown on this plat shall permit the City of St. Augustine Beach, Florida, its successors and assigns, to discharge all stormwater which may fall or come upon all street right-of-way hereby dedicated into, over, across or through said easements and stormwater management facilities shown hereon, which may be dedicated to a property owners' association, a municipal services taxing unit, a community development district or other such entity which will assume all obligation of maintenance and operation thereof under the plat.

Any and all easements shown on this plat for utilities are hereby irrevocably and without reservation dedicated to St. Johns County Utility Department, it's successors and assigns.

All easements shown on this plat, other than those specifically dedicated herein, are hereby dedicated to Owner, its successors and assigns, if any. Owner retains the obligation for maintenance of all easements shown on the plat for drainage and landscape purposes; provided however, Owner, reserves the right to assign the obligation for maintenance of said easements to a property owners association or other such entity as will assume all obligation of maintenance and operation thereof under the plat.

Non-exclusive easements over, across and under those areas depicted as the F.P. & L. Easements as shown on this plat are hereby irrevocably dedicated to the Florida Power & Light Company, its successors and assigns, for its non-exclusive use in conjunction with its underground electric system. Additional easements may be granted to Florida Power & Light Company, its successors and assigns, over additional portions of the plat as needed.

Non-exclusive easements over, across and under those areas depicted as AT&T Equipment Easement and AT&T Ingress, Egress, Conduit and Cables Easement as shown on this plat are hereby irrevocably dedicated to BellSouth Telecommunications, LLC, a Georgia limited liability company, d/b/a At&t Florida, its successors and assigns.

All pedestrian easements shown on this plat are hereby dedicated to Owner, its successors and assigns, if any. Owner retains the obligation for maintenance of all easements shown on the plat for pedestrian purposes; provided however, Owner, reserves the right to assign the obligation for maintenance of said easements to a property owners association or other such entity as will assume all obligation of maintenance and operation thereof under the plat.

Tract "B" (RECREATION), Tracts "A", "D" (STORMWATER MANAGEMENT FACILITY /DRAINAGE) and Tract "E" (LANDSCAPE, ACCESS, MAINTENANCE AND UTILITIES) shall remain privately owned and the sole exclusive property of Owner, its successors and assigns, provided however, Owner, reserves the right to assign the obligation for maintenance of said Tracts "A", "B", "D" and "E" to a property owners association or other such entity as will assume all obligation of maintenance and operation thereof under the plat.

Tract "C" (Pump Station) shown hereon is irrevacably dedicated to St. Johns County, its successors and assigns.

The rights reserved hereby for the grant of utility easements shall include easements for the construction, installation, maintenance and operation of cable television services to the extent required by and in a manner and subject to the provisions of Section 177.091(28) Florida Statutes; however, to the extent allowable by said Section 177.091(28), only cable television service providers specifically authorized by Owner to serve the lands shown on the plat shall have benefit of said utility easements.

Owner hereby reserves and shall have the sole and absolute right, with the consent of the City Commissioner of the City of St. Augustine, Beach, Florida or the governing body of any municipality having jurisdiction over the lands shown on this plat, to dedicate to a public entity roads or easements which have not already been conveyed to Owner (provided such public entity accepts such dedication).

In witness whereof, OCEAN RIDGE DEVELOPERS, LLC, its successors and assigns, have caused this plat and dedication to be executed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017.

OCEAN RIDGE DEVELOPERS, LLC, A Florida limited liability company

Witness: \_\_\_\_\_ OCEAN RIDGE DEVELOPERS, LLC., a Florida limited liability company, By: NEIGHBORHOOD REALTY, INC., a Florida Corporation, Its Manager

Witness: \_\_\_\_\_ By: \_\_\_\_\_ James N. McGarvey, Jr., President

STATE OF FLORIDA COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2017 by James N. McGarvey, President of NEIGHBORHOOD REALTY, INC., a Florida Corporation, who is personally known to me or who has produced \_\_\_\_\_ as identification and who has/has not taken an oath on behalf of the Corporation.

Notary Public, State of Florida Type of print name My Commission Expires: \_\_\_\_\_ My Commission Number: \_\_\_\_\_

CERTIFICATE OF APPROVAL BY THE COMPREHENSIVE PLANNING AND ZONING DEPARTMENT

This is to certify that this plat has been examined and approved by the St. Augustine Beach Planning and Zoning Department on this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017.

By: \_\_\_\_\_ Chairman of the Planning and Zoning Department

MAP BOOK PAGE

SHEET 1 OF 4 SHEETS (SEE SHEET 2 OF 4 FOR NOTES AND LEGEND)

FIRSTATLANTIC BANK A Federal Savings Bank

The undersigned hereby certifies that it is the holder of the mortgage, lien or other encumbrance recorded in Official Records Book 4158, Page 999, Public Records of St. Johns County, Florida, and all modifications thereto ("Mortgage"), encumbering the lands described in the caption hereon. The undersigned hereby joins and consents to the dedications by the Owner of the lands described in the adoption and dedication section herein, and agrees that the mortgage shall be subordinated to said dedications.

WITNESS \_\_\_\_\_

PRINT OR TYPE NAME

Mike McCorvey Senior Vice President FirstAtlantic Bank, a Federal Savings Bank

WITNESS \_\_\_\_\_

PRINT OR TYPE NAME

STATE OF FLORIDA

COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by \_\_\_\_\_ of FirstAtlantic Bank, a Federal Savings Bank. He/She is personally known to me or has produced a driver's license as identification.

Notary Public State of Florida

Name: \_\_\_\_\_

My Commission Expires:

My Commission Number is:

CERTIFICATE OF CITY MANAGER

This is to certify that this plat has been examined and approved by the City Manager for St. Augustine Beach, Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017.

By: \_\_\_\_\_ City Manager

CERTIFICATE OF CLERK

This is to certify that this plat has been examined and approved and that it complies in form with the requirements of Chapter 177, Florida Statutes, and is recorded in Map Book \_\_\_\_\_ Pages \_\_\_\_\_, Public Records of St. Johns County, Florida on this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017.

By: \_\_\_\_\_ Clerk of Circuit Court

CERTIFICATE OF SURVEYOR

Know all these present, that the undersigned, being currently licensed and registered by the State of Florida, as a Land Surveyor, does hereby certify that he has completed the survey of lands, as shown in the foregoing plat, that said plat is a true and correct representation of the lands surveyed, that the survey was made under his responsible direction and supervision, and that the survey data complies with all the requirements of Chapter 177, Florida Statutes, as amended, that permanent reference monuments have been placed in accordance with Section 177.091 (7), and permanent control points will be set in accordance with Section 177.091 (8) Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017.

By: \_\_\_\_\_ William J. Melrose Registered Land Surveyor No. 5843 State of Florida Richard A. Miller & Associates, Inc. 6701 Beach Blvd., Suite #200 Jacksonville, Florida 32216 Licensed Business No. 5189

PREPARED BY: RICHARD A. MILLER & ASSOCIATES, INC. PROFESSIONAL LAND SURVEYORS 6701 BEACH BLVD., SUITE #200 JACKSONVILLE, FLORIDA 32216 FAX (904) 721-5758 TELEPHONE (904) 721-1226

# RIDGE AT ST. AUGUSTINE BEACH

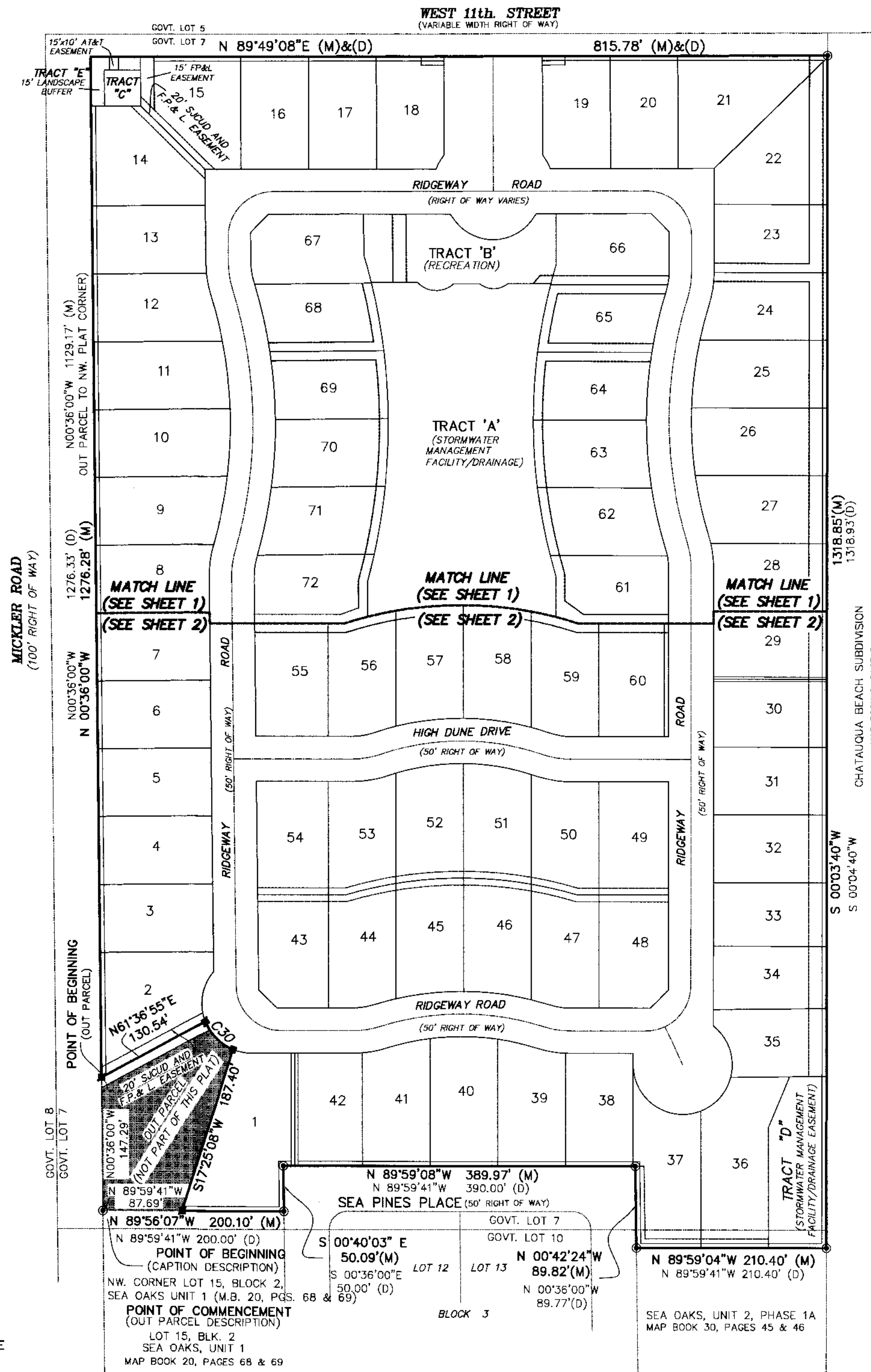
A PORTION OF GOVERNMENT LOTS 7 AND 10, SECTION 34,  
TOWNSHIP 7 SOUTH, RANGE 30 EAST, ST. JOHNS COUNTY, FLORIDA.

MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

SHEET 2 OF 4 SHEETS

## KEY MAP

SCALE 1"=100'

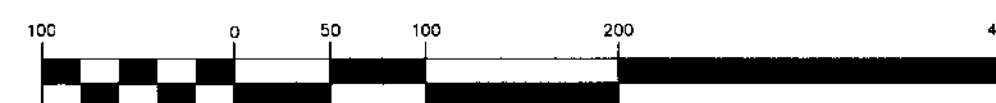


### LEGEND

- POC Point of COMMENCEMENT
- PC Point of Curvature
- PT Point of Tangency
- PRC Point of Reverse Curvature
- PCC Point of Compound Curvature
- PI Point of Intersection
- RP Radius Point
- CA Central Angle
- R Radius
- L Arc
- CB Chord Bearing
- CH Chord Distance
- CI Tabulated Curve Data
- LI Tabulated Line Data
- C/L Centerline
- TOR Top of Bank
- Permanent Reference Monument (P.R.M.)  
Found "LB894" (Unless noted)
- Permanent Reference Monument Set (LB 5189)
- Permanent Control Point (P.C.P.)
- FPL-E Florida Power & Light Company Easement
- U.U.E. Underground Utility Easement
- R.O.W. Right of Way
- U.D.E. Unobstructed Drainage Easement
- P.U.D.E. Private Unobstructed Drainage Easement
- P.U.E. Private Utility Easement
- M.A.E. Maintenance and Access Easement
- L.B. Licensed Business
- O.R. Official Records
- (D) Deed
- (M) Field Measured
- SJCUD St. Johns County Utility Department

- 1) ● DENOTES PERMANENT REFERENCE MONUMENT FOUND.
- 2) BEARINGS BASED ON THE SOUTHERLY RIGHT OF WAY LINE OF ELEVENTH STREET, BEARING N89°49'08"E.
- 3) ALL PLATTED EASEMENTS SHOWN HEREON ARE FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE AND OPERATION OF DRAINAGE STRUCTURES, UTILITIES, SANITARY SEWERS AND CABLE TELEVISION SERVICE, PROVIDED HOWEVER THAT SAID CABLE TELEVISION SERVICE, SHALL NOT INTERFERE WITH THE FACILITIES AND SERVICES OF ANY ELECTRIC, TELEPHONE, GAS OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES.
- 4) CURRENT LAW PROVIDES THAT NO CONSTRUCTION, FILLING, REMOVAL OF EARTH, CUTTING OF TREES OR OTHER PLANTS SHALL TAKE PLACE WATERWARD OF THE JURISDICTIONAL WETLAND LINES AS DEPICTED ON THIS PLAT WITHOUT THE WRITTEN APPROVAL OF THE CITY OF ST. AUGUSTINE BEACH AND OTHER REGULATORY AGENCIES WITH JURISDICTION OVER SUCH WETLANDS. IT IS THE RESPONSIBILITY OF THE LOT OWNER, HIS AGENT AND THE ENTITY PERFORMING ANY ACTIVITY WITHIN THE WETLAND AREA TO ACQUIRE THE NECESSARY WRITTEN APPROVALS PRIOR TO THE BEGINNING OF ANY WORK. THIS WETLAND JURISDICTIONAL LINE AND UPLAND BUFFER MAY BE SUPERSEDED AND REDEFINED FROM TIME TO TIME BY THE APPROPRIATE GOVERNMENTAL AGENCIES.
- 5) NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.
- 6) THE LAKES AND TOP OF BANK SHOWN HEREON DEPICTS A GRAPHIC REPRESENTATION OF THE PROPOSED LAKES, AND DOES NOT REPRESENT AN ACTUAL "AS-BUILT" CONDITION.
- 7) UPLAND BUFFERS ADJACENT TO WETLANDS ARE TO REMAIN NATURAL, VEGETATIVE AND UNDISTURBED.
- 8) ALL EASEMENTS SHOWN ON THIS PLAT, OTHER THAN THOSE SPECIFICALLY DEDICATED HEREIN, ARE AND SHALL REMAIN PRIVATELY OWNED AND THE SOLE AND EXCLUSIVE PROPERTY OF THE UNDERSIGNED OWNER, ITS SUCCESSORS AND GRANTEEES, IF ANY, OF SAID EASEMENTS.

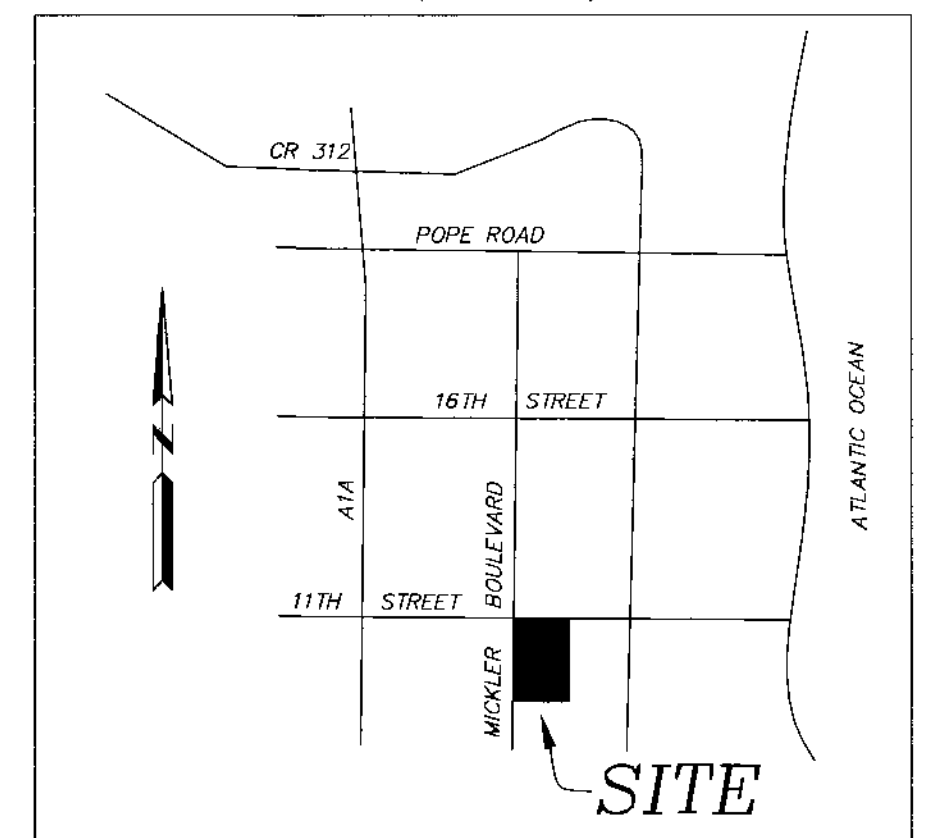
### GRAPHIC SCALE



( IN FEET )  
1 inch = 100 ft.

## VICINITY MAP

(NOT TO SCALE)

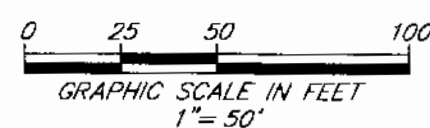


PREPARED BY:

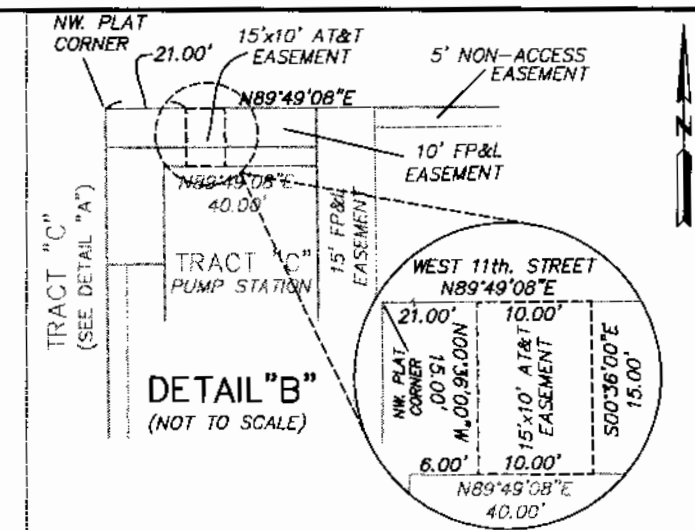
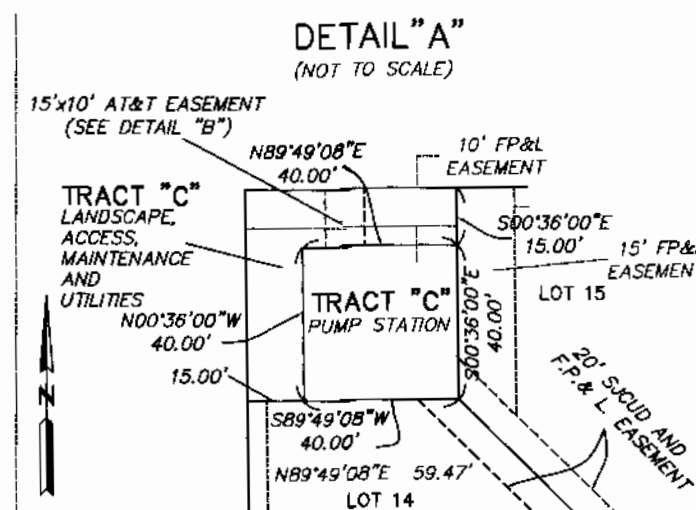
**RICHARD A. MILLER & ASSOCIATES, INC.**  
PROFESSIONAL LAND SURVEYORS  
6701 BEACH BLVD., SUITE #200  
JACKSONVILLE, FLORIDA 32216  
FAX (904) 721-5758  
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A PORTION OF GOVERNMENT LOTS 7 AND 10, SECTION 34,  
TOWNSHIP 7 SOUTH, RANGE 30 EAST, ST. JOHNS COUNTY, FLORIDA.



WEST 11th. STREET  
(VARIABLE WIDTH RIGHT OF WAY)



MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

SHEET 3 OF 4 SHEETS  
(SEE SHEET 2 OF 4 FOR NOTES AND LEGEND)

TABULATED CURVE TABLE					
CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA
C1	50.00'	78.91	S44°36'34"W	70.97'	90°25'08"
C2	100.00'	28.57	S09°01'51"E	28.47'	16°22'00"
C3	507.28'	294.19	N00°36'50"W	290.09'	33°13'43"
C4	100.00'	29.00	S07°42'26"W	28.90'	16°36'51"
C8	100.00'	30.10	N08°33'06"W	29.99'	17°14'43"
C9	456.12'	274.56	S00°04'16"W	270.43'	34°29'21"
C10	100.00'	30.10	N08°41'38"E	29.99'	17°14'43"
C11	50.00'	78.76	N45°03'18"W	70.87'	90°15'08"
C19	68.00'	18.22	S29°02'20"W	18.17'	15°21'19"
C20	125.00'	10.50	S03°20'08"E	10.49'	4°48'40"
C21	125.00'	25.03	S11°28'40"E	24.99'	11°28'23"
C23	482.28'	51.93	N14°07'47"E	51.90'	5°10'08"
C24	482.28'	75.48	N06°33'41"W	75.41'	8°58'04"
C25	482.28'	75.18	N02°23'17"E	75.10'	8°55'53"
C26	482.28'	76.76	N14°24'48"E	76.68'	9°07'10"
C27	482.28'	0.35	N15°59'47"E	0.35'	0°02'28"
C28	125.00'	36.25	S07°42'26"W	36.12'	16°36'51"
C41	125.00'	29.03	N06°33'55"W	28.96'	13°18'21"
C42	125.00'	8.59	N15°12'16"W	8.59'	3°56'22"
C43	431.10'	68.45	S12°37'31"E	68.38'	9°05'53"
C44	431.10'	75.21	S03°04'42"E	75.11'	9°59'45"
C45	431.10'	75.64	S06°56'46"W	75.54'	10°03'11"
C46	431.10'	40.21	S14°38'40"W	40.19'	5°20'38"
C47	125.00'	36.67	N08°58'44"E	36.53'	16°48'21"
C48	125.00'	0.96	N00°17'22"E	0.96'	0°26'22"
C50	68.00'	17.29	N29°00'35"W	17.25'	14°34'19"
C51	75.00'	21.32	S09°04'20"E	21.24'	15°17'03"
C52	532.28'	2.29	N17°05'28"W	2.29'	0°14'47"
C53	532.28'	76.81	N12°50'02"E	76.74'	8°16'05"
C54	532.28'	75.25	N04°38'59"W	75.19'	8°06'01"
C55	532.28'	75.25	N03°27'01"E	75.19'	8°06'01"
C56	532.28'	76.81	N11°38'04"E	76.74'	8°16'05"
C57	532.28'	2.28	N15°53'29"E	2.28'	0°14'45"
C58	75.00'	21.75	S07°42'26"W	21.67'	16°36'51"
C59	75.00'	14.96	N05°47'11"E	14.94'	11°25'50"
C60	75.00'	7.61	N14°24'33"E	7.61'	5°48'53"
C61	481.10'	69.50	S13°10'41"W	69.44'	8°16'36"
C62	481.10'	75.31	S03°13'19"W	75.23'	8°58'07"
C63	481.10'	75.31	S04°24'47"E	75.23'	8°58'07"
C64	481.10'	69.50	S13°02'09"E	69.44'	8°16'36"
C65	75.00'	7.61	N14°16'01"E	7.61'	5°48'53"
C66	75.00'	14.96	N05°38'39"W	14.94'	11°25'50"
C68	424.60'	54.18	N7°51'49"W	54.14'	7°18'39"
C90	424.60'	58.68	S76°10'24"E	58.64'	7°55'08"
C91	424.60'	75.36	S85°13'03"W	75.26'	10°10'09"
C92	424.60'	75.43	N84°36'31"W	75.33'	10°10'44"
C93	424.60'	54.18	N7°51'49"W	54.14'	7°18'39"
C94	424.60'	26.71	S74°00'58"W	26.70'	3°36'14"
C95	424.60'	31.98	S74°00'58"W	31.97'	4°18'54"
C96	424.60'	27.89	N77°38'15"W	27.89'	3°45'49"
C97	424.60'	26.29	N73°58'55"W	26.28'	3°32'51"
C98	360.00'	19.62	S69°57'18"W	19.61'	3°07'19"
C99	657.28'	366.30	N00°36'50"W	361.58'	15°55'52"
C100	657.28'	31.82	N13°56'43"E	31.81'	2°46'25"
C101	657.28'	76.17	N09°16'19"E	76.13'	3°68'23"
C102	657.28'	75.16	N02°40'34"E	75.12'	6°33'08"
C103	657.28'	75.16	N00°32'34"W	75.12'	6°33'08"
C104	657.28'	76.17	N10°28'19"W	76.13'	6°38'23"
C105	657.28'	31.82	N15°10'43"W	31.81'	2°46'25"
C105A	657.28'	31.02	N15°12'49"W	31.01'	2°42'14"
C106	606.10'	349.37	S00°04'16"W	344.56'	33°01'37"
C107	606.10'	23.11	S15°21'00"E	23.11'	2°11'05"
C108	606.10'	76.38	S10°38'50"W	76.33'	7°13'14"
C109	606.10'	75.19	S03°28'59"E	75.14'	7°06'29"
C110	606.10'	75.19	S03°32'31"W	75.14'	7°06'29"
C111	606.10'	76.38	S10°47'22"W	76.33'	7°13'14"
C112	606.10'	23.11	S15°29'32"W	23.11'	2°11'05"
C118	28.64'	44.33	S88°05'29"E	40.03'	88°40'10"
C119	24.72'	33.38	N90°00'00"E	30.91'	77°11'33"
C120	606.10'	12.77	S15°58'52"E	12.77'	1°12'25"
C124	17.50'	3.63	N3°21'51"W	3.62'	11°53'02"
C125	53.50'	109.42	N89°49'09"E	91.32'	11°17'03"
C126	12.50'	3.63	S37°10'07"E	9.32'	11°53'02"

### CLI NOTE

THIS CLI IS ALSO A 53.50' RADIUS  
POINT FOR CURVE 125 AND A 68.01'  
RADIUS POINT FOR CURVES 19 AND 50

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N45°03'18"W	28.22'
L2	N44°36'34"E	28.18'
L5	N00°36'00"W	30.10'
L7	N53°53'03"W	25.66'
L8	S00°04'16"W	29.03'
L9	N40°14'04"E	11.86'
L10	S89°55'44"E	14.14'
L11	N89°49'08"E	10.65'
L12	N00°36'00"W	10.65'
L13	N89°49'08"E	10.65'
L14	N00°36'00"W	10.65'

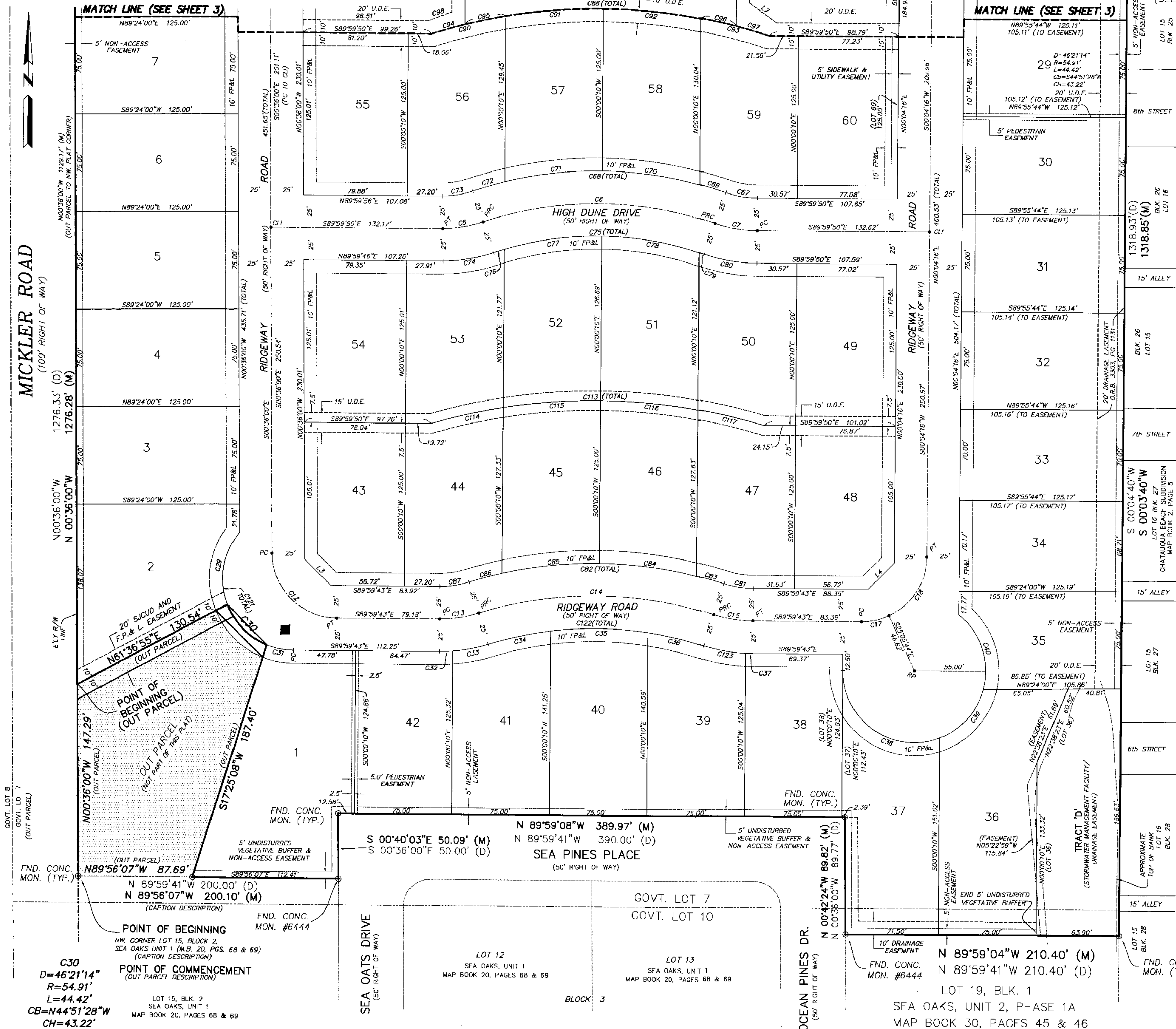
PREPARED BY:  
**RICHARD A. MILLER & ASSOCIATES, INC.**  
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A PORTION OF GOVERNMENT LOTS 7 AND 10, SECTION 34,  
TOWNSHIP 7 SOUTH, RANGE 30 EAST, ST. JOHNS COUNTY, FLORIDA,

TRACT 'A' (SEE SHEET 3)  
(STORMWATER MANAGEMENT FACILITY/  
DRAINAGE EASEMENT)

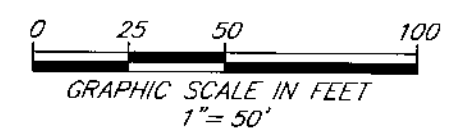
MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

SHEET 4 OF 4 SHEETS  
(SEE SHEET 2 OF 4 FOR NOTES AND LEGEND)



TABULATED CURVE TABLE				
CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD DELTA
C5	100.00'	31.66	N80°07'23"E	31.53' 18°08'19"
C6	274.68'	181.63	N89°59'50"W	178.34' 37°53'13"
C7	104.65'	33.06	S80°31'21"E	72.92' 18°06'00"
C12	50.00'	78.01	S45°17'55"E	30.34' 89°32'50"
C13	100.00'	30.62	N81°13'49"E	30.50' 17°32'43"
C14	300.00'	183.73	N89°59'50"W	180.87' 35°05'26"
C15	100.00'	30.62	S81°13'28"E	30.50' 17°32'43"
C17	50.00'	21.90	N77°27'21"E	21.72' 25°05'39"
C18	50.00'	56.58	N32°29'33"E	53.61' 64°30'57"
C29	54.91'	59.05	S09°07'42"W	56.24' 31°37'08"
C30	54.91'	44.42	S44°51'28"E	43.22' 46°21'14"
C31	54.91'	21.05	S79°00'57"E	20.92' 21°57'44"
C32	125.00'	10.75	N87°35'10"E	10.54' 45°00'00"
C33	125.00'	27.54	N78°48'49"E	27.68' 12°42'42"
C34	275.00'	49.06	S77°34'08"W	49.00' 103°32'21"
C35	275.00'	75.24	N85°28'55"W	75.00' 15°40'32"
C36	275.00'	44.12	N77°02'53"W	44.07' 91°31'32"
C37	125.00'	5.64	S88°42'20"E	5.64' 23°50'00"
C38	55.00'	106.86	S55°39'32"E	80.83' 111°19'25"
C39	55.00'	52.00	N41°35'36"E	50.09' 54°10'19"
C40	55.00'	63.70	N18°40'24"E	60.20' 66°21'41"
C67	75.00'	24.80	S80°31'21"E	24.69' 18°56'57"
C68	299.60'	20.99	N73°03'17"W	20.98' 49°00'49"
C69	299.60'	20.99	N73°03'17"W	20.98' 49°00'49"
C70	299.60'	75.88	N82°19'02"W	75.68' 14°30'41"
C71	299.60'	75.74	S83°11'06"W	75.53' 14°29'01"
C72	299.60'	25.57	S73°29'55"W	25.56' 45°32'22"
C73	75.00'	23.74	N80°07'23"E	23.64' 18°08'19"
C74	125.00'	39.57	N80°07'23"E	39.41' 18°08'19"
C75	249.60'	4.04	N71°30'44"E	4.04' 0°55'42"
C76	249.60'	8.69	S72°03'06"W	8.69' 159°45'
C77	249.60'	76.07	S81°46'50"W	75.78' 172°74'45"
C78	249.60'	76.29	N80°43'56"W	75.99' 173°30'42"
C79	249.60'	4.04	N71°30'44"E	4.04' 0°55'42"
C80	125.00'	41.34	S80°31'21"E	41.15' 18°56'57"
C81	75.00'	22.97	S81°13'28"E	22.88' 17°32'43"
C82	325.00'	21.56	N74°21'08"W	21.56' 346°03'
C83	325.00'	21.56	N74°21'08"W	21.56' 346°03'
C84	325.00'	75.75	N82°55'46"W	75.57' 132°11'33"
C85	325.00'	75.62	S83°43'40"W	75.45' 131°59'55"
C86	325.00'	26.12	S74'45'35"W	26.11' 43°56'15"
C87	75.00'	22.97	N81°13'49"E	22.88' 17°32'43"
C88	424.60'	54.18	N75°51'49"W	54.14' 77°18'39"
C90	424.60'	58.68	S76°10'24"W	58.64' 75°58'08"
C91	424.60'	75.36	N85°13'03"W	75.26' 101°09'09"
C92	424.60'	75.43	N84°36'31"W	75.33' 101°04'44"
C93	424.60'	54.18	N75°51'49"W	54.14' 77°18'39"
C94	424.60'	26.71	S74°00'58"W	26.70' 336°14"
C95	424.60'	31.98	S77°58'32"W	31.97' 418°54"
C96	424.60'	27.89	N77°38'15"W	27.89' 345°49"
C97	424.60'	26.29	N77°58'55"W	26.28' 332°51"
C98	360.00'	19.62	S69°57'18"W	19.61' 370°19"
C113	450.00'	259.72	N89°59'50"W	256.13' 33°04'09"
C114	450.00'	56.76	S77°04'54"W	56.72' 74°33'36"
C115	450.00'	75.32	S85°29'24"W	75.23' 93°35'25"
C116	450.00'	75.38	N84°54'57"W	75.30' 93°53'33"
C117	450.00'	52.26	N76°47'23"W	52.23' 63°19'15"
C121	54.91'	124.52	S25°01'47"E	99.50' 129°56'06"
C122	275.00'	168.42	N89°59'50"W	165.80' 35°05'26"
C123	125.00'	32.64	S79°55'58"E	32.55' 145°74'43"

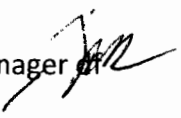
LINE	BEARING	DISTANCE
L1	N45°03'18"W	28.22'
L2	N44°36'34"E	28.18'
L3	S45°17'55"E	28.43'
L4	S45°02'13"W	28.30'
L9	N40°14'04"E	11.86'
L10	S89°55'44"E	14.14'
L11	N89°49'08"E	10.65'
L12	N00°36'00"W	10.65'
L13	N89°49'08"E	10.65'
L14	N00°36'00"W	10.65'



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**MEMORANDUM**

**TO:** Mayor O'Brien  
Vice Mayor George  
Commissioner Snodgrass  
Commissioner England  
Commissioner Kostka

**FROM:** Max Royle, City Manager 

**DATE:** June 22, 2017

**SUBJECT:** Request for Renewal of Conditional Use Permit for Drive-Thru Window at Cone Heads Ice Cream, 570 A1A Beach Boulevard (Lots 11 and 17, Block 4, Chautauqua Beach Subdivision, Ms. Maggie Kostka, Owner)

**BACKGROUND**

Table 3.02.02 of the Land Development Regulations is titled "Table of Uses by Land Use Districts." It states that restaurants with drive-up facilities are permitted in commercial land use districts by a conditional use permit. Cone Heads Ice Cream at 570 A1A Beach Boulevard is located in the 150-foot wide commercial strip that borders the east side of the Boulevard.

In July, 2012, the City Commission approved a conditional use permit for Cone Heads Ice Cream to have a drive-thru window. The term of the permit was for five years. One of the conditions of the permit was that the owner "shall be required to apply to extend the Conditional Use beyond July 2, 2017." In accordance with that condition. The owner, Ms. Maggie Kostka, has applied for a renewal of the permit. Her application was reviewed by the Comprehensive Planning and Zoning Board at its June 20, 2017, meeting, when the Board recommended to the Commission that the permit be approved, subject to the following conditions:

1. That it be for a 10-year term.
2. That it be non-transferable.
3. That it be granted only to the current owner and applicant.

**ATTACHMENTS**

Attached for your review is the following information:

- a. Pages 1-11, the application submitted by Ms. Kostka to the Planning Board. Please note that pages 10-11 are a copy of the conditional use permit that was approved in 2012.
- b. Page 12, a memo from the Planning Board's secretary, Ms. Miller, in which she states the Board's motion and vote.

ACTION REQUESTED

It's that you hold the public hearing and decide whether to renew the conditional use permit for the drive-thru window at Cone Heads Ice Cream, 570 A1A Beach Boulevard, and what conditions you want stated in the permit, such as when it is to expire.

Memorandum

TO: Members of the Comprehensive Planning and Zoning Board  
FROM: Gary Larson, Building Official  
DATE: June 14, 2017  
RE: Cone Heads Ice Cream Drive-Up

The conditional use for the drive-up at Cone Heads Ice Cream, 570 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, is up for review and renewal. The recommendation from the Board will be forwarded to the City Commission. Staff recommendation is for approval and to allow the use to be in effect for a period of 10 years unless there is a change in ownership.



THE CITY OF ST. AUGUSTINE BEACH  
CONDITIONAL USE PERMIT APPLICATION

THE UNDERSIGNED PARTY REQUESTS A CONDITIONAL USE PERMIT:

1. LEGAL DESCRIPTION OF THE PARCEL OF LAND UPON WHICH THE PERMIT IS SOUGHT:

LOT(S): 11/17 BLOCK: 4 SUBDIVISION: Chautauga Beach

STREET ADDRESS: 570 AIA Beach Blvd

2. LOCATION: East SIDE OF AIA Beach Blvd  
(North, South, East, or West) (Street Name)

BETWEEN 7th St. and 8th St.  
(Street Name) (Street Name)

3. REAL ESTATE PARCEL NUMBER(S): 168640-0000

4. NAME AND ADDRESS OF OWNER(S) AS SHOWN IN ST. JOHNS COUNTY PUBLIC RECORDS: Genesis Property & Management Group LLC

Maggie Kostka owner/pres 570 AIA Beach Blvd St. Aug. FL 32088

5. DESCRIPTION OF CONDITIONAL USE: continue to allow  
drive-up service for ice cream business

6. LAND USE CLASSIFICATION: Commercial

7. SECTION OF THE LAND DEVELOPMENT REGULATIONS FROM WHICH THE PERMIT IS BEING SOUGHT: Sec. 6.02.07

8. SUPPORTING DATA WHICH SHOULD BE CONSIDERED BY THE BOARDS:

There has been no problems or  
complaints associated with the drive thru  
and helps by not making it necessary for  
people to have to park -

9. HAS AN APPLICATION FOR CONDITIONAL USE PERMIT BEEN SUBMITTED DURING THE PAST YEAR? Yes ( ) or No (✓)

IF YES, WHAT WAS THE FINAL RESULT? \_\_\_\_\_

\_\_\_\_\_

10. PLEASE CHECK IF THE FOLLOWING INFORMATION HAS BEEN INCLUDED:

(✓) LEGAL DESCRIPTION OF PARCEL

(✓) LIST OF ALL PROPERTY OWNERS WITHIN RADIUS OF 300 FEET OF PROPERTY FOR WHICH CONDITIONAL USE PERMIT IS REQUESTED

(✓) STAMPED AND ADDRESSED LEGAL SIZE ENVELOPES OF PROPERTY OWNERS WITHIN 300 FEET OF CONDITIONAL USE PERMIT LOCATION

( ) SURVEY (Not over two years old)

( ) OTHER DOCUMENTS OR INFORMATION TO BE CONSIDERED

In filing this application for a Conditional Use Permit, the undersigned understands the application becomes a part of the Official Records of the Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all the information contained herein is true and correct, to the best of his/her knowledge.

Maggie Kostka  
(Owner or his/her agent)

\_\_\_\_\_  
(Applicant or his/her agent)

570 AIA Beach Blvd  
(Owner/agent address)

\_\_\_\_\_  
(Applicant/agent address)

904 669-5132  
(Owner/agent phone number)

\_\_\_\_\_  
(Applicant/agent phone number)

5/6/17  
(Date)

\_\_\_\_\_  
(Date)

\*\*\*\*ALL AGENTS MUST HAVE NOTARIZED WRITTEN AUTHORIZATION\*\*\*\*

THE CITY OF ST. AUGUSTINE BEACH  
BUILDING AND ZONING DEPARTMENT

PERMIT NO. CU201702 RECEIPT NO. 27058 DATE: 5-10-2017  
NAME OF APPLICANT: Maggie Kestka / Genesis Property Management  
ADDRESS: 570 AIA Beach Boulevard Grapple  
FOR PERMIT ADVERTISING LOCATED AT: 570 AIA Beach  
Boulevard, St. Augustine, Florida 32080

CHARGES

PERMIT FEE: \$200.00 (Account #34120)

ZONING SIGN FEE: \$7.50 (Account #50471)

DATE PAID: 5-10-2017

CHECK NO.: 9637

SIGNED BY: BM

## **DEFINITION - CONDITIONAL USE PERMIT**

A use that would not be appropriate generally or without restriction throughout a land use district, but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, order, comfort, convenience, appearance or prosperity. Such uses may be permitted in a land use district only in accordance with the provisions of this Code, and if the Code allows a conditional use in a particular land use category. The application for a conditional use permit shall be the same as for a concept review, except that the Comprehensive Planning and Zoning Board shall make a recommendation to the City Commission, which has final approval. The Building Official may delete submittals required in the concept application outlined in Article XII that are not applicable.

## **INSTRUCTIONS FOR APPLYING FOR A CONDITIONAL USE PERMIT**

The following requirements must be adhered to in applying for a conditional use permit. It is of the utmost importance that all required information be furnished in detail and accurately. Incorrect information can delay or nullify any action on the application. If there is inadequate space for all the necessary information, attach extra sheets with the question numbers clearly marked.

In accordance with Table 3.02.02, which lists permitted and conditional uses for all land use districts, all conditional use permits must be heard by the Comprehensive Planning and Zoning Board, which will make a recommendation to the City Commission, which has final approval.

## **DOCUMENTATION NEEDED FOR CONDITIONAL USE PERMIT APPLICATION**

1. The legal description of the parcel of land for which the permit is requested shall be shown on the deed of the property or as determined on a survey. If the parcel of land is in a recorded subdivision, use lot and block number. Include street address and location by indicating street(s) boundary and side (south, east, etc.) and nearest intersecting street. If the land is a portion of the lot, indicate what portion of the lot: i.e. south 1/2, west 1/3, etc. If the parcel is located in an unrecorded, unplatted subdivision, use the metes and bounds description of the boundaries.
2. Provide the name and address of the owner of the property. This person's name should agree with the public records of St. Johns County as they exist on the application. If the names are different, attach a clarifying statement.
3. Indicate the current land use classification of the parcel under consideration. Current land use maps are on public display in the office of the Building and Zoning Department and the personnel there will assist you in finding the current land use district classification.
4. The person(s) seeking the permit is (are) mandated by law to notify all land and homeowners within a radius of 300 feet of the parcel under consideration in the conditional use permit ap-

plication. The St. Johns County Real Estate and Survey Department, telephone number 904-209-0760, will provide a list of the names and addresses of all property owners within a 300-foot radius of the parcel for which the conditional use permit application is submitted. The list of names and addresses (which must include the applicant), along with stamped, addressed legal-size envelopes are to be included with the permit application. (NOTE: Do not fill in a return address on the envelopes. The Building and Zoning Department will stamp the return address and mail the legal notices to the property owners.) Signatures and approvals of those within 300 feet are not necessary, but their names and addresses must be provided. The person seeking the permit may provide a separate petition containing the signatures of adjoining property owners, but these persons should not sign the application itself. Be sure to provide correct names and addresses, as incorrect information will delay or nullify any action on the application.

5. Provide the section of the Land Use Code from which the permit is being sought. Personnel in the Building Department will assist you in this matter if needed.

A fee of \$207.50 will be charged for the conditional use permit administrative procedure, which includes the zoning notice sign, and legal advertising. The applicant will be required to post the zoning notice sign on the property for which the conditional use permit application is submitted within clear view of the street and not more than 10 feet inside the property line, no later than 15 days before the first meeting date at which the conditional use permit application will be heard.

A final order on each request for a conditional use permit shall be made within thirty (30) days of the last hearing at which such request was considered. Each final order shall contain findings upon which the City Commission's order is based, and may include such conditions and safeguards as prescribed by the Commission as appropriated in the matter, including reasonable time limits which action pursuant to such order shall be begun or completed or both.

Appeal of decisions on conditional use permits granted by the City Commission shall be made to the Circuit Court of St. Johns County, Florida.

The application must be signed by the owner of the property for which the conditional use is requested and/or the owner's authorized agent. All authorized agents must provide notarized written authorization, which must accompany the application, approving such representation.

### **LIMITATIONS ON GRANTING CONDITIONAL USE PERMITS**

Conditional use permits shall be nontransferable and granted to the applicant only, and the use shall be commenced within a period of one (1) year from the effective date of the final order granting same; provided, however, that the City Commission may adopt the following conditions to any permit:

1. That the conditional use permit will be transferable and run with the land when the facts involved warrant same, or where construction or land development is included as part of the permit.
2. The time within which the use shall be commenced may be extended for a period of time longer than one (1) year. Failure to exercise the permit by commencement of the use or action approved thereby within one (1) year or such longer time as approved by the City Commission shall render the permit invalid, and all rights granted thereunder shall terminate. Transfer of the property by the applicant, unless the permit runs with the land, shall terminate the permit.
3. Whenever the City Commission denies an application for a conditional use permit, no further application shall be filed for the same use on any part or all of the same property for a period of one (1) year from the date of such action. In the event that two (2) or more applications for the same use on any part or all of the same property has been denied, no further application shall be filed for this same use on any part or all of the same property for a period of two (2) years from the date of such action denying the last application filed.
4. The time limits in paragraph 3 above may be waived by the affirmative votes of a majority of the City Commission when such action is deemed necessary to prevent injustice or to facilitate proper development of the City.

# ST. JOHNS COUNTY PROPERTY APPRAISER

*Eddie Creamer*

## Parcel Information

**Strap:** 1686400000  
**Mailing Address:** 570 A1A BEACH BLVD SAINT AUGUSTINE FL 32080-0000  
**Site Address:** 570 A1A BEACH BLVD SAINT AUGUSTINE FL 32080-0000  
**Property Map:** [Click here for Map](#)

**Tax District:** 551  
**Neighborhood Code:** 717.02  
**Use Code/Description:** 1200/Mixed Use (Store/Office/Residential Combo)  
**Sec-Town-Range:** 34 - 7 - 30  
**Acres:** 0.26

## Valuation Information

	2016 Certified Values	2017 Working Values
Total Land Value:	\$ 287,370	\$ 287,370
Total Extra Features Value:	\$ 4,762	\$ 4,577
Total Building Value:	\$ 74,691	\$ 68,613
Total Market(Just) Value:	\$ 366,823	\$ 360,560
Assessed Value:	\$ 366,823	\$ 360,560
Homestead Exemption:	\$ 0	\$ 0
Taxable Value:	\$ 366,823	\$ 360,560

## Legal Information

2-5 CHAUTAUQUA BCH LOT 11 &  
ALL LOT 17 (EX R/W A1A) BLK 4  
OR3478/8

## Owner Information

GENESIS PROPERTY & MANAGEMENT GROUP LLC

## Exemptions

## Sales Information

Date of Sale	Sales Price	Sales Ratio	Book & Page	Instrument Code	Qualified	Vacant or Improved	Reason Code
09/26/2011	\$ 375,000	96.15	3478 & 8	WD	Q	I	03
04/20/2009	\$ 0	0.00	3186 & 1015	LP	U	I	86
03/12/2009	\$ 0	0.00	3173 & 1347	FJ	U	I	11
04/04/2007	\$ 100	0.00	2924 & 1659	WD	U	I	11
06/15/2006	\$ 100	0.00	2741 & 907	CD	U	I	11
06/15/2006	\$ 165,000	0.00	2741 & 909	QC	U	I	11
08/29/2003	\$ 111,500	0.00	2100 & 1475	QC	U	I	11
08/29/2003	\$ 0	0.00	2121 & 1024	CD	U	I	11
07/20/2001	\$ 292,000	123.48	1638 & 1117	WD	Q	I	01
06/13/1994	\$ 164,000	219.85	1058 & 1621	WD	Q	I	01
08/01/1989	\$ 47,900	599.94	830 & 1381		Q	V	01
01/01/1989	\$ 0	0.00	807 & 929		U	V	11
01/01/1986	\$ 39,000	736.85	693 & 971		Q	V	01
08/01/1985	\$ 0	0.00	681 & 1223		U	V	11

## Building Information

### Building Details

**Building Number:** 1  
**Building Type/Desc:** 1200/Mixed Use  
 (Store/Office/Residential Combo)

**Year Built:**  
**Gross Area:**

1989  
 3040

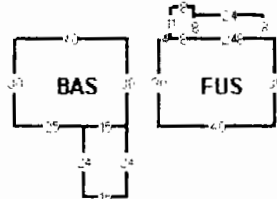
### Structural Elements

**Element:** EW  
**Element Desc:** Exterior Wall  
**Type:** 15  
**Type Desc:** Concrete Stucco

**Building Model/Desc:** 04 /Commercial Buildings  
**Heated/Cooled Area:**  
**Building Value:**  
**Site address:** 570 A1A BEACH BLVD SAINT AUGUSTINE FL 32080-0000

2400	RS	Roofing Structure	13	Wood Truss
\$ 68,613	RC	Roofing Cover	7	Composite Shingle
	IW	Interior Walls	3	Drywall
	IF	Interior Flooring	5	Carpet
	IF	Interior Flooring	7	Ceramic Tile
	HT	Heating Type	1	Air Duct
	AC	Air Conditioning	1	Central
	FR	Frame	3	Masonry
	PL	Plumbing	13	13 Fixtures
	EL	Electrical	2	Average
	FN	Foundation	5	Concrete Perimeter Footing
	IN	Insulation	22	1" Fiberglass
	FS	Floor System	1	Concrete Slab
	CN	Condition	4	Average

Structural Elements Classifications



[Click here to enlarge](#)

[Building Sketch Descriptions](#)

## Extra Feature Information

Code	Description	Year Built	Units	Unit Price	Adj Unit Price	Condition	Depreciated Value
CONC	CONC PAV 4	2011	2154	\$2.14	\$2.14	76.0 %	\$ 3,503
WDFNC2	Wood Fence (Commercial)	2012	136	\$9.87	\$9.87	80.0 %	\$ 1,074

[Previous Parcel \(1686300000\)](#)

[Next Parcel \(1686500000\)](#)



**BEFORE THE CITY COMMISSION  
OF THE CITY OF  
ST. AUGUSTINE BEACH, FLORIDA**

In re:

**APPLICATION FOR CONDITIONAL USE PERMIT  
FOR DRIVE UP FACILITY FOR AN ICE CREAM  
BUSINESS AT AN ENCLOSED BUILDING IN A  
COMMERCIAL LAND USE DISTRICT ON THE  
PREMISES OF CONE HEADS ICE CREAM AT  
570 A1A BEACH BOULEVARD, ST. AUGUSTINE  
BEACH, FLORIDA.**

Public Records of  
St. Johns County, FL  
Clerk # 2012038641,  
O.R. 3584 PG 666-667  
07/09/2012 at 01:26 PM,  
REC. \$9.00 SUR. \$9.50

**ORDER APPROVING CONDITIONAL USE (2012-03)**

The application of Genesis Property & Management Group, LLC, Maggie Kostka, owner/president. for a conditional use permit to allow for a drive up facility for ice cream business at an enclosed building in a commercial land use district located at 570 A1A Beach Boulevard, St. Augustine Beach, Florida 32080, having come on to be heard before the City Commission on July 2, 2012, and the City Commission having received the recommendations of the Comprehensive Planning and Zoning Board, having taken public comments, and having considered said application fully, it is therefore:

ORDERED that the application is hereby approved as follows:

1. The documentation for granting of a conditional use as detailed in the Application and discussed at the hearing are incorporated herein as findings of fact.
2. The conditional use granted shall conform to all materials submitted with the Application and which were provided by the Applicant to supplement the Application, including all drawings, sketches and renderings.
3. The conditional use permit is granted to allow for a drive up facility at an ice cream business at an enclosed building in a commercial land district located at 570 A1A Beach Boulevard, St. Augustine Beach, Florida 32080.
4. The use shall expire five (5) years after the approval hereof, and the Applicant shall be required to apply to extend the Conditional Use beyond July 2, 2017.
5. The use shall be conducted in such a way as to not violate City Code or become a nuisance.
6. No other expansion of the existing restaurant shall be conducted other than that specifically granted herein except expressly permitted by the Land Development Regulations.

7. The use shall be non-transferable.
8. The use shall be commenced within one (1) year and shall not lapse for more than one (1) year.
9. A violation of the conditions listed above shall void the conditional use granted herein.

Any appeal of this decision may be made by filing an appropriate action with a court of competent jurisdiction within thirty (30) days of the date of this Order.

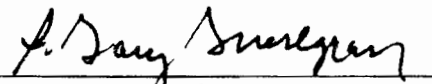
**DONE AND ORDERED** this 5th day of July, 2012, at St. Augustine Beach, St. Johns County, Florida.

**CITY COMMISSION OF THE  
CITY OF ST. AUGUSTINE BEACH,  
FLORIDA**

ATTEST:

  
\_\_\_\_\_  
City Manager

BY:

  
\_\_\_\_\_  
Mayor – Commissioner

# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Conditional Use File No. CU 2017-02  
**Date:** Wednesday, June 21, 2017


Please be advised that at its regular monthly meeting held Tuesday, June 20, 2017, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve renewal of a conditional use permit granted for a drive-up facility on the premises of an existing business, Cone Heads Ice Cream, in a commercial land use district at 570 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080.

The application was filed by Maggie Kostka, owner/president of Genesis Property & Management Group LLC, 570 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, per Section 6.02.07 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO LOTS 11 AND 17, BLOCK 4, CHAUTAUQUA BEACH SUBDIVISION, REAL ESTATE PARCEL NUMBER 168640-0000, AKA 570 A1A BEACH BOULEVARD, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 2, PAGE 5, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Mr. Thomas made the motion to recommend the City Commission approve renewal of the current conditional use permit granted for a drive-up facility on the premises of Cone Heads Ice Cream, 570 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, for a period of ten (10) years, with the condition that it be non-transferable, and granted only to the current owner and applicant. Mr. Thomas' motion was seconded by Ms. Odom and passed 7-0 by unanimous voice-vote.

## MEMORANDUM

**TO:** Mayor O'Brien  
Vice Mayor George  
Commissioner Snodgrass  
Commissioner England  
Commissioner Kostka

**FROM:** Max Royle, City Manager 

**DATE:** June 16, 2017

**SUBJECT:** Resolution 17-05, to Declare as Surplus Items of City Property and to Authorize Their Disposal

From time to time, the City administration asks the City Commission to declare items of City property as surplus because the items may no longer be working or are obsolete.

Attached is the latest request as stated in Resolution 17-05, with the list of surplus items attached as Exhibit A.

If the Commission approved the Resolution, the availability of them for sale will be advertised on a website that the City has used in the past, govdeals.com.

**RESOLUTION 17-05**

**CITY OF ST. AUGUSTINE BEACH  
ST. JOHNS COUNTY**

**RE: TO DECLARE AS SURPLUS  
AND AUTHORIZE THEIR  
DISPOSAL ITEMS LISTED ON  
EXHIBIT A**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in regular meeting duly assembled on Wednesday, July 5, 2017, resolves as follows:

**WHEREAS**, from time to time the City's departments have items of property which have reached the end of their useful life, or are broken and for which the cost of repairs would exceed the value of the item(s), or are obsolete and/or no longer of use to the department, and

**WHEREAS**, Section 10 of the City's Capital Asset Policy requires that the City Commission approve the disposal of any property that is declared surplus.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, does declare as surplus items from the Finance/Administration and Police Departments listed on Exhibit A (attached), and authorizes their disposal.

**RESOLVED AND DONE**, this 5th day of July 2017 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

\_\_\_\_\_  
Rich O' Brien, Mayor

ATTEST:

\_\_\_\_\_  
City Manager

## EXHIBIT A

## Surplus Inventory List


Serial Number/VIN	SNID	Property Tag No.	Description	Device Type	Working?
2FAFP73W65X233029	N/A	1312	2005 Ford Crown Victoria	Vehicle	Yes, needs repairs
PSV530601782211BE22703	82207267427	N/A	Acer VM410 AMD Athlon	Computer	Yes
MXL00611LC	VS638UT#ABA	N/A	HP Pro 3005 MT AMD Athlon II	Computer	No/Bad Fan
DTVF8AA00231103A6E9200	31101495892	1565	Acer VM 4620G-Ui7377X	Computer	Yes
PSV88030090150CC1B2700	1505225127	N/A	Acer Veriton M265 Intel Pentium	Computer	Yes
BMC8WV1	25295432797	N/A	Dell Optiplex 390 i5	Computer	Yes
113473	N/A	N/A	Sony EVI-D100	Camera	Yes
123521	N/A	N/A	Sony EVI-D100	Camera	Yes
114048	N/A	N/A	Sony EVI-D100	Camera	Yes
114046	N/A	N/A	Sony EVI-D100	Camera	Yes
5TVA0005	N/A	N/A	Panasonic AG-MX70	Video Mixer	Yes
808495	N/A	N/A	Elmo P30	Visual Presenter	Yes
130961003	N/A	N/A	Telemetrics CP-ITVcd100	PTZ Control Panel	Yes
2150128700039	N/A	N/A	Kramer 4X1 VGA/XGA Switcher	VGA/XGA Switch	Yes

## EXHIBIT A

Serial Number/VIN	SNID	Property Tag No.	Description	Device Type	Working?
T320-01692	N/A	N/A	tvOne CS-320	Video Conversion	Yes
A9350706	54402	1412	Fargo C30e Printer	Card Printer	No
1211012001033	N/A	N/A	American Dynamics ADQUAD77	Display Viewer	Yes
1211012001046	N/A	N/A	American Dynamics ADQUAD77	Display Viewer	Yes
			Toshiba TV	TV	Yes
	N/A	N/A	Toshiba TV	TV	Yes
	N/A	N/A	Super Circuits Black Analog DVR (12) cameras (1) Audio no hard drive	DVR Player/cameras	No
IE04798N-3612 / IH05109N-2792	N/A	1366	Compix CG LCG3000D	Character Generator	Yes
95032601	N/A	N/A	Gemni Amplifier	Amplifier	Yes
		1664	Dell Venue Pro/ W dock	Tablet	No
	N/A	N/A	Verizon Jetpacks(No Battery) / GPS adapter	MISC.	Yes
		2596	Livestream Broadcaster Pro	Streaming Device	No
	N/A	N/A	Various analog signal converters	MISC.	Yes

## MEMORANDUM

**TO:** Mayor O'Brien  
Vice Mayor George  
Commissioner Snodgrass  
Commissioner England  
Commissioner Kostka

**FROM:** Max Royle, City Manager 

**DATE:** June 19, 2017

**SUBJECT:** Succession Planning: Request by Vice Mayor George to Discuss

### INTRODUCTION

At the conclusion of your June 7<sup>th</sup> special meeting, Vice Mayor George asked that an update of succession planning be on the agenda for your July 5<sup>th</sup> meeting. In particular, the Vice Mayor asked for the following information:

- Contracts and job descriptions for the City Manager and department heads.
- Copies of any policies or plans that have been established for succession in the event of an emergency or sudden loss of a key employee.
- Any charter descriptions or restrictions relating to those positions.

### DEFINITION OF SUCCESSION PLANNING

To help you with your discussion, we thought a definition of succession planning might be useful. Here's how Wikipedia defines the term:

"Succession planning is a process for identifying and developing new leaders who can replace old leaders when they leave, retire or die... In business, it entails developing internal people with the potential to fill key business leadership positions in the company. Succession planning increases the availability of experienced and capable employees who are prepared to assume these roles as they become available."

### INFORMATION REQUESTED BY THE VICE MAYOR

1. Contracts and job descriptions

No City employee has an employment contract.

The job descriptions for the key positions are attached in the following order:



- Pages 1-4, Chief of Police
- Pages 5-7, City Manager
- Pages 8-10, Chief Financial Officer
- Pages 11-12, Public Works Director
- Pages 13-15, City Clerk
- Pages 16-17, Director of Building and Zoning

## 2. Policies/plans established for succession

With the exception for the appointment of an Acting City Manager, there are no formal policies or plans for succession in the departments of the City's government because most of the departments already have an assistant who can fill in for the department head when the latter is away on vacation or suddenly disabled.

Below is a summary of the departments and the employees who can fill in when the department head is absent, either temporarily or permanently:

- a. The Police Department, which has a Commander who functions like an Assistant Police Chief and who would thus head the Department in the event of the Chief's extended absence;
- b. The Finance Department, which has a Finance Assistant whom the Chief Financial Officer has trained to so all the Department's basic and advanced functions and who is studying to obtain a Bachelor's degree in Public Administration;
- c. The City Clerk, who has trained the Deputy City Clerk to do all the tasks the City Clerk does, except human resource responsibilities. The Deputy is studying and attending classes to obtain the Certified Municipal Clerk designation from the International Institute of Municipal Clerks;
- d. The Public Works Department, which has an Assistant Director. When a previous Public Works Director died suddenly from a heart attack in April, 1997, the Assistant stepped in as Interim Director until the City Manager hired a permanent Director in July, 1997;
- e. The Building Department, which has an experienced Executive Assistant who has worked in the Department since she was hired in August, 1998, and who, from her years of experience with the Department, knows the Land Development Regulations thoroughly, handles all the details, such as reviewing the applications and advertising the public hearings for variances, conditional use permits and land use changes, and who thus can take over the Department's planning and administrative functions if the Director were suddenly absent, or decided to leave because of retirement or assuming employment with another city or county.

For your discussion of succession planning for the Building Official, some background information may be helpful: First, a definition from Chapter 468.603, Florida Statutes:

“The term ‘Building Code Administrator’ or ‘Building Official’ means any of those employees of municipal or county governments with building construction regulation responsibilities who are charged with the responsibility for direct regulatory administration or supervision of plan review, enforcement, or inspection of building construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or municipal or county ordinance. This term is synonymous with ‘building official’ as used in the administrative chapter of the Standard Building Code and the South Florida Building Code. One person employed by each municipal or county government as a building code administrator or building official and who is so certified under this part may be authorized to perform any plan review or inspection for which certification is required by this part.”

Further, according to the Standard Building Code, Section 102.1:

“(a) There is hereby established a department to be called the Building Department which shall be in charge of a Building Official.

“(b) The Building Official shall have at least ten years’ experience as an architect, engineer, building inspector, building contractor, or superintendent of building construction, for five years of which he shall have been in responsible charge of work. He shall be appointed by the chief appointing authority of the municipality. His appointment shall continue during good behavior and satisfactory service. He shall not be removed from office except for cause after full opportunity has been given him to be heard on specific charges before such Chief Appointing Authority.”

The above information is provided to show you the State and Standard Building Code’s requirements for a Building Official.

In the past, the City did have a Deputy Building Official, who was fully qualified to perform the Building Official’s functions. However, during the 2007-08 recession, the Building Department staff had to be reduced because of the significant decline of building activity in the City with the consequent decline in revenue from permit and development fees. Now the Department has a Building Official and a Building Inspector, which, considering that the City is about built out, is an adequate level of staffing. However, the Building Inspector does not have the state certification to be a Building Official. He can apply for a provisional certification, which will be valid for three years. During those three years, the employee would have to pass a test to be certified as a Building Official. If he passed the test, he would be the Deputy Building Official, and thus in line to succeed whoever was the Building Official at the time. If he failed the test, he would retain his current position

as Building Inspector. He would also be required to have a certification that the current Building Official has: floodplain manager. Such a certification helps to reduce flood insurance rates for the City's property owners.

The suggested steps for succession in the Building Department are:

1. For the City Manager, in July, to advertise for a Building Official and for the Building Inspector to apply for a provisional certification.

In August, the City staff will vet the applications received for the Building Official's position. Applicants who meet the position's qualifications will be interviewed with a finalist selected by the end of August or in September. If the finalist is already employed, he or she would have to give two or more weeks' notice to his or her current employer.

We do need to note here that competition among Florida cities and counties for Building Officials is intense. However, our City might entice a Building Official from another part of Florida if the City's pay and benefits were attractive enough to beat the competition.

It should also be noted that our City's Building Official wears other "hats", such as acting as the City's chief planner, its economic development director, and its floodplain manager. He is also experienced in assessing damage to private property after a hurricane. We would look for the same type of experience and expertise in candidates for the position.

2. As there is much for the new Building Official to learn, such as the City's Land Development Regulations, Comprehensive Plan, Vision Plan, and details about developments in progress in the City, such as the Ocean Ridge subdivision and the Embassy Suites hotel, the City's current Building Official would stay in the position to train the new Building Official, and thus insure a smooth transition.
3. If the City cannot attract qualified applicants, and if the Building Inspector fails to get the provisional Building Codes Administrator certification, then the current Building Official will continue on in the position on a part-time basis, perhaps two or three days a week, with the Building Department's Executive Assistant, Ms. Miller, becoming the Department's Director and the City's planner. She would be assisted in her planning work by the City Manager. Other staffing changes might be a new employee to assist Ms. Miller and be the secretary for the Planning and Code Enforcement boards.
4. Or, if the City cannot find a qualified applicant to be its Building Official, there are consulting firms that provide such services. The City would have to advertise for them by a Request for Proposals. A firm located in northeast

Florida would be preferred, so as to avoid travel expenses and delays in the issuance of certificates of occupancy and building codes inspections.

PLEASE NOTE: The City Manager checked with the County and St. Augustine about sharing their Building Official with our City under an interlocal agreement. Both have said they cannot because both are busy with development in their respective jurisdictions. However, our City does have an agreement with St. Augustine under which each city can provide Building Official services to the other on an emergency, temporary basis.

- f. For the City Manager's position, the City Charter has a provision under section 1-8 for the appointment of an Acting City Manager. That section states:

"By letter filed with the city clerk, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability; the city commission may revoke such designation at any time and appoint another qualified person to serve until the city manager returns."

#### POLICE CHIEF AND CITY MANAGER

Though the City Commission hasn't adopted any formal succession policies for the appointment of the Police Chief and the City Manager when they either retire or leave office for some other reason, the succession plan would likely be what was done several years ago when the Police Chief's position was vacant:

- For the Police Chief, the Commission could appoint the Police Commander to be the Acting Chief of Police.
- For the City Manager, the Commission could appoint one of the senior department heads to be the Acting City Manager. An alternative is for the Commission to hire as the interim Police Chief or Manager a retired Chief or Manager. The Florida City and County Management Association has retired members who could fill in on a temporary basis. The Florida Police Chiefs Association may also have retired members who can do the same for the Police Chief's position.
- The Commission would then decide the following: whether to promote a department head currently on the payroll to be the Police Chief or the City Manager to advertise for outside candidates. For the former, then the position vacated by the department head would have to be filled by the department head promoted to the City Manager's position promoting from within or advertising for and selecting a new candidate from outside the City. If the Commission decided not to promote an employee from within to be the Police Chief or the City Manager, the Commission then would have to decide whether to hire a consultant to advertise and evaluate the candidates and to recommend several to be interviewed by the City Commission, or to have the City staff do the advertising and have a citizens' committee, appointed by the Commission, evaluate the candidates and recommend which ones should be interviewed. The Commission would also have to

determine the standards or criteria to be included in the advertisement for applicants for whichever of the two positions was open; whether to advertise state-wide or nation-wide for candidates; the salary and other benefits to be offered; and whether the City would pay travel and related expenses for those candidates outside the northeast Florida area who are selected to be interviewed.

#### CHARTER DESCRIPTIONS OR RESTRICTIONS

The final request by Vice Mayor George was whether there are City Charter descriptions or restrictions concerning the senior management positions. There are no City Charter descriptions or restrictions for the following positions: Chief Financial Officer, Public Works Director, and Director of Building and Zoning.

For the City Clerk's position, section 1-13 of the Charter states:

- "The city manager shall appoint an officer of the city who shall have the title city clerk. The city clerk shall be the custodian of all city commission records, shall give notice of commission meetings to its members and the public, shall keep minutes of its proceedings, and perform such other duties as prescribed by law, by this Charter, or by direction of the city manager."

For the City Manager and the Police Chief, we've attached the following information:

- a. Page 18, section 1-5(e) of the City Charter, concerning interference with the City administration.
- b. Pages 19-20, section 1-8 of the City Charter, concerning the City Manager.
- c. Page 21, section 1-9 of the City Charter, concerning the Police Chief.
- d. Pages 22-23, section 2-2 of the City Code, concerning the City Manager, Police Chief, and the chain of command.
- e. Pages 24-26, section XIV.8 of the Personnel Manual, concerning the procedures for the termination of the City Manager and the Police Chief.

#### ACTION REQUESTED

- It's that the Vice Mayor open the discussion by explaining her reasons for requesting the topic of succession planning and what she suggests you do concerning it.



# St. Augustine Beach Police Department

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*Robert A. Hardwick, Chief of Police*



## CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

**POSITION TITLE:** Chief of Police

**DEPARTMENT:** Police Department

**REPORTS TO:** City Commission/City Manager

**EXEMPT:** Yes

### **PAY GRADE:**

**MAJOR FUNCTIONS:** The Chief Law Enforcement Officer for the City of St. Augustine Beach

This is a highly responsible professional position performing managerial law enforcement work planning and directing all operations of the Police Department. Responsible for the development and administration of law enforcement and crime prevention programs as well as long-term planning, disaster preparedness, and the general administration of the agency. Serves in an executive management capacity, as defined in the City of St. Augustine Beach City Charter, with considerable independent judgment while representing the City of St. Augustine Beach. Work is performed under general supervision of the City Commissioner(s) and/or the City Manager.

### **DUTIES AND RESPONSIBILITIES:**

Include the following and other duties that may be assigned.

Formulates policy and procedures; plans, develops, and directs departmental operations; assesses effectiveness and implements changes as needed.

Identifies needs, obtains and allocates resources for the department; prepares and administers the departmental budget and adjusts priorities as needed; reviews and approves budget expense requests; develops alternative funding proposals, such as grant applications and administers same.

Oversees departmental operations and ensures that all activities comply with policies, procedures, standards and related regulations, including patrol, crime deterrence and arrests, records maintenance and dissemination, and other departmental programs and services.

Manages personnel functions for the department; plans and oversees the work of subordinate supervisors who in turn supervise officers and personnel; ensures personnel records are maintained accurately; resolves difficult employee relations issues; interviews, hires, promotes and discharges personnel as appropriate; investigates complaints against departmental personnel; ensures staff understands the impact and effect of responsibilities; prepares and reviews employee evaluations; ensures staff receives training and necessary resources to carry

out duties effectively; prepare and/or reviews reports of employee injuries.

Prepares documents for civil litigation; writes letters to citizens; prepares and reviews a variety of reports, evaluations, records, and recommendations.

Performs a variety of public relations duties including preparing news releases; developing collaborative relationships with other law enforcement and public safety agencies, community groups, etc.; responding to questions from the public regarding public safety issues, departmental policies, procedures, and services.

Provides information and resolves difficult complaints from the general public, other agencies, and community groups; makes periodic public addresses; attends City Commission meetings; attends staff meetings; meets with members of the department.

Establish agency goals and objectives, formulate comprehensive plans, provide guidance and direction to Department Commander, and monitor operation to ensure proper development and successful implementation of crime prevention, community service, and related programs; consult and advise City Commissioner(s) and other law enforcement officials regarding crime prevention, crime suppression, and related issues.

Participate in the development and/or revision of local ordinances, State laws, and other regulations that may impact law enforcement activities within the City.

Direct planning and research activities and establish departmental policies, procedures, and new/revised programs; conduct evaluation of existing systems and programs and develop proposals for improvements.

Attend various business, civic, and social events to represent the Police Department. Make presentations as needed to promote public awareness of the law enforcement function and explain the goals, missions, and functions of the department.

Assume command in emergency situations and determine tactics/strategies that directly affect the safety and security of lives and property.

Meet frequently with to discuss projects, formulate procedures and new programs, resolve operational problems, and generally keep abreast of relevant issues that affect the Police Department.

Provide training and keep staff informed in criminal and procedural laws, supervision, leadership, goal setting, fitness, officer safety, liability, etc.

Act as Public Information Officer.

Responsible for coordination of labor and administrative grievances when the Commander is unavailable or is the complainant.

Plan, coordinate, and direct emergency preparedness within St. Augustine Beach and coordinate with other agencies.

Compile disaster expense data and coordinate reimbursement through Federal and State agencies.

Review departmental requisitions and consult with personnel on their needs; provide technical

assistance and recommend changes or substitutions whenever necessary to reduce cost, improve quality, and/or facility delivery.

Perform related work as needed to ensure the accomplishment of department goals and objectives.

### **SUPERVISORY RESPONSIBILITIES:**

Is responsible for the overall direction, coordination, and evaluation of the department by managing subordinate supervisors who perform the daily supervision of the Police Department personnel or directly supervising a Police Department employee.

Carries out supervisory responsibilities in accordance with City, State, and Federal employment policies, practices, and laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and motivating employees; addressing complaints and resolving problems.

### **MINIMUM QUALIFICATIONS:**

Minimum of Bachelor's and Master's Degree or FBINA highly recommended. Degree in related field and at least six (6) years of law enforcement experience; or an equivalent combination of education, training and experience. Must possess and maintain certification as a Police Officer in accordance with Criminal Justice Standards and Training Commission. Must be certified in firearms usage. Must possess and maintain a valid Florida driver's license.

### **SKILLS AND ABILITIES:**

Knowledge of the laws and regulations governing all aspects of law enforcement. Knowledge of the rules, regulations, and policies of the City and the department. Knowledge of the methods and practices of crime prevention and criminal investigation and identification.

Ability to plan, coordinate, and direct several projects and programs and to evaluate work accomplishments. Ability to analyze, prepare, and present the department's needs. Ability to analyze and interpret statistics, studies, and analyses related to law enforcement and apply the results to solution of police problems. Ability to establish and maintain effective working relationships with department officials, other City employees, citizen and professional groups, and the general public. Ability to effectively communicate verbally and in writing. Ability to effectively manage employees and programs.

Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division.

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.



Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully meet the essential function of this job.

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-30 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes or violence.

**DISCLAIMER:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

The City of St. Augustine Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised 10/22/2014

## POSITION DESCRIPTION

<u>POSITION TITLE:</u>	City Manager
<u>DEPARTMENT:</u>	Executive
<u>REPORTS TO:</u>	City Commission
<u>EXEMPTION STATUS:</u>	Exempt

### MAJOR FUNCTIONS:

The City Manager is appointed by the City Commission and serves at its pleasure. This is a salaried position. The City Manager is the City's chief executive officer for all City Departments, except the Police Department. He or she has overall responsibility for budgeting, personnel administration, the carrying out of policies and goals as directed by the City Commission, and ensuring through the departments under his or her direction that City services are provided to the public in efficient and productive ways. The City Manager is required to adhere to the Code of Ethics of the International City/County Management Association.

The City Manager shall maintain close coordination with the Police Chief to ensure appropriate mutual support in routine operations and to provide specific administrative and financial support for the Police Department.

### DUTIES AND RESPONSIBILITIES:

1. Submit to the Commission the City's annual budget in accordance with Commission-approved procedures.
2. Submit monthly to the Commission a report that will show the revenues and expenditures of the City's current fiscal year budget as of the end of the previous month.
3. Provide monthly to the Commission an update report on City projects, land development proposals and other topics.
4. Prepare the agenda and supporting material for all regular, special and workshop Commission meetings, and through his or her staff, provide administrative support for the Commission.
5. Attend and participate in all Commission meetings and other City meetings as required. Provide staff support for Commission-authorized boards, committees and subcommittees. Ensure that all meetings are properly advertised and that minutes are duly recorded, approved and filed in accordance with legal requirements
6. Write or assist with the writing of grant applications for Commission-approved projects.

7. Sign contracts and other documents as authorized by the Commission.
8. Hire employees on the basis of ability, qualifications and/or demonstrated competence to do the work required by the position. When necessary, suspend, demote or fire employees in accordance with the provisions of the City's Personnel Manual.
9. Carry out the regulations and provisions of the Personnel Manual to ensure fair treatment of employees in the departments for which the City Manager is responsible.
11. Encourage and provide opportunities for employees to obtain training related to their respective jobs and for employees to maintain their competence in technical fields.
11. Hold department heads accountable for the efficient management of their respective departments.
12. Respond promptly to citizens' requests for help, their complaints, and their suggestions for improvements to City operations.
13. When possible, attend public events and meetings in the City sponsored by non-profit groups and civic organizations.
14. Write articles as needed for local newspapers.
15. Work with employees of other governmental agencies on matters that concern St. Augustine Beach, and attend County Commission meetings when topics concerning the City are to be discussed and when City work responsibilities allow.
16. Maintain membership in professional association(s), and use the resources of such associations to learn new management practices. Stay informed through various sources of information and activities that may affect the City.
17. Perform other duties as required by the City Charter, the Personnel Manual, ordinances, regulations and policies.

#### MINIMUM QUALIFICATIONS:

BA in public/business administration; MA preferred; 5-7 years of experience as a City Manager or Assistant City Manager; experience in governmental budgeting, financial management personnel management and capital improvement planning, as well as land use and long-range planning; superior written and verbal communication skills, including grant writing experience; current Florida driver's license.

#### PHYSICAL QUALIFICATIONS:

Have the manual dexterity to operate the equipment and machines required to carry out

- responsibilities and assigned tasks. Ability to speak standard English clearly to the public and to other employees, either in person or over the telephone.

## POSITION DESCRIPTION

POSITION: Chief Financial Officer  
DEPARTMENT: Finance/Administration  
REPORTS TO: City Manager  
EXEMPT STATUS: Exempt

### MAJOR FUNCTIONS:

Oversees and performs as needed accounting and bookkeeping functions; analyzes, interprets and documents City finances; develops various reports to assist the City in maintaining a clear financial picture. Develop and assemble City's annual budget. Develop, update and implement City's financial policies.

Responsible for oversight of the City's technology function which includes, but is not limited to being the point of contact for technology purchases, repairs and systems administration.

All work is performed with limited supervision.

### DUTIES AND FUNCTIONS:

1. Record financial data; maintain cash receipts journal, expenses log(s); perform and/or review bank reconciliations for City Manager review and approval; prepare necessary journal entries.
2. Maintain logs, records and systems to produce needed and required financial reports
3. Complete Ensure payroll on a bi-weekly basis completed on a bi-weekly basis.
4. Ensure that all purchase orders and invoices are processed for payment are in accordance with the City's purchasing policies and procedures.
5. Ensure all possible revenue is being realized through auditing, reviewing and updating State of Florida databases and other available data.
6. Prepare and submit all quarterly, semi-annual and annual financial and payroll reports.

7. Prepare monthly financial statements for submission to the City Commission
8. Prepare annual budget to include researching projected revenues and expenditures; assist in proposing millage rate; gather information from other department heads related to their specific department's budgetary needs.
9. Complete and process all documents for the Truth in Millage (TRIM) process.
10. Prepare for the annual audit by gathering and providing all necessary information.
11. Perform all functions related to grant writing and administration with both general government grants and law enforcement grants.
12. Develop and implement systems as needed to streamline financial processes and ensure that sufficient internal controls are in place.
13. Develop and implement systems to ensure proper purchase, tracking and inventory of the City's fixed assets to include proper vehicle title and registration.
14. Create and implement systems related to software licensing requirements, software and file backups.
15. Oversee network operations and security, to include that all critical data is backed up and stored in an appropriate manner. Remain in compliance with all certifications related to law enforcement computer equipment in order to assist with maintenance and repair of the equipment.
16. Oversee and assist in the assessment and repair of computer issues, and analyze best possible result on whether conduct repairs or replace.
17. Provide oversight on research of new technology purchases for all City Departments.
18. Develop, implement and maintain technology use policies.
19. Develop, implement and maintain all financial and related policies.
20. Provide supervision of personnel related to the finance and technology functions of the City.
21. Maintain memberships in professional organizations to remain informed of evolving best practices, trends and new regulations.
22. Exceed all minimum continuing education requirements outlined in Florida Statutes, professional organizations and certifications.

23. Other duties as assigned by the City Manager

23.24.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, public administration or related field with five-plus years of experience and/or training in governmental accounting. Proficiency in Generally Accepted Accounting Principles (GAAP) a must. Three-plus years of experience and/or training in computer/network administration preferably in a server/client based environment.

Proficiency in a wide range of computer software related to accounting, spreadsheet, word processing and presentation applications a must. Ability to diagnose and repair small computer hardware/software issues and effectively train other personnel on the use of computer software.

Possession of a current Florida driver's license, or obtain one within 60 days after the date of hire by the City.

#### PHYSICAL REQUIREMENTS

Possess the manual dexterity to operate equipment required to carry out responsibilities and assigned tasks. Ability to communicate in English clearly to the public and other employees, either in person or over the telephone.

## POSITION DESCRIPTION

POSITION TITLE: Director of Public Works

DEPARTMENT: Public Works

REPORTS TO: City Manager

Exemption Status: Exempt

### MAJOR FUNCTIONS:

Coordinate manpower and resources of roads, sanitation, and buildings and grounds departments. Administer Department's budget for the maintenance and repair of City equipment and departmental operations. Plan, analyze and determine cost benefit of proposed maintenance and capital projects.

### DUTIES AND FUNCTIONS:

Coordinate staff, resources and contractual services to build, maintain, and repair City property, such as air conditioning, heating, electrical system, plumbing, interior/exterior work and carpentry. Oversee the City's solid waste collection operation, storm drainage, and its road and right-of-way maintenance.

Work involves job assignments; inspection of completed work; evaluation of employees; keeping and maintaining employee records; purchase order preparation; scheduling of resources; and preparing the budget for the Department. Work is performed under the general supervision of the City Manager

1. Set the work schedule; prioritize, analyze, and evaluate all Departmental work and repairs.
2. Responsible for tools and equipment, the purchase of same, and preventative maintenance of City property and City equipment.
3. Make detailed inspections of work sites, capital projects, and ongoing maintenance and keep records of such work.
4. Set minimum standards for the City and ensure that all work is carried out efficiently and by proper safe procedures.
5. Supervise building repairs to ensure thorough and complete work done to specifications.
6. Perform related work as required and/or assigned.



### MINIMUM QUALIFICATIONS:

BS degree in civil, sanitary, environmental, or mechanical engineering or in Public Works Administration. Prefer Professional Engineer certification. Minimum of seven (7) years of previous experience sufficient to demonstrate competency and extensive knowledge of Public Works.

Ability to plan, schedule, and review the work of others in a manner conducive to proficient performance and high morale. Knowledge of emergency management training and/or experience. Ability to operate a computer and proficiency in Microsoft programs (including, but not limited to Word, Excel, Access, and Outlook and city-specific programs.)

Ability to communicate effectively and persuasively with diverse audiences, including the public, the City Commission, and other city personnel at all levels. Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with property owners, developers, contractors, and the general public.

Ability to write a variety of documents, including correspondence, proposals, grants, and other persuasive and informative materials.

Other combinations of education, experience, and knowledge of Public Works sufficient to demonstrate proficiency to the City Manager may be substituted for the above minimum qualifications.

Possession of a current Florida driver's license and ability to operate standard equipped City vehicles.

### PHYSICAL REQUIREMENTS:

Ability to climb ladders, to bend, stoop, kneel, and/or crawl in confined spaces without assistance. Ability to speak standard English clearly to the public and to other employees, either in person or over the telephone.

## POSITION DESCRIPTION

POSITION TITLE: City Clerk  
DEPARTMENT: Finance/Administration  
REPORTS TO: City Manager  
EXEMPTION STATUS: Non-Exempt

### MAJOR FUNCTIONS:

Professional position responsible for specialized, and technical work carrying out City Clerk duties and responsibilities, and assisting the City Manager in the performance of his/her duties, such as performing duties which include the receiving and routing of requests and complaints from the public, composing correspondence and reports, maintaining general files and records, making travel arrangements for meetings and conferences, and, in general, relieving the City Manager of routine administrative and clerical functions. The City Clerk also carries out functions related to human resources, safety meetings, ~~risk management~~ and purchasing that in larger cities would be performed by other employees.

For human resources, the City Clerk maintains personnel files for non-police department employees, conducts new employee orientations, processes workers' compensation claims, coordinates with the City's health insurance advisor on matters/questions related to the City's health insurance plans, and processes records concerning the hiring and/or firing and promotion/demotion of non-police department employees.

~~For risk management, the City Clerk maintains insurance accounts for City personnel and property, monitors status regularly, acts as the City's liaison with its property/liability/vehicle/workers' compensation insurer or insurers, works with assisting department heads and their employees with accident reports and with lowering the City's experience modification, recommends and/or coordinates safety programs, and Holds~~  
Maintains quarterly Safety Committee meetings and maintains records of the meetings.

For purchasing, the City Clerk coordinates the purchase of office supplies and related item by seeking competitive prices, processes purchase orders and tracks payments, and seeks competitive prices and coordinates the leasing of such equipment as office copiers.

### DUTIES AND FUNCTIONS:

1. Maintain alphabetical and chronological files and records of office correspondence, documents, reports and other materials.

2. Process, advertise, record and file ordinances, resolutions and legal notices, and certifies copies upon request of staff and public.
3. Maintain control records on action documents and follow up on work in process to assure timely reply or action. Perform research as needed.
4. Coordinate records management for City documents, including retention and destruction in accordance with state regulations.
5. Maintain and update City Code.
6. Attend City Commission meetings, and other boards/committee meetings as needed. Prepare material for Commission and committee meetings, and record and transcribe minutes of various meetings as needed. Maintain electronic storage and indexing of minutes. In the absence of the City Manager, prepare meeting agendas.
7. Process all new personnel (except Police Department) in compliance with Federal, State and City requirements. Maintain personnel records, such as employment applications, personnel action forms, leave records, longevity records and the like.
8. Performs research, analyses, provides responses to subpoenas, and performs other record custodian related duties.
9. Prepare bank deposits for delivery to finance personnel and maintain petty cash funds.
10. Assist in the advertising of the City's annual budget and record and file adopted budget.
11. Process, advertise, record openings and file bids for goods and services.
12. Maintain insurance records and policies, assuring adequate coverage. Assist employees in filing claim forms, handle workers' compensation claims, and maintain liability and physical damage claim records.
13. Arrange required registrations, travel arrangements and reservations for meetings and conferences for Commission and staff
14. Process requisitions, compare prices. and implement centralized purchasing of office supplies for all departments.
15. Perform or supervise clerical work related to all phases of operation of the office of the City Manager, including supervision of office personnel as required.

16. Receive and respond to public records requests in an accurate and timely manner, in accordance with Florida law.
17. Provide Notary Public services
18. Coordinates local elections and related advertisements with the St. Johns County Supervisor of Elections.
19. Responsible for issuance of Business Tax Receipts.
20. Perform related work as required and/or assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration and CMC or MMC certification preferred. In lieu of bachelor's degree, five years' municipal government experience or an equivalent combination of education, training, and experience.

Knowledge of personnel practices, records management and organizational structure of municipal government.

Knowledge of office management practices, including record keeping, information technology, etc.

Skill in dealing with the public on a regular basis.

Skill in interacting with other elected officials, and understanding the varying needs of each.

Ability to understand legal documents and the language used in the development of laws, statutes, and ordinances.

Ability to interact effectively with outside agencies, including other local and state governmental agencies.

Must possess a current Florida driver's license or obtain the license within two months after date of hire by the City.

Must have Florida Notary Public license or obtain within six months of hire by the City.

#### PHYSICAL REQUIREMENTS

Must have the manual dexterity to operate the office equipment required to carry out responsibilities. Ability to speak standard English clearly to the public and to other employees, both in person and over the telephone.

## POSITION DESCRIPTION

POSITION TITLE: Director of Building and Zoning

DEPARTMENT: Building and Zoning

REPORTS TO: City Manager

EXEMPTION STATUS: Exempt

### MAJOR FUNCTIONS:

Responsible for directing the technical and administrative work involving all phases of building activities, land use planning, zoning requirements and code enforcement. Shall also be known as the Building Official in accordance with the City's Land Development Regulations

### DUTIES AND FUNCTIONS:

1. Serve as the liaison for the citizens and other groups or individuals appearing before the Comprehensive Planning and Zoning Board. Attend scheduled meetings of the Comprehensive Planning and Zoning Board, the City Commission, and as needed, the City's Code Enforcement Board. Perform other duties outlined in the City's Land Development Regulations.
2. Interpret rules, regulations, laws and guidelines relating to land use, adopted construction codes, zoning requirements and code enforcement.
3. Conduct review processes as outlined in the City's Land Development Regulations.
4. Administer the record keeping for yearly review by any agency, including, but not limited to the Florida Department of Community Affairs, the National Flood Insurance Program, the Florida Department of Environmental Protection, the United States Census Bureau and any other agency, firm or company with interest to the City's operation.
5. Develop and administer the annual budget for the Building and Zoning Department and the Comprehensive Planning Department.
6. Prepare accurate statistical reports and have extensive knowledge of management principles and practices.

7. Maintain accurate up-to-date maps for zoning, addressing, National Flood Insurance maps, and coordinate any changes with St. Johns County or other affected agencies.
8. Require that all contractors and sub-contractors meet licensing requirements and issue registration and renewals as required by City ordinances.
9. Inspect or cause to be inspected any system or component mandated by adopted building codes, City ordinances, or any other applicable document, and shall examine or cause to be examined plans and specifications for any requirements in the Land Development Regulations and Comprehensive Plan regarding construction.
10. Perform all work as required or directed to complete in accordance with the City Manager's direction/directions.

#### MINIMUM QUALIFICATIONS:

Possession of a high school diploma, a four-year degree from an accredited college, and certifications as a Building Code Administrator, Inspector and Plans Reviewer, issued in accordance with Chapter 468 F.S. Minimum of ten (10) years' experience as an architect, engineer, construction manager or superintendent, inspector, five (5) years of which shall have included direct supervision of work. Position also requires knowledge in planning and zoning techniques and methods.

Have a thorough knowledge of materials and methods used in building construction, alteration and repair. Have knowledge of minimum housing requirements and fair housing HUD requirements, national and state or local building codes; the ability to recognize faulty construction, substandard materials and conditions of hazards; and the ability to interpret plans and specifications.

Have the ability and communicate clearly with the public and other employees in standard English, both orally and in writing.

Be able to climb ladders and scaffolds, bend over, kneel, stoop and crawl in confined space or perform other physical efforts needed to conduct inspections. Possession of a valid Florida driver's license is required.

(e) Prohibitions. Interference with administration. Except for the purpose of inquiries and investigations, the commission or its members shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the city manager, and neither the commission nor its members shall give orders to any such officer or employee, either publicly or privately.

Appointments and removals. Neither the city commission nor any of its members shall in any manner control or demand the appointment or removal of any city administrative officer or employee whom the city manager or any subordinate of the city manager is empowered to appoint, but the commission may express its views and fully and freely discuss with the city manager anything pertaining to appointment and removal of such officers and employees.

**Sec. 1-8. City manager.**

The city manager shall be chosen on the basis of professional training, executive and administrative experience, and other qualifications as determined by the city commission. The current city manager at the time of adoption of this amendment may only be removed by a four-fifths vote of the full city commission. Upon the retirement, resignation, or removal of the current city manager, all subsequent city managers shall be appointed or removed by a majority vote of the full city commission for an indefinite term, and may be removed at any time by a majority vote of the full commission. Action to remove the city manager shall be considered final, and the manager shall have no vested rights in his or her office other than those specifically provided in this Charter or by contract. Notwithstanding the action taken by the city commission to remove the manager, the city commission shall hold a public hearing if so requested in writing by the manager. Such public hearing shall be conducted not less than ten (10) days nor more than thirty (30) days following the date of the proposed removal of the city manager.

The city manager need not be a resident of the city at the time of appointment. Within six months of appointment, the city manager shall reside in the city unless the city commission waives this requirement. The manager's compensation shall be fixed by the city commission. Such compensation shall not be reduced during the manager's tenure except as a part of a general salary cut-back applicable to all city employees.

The city manager shall be the chief executive officer of the city, responsible to the city commis-



sion for the management of all city affairs placed in the manager's charge by or under the charter. The city manager shall:

- (1) Appoint and suspend or remove all city employees and appointive administrative officers provided for, by, or under this Charter, except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The city manager may authorize any administrative officer subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency;
- (2) Direct and supervise the administration of all departments, offices, and agencies of the city, except as otherwise provided by this Charter or by law;
- (3) Assure that a written annual evaluation is conducted on all employees subject to the manager's direction and supervision. The manager may delegate performance of the evaluations to personnel at the appropriate supervisory level;
- (4) Attend all city commission meetings. The city manager shall have the right to take part in discussion, but shall not vote;
- (5) See that all laws, provisions of this Charter, and acts of the city commission, subject to enforcement by the city manager or by officers subject to the manager's direction and supervision, are faithfully executed;
- (6) Prepare and submit the annual budget and capital program to the city commission and implement the final budget approved by the commission to achieve the goals of the city;
- (7) Submit to the city commission and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year;
- (8) Make such other reports as the city commission may require concerning operations;
- (9) Keep the city commission fully advised as to the financial condition and future needs of the city;
- (10) Countersign all contracts made on behalf of the city or to which the city is a party;
- (11) Countersign all bonds, certificates, or other evidences of indebtedness of the city and keep an accurate account thereof;
- (12) Make recommendations to the city commission concerning the affairs of the city and facilitate the work of the city commission in developing policy;
- (13) Provide staff support services for the mayor and commissioners;
- (14) Assist the commission to develop long term goals for the city and strategies to implement these goals;
- (15) Encourage and provide staff support for regional and intergovernmental cooperation;
- (16) Promote partnerships among the commission, staff, and citizens in developing public policy and building a sense of community; and
- (17) Perform such other duties as are specified in this Charter or may be required by the city commission.

Neither the commission nor any of its members shall dictate the appointment of any person to office or employment by the city manager or in any manner prevent the city manager from exercising his/her own judgment in selecting the personnel of his/her administration.

**Acting City Manager.** By letter filed with the city clerk, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability; the city commission may revoke such designation at any time and appoint another qualified person to serve until the city manager returns.  
(Laws of Fla., Ch. 59-1790, § 7; Laws of Fla., Ch. 78-607, §§ 1, 2; Ord. No. 207, § 1, 12-4-89; Ord. No. 04-02, §§ 19—22, 4-5-04; Ord. No. 14-01, §§ 17, 19, 6-9-14)

**Sec. 1-9. Law enforcement.**

There shall be a chief of police, who shall be appointed by the city commission, and there may be such police officers as may from time to time be determined by the city commission to be necessary. The police officers shall be appointed by the chief of police. Subject to the removal of the chief of police as provided in the next paragraph, said chief of police shall serve at the pleasure of the city commission.

The chief of police shall be chosen on the basis of professional training, executive and administrative experience, and other qualifications. The chief of police shall be appointed by a vote of four-fifths of the full city commission for an indefinite term, and may be removed at any time by four-fifths vote of the full commission, subject to at least sixty-days' notice or sixty-days' severance pay. Action by the city commission to remove the chief of police shall be considered final, and the chief shall have no vested rights in his or her office other than those specifically provided in this Charter. Notwithstanding the action taken by the city commission to remove the chief, the city commission shall hold a public hearing if so requested in writing by the chief. Such public hearing shall be conducted not less than ten (10) days nor more than thirty (30) days following the date of the proposed removal of the chief of police.

The chief of police shall be the head of the law enforcement department. He shall attend the meetings of the city commission, and perform such other duties as may be required by this Charter, by the laws and ordinances of the city or by the city commission.

The chief of police, and police officers shall receive such compensation as may be fixed by the city commission.

(Laws of Fla., Ch. 59-1790, § 5; Laws of Fla., Ch. 78-607, §§ 1, 2; Ord. No. 202, §§ 1, 2, 11-6-89; Ord. No. 207, § 1, 12-4-89; Ord. No. 9-2, §§ 1, 2, 2-5-90; Ord. No. 04-02, §§ 5, 6, 4-5-04)

Sec. 2-2. - City organizational structure.

(a)

Form of government. The City of St. Augustine Beach functions under the commission form of government.

(b)

City manager. The city manager is the head of the following departments: finance and administrative, other general governmental services, solid waste, building or protective inspections, and roads/streets. The city manager supervises and coordinates his departments, appoints and removes department heads, prepares the city's annual budget for the city commission's consideration, and makes reports and recommendations to the commission.

(c)

Department heads. Department heads of the government services department and building department report to the city manager, who is fully responsible for their respective administration.

(d)

Chief of police. The chief of police is the head of the law enforcement department. The chief of police supervises his department, appoints and removes division heads, and makes reports and recommendations to the commission. Division heads report to the chief of police, who is fully responsible for their respective administration.

(e)

City commissioners. Although the city manager/chief of police are appointed and serve at the pleasure of the city commission, and are subject to the authority of the commission, unless otherwise directed by the commission, members of the commission shall abstain from seeking to interfere individually in administrative matters, including the city manager's/chief of police's action in personnel matters.

(f)

Chain of command. All employees are to follow the chain of command for communication established in the city organization chart on file in the office of the city manager. The city commission recognizes that for the effective functions of the administrative side of the city's government there must be a clear recognition that the chief of police and city manager are in charge of their respective departments and that the commission, either collectively or individually, not become involved in administrative matters except through the chain of command. Therefore, the city commission's intent, consistent with the city Charter, in establishing a chain of command is expressly to prohibit any city employee from making requests, either directly or indirectly, to the city commission or to individual commissioners on any matter concerning, but not limited to, pay and benefits, work assignments, working conditions, personnel regulations, promotions, disciplinary matters, etc. City employees are to communicate on such matters to the commission solely through their respective chain of command, i.e. the chief of police or the city manager. The city commission may from time to time by resolution amend the city organizational chart. By channeling the flow of communication upward and

downward, a check and balance system is created. This system will enable all persons to have input into the city's decision making process.

(g)

Interference with administration. The city commission shall not direct employees of the city except through the city manager/chief of police. An individual commissioner shall not give orders to any employees whether publicly or privately. However, the mayor may direct the city manager to carry out the ordinances, resolutions, orders and directives of the city commission. Nothing in the foregoing is to be construed to prohibit individual commissioners from closely scrutinizing by questions and personal observation all aspects of city government operations so as to obtain independent information to assist the commission in the formulation of sound policies.

(h)

Boards and committees. The mayor may appoint any commissioner to chair an appropriate committee to give special attention to a designated functional area of the city government. The activities of such committees shall be limited to research, planning and the development of concepts, policies and programs for presentation to the commission in the form of recommendations. Committee assignments carry no authority whatsoever to direct any member of the city staff. Committee assignments carry no authority whatsoever to direct any member of the city staff except through the city manager/chief of police. Nor shall members of the city's comprehensive planning and zoning board, the code enforcement board, or any other commission authorized board have any authority to direct any city employee, except through the city manager/chief of police.

(Ord. No. 92-13, § 1, 7-6-92; Ord. No. 99-11, §§ 1, 2, 8-2-99)

**Editor's note**— Section 2-2, Code enforcement board, previously codified herein and containing portions of Ordinance No. 119, was repealed by Ordinance No. 91-7. Provisions for the code enforcement board may be found in Appendix A, Article XI of this Code.

FROM THE PERSONNEL MANUAL

XIV.8 EXCEPTIONS

- A. The provisions of Section XIV shall apply to all City employees, provided however as follows:
  - 1. The enumeration of specific offenses as causes for discharge or other disciplinary action shall not be deemed to be a limitation upon the right of the City Commission to discharge the City Manager or Chief of Police, each of whom serve at the pleasure of the City Commission. The disciplinary procedure set forth in Subsections XIV.3 - XIV.5 shall not be applicable to the City Manager or Chief of Police. Removal of the City Manager or Chief of Police shall be accomplished in the manner provided in Subsection XIV.8.B
  - 2. The Chief of Police and police officers shall be entitled to all rights

accorded to law enforcement officers under Part VI of Chapter 112, of the Florida Statutes, known as the Police Officer's Bill of Rights. Subject to the applicable provisions of Chapter 112 of the Florida Statutes, any disciplinary action against a police officer or other employee within public safety shall proceed in accordance with this Section 8, except that the Chief of Police shall act in lieu of the City Manager. A decision to discharge any police officer must be confirmed by the City Commission. Pending such confirmation, a police officer may be suspended without pay by the Chief of Police.

B. The Commission may remove the City Manager or Chief of Police with the following procedures:


1. The Commission shall adopt by affirmative vote, by a majority of all its members in the case of the Police Chief, or by a four-fifths vote in the case of the City Manager, a preliminary resolution which must state the reasons for removal and may suspend the City Manager or Chief of Police from duty for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered promptly to the City Manager or Chief of Police.
2. Within five (5) days after a copy of the resolution is delivered to the City Manager or Chief of Police, he may file with the Commission a written request for a public hearing. In the case of the Chief of Police, this hearing shall be held at a Commission meeting not earlier than seven (7) days nor more than thirty (30) days after the request is filed. The City Manager or Chief of Police may file with the Commission a written reply not later than five (5) days before the hearing. In the case of the City Manager, a public hearing, if requested, must be conducted not less than ten (10) days nor more than thirty (30) days following the date of the proposed removal of the City Manager.
3. The Commission may adopt a final resolution of removal of the Chief of Police, which may be effective immediately, by affirmative vote of a majority of all its members at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to the Chief of Police, if he has not requested a public hearing, or at any time after the public hearing if he has requested one. In the cases of the City Manager, an affirmative vote of four-fifths of the full Commission is required, and the City Manager's removal is subject to no more than six weeks' notice or six weeks' severance pay.
4. The City Manager or Chief of Police shall continue to receive his

salary until the effective date of a final resolution of removal. The compensation of the City Manager shall not be reduced during his tenure except as part of a general salary cutback.

5. The above procedures do not change the status of the City Manager or Chief of Police as officers of the City who serve at the pleasure of the City Commission, and who are subject to removal without cause.

**MEMORANDUM**

**TO:** Mayor O'Brien  
Vice Mayor George  
Commissioner Snodgrass  
Commissioner England  
Commissioner Kostka

**FROM:** Max Royle, City Manager 

**DATE:** June 23, 2017

**SUBJECT:** Transfer of Pier Parking Lot and Adjacent Property to City: Discussion of County's Proposal

**THE PROPOSAL**

An outcome of your joint meeting in early May with the County Commission was the suggestion that the County transfer ownership of the pier park to the City.

Attached is a memo (page 1) from the County Administrator, Mr. Michael Wanchick, to the City Manager, in which Mr. Wanchick proposes two options: The first is for the County to transfer ownership of the pier park, the pier, the gift shop, and visitor center to the City; the second, for the County to keep ownership of the pier, the gift shop, and visitor center with the City assuming ownership of the pier park, the pavilion, and the volleyball courts.

The City Manager asked Mr. Wanchick for the revenues and expenditures for the pier park. He provided a summary (page 2) of the revenue and expenses for all the facilities: the pier, gift shop, visitor center, parking lot, volleyball courts, and pavilion. The estimated total annual expenses are \$401,348. The estimated annual revenue is \$347,210.

You'll note from his proposal that if you select the second option, then the County will keep ownership of the major revenue producers: the pier itself and the gift shop. The revenue producers that the City would own would be the volleyball courts and the pavilion.

At the very bottom of page 2, you'll see that the estimated annual revenue from pavilion and volleyball court rentals is \$17,000.

You can then compare that amount with the expenses for the volleyball courts (\$16,700), the cost of utilities for the volleyball court lights (\$1,470), parking lot lights (\$300), and the annual maintenance expenses: parking lot (\$2,500) and palm tree trimming (\$2,950).



Just these expenses alone total \$29,920. There may be additional costs, such as electricity for the pavilion and water for the showers next to the volleyball courts. There certainly will be additional costs, such as repair of the pavilion and replacement of the volleyball court lights.

#### ACTION REQUESTED

It is that you discuss the County's proposal and give guidance to the City administration as to what action, if any, you want the City to take concerning it.

To aid your discussion, we suggest the following:

- a. That you not have the City assume ownership of the pier. It is an aging, major capital asset, the maintenance and/or replacement of which is well beyond the City's financial capabilities to undertake. Because the pier is a recreational asset that attracts visitors as well as County residents, the County should own the pier as the County Commission controls the spending of bed tax revenue, which could be used to pay the costs to build a new pier.
- b. That as the County wants to retain ownership of the major revenue producers, the pier and the gift shop/visitor center, it should also own the adjacent restrooms, because money from pier passes and gift shop sales can be used to pay the restrooms' costs: water, paper supplies, and daily cleaning.
- c. That before you agree to take ownership of the pier parking lot, pavilion, and volleyball courts, you consider the City's limited revenue sources and the demands on those sources to meet such needs as the development of Ocean Hammock Park and Hammock Dunes Park; regular resurfacing of City streets; a major drainage project, the piping of Mickler ditch between Pope Road and 16<sup>th</sup> Street; the on-going expenses to maintain City buildings, sidewalks, and drainage facilities; the decline in property tax revenue in FY 2020, after the voters approve the additional \$25,000 in homestead exemption in November, 2018; the ever-present threat of the Florida Legislature restricting or removing revenue sources for cities and counties; the need to maintain adequate financial resources to meet emergencies and the City's debt payments, should the Legislature impose property tax caps or other limitations on revenues; the decline of revenue from impact and plan review fees because nearly all of the vacant land of significant size in the City has been developed.
- d. That before you agree to take ownership of the parking lot, you envision the improvements you want made to it: new palm trees, pavement, landscaping, brick pavers? The City staff can then estimate the costs of such improvements and whether the City has the money to pay for them. As the City would have to save money in a park improvement fund, it might be several years before improvements, such as new palm trees could be done. Costs to water the trees and other landscaping would have to be calculated.

### OPTION

- As current revenue from volleyball court and pavilion rentals doesn't cover expenses, and to avoid having to use City savings to pay for on-going expenses as well as improvements, we suggest that you consider this option: As the civic Association is a major user of the park and the pavilion and has a track record of successful events, the City could contract with it to generate a steady income stream for the park's upkeep and improvements by means of the weekly farmers' market and other events that the Association holds at the park. The Association and the City could negotiate fees that would cover on-going costs as well as provided money to be put in a fund for future improvements to the park.

There are other potential revenue sources as well that could be considered, such as parking fees, and increasing pavilion rental fees and volleyball court fees.

### IN SUMMARY

What we are asking you to consider now is a response to Mr. Wanchick's memo of May 9, 2017, and whether you think it is in the City's long-term best interests to assume ownership of the pier park, the pavilion, and the volleyball courts.

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**ST. JOHNS COUNTY**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
500 San Sebastian View  
St. Augustine, Florida 32084

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**I N T E R O F F I C E   M E M O R A N D U M**

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**TO:** Max Royle, City Manager of City of St. Augustine Beach  
**FROM:** Michael D. Wanchick, County Administrator  
**SUBJECT:** St. Johns County Annual Expenses at Pier Park  
**DATE:** May 9, 2017

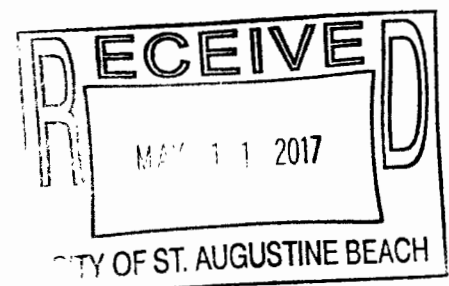
In response to a request from the City of St. Augustine Beach Commission during the joint commission meeting on May 1, 2017, please see the attached revenue and expense report. The report includes the Ocean and Fishing Pier, Gift Shop and Visitor Center, and all associated facilities.

The transfer of all or a portion of these assets to the City of St. Augustine Beach from St. Johns County can be discussed.

St. Johns County is willing to retain the Ocean and Fishing Pier at the City of St. Augustine Beach's preference. If the Pier remains the property of St. Johns County, then the Gift Shop and all associated revenue would be retained by St. Johns County to assist in the annual maintenance of the Pier.

Regarding free access to the Pier, the Office of County Attorney reviewed resolutions 82-117 and 86-19 specifically clarifies that anyone who holds one of the lifetime passes would have free use of the pier. There is no mention of parking or use of any other facilities associated with the pier.

If you would like any further information in this regard, do not hesitate to contact me or Billy Zeits 209-0333.



## PIER PARK EXPENSES VS REVENUE

### STAFF

Maintenance	\$20,922.72	
Special events and programming	\$28,288.00	
<b>TOTAL</b>		<b>\$49,210.72</b>

### RESTROOM FACILITIES

Janitorial (special events)	\$400.00	
Janitorial Supplies	\$16,557.84	
Annual Cost for Pier Gift Shop Restrooms	\$5,362.50	
Annual Cost for Splash Park Restrooms	\$7,312.50	
<b>TOTAL</b>		<b>\$29,632.84</b>

### VOLLEYBALL COURTS

Nets	\$ 120.00 each	
Court Boundaries	\$ 44.00 each	
Sand	\$ 450.00 per load	
Post Sets	\$ 2,100.00 each	
Anchor Sets	\$ 72.00 per court	
<b>TOTAL</b>		<b>\$16,700.00</b>

### UTILITIES

Volleyball court lights	\$1,470.00	
Parking lot lights	\$300.00	
Water / Showers	\$4,400.00	
<b>TOTAL</b>		<b>\$6,170.00</b>

### PERIODIC/ANNUAL MAINTENANCE

Lighting	\$1,500.00	
Parking Lot	\$2,500.00	
Palm Tree trimming	\$2,950.00	
<b>TOTAL</b>		<b>\$6,950.00</b>

### WASTE PICK UP

Trash Pick up (regular schedule)	\$1,800.00	
Trash Pick up (special events)	\$400.00	
Trash Pick up Holidays	\$540.00	
<b>TOTAL</b>		<b>\$2,740.00</b>

### 5 YEAR DEFERRED MAINTENANCE INVESTMENTS

Parking lot, volleyball courts, and pavilion		<b>\$8,835.81</b>
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### PIER AND GIFT SHOP EXPENDITURES

Staff	\$139,649.53	
Utilities	\$9,971.65	
Service Charges	\$5,306.28	
Insurance	\$4,205.40	
Operating Spplies	\$4,337.09	
Purchases	\$85,638.68	
Maintenance	\$32,000.00	
Bi-Annual Pier Inspection	\$4,000.00	
<b>TOTAL</b>		<b>\$281,108.63</b>

### **TOTAL ESTIMATED ANNUAL EXPENSE**

**\$401,348.00**

### REVENUE

Admissions	\$121,564.24
Sale of Goods	\$179,784.96
Food and Beverage	\$4,866.19
Beach Gear and Fishing Rentals	\$23,995.04
Pavilion and Volleyball Court Rentals	\$17,000.00

### **TOTAL ESTIMATED ANNUAL REVENUE**

- 2 -

**\$347,210.43**

RESOLUTION #82- 111

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING, UPON APPROVAL OF THE QUALIFIED ELECTORS OF ST. JOHNS COUNTY, THE COUNTY TO LEVY AN ADDITIONAL AD VALOREM TAX OF ONE MILL FOR ONLY ONE YEAR UPON THE ASSESSED VALUE OF ALL TAXABLE REAL ESTATE IN THE COUNTY FOR THE SOLE PURPOSE OF FINANCING THE ACQUISITION, DESIGN, CONSTRUCTION, MAINTENANCE AND OPERATION OF A COUNTY OWNED OCEAN PIER IN ST. JOHNS COUNTY; PROVIDING FOR AND CALLING A REFERENDUM OF THE QUALIFIED ELECTORS OF THE COUNTY TO BE HELD ON NOVEMBER 2ND, 1982, ON THE QUESTION OF LEVYING THE ADDITIONAL TAX AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

SECTION 1. AUTHORITY OF THIS RESOLUTION. This Resolution is adopted pursuant to Section 125.01, Florida Statutes, Chapter 100, Florida Statutes, and other applicable provisions of law.

SECTION 2. AUTHORIZATION OF ADDITIONAL ONE MILL AD VALOREM TAX FOR ONLY ONE YEAR. Subject and pursuant to the provisions hereof, the appropriate officers of St. Johns County, Florida, are authorized to levy and collect an additional ad valorem tax of one mill for only one year upon the assessed value of all taxable real estate in St. Johns County, Florida, to finance the acquisition, design, construction, <sup>maintenance,</sup> and operation of a County owned ocean pier in St. Johns County, Florida.

SECTION 3. REFERENDUM. A referendum of the qualified electors of St. Johns County, (herein called "County"), is hereby called to be held on November 2nd, 1982, to determine whether or not such electors authorize the County, by and through its appropriate officers, to levy and collect an additional ad valorem tax of one mill for only one year upon the assessed value of all real estate in St. Johns County, Florida, for the sole purpose of financing the acquisition, design, construction, maintenance and operation of a County owned ocean pier in St. Johns County, Florida, together with other purposes necessary, appurtenant or incidental thereto.

All qualified electors of the County shall be entitled to vote in such referendum.

The places of voting shall be the same as in other County general elections and the inspectors and clerks for the voting places for the referendum shall be the same as those persons appointed for the general election to be held in the County on the same day.

The polls will be open at the voting places from seven (7) o'clock A.M. until seven (7) o'clock P.M. on the same day.

SECTION 4. OFFICIAL BALLOT. Voting machines shall be used at such referendum and the form of ballots to be used shall be in substantially the following form:

OFFICIAL BALLOT  
ST. JOHNS COUNTY, FLORIDA  
PIER TAX REFERENDUM - November 2, 1982

SHALL ST. JOHNS COUNTY LEVY AND COLLECT AN ADDITIONAL AD VALOREM TAX OF ONE MILL FOR ONLY ONE YEAR UPON THE ASSESSED VALUE OF ALL TAXABLE REAL ESTATE IN ST. JOHNS COUNTY FOR THE SOLE PURPOSE OF FINANCING THE ACQUISITION, DESIGN, CONSTRUCTION, MAINTENANCE AND OPERATION OF A COUNTY OWNED OCEAN PIER IN ST. JOHNS COUNTY SUBSTANTIALLY IN THE MANNER PROVIDED IN COUNTY RESOLUTION NO.: 82-117.

The ballots and voting machines shall be so arranged that the voter may vote "FOR TAX" or "AGAINST TAX".

SECTION 5. ABSENTEE VOTING. Paper ballots shall be used at such referendum for absentee voting. The form of ballot to be used in the referendum for absentee voters shall be in substantially the form provided in Section #4 above.

SECTION 6. PRINTING OF BALLOTS. The Supervisor of Elections is authorized and directed to have printed on plain white paper a sufficient number of the aforesaid ballots for use of absentee electors entitled to cast such ballots in such referendum, and shall also have printed sample ballots and deliver them to the inspectors and clerks on or before the date and time for the opening of the polls for such referendum; and further is authorized and directed to have printed on plain white paper and delivered in accordance with law the official ballots for use in the voting machines and to make all appropriate arrangements for the conducting of such referendum.

SECTION 7. REFERENDUM PROCEDURE. The referendum shall be held and conducted in the manner prescribed by general law for holding referenda. The inspectors and clerks at each polling place shall canvass the returns of such referendum and shall deliver the same without delay to the Board of County Commissioners. Such returns shall show the number of qualified electors who voted at such referendum on said proposition and the number of votes cast respectively for and against approval of such proposition. The returns shall, as soon as practicable, be canvassed by the Board of County Commissioners.

SECTION 8. REFERENDUM RESULTS. If a majority of the votes cast at such referendum in respect to said proposition or tax shall be "FOR TAX", such proposition or tax shall be authorized and approved and then the tax shall be levied and collected as provided by law.

SECTION 9. NOTICE OF REFERENDUM. At least thirty (30) days notice of the tax referendum shall be provided. This Resolution shall be published in full together with an appropriate notice, in substantially the form attached hereto as "Appendix A", in a newspaper published and of general circulation in the County, at least twice, once in the fifth week and once in the third week prior to the week in which the referendum is to be held.

SECTION 10. SEVERABILITY. In the event that any word, phrase, clause, sentence or paragraph hereof shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other word, clause, phrase, sentence or paragraph hereof.

SECTION 11. REPEALING CLAUSE. All Resolutions in conflict or inconsistent herewith hereby are repealed, insofar as there is conflict or inconsistency.

SECTION 12. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

SECTION 13. PIER PASSES. One lifetime pass for use of the ocean pier shall be given to each person or entity that pays St. Johns County ad valorem real estate taxes in the year in which the one mill is levied.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 28<sup>th</sup> day of September, 1982.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

BY: Francis W. Brubaker  
Chairman

ATTEST: CARL "BUD" MARKEL, CLERK

BY: Marie Hudson  
Deputy Clerk

APPENDIX A

NOTICE OF PIER TAX REFERENDUM IN THE  
COUNTY OF ST. JOHNS, FLORIDA, ON NOVEMBER 2ND, 1982.

NOTICE IS HEREBY GIVEN THAT A PIER TAX REFERENDUM will be held on the 2nd day of November, 1982, in the County of St. Johns, Florida, for the purpose of determining whether or not the qualified electors of St. Johns County authorize the County, by and through its appropriate officers, to levy and collect an additional ad valorem tax of one mill for only one year upon the assessed value of all taxable real estate in St. Johns County, Florida, for the sole purpose of financing the acquisition, design, construction, maintenance and operation of a County owned ocean pier in St. Johns County, Florida, together with other purposes necessary, appurtenant or incidental thereto, all as more particularly described and provided in the Resolution of the Board of County Commissioners, duly adopted on the 28th day of September, 1982.

The places of voting in the Pier Tax Referendum shall be the same places as those places designated for voting in the general election to be held in the County on the same day. The polls will be open at the voting places on the date of said tax referendum from 7:00 A.M. until 7:00 P.M. on the same day, all as provided in said Resolution adopted on September 28th, 1982, and published in full below as part of this Notice.

All qualified electors of the County shall be entitled, qualified and permitted to vote at such referendum.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

BY: \_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
CARL "BOB" MARKEL, Clerk  
of the Circuit Court and  
ex officio Clerk of the Board  
of County Commissioners of  
St. Johns County, Florida.



RESOLUTION NO. 86-19

WHEREAS, the question has arisen as to interpretation of Section 13 of St. Johns County Resolution No. 82-117 which states:

"PIER PASSES. One lifetime pass for use of the ocean pier shall be given to each person or entity that pays St. Johns County ad valorem real estate taxes in the year in which the one mill is levied.";

and,

WHEREAS, it was the intention of the Board of County Commissioners that any holder of a lifetime pass would have use of the pier;

NOW, THEREFORE, BE IT RESOLVED this 28 day of January, 1986, that the Board of County Commissioners determines that a holder of a lifetime pier pass, regardless of whether the holder's name is or is not on the pass, shall have full free use of the pier.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

BY: Francis M. Brubaker  
Chairman

ATTEST: CARL "BUD" MARKEL, CLERK

BY: Cheryl Kent  
Deputy Clerk

## MEMORANDUM

**TO:** Mayor O'Brien  
Vice Mayor George  
Commissioner Snodgrass  
Commissioner England  
Commissioner Kostka

**FROM:** Max Royle, City Manager 

**DATE:** June 12, 2017

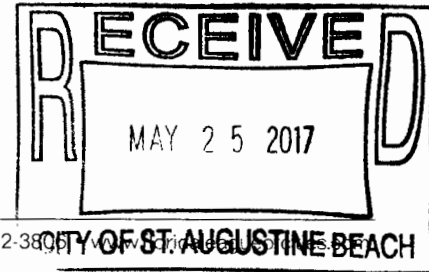
**SUBJECT:** Florida League of Cities' Annual Conference, August 17-19, 2017, in Orlando:  
Selection of Voting Delegate

The League asks each city to select a voting delegate for the annual conference. The person selected has to be an elected official. Attached is information from the League concerning this topic.

If one or more of you plan to attend the conference this August, we ask that you select a Commissioner to be the voting delegate for our City.



301 South Bronough Street • Suite 300 • P.O. Box 1757 • Tallahassee, FL 32302-1757 • (850) 222-9684 • Fax (850) 222-3806 • [www.flcities.org](http://www.flcities.org)



TO: Municipal Key Official

FROM: Michael Sittig, Executive Director 

DATE: May 22, 2017

SUBJECT: 91st Annual FLC Conference  
VOTING DELEGATE INFORMATION  
August 17-19, 2017 – World Center Marriott, Orlando

As you know, the Florida League of Cities' Annual Conference will be held at the World Center Marriott, Orlando, Florida on August 17-19. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2016.

Conference registration materials will be sent to each municipality in the month of June. Materials will also be posted on-line. Call us if you need additional copies.

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. **Voting delegate forms must be received by the League no later than August 14, 2017.**

Attachments: Form Designating Voting Delegate

**91st Annual Conference  
Florida League of Cities, Inc.  
August 17-19, 2017  
Orlando, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. ***Municipalities do not need to adopt a resolution to designate a voting delegate.***

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

**Designation of Voting Delegate**

Name of Voting Delegate: \_\_\_\_\_

Title: \_\_\_\_\_

Municipality of: \_\_\_\_\_

**AUTHORIZED BY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Return this form to:

Gail Dennard  
Florida League of Cities, Inc.  
Post Office Box 1757  
Tallahassee, FL 32302-1757  
Fax to Gail Dennard at (850) 222-3806 or email [gdennard@flcities.com](mailto:gdennard@flcities.com)

**BOARD AND DEPARTMENTAL REPORTS  
FOR CITY COMMISSION MEETING, JULY 5, 2017**

**CODE ENFORCEMENT/BUILDING/ZONING**

The report is attached as page 1.

**COMPREHENSIVE PLANNING AND ZONING BOARD**

The minutes of the Board's last meeting, April 18, 2017, are attached as pages 2-16. The report of its June 20<sup>th</sup> meeting is attached as page 17.

**TREE BOARD/BEAUTIFICATION ADVISORY COMMITTEE**

The Board/Committee didn't meet in June.

**POLICE DEPARTMENT**

Please see page 18.

**PUBLIC WORKS DEPARTMENT**

Please see pages 19-20.

**FINANCE/ADMINISTRATION**

Ms. Melissa Burns, the City's Chief Financial Officer, has provided a report as page 21.

**CITY MANAGER**

**1. Complaints**

**A. Parking on 14th Street**

A resident of 14<sup>th</sup> Street west of A1A Beach Boulevard complained about parking on both sides of the street. No Parking signs will be put up along one side of the street.

**B. Vendor on Beach**

A visitor who may move to the City complained about commercial activity, a beach chair concession, being on the beach near the Hampton Inn. The City Manager checked and found that the City Commission at its May 1, 2006, meeting had approved a conditional use permit for Mr. Stacy Barnes to rent beach chairs and umbrellas from the Hampton. The permit has no expiration date.

**2. Major Projects**

**A. Road/Sidewalk Improvements**

A

### 1) Pedestrian Safety at Crosswalks on A1A Beach Boulevard

As the section of 8<sup>th</sup> Street west of the Boulevard has been constructed, the owner of the adjacent motel has proposed that 17 public parking spaces be constructed along the street's north side. The owner has been asked to share in the cost. He has not responded to this request. A crosswalk/flag system may be needed at the 8<sup>th</sup> Street/Boulevard intersection, as a sidewalk has been constructed along the south side of 8<sup>th</sup> Street, west of the Boulevard.

### 2) Opening 2nd Street West of 2<sup>nd</sup> Avenue

There has been no action by the owners of the lots on 2<sup>nd</sup> Street west of 2<sup>nd</sup> Avenue to open that street. The owners would have to sign an agreement and pay in advance the costs to construct the utilities and the road, just as the owners of the lots adjacent to 8<sup>th</sup> Street between the Boulevard and 2<sup>nd</sup> Avenue did.

## B. Beach Matters

### 1) Off-Beach Parking

Possible locations for improved right-of-way parking are the south side of 5<sup>th</sup> Street and the north side of 4<sup>th</sup>, east of A1A Beach Boulevard, adjacent to the Island South condos. The Public Works Director and the City Manager invited residents/property owners on both streets to a meeting on May 24<sup>th</sup>. Two persons attended, only one of whom was a resident on one of the streets. The other was a resident from the Linda Mar subdivision. Both residents were in favor of the parking improvements on 4<sup>th</sup> and 5<sup>th</sup> Streets. A survey of each street east of the Boulevard has been done. The Public Works Director will ask the City Commission to appropriate money for this project in the Fiscal Year 2018 budget.

In the meantime, the City Commission asked the Planning Board to develop a plan to prevent the side streets adjacent to the beach from becoming parking lots by beach visitors. The Board has recommended a residential parking permit plan. Though discussion of the parking plan was on the agenda for the City Commission's June 5, 2017 meeting, the Commission decided to postpone the topic to a future joint meeting with the Planning Board.

## C. Parks

### 1) Ocean Hammock Park

This Park is located on the east side of A1A Beach Boulevard between the Bermuda Run and Sea Colony subdivisions. It was originally part of an 18-acre vacant tract. Two acres were given to the City by the original owners for conservation purposes and for where the boardwalk to the beach is now located. The City purchased 11.5 acres in 2009 for \$5,380,000, and received a Florida Communities Trust grant to reimburse it for part of the purchase price. The remaining 4.5 acres were left in private ownership. In 2011, the City applied for a Florida Communities Trust grant, which could have enabled the City to purchase the 4.5 acres, if the owners agreed to the value of the property established by the City's appraiser. However, because the Florida Legislature severely reduced the funding for the grant program, the City didn't receive a grant.

Thanks to The Trust for Public Land, which purchases land for conservation purposes on behalf of cities and counties, the City acquired the remaining 4.5 acres in 2015 for the appraised price of \$4.5 million. In November 2015, the City made one payment of \$1.5 million from its savings to The Trust. The remaining \$3 million was paid on November 15, 2016. This money came from bond revenue through the Florida League of Cities Municipal Loan Council. The bond documents were signed by Mayor O'Brien and other City officials on September 22<sup>nd</sup>. Paying the \$3 million owed to The Trust for Public Land enabled the City to save money on interest on the debt owed to the Trust as well as nearly \$400,000, because money from the new bond issue was also used to refinance two past bond issues the City had. Money to pay the new bond debt will come from property taxes and perhaps from electric franchise fees. In the primary election in 2008, 60.7%, or 690 voters, approved the City levying up to half a mill in property taxes for 20 years to acquire land to protect it from development. (Opposing the proposition were 447 voters, or 39.3% of those who voted.) In 2009, the City bought 11.5 acres of the land adjacent to the 4.5 acres. As the total purchase price exceeded the amount of the grant, the Commission has levied 0.08 mills each year since 2010 to pay the debt to acquire the initial 11.5 acres. For Fiscal Year 2017, the debt millage was increased to the voter-authorized limit of .50 mills, or 50 cents for every \$1,000 of a property's assessed value, to provide money to pay the debt incurred for the purchase of the remaining 4.5 acres.

In 2016, the City's Chief Financial Officer, Ms. Melissa Burns, prepared an application for a Florida Communities Trust grant of \$1.5 million. The Trust's staff gave the City's application a score of 150 points, and the FCT board approved the grant at a meeting in February, 2017, in Tallahassee, which was attended by Mayor O'Brien and the City Manager. In late February, 2017, Mayor O'Brien and City staff members met with Florida Communities Trust staff persons, who inspected the 4.5 acres. As a result of that visit, the staff reduced the City's initial score of 150 points to 134 points, which dropped the City's ranking from third to sixth. However, because the City's application remained as one of the top ten projects, the Florida Communities Trust board at its April 27<sup>th</sup> meeting approved the \$1.5 million grant to the City.

The next improvement to the Park will be construction of restrooms near the parking lot. The restrooms will be similar to the ones on the plaza at A Street and the Boulevard.

ON A RELATED MATTER: Ms. Sallie O'Hara, President of the Rotary Club of Coastal St. Johns, met with the Public Works Director and the City Manager about the Club providing money for improvements to the Park, such as contributing to the construction of a picnic pavilion/scenic overlook where education classes for children on the Park's flora and fauna could be held. Ms. O'Hara proposed to the City Commission at its February 6<sup>th</sup> meeting that the Coastal Rotary Club would work with the City on a long-range basis on improvements to the Park. The Commission accepted the proposal.

## 2) Hammock Dunes Park

This 6.1 acre park is on the west side of A1A Beach Boulevard between the shopping plaza and the Whispering Oaks subdivision. The County purchased the property in 2005 for \$2.5 million. By written agreement, the City reimbursed the County half the purchase price, or \$1,250,000, plus interest. At its June 14, 2016, meeting, the City Commission appropriated the final payment of \$39,650 and approved the Mayor sending a letter to the County, asking that the title of the property be transferred to the City. The letter was sent and at its July 26, 2016, meeting, the County Commission approved the transfer of the property's title to the City, with the condition that if the City ever decided to sell the property, it would revert back to the County. Such a sale is very unlikely, as the City Charter requires that the Commission by a vote of four members approve the sale, and then the voters in a referendum must approve it. In

2018, the City may apply for a Florida Communities Trust grant of \$1,250,000, to reimburse it for its share of the cost to acquire the land, though the Florida Legislature didn't appropriate any money in the state's 2018 budget for land conservation purchases. City staff will contact the Florida Communities Trust staff later this year, to see if there are any funds left over from previous appropriations in the Trust's budget.

#### D. Drainage Improvement

##### 1) Piping of Mickler Boulevard Ditch between Pope Road and 16<sup>th</sup> Street

Some residents of the Ocean Walk subdivision, east of Mickler Boulevard, have requested this project. It was last discussed by the Commission in 2008, as part of the Commission's discussion of the proposed Fiscal Year 2009 budget. Because of the reduction in revenue to the City due to the downturn in the economy at that time and the significant decline in the assessed value of real property in the City, the Commission decided not to proceed with the project. In 2008, the then-Public Works Director, Marc Chatten, estimated that the cost to pipe this section of the ditch would be \$365,000. The current Public Works Director, Mr. Joe Howell, will request money in the Fiscal Year 2018 budget for engineering and permitting work for this project.

#### E. Review of Comprehensive Plan/Land Development Regulations

Information about this topic is provided under Item 5.B, strategic plan update, below.

##### 3. Construction in the City

As of Monday, June 26, 2017, there were 23 permits active for single-family residences in the City.

SUBDIVISION	ADDRESS	DATE PERMIT ISSUED
Anastasia Dunes	429 Ocean Forest Drive	12/21/16
Atlantic Beach	3 15 <sup>th</sup> Street	02/11/15
	124 13 <sup>th</sup> Street	02/29/16
	115 14 <sup>th</sup> Street	01/18/17
Chautauqua Beach	111 7 <sup>th</sup> Street	04/14/15
	2 2 <sup>nd</sup> Lane	07/08/15
	5 2 <sup>nd</sup> Street	03/23/16
	1 2 <sup>nd</sup> Lane	07/14/16
	4 5 <sup>th</sup> Street	02/02/17
	10 5 <sup>th</sup> Street	05/03/17
Coquina Gables	312 B Street	02/12/15
	14 F Street	11/08/16
	16 F Street	11/08/16
	3 D Street	02/08/17
	402 C Street	05/24/17



<b>SUBDIVISION</b>	<b>ADDRESS</b>	<b>DATE PERMIT ISSUED</b>
<b>Linda Mar</b>	2 Oceanside	09/18/15
	6 Oceanside	03/09/17
<b>Sabor De Sal</b>	19 Ocean Trace Road	05/04/17
<b>Sea Colony</b>	724 Ocean Palm Way	10/28/15
	896 Ocean Palm Way	10/25/16
	904 Ocean Palm Way	11/30/16
<b>Sea Grove</b>	747 Tides End Drive	03/17/17
<b>Woodland</b>	207 Azalea Court	02/02/17

#### NEW RESIDENTIAL CONSTRUCTION

Mr. Jay McGarvey, the developer of the Sea Colony, Anastasia Oaks and Sea Grove subdivisions, has purchased the 23 acres of undeveloped land east of Mickler Boulevard and south of 11<sup>th</sup> Street. The name of the new subdivision is Ocean Ridge. A final development plan for 72 single family homes was approved by the Planning Board at its May 16, 2006, meeting. In 2007, the City Commission extended the expiration date of the final development plan to February 16, 2018. In mid-March, 2016, the Building Department issued a clearing permit for where the roads will be constructed in the subdivision to the owner, Mr. Jay McGarvey. On April 26, 2016, the City Commission held a public meeting concerning Ocean Ridge, to provide an opportunity for the public to learn of the subdivision's background, permitting, lot sizes, etc. Mr. McGarvey also attended, to learn of the public's concerns. The clearing of land for the roads was done, with efforts being made to save a large oak tree, which will be in the middle of a retention pond near the subdivision's entrance on 11<sup>th</sup> Street, and a pine tree with such a huge trunk that it may be one of the oldest trees in the City. Clearing also was done where the amenity center will be built and a sewer lift station by Mickler Boulevard and 11<sup>th</sup> Street will be located. The County Utility Department has constructed a reclaimed water line to the subdivision to provide water for irrigation. The City may connect to the line to irrigate the landscaping at city hall and Lakeside Park. The contractor has constructed the water and sewer lines, and the storm water system. A preliminary plat of the subdivision was submitted to the Planning Board at its June 20, 2017 meeting for a recommendation to the City Commission. By a 4-3 vote, the Board recommended that the plat be approved. The Commission will decide at its July 5<sup>th</sup> meeting whether to approve the plat.

#### COMMERCIAL CONSTRUCTION

##### A. Holiday Inn Express

This was proposed to be a 94-room motel constructed on the west side of the Boulevard on the vacant land between 4<sup>th</sup> and 5<sup>th</sup> Streets. So that the Inn could be built on the entire block, a land use change from medium density residential to commercial was needed for the six of the 16 lots that comprise the block. At its June 16, 2015, meeting, the Planning Board reviewed the proposal to change the land use

designation of the six lots and by a 4-3 vote recommended approval of the change. At its September 28, 2015 meeting, the Commission voted not to approve the land use change.

In November, 2015, the owner of the property submitted to the Building Department a one-page concept plan for a 62-room Holiday Inn Express on the six commercial lots. When a formal application is made to the City, the first step will be to submit the application to the Planning Board for review and recommendation to the City Commission. Under a new ordinance, the Commission will make the final decision whether the motel will be approved, even if no land use change is requested by the owner. The owner hasn't yet submitted a revised proposal.

#### 4. Finance and Budget

##### A. Fiscal Year 2016 Budget

Fiscal Year 2016 began on October 1, 2015, and ended on September 30, 2016. The next step will be an audit of the FY 16 budget. It will be presented by the auditors to the City Commission at its July 5, 2017 meeting.

##### B. Fiscal Year 2017 Budget

Fiscal Year 2017 began on October 1, 2016, and will end on September 30, 2017. The property tax millage for General Fund operating purposes is 2.3992 mills, or \$2.3992 for every \$1,000 of a property's assessed value after all allowable homestead exemptions have been deducted. In addition, the City Commission approved a debt millage of 0.50 mills, or 50 cents for every \$1,000 of a property's assessed value. The debt millage will pay the yearly debt on the bonds that the City obtained to reimburse The Florida Communities Trust the \$3,000,000 it paid when it purchased on the City's behalf the final 4.5 acres of the former Maratea subdivision between the Bermuda Run and Sea Colony subdivisions.

May 31<sup>st</sup> marked the end of the eighth month of Fiscal Year 2017. For the General Fund, the City year-to-date received \$4,113,049 and spent \$7,082,310. The reason for the imbalance between revenues and expenditures is that the City made a one-time payment of \$3,163,972 for the purchase of the remaining 4.5 acres of the former Maratea subdivision. Deducting this one-time payment from the General Fund's year-to-date expenditures shows that the City spent \$3,918,338 for normal operations and capital items, or \$194,711 less than the year-to-date revenues (\$4,113,049) received. Without the onetime payment of \$3,163,972, expenditures for normal operations remain under revenues. This surplus will continue to narrow for the remainder of the fiscal year as revenue from property taxes declines significantly because most property owners pay their taxes between November and April.

##### C. Fiscal Year 2018 Budget

The City's Chief Financial Officer, Ms. Melissa Burns, has starting preparing the budget for the next fiscal year. The proposed budget is usually submitted to the City Commission in mid-July. The Commission will hold the first public review of the budget at a special meeting on Monday, July 31st.

##### D. Vendor Checks

Please see pages 22-46.

## 5. Miscellaneous

### A. Permits for Upcoming Events

In June, the City Manager approved the permit for Flagler College's Alumni Weekend on May 5, 2018.

### B. Strategic Plan

The plan's six tier one objectives adopted by the Commission are: 1. establish a plan for evaluating various events and their impact on the quality of life; 2. review additional revenue sources, including fees, grants, taxes, public/private partnerships, bonds, etc.; 3. review and update City codes and their enforcement: parking, traffic and speed limits, solid waste and land development regulations; 4. advocate for continued funding for beach renourishment (state and federal sources); 5. Increase and improve citizen engagement; and 6. develop a City-wide traffic management plan.

An update on the progress of implementing these goals follows:

1. Evaluating Special Events: During 2016, the City Commission reviewed a list of the special events that are held in the City and their effect on the City's quality of life; and reviewed an ordinance to prohibit the issuance of special event permits on weekends when there's a major holiday. Other changes to the permit regulations were also suggested. The Commission decided to regulate by resolution the times of the year when special event permits won't be issued. The Commission was to have reviewed the resolution at its July 11, 2016, meeting; however, the County Attorney by letter asked that approval of the resolution be postponed until the staffs of the County and the City had met to discuss it. That meeting has yet to take place. In the meantime, the Diva Run, which has taken place in the City in December for the past three years, won't be permitted again. Also, the Commission is much more sensitive to residents' concerns about the effect the closing of City streets for runs has on their quality of life.
2. Additional Revenue Sources: a. The Public Works Director will do more research on the creation of a fee for the collection of household wastes, and will present his proposal at a future Commission meeting. The City already charges an assessment for the disposal of solid waste. The Director proposed changes to the City's trash pickup regulations. This resulted in an ordinance, which the Commission approved on final reading at its December 7, 2015, meeting. b. The City's application for a \$1.5 million grant from the Florida Communities Trust received a high score. The City received in May the \$1.5 million grant, which will reimburse for part of the \$4.5 million it paid to buy the remaining 4.5 acres of the former Maratea subdivision. In 2018, the City staff will consider applying for a \$1,250,000 grant to reimburse the City for its share of the cost to acquire the 6.1 acre Hammock Dunes Park, which is north of the shopping center. However, money for the grant may not be available as the Florida Legislature did not did not appropriate any money for the land conservation program.
3. Updating City Code: a. Land Development Regulations: After several workshops held by the Commission in 2016 with the Planning and Tree boards, and interested citizens, the land planner hired in January, 2016, submitted a final draft of the proposed changes to the Regulations. The Commission held a special meeting to review this draft on Monday, February

6<sup>th</sup>, and approved changes to the Code. The Commission will decide which changes to adopt at a special meeting on July 31, 2017. b. The Public Works Director proposed changes to the City's solid waste pickup regulations. This resulted in an ordinance, which the Commission approved at its December 7, 2015, meeting. c. The Director also proposed changes to his Department's jurisdiction over the streets and rights-of-way. The Commission approved an ordinance adopting these changes at its May 9, 2016, meeting. d. The Director then presented proposed changes to the City's on-street parking regulations to the Commission at its June 14, 2016, special meeting, when the Commission decided to prohibit parking on D Street, east of A1A Beach Boulevard. At its September 26<sup>th</sup> meeting, the Commission decided to refer all the on-street parking issues to the Planning Board. The Board held a meeting with residents of the streets east of the Boulevard, and one block west of the Boulevard, between 16<sup>th</sup> and F Streets. Those residents who attended did not want their streets used for off-beach parking. The Board made several recommendations, such as a residential parking permit system. The City Commission will review the recommendations at a future meeting.

4. Beach Renourishment: According to the local sponsor for beach renourishment, St. Johns County, a renourishment project will be started in September, 2017. The section of eroded beach from the middle of Anastasia State Park to A Street will receive new sand.
5. Improve Citizen Engagement: a. The Events Coordinator handles blogs and social media. The first issue of the City's electronic newsletter was issued in November, 2015. It now has over a thousand readers, and double that number through a link with Facebook. The Facebook page was especially helpful in providing information to the public during Hurricane Matthew. The City Manager provides a monthly City Hall Update report and a longer article for the e-newsletter. b. The City Manager provides a monthly article to the St. Augustine Record's monthly newspaper, The Anastasia Island Community Journal.
6. Workshop with County Commission: The City and County Commissions met on May 1, 2017. Matters discussed included condition of County roads in the City, beach restoration, the possibility of the County deeding ownership of the pier park to the City. The last topic will be discussed by the City Commission at its July 5<sup>th</sup> meeting.

The City Commission will review progress on implementing the strategic plan objectives at either a future workshop or a regular meeting.

#### C. Sign Regulations

In July 2016, the City Commission adopted two ordinances to amend its sign regulations. Because there were questions about the new regulations, the Commission decided to hold a meeting on Saturday, November 19, 2016, at 9 a.m. with business owners and the public. A letter was sent to the owner of every business in the City that has a sign, informing them of the meeting. Issues on the agenda for discussion were: when non-conforming signs must be removed; review of the list of prohibited signs and whether any changes need to be made to the list; and review/clarification of the regulations concerning signs on public property. The Commission at the meeting decided to remove the deadline that non-conforming signs must be made conforming by August 1, 2023. Instead, requirement will be that such signs must be made conforming when the costs to repair such signs exceed 50% of their value. The City staff is to get photos and measurements on the non-conforming signs as they exist today. The Commission also asked the staff to do a thorough inventory of all the types of signs that the businesses have.

The Commission also discussed signs on government property, but made no decision whether to continue not allowing campaign or political signs during election season except in specific ways, such as candidates and their supporters being allowed to hold campaign signs or have such signs attached to vehicles in the city hall's main parking lot.

The Commission held another special meeting on Wednesday, June 7<sup>th</sup>, at 5 p.m., to review an inventory of non-conforming signs prepared by the City staff. The owners of business signs were notified of the meeting. The meeting's outcome was that owners of non-conforming signs will have 10 years, starting January 1, 2018, to replace their signs; that the maximum height of signs will be 12 feet; that advertising will be allowed on umbrella signs; that sandwich boards six square feet will be allowed during the day, but must be removed at night; that each business will be allowed two temporary signs, such as flag or flutter signs; and that political signs during election season will be allowed on city hall property. The City Attorney will prepare an ordinance to amend the sign code, and will look into limiting the size of political signs.

Also, the Building Official will get an evaluation of existing business signs and a methodology that will help determine whether repairs to a sign will cost 50% or more of the sign's value. If the 50% threshold is exceeded, then the sign will have to be removed.

**Memorandum**

**TO:** Mr. Max Royle, City Manager  
**FROM:** Gary Larson, Building Official  
**DATE:** June 15, 2017  
**RE:** Monthly Report

**TREES:**

198 Azalea Court. 2 trees, 1 oak and 1 magnolia. The oak was denied pending replacement with 2 trees or mitigate for \$250.00 to the City Tree Board. The magnolia was deemed a hazard to the structure, approved for removal.

32 Ocean Woods Drive. 2 pines. One was dead, the other hanging over residence. Both approved for removal.

709 Ocean Gate Lane. 1 oak. Leaning over residence, approved and required to replant another tree.

210 10<sup>th</sup> street. 1 cedar, storm damage from Matthew. Approved for removal.

500 Ocean Mist Court. 1 oak. Disapproved pending arborist report.

45 Sandpiper. 1 palm. Approved for removal, too close to residence.

**PLANNING:**

There was no May Meeting.

**CODE ENFORCEMENT:**

Heard a case for property clean-up in Lake Sienna Subdivision. Property owner was provided a time limit to June 21, to start clean up. As of today, June 19, 2017, no work has begun. Quotes have been requested for clean-up if City is required to do and liens will be placed on the property. This issue will be before the Board again, to impose the Daily Fine that was provided in the Citation to Appear to the property owner.

**BUILDING:**

Single family continues. The suites is now framed on the south wing. Required fire separation is being installed, the exterior siding is being placed. AC duct work is in work, exhaust systems for the kitchen is in work, the sprinkler system for the South wing is also in work. Shortly, the Boulevard will be closed at midnight to allow the installation of an eight sewer line into a manhole by Salt Life Restaurant. The roadway will open prior to 7:00 A M the same day.



**MINUTES  
CITY OF ST. AUGUSTINE BEACH  
PLANNING AND ZONING BOARD  
REGULAR MONTHLY MEETING  
TUESDAY, APRIL 18, 2017  
7:00 P.M.**

City Hall  
2200 A1A South  
St. Augustine Beach, FL 32080

I. CALL TO ORDER

Chairperson Jane West called the meeting to order at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

BOARD MEMBERS PRESENT: Chairperson Jane West, Vice-Chairperson David Bradfield, Steve Mitherz, Roberta Odom, Elise Sloan, Zachary Thomas, Junior Alternate Kevin Kincaid.

BOARD MEMBERS ABSENT: Jeffrey Holleran, Senior Alternate Hester Longstreet.

STAFF PRESENT: Building Official Gary Larson, City Attorney James Wilson, City Manager Max Royle, Police Officer Ed Martinez, Recording Secretary Bonnie Miller.

IV. APPROVAL OF MINUTES OF FEBRUARY 21, 2017 REGULAR MEETING

• **Motion:** to approve the minutes of the February 21, 2017 regular monthly meeting. **Moved** by Ms. Sloan, **seconded** by Mr. Bradfield, **passed 7-0** by unanimous voice-vote.

V. PUBLIC COMMENT

Marie Card, 20 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said the renewal of conditional use permits for the Oasis Restaurant came before the Board at its February meeting, and Mr. Larson said the statement in the original conditional use orders that said no outdoor speakers, music or televisions will be struck. This agreement was made by the original owner of the Oasis with the abutting and adjacent neighbors to allow them the peaceful enjoyment of their properties without noise. Though public comment was heard regarding the renewal of the Oasis' conditional use permits, there was no disclosure on the City's website about the outdoor music issue, so she asked how residents could voice their opinions and objections to deleting the prohibition of outdoor music, when there was nothing on the agenda or website that referred to this. Section 9.02.12 of the City's Land Development Regulations says that amplified sound produced by electronic audio equipment shall not be permitted in such a manner as to be plainly audible at a distance of 200 feet or more from the real property boundary of the source of the sound, or create across a real property boundary a noise disturbance in a residence. There's no way the Oasis can be in compliance with these regulations, since the Oasis property abuts and is

- adjacent to multiple residences. The new owners can resolve this by agreeing to not having outdoor music to assure compliance, which is what the original agreement was when the previous owner asked for the conditional use permits, or by ceasing the outdoor service or enclosing it. Section 9.02.10 of the Land Development Regulations states, "These regulations for the control of sound are necessary and essential for the purpose of securing and promoting the public health, safety, welfare, and quality of life of the residents of the City." She was woken up at 7:30 this morning by a backhoe clearing the debris on the lot the Oasis cleared and is now asking to rezone. She asked that the conditional use permits that came before the Board at its February meeting be approved without striking the language prohibiting the outdoor music, which should be applied for under a separate application, or, in the alternative, the approval of the conditional use permits should be reversed and the exact language that will be put in them posted on the City's website. She also asked that the residents be allowed to have an opinion on what is actually approved.

Mr. Wilson said the Oasis' original conditional use orders were done some time ago, and the City is now enforcing the noise ordinance, rather than limiting outdoor music to certain types of speakers. If music escapes the premises in a way that violates the ordinance, it doesn't matter where it is generated from, as it basically comes down to the noise volume of the music being generated, not what type of equipment is being used to generate the music. The language prohibiting outdoor music has been taken out of all of the older conditional use orders recently, as the City's current noise ordinance renders it as being somewhat archaic. As to the residents not being notified that the prohibition on outdoor music at the Oasis was being struck from the orders to renew the conditional use permits, as long as residents are notified that a subject is on an agenda for consideration, every detail pertaining to it does not have to be included in the notification letters. As long as the public is aware that a subject is coming before the Board and/or the City Commission for public hearing, the nature of the application is all that has to be included.

Mr. Mitherz asked what members of the public should do if they think there is a noise violation.

Mr. Wilson said they can call the City's Police Department, which is equipped to enforce the noise ordinance. This happens all the time, and the Police Department will respond.

Mr. Bradfield asked if there were complaints about noise under the Oasis' previous ownership, prior to the application submitted by the new owners to renew the Oasis' conditional use permits.

Mr. Wilson said he is not aware of any complaints.

Officer Martinez said he's honestly not sure if there have been any noise complaints about the Oasis, he'd have to do some research on this. If there were or are problems, the Chief will address them, but he's not aware of any noise complaints or problems concerning the Oasis.

Bob Boese, 70 Hannah Cole Drive, St. Augustine, Florida, 32080, said he's on St. Johns County's Mid-Anastasia Review Board, which regulates everything west of St. Augustine Beach on State Road A1A. The County has done a detailed study of what is called the Anastasia Boulevard corridor, running from the east side of the Bridge of Lions to State Road 312, which runs into St. Augustine Beach. This study has made a determination, which is a recommendation to the County Commission, which has final approval on the study's determination, that this corridor not follow



the Spanish-Mediterranean architectural standards, but follow what is called Mid-Century Modern standards. All of this, including the complete 78-page document of what's proposed for that stretch of Anastasia Boulevard, can be found on the City of St. Augustine's website.

Nancy Mould, 26 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said in reference to what the previous speaker said about the Oasis' conditional use permits, apparently, there were no complaints because there was no outside music permitted except at special events. She asked how the conditional use permits that do not have the restriction on outside music can be approved without notifying the surrounding neighborhood. In other words, she thinks the neighborhood agreed, back when the original conditional use permits were approved, that music would be allowed at special events, like the wonderful St. Patrick's Day party the Oasis holds every year. The Oasis has some great events, but they're not continual, so there wasn't music there every night.

Ms. West said she thinks the response from the City Attorney is that the new noise ordinance now has control over the outdoor music provision, and that the notification given to the surrounding property owners was deemed adequate. The Oasis will still need to apply for special events permits for things like the annual St. Patrick's Day party and other special events that are held there.

Gerry Aunchman, 20 Sabor De Sal Road, St. Augustine Beach, Florida, 32080, said in previous years, cars would line up in their neighborhood trying to find a place to park to go to the St. Patrick's Day party at the Oasis. He has gobs of pictures on his phone, showing cars parked on both sides of Sabor De Sal Road, including one photo of a City police car parked right under a sign saying "no parking." He asked if this is something he and the other residents have to put up with.

Ms. West said she thinks the appropriate action, if there a violation of City Code or laws, such as someone parked in a no-parking zone, is to call the City's Police Department, and they'll respond.

## VI. NEW BUSINESS

- A. Land Use Change File No. LUC 2017-01, for a land use change and rezoning of 26 Sabor De Sal Road, St. Augustine Beach, Florida, 32080, Sandpiper Village Annex A Lot 1, from its current land use district classification of low density residential to commercial, for proposed construction of an employee parking lot for the Oasis Restaurant, in a commercial land use district at 4000 A1A South, St. Augustine Beach, Florida, 32080, filed by Rachael Bennett, Cognito LLC, Agent for Oasis on the Island RE LLC, Applicant

Ms. West asked for any ex parte communications from the Board regarding this application. She said one of her employees is also employed at the Oasis, so she's looking into research right now as to whether or not she should recuse herself from taking part and voting in this matter.

Mr. Wilson said he can answer this. In order to have a conflict of interest, the application would have to somehow involve a business owned by one of the Board members, or by family members of the Board. The fact that a Board member's employee also works at the Oasis has nothing to do with whether or not the Board member benefits or loses money on any result of the application, so basically, if it doesn't inure to the Board member's own private personal gain or benefit, or any

member of the Board member's family, it's not a conflict. Ms. West is free to vote on this matter if she wants to, as the fact that she has an employee who happens to also be employed by the Oasis, but isn't an owner of the business, wouldn't inure to her special interests. As he doesn't see a conflict of interest here, by law, Ms. West is probably required to vote on this application.

Ms. Sloan said she drove by the property, and knows a few people who live in Sandpiper Village who asked her some questions, but their questions were just about coming to this meeting.

Mr. Mitherz said he's been out to the Oasis property about three times, but he hasn't spoken to anyone about the application.

Ms. West asked for staff's presentation of the application, as there was no further ex parte communication disclosure from the Board.

Mr. Larson said the request before the Board is to rezone a parcel that is also part of the Oasis property. In his staff memo, he advised that the Board is to provide a recommendation to the City Commission to approve or deny the request. Staff's recommendation would be to put some sort of agreement as to the conditions of use if the proposed land use change is approved, but an agreement can't be done, because if the property is rezoned to commercial, any commercial use in compliance with the City's Land Development Regulations may be utilized on the site.

Rachael Bennett, Cognito LLC, 920 Saltwater Circle, St. Augustine Beach, Florida, 32080, agent for applicant, Oasis on the Island RE LLC, said she's here on behalf of the new owners of the Oasis for a small scale land use and zoning change to create an employee parking lot. The current land use and zoning of the property at 26 Sabor De Sal Road, adjacent to the Oasis, which is zoned commercial, is low density residential. The overall ownership of the Oasis property includes four different tax parcels, two of which were purchased by the previous ownership of the Oasis in 1994, the third, which is the lot at 26 Sabor De Sal Road for which the land use change is requested, purchased in 1998, and the fourth parcel purchased in 2007. As all of these parcels with the exception of the lot at 26 Sabor De Sal Road are zoned commercial, the current owners would like to rezone this one lot to make the entire contiguous property commercial. The owners applied for and received a permit to construct an employee parking lot and to clear, stabilize and fence this lot. This permit was issued on March 3, 2017, so they proceeded to do this work, and then received a call saying there was an issue and that they needed to apply for a rezoning of the lot. They pretty much stopped doing any work on the lot, though she understands they're clearing some of the underbrush on it and putting it into dumpsters. The permit, however, remains valid. A multi-limbed oak tree was saved and maintained on the north side of the lot, as well as another tree on the west side of the property. If a house was built on this lot, this big oak, which has been limbed up and made really pretty, would have to be taken down. One thing everyone needs to remember is that not every platted lot is suitable for homes. If a house was built on this lot, only a 7.5-foot setback would be required on the east side, but as it is now, there's a 15-foot landscaped buffer on the east side, and if the land use change is approved for the employee parking lot, an eight-foot-high fence would completely enclose the east, south and north sides of the lot at 26 Sabor De Sal Road, with no access to the residential neighborhoods. This is important, as she understands there's tremendous sensitivity on the part of the adjacent residents about patrons of the Oasis driving through their neighborhood. The suitability of 26 Sabor De Sal Road for commercial land

use includes the fact that it is an accessory lot to an established commercial use that was started in 1979. The lot was purchased in 1998 by the previous owner to allow for the expansion of parking, and the proposed parking lot will have safe access through existing infrastructure, with no new road or driveway connections. Screening and buffering will be provided, and the proposed parking lot will ease a known parking deficit in the City, and be a passive use the majority of the time. In making a recommendation to the City Commission regarding the proposed land use change of this lot, the Board has to consider whether the change will be contrary to the public interest, and the granting of a change must not substantially diminish surrounding property values in, nor alter the character of, the surrounding land use districts. This use, with the buffers and so on that are required, will have no negative effect on the Sabor De Sal neighborhood, as there is no access, so it will not put a burden on it. It cannot be seen from the Sandpiper Village neighborhood, and the screening and buffers in accordance with the City's Comprehensive Plan and Land Development Regulations are considered, by these documents, to be adequate to mitigate any potential conflict between uses. The land use change will not degrade the adopted levels of service and concurrency requirements of the Comprehensive Plan, and it does not put any demand on the levels of service for recreation, schools, evacuation, or drainage. The proposed change is consistent with the Comprehensive Plan's goals and objectives, specific to requiring buffers, limiting land clearing, recognizing the need for parking, and conserving the native vegetative communities.

Ms. Sloan said Ms. Bennett said a permit was issued to clear the lot for parking. She asked who issued this permit, and how a permit could be issued to clear a residential lot for parking.

Ms. Bennett said the permit was issued by the City.

Mr. Larson said a clearing permit was issued based on a submitted tree survey to remove trees that were six inches in diameter at breast height or under, plus the underbrush on the lot. Before a permit for the parking lot can be issued, Public Works Director Joe Howell has to inspect the site and establish all of the drainage, and then, when that's satisfied, the permit can be issued.

Mr. Bradfield asked how this is an allowable use for a residential lot.

Ms. Bennett said it's not, which is why City staff contacted the owners and told them they had to apply to rezone the lot, and that's why they're here.

Mr. Bradfield asked if this shouldn't have been done prior to the permit being issued.

Ms. Bennett said she would think so, but she was brought into this by the owners to represent them in this matter only about a week ago, so she wasn't involved in the permitting process.

Mr. Wilson said the email from Mr. Howell to the applicants said the property appeared to be zoned low density residential and may require a rezoning for the intended use, so none of the clearing that took place involved anything that wouldn't have been allowed anyway if the applicants had come in and applied for a general clearing permit to get rid of the underbrush.

Ms. Bennett said what Mr. Howell's email actually says is that property site access for clearing, construction and eventual use of the property for employee parking must be from the adjacent

parking lot to the west, not from Sabor De Sal Road. Then it says the following comments are not his area of responsibility, but are for the owners' use and/or information, and this is where he talks about how the property may need to be rezoned. Two days later, a permit was issued, so the owners had every right to think that there was no issue, as they got a permit.

- Mr. Bradfield said he can't comprehend how that email is relevant to the issuance of a permit to build a parking lot on a residential lot.

Mr. Wilson said the owners were essentially told in the email that they would be required to rezone the property.

Ms. Bennett said no, they were not.

Mr. Wilson said it says it right here in the email that the property appears to be zoned low density residential and may require rezoning for the intended use.

Ms. Bennett said the email says the property "may" need to be rezoned. Mr. Howell's email was sent on March 1, 2017, and the clearing permit was issued March 3, 2017. It was brought to the owners' attention that parking lots are not allowed in residential zoning, so they've filed for a rezoning of the property to commercial, but they've already gotten a permit for a parking lot.

- Mr. Larson said the owners do not have a permit for a parking lot, as the Building Department does not even have any plans for a parking lot. They got a permit for fencing, and to remove oak trees less than six inches in diameter at breast height, and for soil stabilization. Mr. Howell inspected the site, and the owners have not even yet responded to his email as to what they plan to put down as ground cover for the proposed parking lot, so they have nothing for a parking lot.

Ms. Bennett said she'd say there was a lack of understanding on the owners' part, so they are here, voluntarily, for a rezoning, understanding that a parking lot is not allowed in residential zoning.

Ms. West said as to the City's actions in issuing that permit, it does appear the cart was put before the horse. In future instances, that may very well create a precedential reliance on the part of some owner, so she would like to urge caution in issuing permits going forward.

Ms. Odom asked if the planned use of the lot for parking is going to be organized parking, or just pile-in parking, and if customers will be able to park in the employee parking lot.

Ms. Bennett said one of the things the new owners, who just bought the Oasis in October of last year, are trying to do is organize all the parking to make it more orderly. They'd like to have this employee parking lot separate from the rest of the parking, as they want it closed with a security camera in it and motion detector lights so their employees' vehicles are safe. However, everyone knows they can put up every sign in the world and do whatever they can, but there's going to be someone who's going to park there even though they're not an employee. City Code deals with every other issue, such as buffering, access, and visual impact, but there's no way to really address doing an agreement as part of the land use change to designate that the lot at 26 Sabor De Sal Road will only be used for employee parking. She talked to the City Attorney and asked if this could be

done, but he said no, because that is very similar to contract zoning, which is not allowed.

Ms. West said Ms. Bennett stated and emphasized in her presentation that there would be no access to existing residential neighborhoods from the proposed employee parking lot, but she doesn't see any sort of caveat along those lines in the draft land use change ordinance prepared by Mr. Wilson.

Ms. Bennett said the City's Land Development Regulations dictate that.

Mr. Larson said it is stated in the Land Development Regulations that no access to a residential street is allowed from a commercial property.

Ms. West asked for public comment.

Kora Stoll, 23 Sabor de Sal Road, St. Augustine, Florida, 32080, said she opposes the proposed land use change of the lot at 26 Sabor De Sal Road. Her kids go to Island Prep, across the street from the Oasis, and the lot next to Island Prep is where a lot of the Oasis' employees use to park.

Mr. Larson said the Oasis leased parking where the old convenience store used to be, next to Island Prep, but the new owners broke the lease when they put up the new metal storage building on the Oasis' property, which is being used for storage of all their food products. Employees of the Oasis no longer park across the street next to Island Prep, as a furniture store now occupies this space.

Anthony Rosser, 106 Sandpiper Boulevard, St. Augustine Beach, Florida, 32080, said his mother owns the property at 106 Sandpiper Boulevard, which is the house next door to the Oasis parcel where the employee parking lot is proposed. The request should not be approved, period, as the property is zoned residential, and if commercial use is allowed, it would be considered spot-zoning. His mother has owned her home for about 20 years, and the former owner of the Oasis did a phenomenal job keeping the peace between the Oasis and the residential neighborhood, as he was a great community custodial person for that ownership. The way the new owners went about this, kind of bulldozing in, and the issue with getting the permit first, is just not well-done, as far as the community is concerned. The fact of the matter remains that the lot on which the employee parking lot is proposed is zoned residential, and the best use is residential. The new owners of the Oasis just went about this wrong, and he and his family vehemently oppose the proposed land use change.

Mary "Maura" Rosser, 106 Sandpiper Boulevard, St. Augustine Beach, Florida, 32080, said she's here to protest and object to a residential lot being changed to commercial. If the lot is zoned residential, it should stay residential, as it would set a bad precedent if it was allowed to be changed to commercial. Spot rezoning would affect everyone in this, or any, neighborhood. The large motion lights the presenter for the application said would be installed in the employee parking lot to protect their vehicles will shine right into her house, making it very uncomfortable for her, and she also doesn't like the idea of a lot of noise coming over the fence between her property and the Oasis' property. An employee parking lot will encroach into the residential neighborhood, and as someone else said, the cart was put before the horse, as a permit was issued for the grading of the parking lot before the application to rezone the property to commercial has even been approved.

Mel Berkowitz, 22 Sabor De Sal Road, St. Augustine Beach, Florida, 32080, said he's one wooded

lot away from the proposed employee parking lot. Anybody who knows anything about real estate knows that once you integrate commercial into residential, there's no stopping it. He talked to a friend who works for Watson Realty, and she said anybody within about 200 yards of the proposed parking lot, if the land use is changed to commercial, can expect to lose about \$50,000 in decreased property values if they sell their house. Once commercial zoning is allowed, the wooded lot between his home and the proposed Oasis employee parking lot, along with two wooded lots that are down the block, could be sold and rezoned to commercial, so their neighborhood could become a travesty. The Oasis would have plenty of parking if they just graded the lot they have on the south side, and took the sign down that directs beachgoers to park on the south lot, because half of the people who park there are going to the beach, and the Oasis lets them park there for free. If they cut that out, they'd have enough parking for their employees as well as their customers. He figures they could grade the south parking lot and get about 75 cars in there, and with about 45 parking spaces in the other lot, they'd have about 120 parking spaces. No other restaurants in the area have that much parking, so he hopes the land use change from residential to commercial is not approved, because if it is, it's really going to screw up his neighborhood.

Brendan Schneck Jr., 21 Sabor De Sal Road, St. Augustine Beach, Florida, 32080, said the big thing about rezoning a low density residential lot is that once it's rezoned, the Oasis' owners could sell it and it could then become anything in compliance with commercial use per City Code.

Brendan Schneck Sr., 21 Sabor De Sal Road, St. Augustine Beach, Florida, 32080, said the owners bought this lot with the knowledge it was zoned low density residential, which he understands is the most protective zoning, and they're now asking to rezone it to commercial. This is very disheartening to him, as it will affect his property values. He hopes things like drainage, security, and noise will be considered, as when he bought his home, he had a reasonable expectation that the City would honor the current zoning. The Oasis advertises beach parking and runs multiple businesses out of that site, and they just erected a new building, which would have been perfect for additional parking, but they chose instead to use this space for this facility. They created their own hardship, and they now want the neighboring residents to deal with that. He takes exception to the statement made that a tree would be saved if the rezoning was approved to allow the parking lot, whereas if a house was built on this lot, the tree would have to be removed. A modest-sized house could be built on this lot without removing the tree. He thinks the City would be setting a bad precedent if this rezoning was approved, and he hopes the Board acknowledges that.

Marie Card, 20 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said the Oasis only has full capacity two or three times a year, during special events, like New Year's Eve, St. Patrick's Day, and Bike Week. Other than that, if you find 25 cars in the Oasis parking lot at any one time, it would be a lot, so there's no need for the Oasis to encroach upon residential property for more parking. Also, the Oasis had a lease for more parking across the street, and they chose not to renew that lease, so the onus is on them, as this was a conscious decision. The new owners erected that new, big green storage facility, but she doesn't know exactly what they're going to keep in there, it can't be foodstuffs, because it's not air-conditioned. This storage facility is not conducive to the architecture of the neighborhood, nor does it bring anything to the neighborhood. The residents have always co-existed with the Oasis, but now they're bringing issues to the neighborhood, such as the music issue, which should not be allowed, as they're piggybacking onto something else and snuck it in at the last minute, and now they're trying to say they're going to save a tree and do this

and that, but the bottom line is, they want to do what they want to do to the detriment of the community, as there's no welfare or consideration on the part of the new owners.

Michael Donnelly, 12 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said he's president of the Sandpiper Village Homeowners Association, and in that capacity, he's talked to a lot of the neighbors, and has yet to find any that support the proposed land use change. It doesn't make sense to him for the City, which is a residential, beachside community, to take a property east of A1A and change it from residential to commercial. The lot on Sabor De Sal Road that the Oasis' owners want to rezone is a good lot, it can be built on, and it should remain low density residential.

Thomas Mitchell, 21 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said he dropped off a letter he asked to be delivered to the Board members, who said they all received it. In his letter, he touched on all of the points mentioned by other public speakers, but takes exception to the statement that was made that the property was purchased in 1998 for a parking lot. He was a former president of the Sandpiper Village Homeowners Association, and the residential lot on Sabor De Sal Road now proposed as an employee parking lot has been in Tract A of Sandpiper Village since 1977. He did some research and found the Oasis was referred to as a "small shack" with a seating capacity of 50 in 1990, but over the years, it's started to encroach and eat up properties around it. The lot the Oasis wants to build a parking lot on should be kept as a residential property, as there's an unimproved property next to it which could be sold and combined into one nice residential parcel with a beautiful oak tree on it. In conclusion, he's opposed to the proposed land use change of a residential lot to commercial to allow a parking lot for the Oasis restaurant.

Lewis Fisher, 9 Sabor De Sal Road, St. Augustine Beach, Florida, 32080, said he and his wife are opposed to the proposed land use change. It should be no surprise to anyone that there are ongoing customer as well as employee parking issues at the Oasis, as evidenced by the ongoing mobility studies currently being conducted throughout the City and St. Johns County. Most, if not all, residents of the neighborhood adjacent to the Oasis would not be in favor of any additional commercial or retail parking which would potentially present more traffic issues and congestion with ingress and egress in their neighborhood. They already have traffic and congestion issues with the Oasis as it exists today, for example, delivery trucks park on the east side of Ocean Trace Road off State Road A1A South, making it very difficult, as it's almost impossible to see around them, to try to exit from Sabor De Sal Road onto Ocean Trace Road. As a real estate broker for the past 36 years, and a consultant and advisor for the Federal Deposit Insurance Corporation, he respectfully rebuts the statement made that this would not have a negative impact on homeowners' property values or resale values. They already have parking issues when the Oasis has special events, with people parking on the right-of-way and on the easement on Sabor De Sal Road as you turn off of Ocean Trace Road. Trash is a problem on the right-of-way and the easement during these special events, and if any of the Board members lived on Sabor De Sal Road in proximity to the lot proposed to be rezoned, he thinks they'd be on the residents' side of this issue too.

Taline Goorjian, 25 Sabor De Sal Road, St. Augustine Beach, Florida, 32080, said three or four months ago she bought the home on the corner lot directly across the street from the lot at 26 Sabor De Sal Road that is proposed to be rezoned to commercial. It's her dream home, and she loves it. In general, she's very worried, as a lot of people are, about their property values, and she hopes St. Augustine Beach stays as peaceful as it was when she first moved here, as it's an amazing place.



Patrick Flynn, 18 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said first, it appears this is a potential conflict between two parties, and it's an issue of fundamental fairness. The applicant gave a Power-Point presentation, which was very well done, with much detail and preparation having gone into it. However, all of the other folks who spoke didn't have the opportunity to coordinate and put together a 20-minute presentation, and they were only allowed to speak for three minutes each, so he's a little concerned about prejudice. Second, he did a little research on how the City goes about making these decisions, and it seems to him the proposed rezoning of a residential lot to commercial, by definition, fundamentally changes the nature of the neighborhood. They've had testimony from several residents about negative impacts on property values, which is another thing the Board and the City Commission need to consider in making a decision on this. The third thing is how the neighborhood feels about the proposed rezoning. He thinks it's clear from the comments made tonight that the neighborhood doesn't want it. Also, if this rezoning is approved, it will be cited as a precedent, so if the vacant lot next to it is sold, there's already a precedent to change the zoning to commercial. There are also other vacant lots in the adjacent neighborhoods which could be potentially be at risk, because if he were trying to buy a piece of property and he wanted to rezone it to commercial, he'd cite this decision as a precedent.

Gene Reineke, 32 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said he's been a City resident since 1989, and was a former member of the Planning and Zoning Board. He asked the current members of the Board to join the residents of St. Augustine Beach, Sandpiper Village, and the people who live on Sabor De Sal Road, to vote with them to deny the rezoning request submitted by the owners of the Oasis. The community has gotten so large that the traffic on A1A South has become hazardous to anyone trying to get out of the adjacent neighborhoods. This would just add one more burden with the additional cars going in and out, so he asked the Board to please bear with the adjoining residents and vote to deny this rezoning application.

Tom Mould, 26 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said he and his wife did an extensive search as to where they were going to live in Florida, and chose St. Augustine, as they thought they had a little piece of heaven here, which he believes will disappear if the Oasis continues to expand and do whatever the owners want. Before they lived at 26 Sandpiper Drive, they lived at 104 Sandpiper Boulevard, which was right next to Maura Rosser's house at 106 Sandpiper Boulevard, and they dealt with the tremendously loud noise that comes from the Oasis. The City Attorney's advice to call the police if there's a noise issue is purely kicking the can down the road. The agent for the Oasis spent a lot of time during her presentation telling everyone how they're going to save an oak tree, which is wonderful, but what about the peace and quiet of the neighborhood, the ability of the residents to walk to the beach, and their safety, he asked? The lot on Sabor De Sal Road the Oasis wants to rezone is zoned residential, and it should stay residential.

Nancy Mould, 26 Sandpiper Drive, St. Augustine Beach, Florida, 32080, said Sandpiper Village is a safe, quiet, peaceful neighborhood, with retired residents who look after elderly parents, residents who are teachers, and residents who are school children who walk to A1A South to catch the bus in front of the Oasis. Sandpiper Village isn't a transient vacation rental neighborhood, it's a residential neighborhood. Residents pay taxes, vote, and this is their home. She doesn't want it to become a honky-tonk corner that will rob them of their residentially-zoned neighborhood.

Ms. West closed out the public comment segment for this application. Regrettably, she said she



did not sufficiently plan for babysitting services this evening, as she was not expecting this type of crowd, so she needs to get home to her children. However, she first wants to convey her position on this application. She doesn't believe the applicants have met their burden, specifically based on the competent substantial evidence presented by numerous public speakers. The proposed change, in her opinion, will be contrary to public interest, and the change, based on the testimony of the gentleman who was employed by the FDIC and Ms. Maura Rosser, who lives next door to the proposed parking lot, will substantially diminish surrounding property values. Finally, she believes the proposed rezoning will forever negatively alter the character of the surrounding area. The owners were aware of the existing zoning when they took title to the property. She apologized for having to leave, and turned the role of chairperson over to the vice-chairperson, Mr. Bradfield.

Ms. Bennett said she'd like to clear up a few misunderstandings. First, regarding lights, City Code requires shields in lights from commercial properties, as it says light from commercial enterprises cannot fall onto residential properties. The existing lights are very tall and scatter light everywhere, but that is not the intent here, the intent is to have down-facing lights that are only directed at the parking lot, so again, some parking technology has changed, and the intent has changed. The existing tall lights that spill light everywhere are no longer allowed, so Ms. Rosser will not have lights shining in her upstairs windows. She's heard that the Oasis does not need additional parking and also that the Oasis needs so much parking that people park in the streets, so she's not really sure exactly what the consistent message here is. The Oasis' employees used to park across the street, but the new owners considered this to be a danger for them. City Code says, pertaining to offsite parking areas, that the parking will not create a hazard to pedestrians, vehicular traffic, interfere with other access points or be a detriment to any other nearby use. The new owners considered it to be dangerous for their employees to park and go back and forth across the street from the Oasis. It was also mentioned that this is spot zoning, but it is not, spot zoning is if it's the only thing that is zoned differently from everything surrounding it, so this is not a spot zoning, as the lot the Oasis' owners are requesting to rezone is contiguous to existing commercial property. Also, and the City Attorney may be able to speak to this, a rezoning is not considered a precedent. Each rezoning request is heard on its own merits specific to the site and to the conditions being rezoned, so she thinks it's important for people to understand that this will not set a precedent, at least not legally, though it may emotionally. She can't speak to noise, but again, the new owners are doing a lot of things to try to make the Oasis better, and this includes rearranging the parking.

Mr. Thomas asked if the Oasis' current parking situation is up to Code right now, and if it has enough parking spaces for the number of seats it has.

Mr. Larson said he believes it does, based on the square footage it has.

Ms. Bennett said they have 69 parking spaces under the current parking configuration. They may get some more parking spaces when they reconfigure the parking, but according to the square footage, they should have a lot more than that, although this is an existing nonconforming use.

Mr. Thomas asked if Sabor De Sal Road is actually defined as a residential road, and if the lot at 26 Sabor De Sal Road is rezoned to commercial, if this would change this residential designation.

Mr. Wilson said the road was platted as part of Sabor De Sal Subdivision, so it entirely belongs to

that subdivision, and no part of it is commercial. That's why the Oasis has a fence behind it, as there can't be a commercial entrance or access on a residential road. Absent a change in City Code, there's no way a commercial business venture or use could operate on this lot.

Mr. Thomas said in the applicant's favor, it seems like if the lot was all fenced off, and there's no access to Sabor De Sal Road, this would potentially reduce traffic on the residential road, versus an Airbnb rental house on this lot. However, he also has concerns about the permanence of changing the zoning of the lot to commercial, because even though the intended use of the lot right now is for parking, once it's been rezoned to commercial, the Oasis property could be sold, re-parceled out, and any allowable commercial building could potentially be built on it.

Ms. Bennett said the useable land, after the required buffers are put in, would only be about one-tenth of an acre, so this turns it into a very small useable piece of property.

Mr. Bradfield asked what would happen if a new owner bought the Oasis, and wanted to change the current commercial use to a different commercial use.

Ms. Bennett said City Code wouldn't prevent this, as according to the Code, the Oasis property could be developed into something else. The only thing that would constrain new commercial development is the size of the lot, which is a very small piece of property, but the entire Oasis property could be reconfigured and developed as any other allowable commercial use.

Ms. Sloan thanked Ms. Bennett for her presentation, and said she did an excellent job. It's a tough situation, as the lot straddles an area partially surrounded on more than one side by commercial property, but on the other side, there's residential property, so it is unique.

Mr. Bradfield asked if, apart from the owners of the Oasis, there is anyone who lives anywhere in close proximity to the Oasis who is in favor of the proposed rezoning of this lot.

Ms. Bennett said she's sorry, but she cannot answer that question.

Mr. Bradfield said his other concerns are with the staff recommendations presented to the Board, which suggest the Board's recommendation of approval to the City Commission, if an agreement, subject to several conditions, is deemed allowable by the City Attorney, and that if there are any violations of any of these conditions, the lot will revert back to low density residential. This is very confusing to him, because the way he sees it, this property is not qualified in any way, shape or form to be zoned for a parking lot, and he does not agree with any suggestion that would allow it to have a permit to do that type of use, whether it's a clearing permit, or anything else. It's been verified the lot is a buildable lot for a residence, as it has access to Sabor De Sal Road, and there is room to access and provide a driveway. That this lot was platted as residential, can be used as residential, and was bought with the understanding that it was zoned residential, is important to know, and he thinks any permit that suggests the use, clearing, or improvement to this lot to use it in any way other than residential is a completely wrong permit that should never have been issued.

Mr. Mitherz asked if the City Attorney could perhaps clarify if there is any way to put in any of the conditions suggested in Mr. Larson's staff recommendation to the Board.

Mr. Wilson said the situation is that you can't have what is called "contract zoning," in other words, you've got to evaluate the property on the basis of whether or not the Board thinks it's an appropriate zoning, based on the evidence and testimony on the record. If the Board members feel they want to impose conditions on a zoning application, they simply can't do it, as they can't contract the zoning. There are other things they can do under different circumstances, but they can't contract a zoning change. In considering a zoning change, they have to consider the possibility of whatever uses that zoning change could result in, and also have to understand the conditions that would limit the use of that property if the zoning was changed, for example, the access from Sabor De Sal Road would no longer be permitted if the lot was rezoned to commercial, whereas if existing residential zoning is kept in place, access to Sabor De Sal Road obviously would be allowed. What Mr. Larson was trying to say in the staff memo is that there is no contract zoning, and he thinks Mr. Bradfield just misunderstood what was going on, as there's no recommendation one way or the other that way, Mr. Larson was just explaining that if they wanted to try to rezone the lot with conditions, this can't be done, as this is against the law.

Mr. Kincaid said he heard a lot about the owners' desire to make this lot into an employee parking lot, but he didn't necessarily hear about the need or the hardship the Oasis is currently facing.

Ms. Bennett said this isn't a variance request, this is a rezoning, so a hardship doesn't need to be demonstrated. She wished the City Code had a special use permit for parking in residential zoning, because this could be revoked if there was a problem, but unfortunately, it doesn't, so the only options that are open to them are for a rezoning. The Board's decision to recommend approval or denial of this to the City Commission is based on the four considerations that have been mentioned. A lot of what the Board heard was based, she thinks, on the thought that there would be vehicular access from the employee parking lot. They also heard about stumbling drunks, speeding cars, and a lot of other things, but the fact is there isn't going to be any vehicular access from the employee parking lot to the residential neighborhood. The Oasis has 69 parking spaces now, and the lot on Sabor De Sal proposed for employee parking will have about 15 parking spaces. During the regular season, the Oasis has between 15 and 18 employees working at any one time, so the employee parking lot would accommodate all the employees, but during the busy season, the number of employees can go up to 28, so some of them would have to park in the regular parking lot.

Ms. Sloan said the task before the Board is to make a recommendation to the City Commission regarding the proposed land use change. She'd like to remind everyone in the public audience that they will need to show up again when this application is heard by the Commission. Whichever way the Board votes on is only a recommendation to the Commission, as the Commission has the final say in the matter. In making a decision, the Board has to consider that the land use change will not be contrary to the public interest, and that the granting of a change will not substantially diminish surrounding property values in, nor alter the character of, the surrounding land use districts. In looking at the lot requested for rezoning, and hearing the testimony of the residents, she cannot find for any of that, as she thinks the change would be contrary to public interest, and it would substantially diminish surrounding property values, as well as alter the character of the surrounding land use districts. Her big concern here is the precedent this would be set, and that is something this Board has to be very aware of, as what is done does set a precedent. To take low density residential property and change it to commercial, when there is nothing to control what would be done with it later down the road, is very dangerous, she thinks, for the residential nature

of the community. Though the lot straddles both residential and commercial property, it's already been clearly stated that the owners knew, when they bought the lot, that it was zoned low density residential, so she would not be in favor of approving the proposed land use change.

Mr. Bradfield said it is stipulated in the requirements for making a recommendation to the City Commission that a hardship must exist, even for a land use change, not just for a variance, but he doesn't see a hardship, and he completely agrees that the diminished property values and other negative impacts of these changes are somewhat obvious. He's also very concerned about permits being issued to move in directions of significantly intensive use compared to a far less intensive use for single-family residential. There would a lot of activity going on at a parking lot that would never occur if the lot was being used in the residential way it is platted and zoned. This goes along with all of the other inconsistencies in not meeting what the City needs to consider for the granting a land use change, which he thinks would have a significantly negative impact, so he can't see any reasoning or rationalization for the suggestions made by the applicant as to why the proposed rezoning should be approved. He advised the members of the public that they do need to show up when the application is heard by the City Commission, because even if this Board votes to deny the land use change, the Board's vote is just a recommendation to the Commission, and it won't necessarily be heard, understood, or followed. The Board often makes recommendations to the Commission that are completely ignored, and this likely could be one of them.

Ms. Odom said she thinks this is a very hard decision, as she's lived in this town since the day she was born, and seen things grow, including the Oasis. The residents in the adjoining neighborhoods live next to a restaurant/bar, and she empathizes with them, but she also sees the Oasis' point of view, as the owners are trying to successfully use a piece of property they own. What Mr. Bradfield said is correct in that the residents need to come to the Commission meeting at which this rezoning is heard, because it doesn't matter whether the Board recommends yes or no to the rezoning, as the Commission can reverse any decision or recommendation the Board makes.

Mr. Thomas said he sees the proposed land use change as being potentially detrimental to the surrounding property values, and thinks what people who live in a particular area say should have some significant weight. He doesn't see a lot of representation on the other side, in support of this.

Mr. Mitherz said he thinks the proposed land use change is against the public interest. The Oasis has other opportunities to find parking on their property as it exists right now. He doesn't think the proposed employee parking is going to add anything to the neighborhood, it's just going to take away from it, so it's not a good idea to change the current residential zoning to commercial.

**Motion:** to recommend the City Commission deny the land use change of 26 Sabor De Sal Road from low density residential to commercial as requested in Land Use Change File No. LUC 2017-01. **Moved** by Mr. Bradfield, **seconded** by Mr. Mitherz, **passed 6-0** by unanimous roll-call-vote.

## VII. OLD BUSINESS

There was no old business.

## VIII. BOARD COMMENT

Ms. Odom asked about the swimming pools being built on the mayor's properties on F Street, and if the house at 14 F Street is 35 feet tall, as it looks a lot taller than the house next door.

Mr. Larson said he thinks the pools are nine-feet-wide-by-20-feet long, and they're five feet off the rear property lines, which is the rear setback requirement for pools. The house at 14 F Street looks a lot taller than the one next to it because its finished floor elevation is at 11 feet, not 10 feet.

- Mr. Bradfield asked if finished floor elevation isn't measured from one foot above the crown of the road, and asked if there was a dune on this lot.

Mr. Larson said no, there was no dune on the lot. Finished floor elevation is measured from existing grade, and fill was put on the lot to raise it up after the recent floods. The Building Department doesn't tell property owners how to set a lot, and isn't dabbling into business that's going to get the City sued because property owners were told they couldn't put fill in on a lot. The total impervious surface coverage ratio on both of the mayor's lots is less than 40 percent.

Mr. Mitherz asked the number of transient, or short-term, rentals currently in the City.

Mr. Larson said he thinks there are currently about 75-79 transient rentals in the City.

Ms. Sloan asked if there is a limit of 100 transient rentals allowed in the City, and if this includes rentals advertised on Airbnb.

Mr. Larson said yes, there is a limit of 100 transient rentals allowed in the City. Rentals advertised on Airbnb must be licensed and inspected by the City just like all other transient rentals.

Mr. Mitherz asked if this Board will see and review the final plat for Ocean Ridge Subdivision.

Mr. Larson said yes, this will possibly be coming before the Board for the Board's June meeting, for the Board's recommendation to the City Commission to approve or deny the final plat.

## IX. ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

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Jane West, Chairperson

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Bonnie Miller, Recording Secretary

(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDING WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE VIDEO CAN BE FOUND AT [WWW.STAUGBCH.COM](http://WWW.STAUGBCH.COM) OR BY CONTACTING THE OFFICE OF THE CITY MANAGER AT 904-471-2122.)

**COMPREHENSIVE PLANNING AND ZONING BOARD  
OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA  
REGULAR MONTHLY MEETING  
TUESDAY, JUNE 20, 2017, 7:00 P.M.**

**NEW BUSINESS**

**1. CONDITIONAL USE FILE NO. CU 2017-02**, filed by Genesis Property & Management Group LLC, Maggie Kostka, owner/president, for renewal of an existing conditional use permit granted for a drive-up facility, per Section 6.02.07 of the City of St. Augustine Beach Land Development Regulations, at Cone Heads Ice Cream, in a commercial land use district at 570 A1A Beach Boulevard. The Board voted unanimously 7-0 by roll-call vote to recommend the City Commission approve renewal of this conditional use permit for a period of 10 (ten) years, with the condition that it be non-transferable, and granted only to the current owner and applicant.

**2. PRELIMINARY PLAT APPROVAL FILE NO. PPA 2017-01**, filed by Ocean Ridge Developers LLC, 1102 A1A North, Suite 102, Ponte Vedra Beach, Florida, 32082, Ellen Avery-Smith, agent for applicant, for plat approval, per Chapter 177 of the Florida Statutes and Section 12.02.14 of the City of St. Augustine Beach Land Development Regulations, for Ridge at St. Augustine Beach, known as Ocean Ridge Subdivision, consisting of 72 (seventy-two) single-family residential lots on approximately 23.27 acres in a low density residential land use district on the southeast corner of Mickler Boulevard and 11<sup>th</sup> Street. The Board voted 4-3 by roll-call vote to recommend the City Commission approve the submitted plat, as approved by Building Official Gary Larson for 72-single-family residential lots, with the recommendation to the developer to consider removing the southern pedestrian access based on the overwhelming objection of public opinion.

**OLD BUSINESS**

There was no old business.

## COMMISSION REPORT

July 2017

**TO:** MAYOR/COMMISSIONERS

**FROM:** ROBERT A. HARDWICK, CHIEF OF POLICE

### DEPARTMENT STATISTICS – May 22 to June 20, 2017

<b>CALLS FOR SERVICE</b>	737
<b>OFFENSE REPORTS</b>	91
<b>CITATIONS ISSUED</b>	93
<b>DUI</b>	1
<b>ARRESTS</b>	18
<b>WARNINGS</b>	151
<b>ANIMAL COMPLAINTS</b>	20

### MOTOR VEHICLE BURGLARY:

- 605 A1A Beach Blvd, no forced entry, driving glasses stolen, no suspect.
- 16<sup>th</sup> St. & A1A Beach Blvd, wallets, currency, credit cards, gift cards, and driver's license stolen, no suspect.
- 430 A1A Beach Blvd, no forced entry, toys, sunglasses, DVD accessories and disc stolen and recovered, suspect arrested.
- 350 A1A Beach Blvd, no forced entry, vehicle key stolen, no suspect.
- Pope Rd & A1A Beach Blvd, no forced entry, bag, wallet, currency, credit cards, cell phone and driver's license stolen, no suspect.

### RESIDENTIAL BURGLARY:

- 12 13<sup>th</sup> St., no forced entry, iPad and cell phone stolen and recovered, suspect arrested.

**ANIMAL CONTROL:** St. Johns County Animal Control handled 17 complaints in the area of St. Augustine Beach.

### MONTHLY ACTIVITIES:

- The Florida Police Chiefs Association presented Life Saving Awards to Commander Thomas Ashlock and Officer Bruce Cline for saving a man's life during Hurricane Matthew.
- Officers David Jensen and Jessie Lewis completed the Field Training Officer course.
- Officer Cline completed Firearm Instructor training.
- Officer Cline and K-9 KILO were recognized at a recent Jacksonville Sharks football game by K9s United honoring Hometown Heroes.

## MEMORANDUM

Date: June 23, 2017  
To: Max Royle, City Manager  
From: Joe Howell, P.E., Public Works Director  
Subject: Monthly Report

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### 8<sup>th</sup> Street Extension

The project is complete. City staff will be installing some flexible, reflective delineators and plants at the cu-de-sac end, and guard rail along a short section of the new sidewalk.

### Right of Way Maintenance

We have completed the agreement with FP&L to add/improve street lighting along Mickler Blvd. and are permitting through the FDOT for additional lighting at intersections along S.R. A1A.

The work of summer landscape maintenance along the R/W's and plaza maintenance has begun.

### Beautification Projects

We installed four of the eight requested oak trees for the canopy project. We are temporarily holding back four of the trees due to possible conflicts associated with potential off beach parking areas and underground infrastructure. We also have one Public Works employee watering the trees we have planted over the past two years, full time, three to four days a week, although the recent rains have been beneficial in this regard.

*(Same as last month)* In support of the City's Beautification Advisory Board's project we are coordinating FDOT R/W and landscape permitting for the Alvin's Island Landscape project. We have also solicited written fee proposals for implementing the project from local nursery/landscape contractors.

### Facilities

The work of the City Hall Security Upgrades project is well underway. By the time of the July Commission meeting the work in the Administration side, Police Department and the Commission room should be complete. The project is scheduled to be complete by or before the weekend of July 8, 2017.

Field work associated with the structural engineering evaluation of the building currently leased to the St. Johns Cultural Council began on June 23, 2017.

### Curbside Residential and Commercial Recycled Waste Collection Services

The City is now operating under the new contract with Advanced Disposal. As we enter the FY 19 budget cycle it would be appropriate to consider the optional services and conditions in the contract.



#### 4<sup>th</sup> and 5<sup>th</sup> Street Parking

We have received the draft survey of the R/W of both streets that will serve as the basis of design for the project. Initial evaluation indicates that the project is feasible. Proposed project costs will be presented in the draft FY 19 budget for consideration.

#### Ocean Woods Ditch Drainage Improvements

The project has commenced although it is off to a slower start than I would prefer. To some extent this is associated with the recent rainfall. I do anticipate that pace of construction will increase now that the temporary control measures are in place.

#### Pedestrian Crosswalk SR 312/Santander

Although located just north of the City limits and not a City project, I'm bringing this project to your attention as an example.

The FDOT in collaboration with the St. Johns County Traffic Engineering Division have recently completed a new pedestrian activated crosswalk with solar powered rapid flash beacons and solar powered LED overhead lighting.

#### LMS – HMGP

We submitted two applications for Tier 1 Hazard Mitigation Grant Project funding to the Florida Department of Emergency Management. The two projects will improve the City's primary stormwater drainage outfall and provide better isolation from tidal effects. The total estimated cost of the two projects is \$964,200 of which 75 percent (\$723,150) will be covered by the grant funding through a reimbursement process. The remaining 25 percent (\$241,050) may be eligible for a further cost sharing grant with the SJRWMD.

The review and approval process will likely extend through next year, or longer.

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## M E M O R A N D U M

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** MELISSA BURNS, CFO *MB*  
**SUBJECT:** FINANCE & TECHNOLOGY MONTHLY REPORT  
**DATE:** 6/19/2017

### Finance

The RFP for Banking Services was released on time and the period for formal questions has passed. The questions and answers were posted to both our website and DemandStar. The due date for the proposals is July 7<sup>th</sup>.

Budget work has begun, although no state revenue estimates are available, but property values are estimated at an increase of a little over 8%. The CPI has been published and it is on the positive side this year at 1.7%.

Follow up emails have been sent to the Florida Communities Trust on the progress of Ocean Hammock Park Phase II funding disbursement. The feedback I received is that they don't have a timeline established yet, but they have 1 year following the execution of the grant agreement to disburse. To date they have received all required documentation from us.

Follow up emails have been sent to FEMA regarding our "projects" getting reimbursed. FEMA has all the documentation necessary, but have not had a response as of this date. Will continue with emails, and phone calls if necessary.

I will be attending the Florida Government Finance Officers Association (FGFOA) beginning June 22<sup>nd</sup> through June 29<sup>th</sup> where important continuing education credits will be obtained, and I will begin my second year as Chair for the Technical Resources Committee and begin my term as President of the First Coast Chapter of the FGFOA.

### Technology

The audio/visual upgrades have been in progress since the first week of June, and are nearing completion in time for the Planning and Zoning Board meeting to be held on June 20<sup>th</sup>.

June 13, 2017  
09:20 AM

CITY OF ST. AUGUSTINE BEACH  
Check Register By Check Date

Page No: 1

Range of Checking Accts: First to Last      Range of Check Dates: 05/01/17 to 05/31/17  
Report Type: All Checks      Report Format: Detail      Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
001GENERAL							
35113	05/04/17	A1AAL005 A1A ALTERATIONS LLC				05/31/17	1176
17-01490	1	PATCHES,HEM/WAIST	91.00	001-2100-521-5210	Expenditure		69 1
				LAW ENFORCEMENT			
17-01491	1	PATCHES,HEM	127.00	001-2100-521-5210	Expenditure		70 1
				LAW ENFORCEMENT			
			218.00				
35114	05/04/17	AUGUS015 AUGUSTINE ALARM INC.				05/31/17	1176
17-01450	1	RESOLVE ISSUES AFTER TRANS BOX	834.00	001-1900-519-4610	Expenditure		21 1
				OTHER GOVERNMENTAL			
35115	05/04/17	BBTFI010 BB&T FINANCIAL, FSB				05/04/17 VOID	0
35116	05/04/17	BBTFI010 BB&T FINANCIAL, FSB				05/04/17 VOID	0
35117	05/04/17	BBTFI010 BB&T FINANCIAL, FSB				05/31/17	1176
17-01117	1	NOTARY TRAINING/BOND	83.95	001-2100-521-5430	Expenditure		1 1
				LAW ENFORCEMENT			
17-01166	1	TV WALL MOUNT	144.56	001-2100-521-5230	Expenditure		2 1
				LAW ENFORCEMENT			
17-01189	1	TV WALL MOUNT-PD	34.41	001-2100-521-5230	Expenditure		3 1
				LAW ENFORCEMENT			
17-01209	1	CARPET CLEANING	60.90	001-2100-521-4610	Expenditure		4 1
				LAW ENFORCEMENT			
17-01234	1	FTO MGT TRAINING-HAMMONDS	595.00	001-2100-521-5430	Expenditure		5 1
				LAW ENFORCEMENT			
17-01246	1	MCKESSON STERILE APPL	34.65	001-2100-521-4930	Expenditure		6 1
				LAW ENFORCEMENT			
17-01276	1	core training	250.00	001-2100-521-5430	Expenditure		7 1
				LAW ENFORCEMENT			
17-01310	1	FRAMES-DEPT PICTURES	21.97	001-2100-521-5290	Expenditure		8 1
				LAW ENFORCEMENT			
17-01327	1	GLOVES	65.95	001-2100-521-4930	Expenditure		9 1
				LAW ENFORCEMENT			
17-01347	1	FDLE LEADERSHIP TRAIN-ASHLOCK	1,000.00	001-2100-521-5430	Expenditure		10 1
				LAW ENFORCEMENT			
17-01368	1	BOOSTER CABLES/TOOL BOXES	12.99	001-2100-521-5230	Expenditure		11 1
				LAW ENFORCEMENT			
17-01368	2	BOOSTER CABLES/TOOL BOXES	38.97	001-2100-521-5230	Expenditure		12 1
				LAW ENFORCEMENT			
17-01368	3	BOOSTER CABLES/TOOL BOXES	20.97	001-2100-521-4930	Expenditure		13 1
				LAW ENFORCEMENT			
17-01370	1	VOICE RECORDER	102.00	001-2100-521-5230	Expenditure		14 1
				LAW ENFORCEMENT			
17-01385	1	GLOVES	65.95	001-2100-521-4930	Expenditure		15 1
				LAW ENFORCEMENT			
17-01390	1	NOTARY FEES	101.12	001-2100-521-5430	Expenditure		16 1
				LAW ENFORCEMENT			

June 13, 2017  
09:20 AM

CITY OF ST. AUGUSTINE BEACH  
Check Register By Check Date

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
001GENERAL				Continued					
35117	BB&T	FINANCIAL, FSB		Continued					
17-01393	1	PAINT-BATHROOM REPAIRS	117.56	001-2100-521-4610 LAW ENFORCEMENT	Expenditure		17	1	
17-01407	1	EVENT BANNER	184.00	001-2100-521-5240 LAW ENFORCEMENT	Expenditure		18	1	
17-01493	1	HOTEL-MARTINEZ	109.03	001-2100-521-4000 LAW ENFORCEMENT	Expenditure		72	1	
			<u>3,043.98</u>						
35118	05/04/17	BOZAR010 BOZARD FORD COMPANY				05/31/17	1176		
17-01456	1	PM/REPL TIRES-#126	205.13	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		26	1	
17-01471	1	PM-#103	59.88	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		55	1	
17-01472	1	PM-#125	44.48	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		56	1	
			<u>309.49</u>						
35119	05/04/17	BUILD015 BUILDERS STAINLESS.COM				05/31/17	1176		
17-01460	1	KCONNECTOR NAIL,SCREW	17.56	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		32	1	
35120	05/04/17	CHRIS015 CHRISTINE HARRIS				05/31/17	1176		
17-01462	1	REFUND WEDDING PERMIT FEES	100.00	001-322-300 Events Permits	Revenue		34	1	
35121	05/04/17	CSAB-030 CSAB - POLICE EDUCATION FUND				05/31/17	1176		
17-01448	1	PE FROM FINES-03/17	98.74	001-351-500 Court Fines	Revenue		19	1	
35122	05/04/17	DEBOR010 Deborah K. Christopher				05/31/17	1176		
17-01473	1	30 HRS-APRIL 2017	900.00	001-2100-521-3400 LAW ENFORCEMENT	Expenditure		57	1	
35123	05/04/17	FLORI170 FLORIDA JANITOR & PAPER SUPPLY				05/31/17	1176		
17-01459	1	CLEANING SUPPLIES	196.57	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		31	1	
35124	05/04/17	FLORI250 FLORIDA POWER & LIGHT COMPANY				05/31/17	1176		
17-01464	1	ELECTRICITY CHARGES	24.27	001-7200-572-4310 PARKS AND REC	Expenditure		40	1	
17-01464	2	ELECTRICITY CHARGES	27.41	001-7200-572-4310 PARKS AND REC	Expenditure		41	1	
17-01464	3	ELECTRICITY CHARGES	696.69	001-1900-519-4310 OTHER GOVERNMENTAL	Expenditure		42	1	
17-01464	4	ELECTRICITY CHARGES	298.58	001-2400-524-4310 PROT INSPECTIONS	Expenditure		43	1	
17-01464	5	ELECTRICITY CHARGES	698.07	001-2100-521-4310 LAW ENFORCEMENT	Expenditure		44	1	
17-01464	6	ELECTRICITY CHARGES	102.58	001-1900-519-4310 OTHER GOVERNMENTAL	Expenditure		45	1	

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PO #	Item	Description							
001GENERAL			Continued						
35124	FLORIDA POWER & LIGHT COMPANY	Continued							
17-01464	7	ELECTRICITY CHARGES	114.42	001-3400-534-4310	Expenditure		46	1	
				GARBAGE					
17-01464	8	ELECTRICITY CHARGES	177.54	001-131-1000	G/L		47	1	
				Due From Road & Bridge Fund					
			<u>2,139.56</u>						
35125	05/04/17	GOODY025 GOODYEAR WHOLESALE				05/31/17	1176		
17-01454	1	4 TIRES-#126	604.00	001-2100-521-4630	Expenditure		24	1	
				LAW ENFORCEMENT					
35126	05/04/17	HAGAN020 HAGAN ACE HARDWARE				05/31/17	1176		
17-01457	1	CRACK FILLER,DOOR HOLD,BULBS	19.98	001-1900-519-4610	Expenditure		27	1	
				OTHER GOVERNMENTAL					
17-01457	2	CRACK FILLER,DOOR HOLD,BULBS	17.98	001-1900-519-4610	Expenditure		28	1	
				OTHER GOVERNMENTAL					
17-01457	3	CRACK FILLER,DOOR HOLD,BULBS	19.98	001-1900-519-4610	Expenditure		29	1	
				OTHER GOVERNMENTAL					
17-01457	4	CRACK FILLER,DOOR HOLD,BULBS	9.99	001-1900-519-4610	Expenditure		30	1	
				OTHER GOVERNMENTAL					
			<u>67.93</u>						
35127	05/04/17	HOMED010 HOME DEPOT				05/31/17	1176		
17-01480	1	HINGE,DOOR STOP	25.26	001-1900-519-4610	Expenditure		62	1	
				OTHER GOVERNMENTAL					
17-01480	2	HINGE,DOOR STOP	21.88	001-1900-519-4610	Expenditure		63	1	
				OTHER GOVERNMENTAL					
17-01480	3	HINGE,DOOR STOP	56.17	001-1900-519-4610	Expenditure		64	1	
				OTHER GOVERNMENTAL					
			<u>103.31</u>						
35128	05/04/17	INDIA010 INDIANHEAD BIOMASS SERVICES				05/31/17	1176		
17-01489	1	YARD WASTE DISPOSAL	1,930.97	001-3400-534-4940	Expenditure		68	1	
				GARBAGE					
35129	05/04/17	LVHIE010 L.V. HIERS, INC.				05/31/17	1176		
17-01449	1	520 GALS UNLD	1,072.91	001-2100-521-5220	Expenditure		20	1	
				LAW ENFORCEMENT					
35130	05/04/17	MORET010 MORE THAN INK				05/31/17	1176		
17-01466	1	GF CHECK STOCK	287.95	001-1300-513-4700	Expenditure		48	1	
				FINANCE					
35131	05/04/17	NORTH020 NORTHEAST FLORIDA LEAGUE OF CI				05/31/17	1176		
17-01467	1	DINNER/MEETING-030917	25.00	001-1100-511-4000	Expenditure		49	1	
				LEGISLATIVE					
17-01467	2	DINNER/MEETING-030917	25.00	001-1300-513-4000	Expenditure		50	1	
				FINANCE					
17-01467	3	DINNER/MEETING-030917	25.00	001-1900-519-5290	Expenditure		51	1	
				OTHER GOVERNMENTAL					
17-01468	1	DINNER/MEETING-042017	25.00	001-1900-519-5290	Expenditure		52	1	
				OTHER GOVERNMENTAL					

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001	GENERAL			Continued					
35131	17-01469	1 DINNER/MEETING-021617	25.00	001-1100-511-4000	Expenditure		53	1	
				LEGISLATIVE					
17-01469	2	DINNER/MEETING-021617	25.00	001-1300-513-4000	Expenditure		54	1	
				FINANCE					
			150.00						
35132	05/04/17	PATRI015 PATRICIA DOUYLLIEZ				05/31/17	1176		
17-01492	1	TUITION REIMB	262.50	001-1300-513-5430	Expenditure		71	1	
				FINANCE					
35133	05/04/17	PUBLI020 PUBLIX				05/31/17	1176		
17-01455	1	REPLENISH SUPPLIES-COFFEE/CRMR	39.94	001-2100-521-5290	Expenditure		25	1	
				LAW ENFORCEMENT					
35134	05/04/17	QUILL010 QUILL CORPORATION				05/31/17	1176		
17-01463	1	OFFICE SUPPLIES	9.74	001-3400-534-5100	Expenditure		35	1	
				GARBAGE					
17-01463	2	OFFICE SUPPLIES	8.74	001-1900-519-5100	Expenditure		36	1	
				OTHER GOVERNMENTAL					
17-01463	3	OFFICE SUPPLIES	224.43	001-2100-521-5100	Expenditure		37	1	
				LAW ENFORCEMENT					
17-01463	4	OFFICE SUPPLIES	4.23	001-1300-513-5100	Expenditure		38	1	
				FINANCE					
17-01463	5	OFFICE SUPPLIES	15.14	001-131-1000	G/L		39	1	
				Due From Road & Bridge Fund					
			262.28						
35135	05/04/17	ROTO-010 ROTO-ROOTER OF ST. AUGUSTINE				05/31/17	1176		
17-01479	1	TOILET REPAIR-CH	165.00	001-1900-519-4610	Expenditure		61	1	
				OTHER GOVERNMENTAL					
35136	05/04/17	SAUER005 SAUER INCORPORATED				05/31/17	1176		
17-01474	1	UPGRADES TO CITY HALL	22,332.00	001-1900-519-6200	Expenditure		58	1	
				OTHER GOVERNMENTAL					
35137	05/04/17	STADV010 STAPLES ADVANTAGE				05/31/17	1176		
17-01451	1	TONER,OFC SUPPLIES	244.76	001-2100-521-5100	Expenditure		22	1	
				LAW ENFORCEMENT					
17-01451	2	TONER,OFC SUPPLIES	5.99	001-1300-513-5100	Expenditure		23	1	
				FINANCE					
			250.75						
35138	05/04/17	STRAT010 STRATE				05/31/17	1176		
17-01475	1	WELDING SUPPLIES	69.20	001-3400-534-4630	Expenditure		59	1	
				GARBAGE					
35139	05/04/17	TAMPA010 TAMPA CRANE & BODY, INC				05/31/17	1176		
17-01478	1	COLLAR	95.50	001-3400-534-4630	Expenditure		60	1	
				GARBAGE					

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001GENERAL			Continued				
35140	05/04/17	TOMNE010 TOM NEHL TRUCK COMPANY				05/31/17	1176
17-01461	1	STEERING WHEEL	180.90	001-3400-534-4630 GARBAGE	Expenditure		33 1
17-01481	1	LAMP	111.60	001-3400-534-4630 GARBAGE	Expenditure		65 1
17-01482	1	HORN BUTTON	17.90	001-3400-534-4630 GARBAGE	Expenditure		66 1
			<u>310.40</u>				
35141	05/04/17	WILSO010 WILSON MACHINE & WELDING WORKS				05/31/17	1176
17-01485	1	FLAT BAR	25.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		67 1
35142	05/11/17	A1AAU020 A1A AUTO CENTER, INC				05/31/17	1178
17-01502	1	OIL CHANGE-#114	40.27	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		15 1
35143	05/11/17	ADVAN010 ADVANCED DISPOSAL				05/31/17	1178
17-01538	1	RECYCLE FEES-APRIL 2017	9,322.50	001-3400-534-3400 GARBAGE	Expenditure		45 1
35144	05/11/17	ATTCH010 AT & T (OLD CITY HALL)				05/31/17	1178
17-01510	1	TELEPHONE SERVICE	55.00	001-2100-521-4100 LAW ENFORCEMENT	Expenditure		21 1
35145	05/11/17	ATTSR010 AT&T				05/31/17	1178
17-01513	1	TELEPHONE SVC	308.01	001-2100-521-4100 LAW ENFORCEMENT	Expenditure		23 1
35146	05/11/17	BAKER010 BAKER DISTRIBUTING CO.				05/31/17	1178
17-01288	2	PARTS	45.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		3 1
17-01527	1	FILTER	116.40	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		39 1
			<u>161.40</u>				
35147	05/11/17	BUGOU010 BUG OUT SERVICE, INC				05/31/17	1178
17-01555	1	LAWN PEST CONTROL	187.00	001-1900-519-3400 OTHER GOVERNMENTAL	Expenditure		62 1
35148	05/11/17	CLERK020 CLERK OF CIRCUIT COURT				05/31/17	1178
17-01508	1	FILING FEES-MAY 2017	57.00	001-1300-513-5290 FINANCE	Expenditure		19 1
17-01509	1	FILING FEES-APRIL 2017	28.50	001-1300-513-5290 FINANCE	Expenditure		20 1
17-01551	1	FILING FEES-APR 2017	160.00	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		57 1
			<u>245.50</u>				
35149	05/11/17	CLYDE005 CLYDE ARMORY INC				05/31/17	1178
17-01503	1	DD=KEYMOD LIGHT MOUNT	255.00	001-2100-521-5230 LAW ENFORCEMENT	Expenditure		16 1

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PO #	Item	Description							
001	GENERAL			Continued					
35150	05/11/17	COQUI005 COQUINA LAW GROUP, PA				05/31/17	1178		
17-01545	1	LEGAL FEES-0417	3,000.00	001-1300-513-3100 FINANCE	Expenditure		52	1	
17-01546	1	LEGAL FEES-SCALA	307.27	001-1300-513-3100 FINANCE	Expenditure		53	1	
17-01547	1	LEGAL FEES-EDMONDS FAM	805.00	001-1300-513-3100 FINANCE	Expenditure		54	1	
			<u>4,112.27</u>						
35151	05/11/17	CSAB-040 CSAB - ROAD & BRIDGE FUND				05/31/17	1178		
17-01537	1	FUNDS DUE TO R&B	11,020.35	001-207-1000 Due To Road & Bridge Fund	G/L		44	1	
35152	05/11/17	DGGTA010 DGG UNIFORMS & WORK APPAREL				05/31/17	1178		
17-01504	1	SHIRT-SHOUSE	40.49	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		17	1	
35153	05/11/17	ENTER005 ENTERPRISE FM TRUST				05/31/17	1178		
17-01520	1	LEASE VEHICLE	917.65	001-2100-521-4431 LAW ENFORCEMENT	Expenditure		26	1	
35154	05/11/17	FLORI170 FLORIDA JANITOR & PAPER SUPPLY				05/31/17	1178		
17-01528	1	CLEANING SUPPLIES	251.33	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		40	1	
35155	05/11/17	FLORI445 FLORIDA SAFETY CONTRACTORS INC				05/31/17	1178		
17-01022	3	8TH STREET IMPROVEMENTS	36,534.85	001-131-5000 Due from 8th Street Project Fund	G/L		2	1	
35156	05/11/17	GALLS010 GALLS, AN ARAMARK COMPANY				05/31/17	1178		
17-01506	1	NAMEPLATES-HAMMONDS/GILLESPIE	28.93	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		18	1	
35157	05/11/17	GOODY025 GOODYEAR WHOLESALE				05/31/17	1178		
17-01501	1	3 TIRES	411.06	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		14	1	
35158	05/11/17	GOVER010 GOVERNMENT FINANCE OFFICERS AS				05/31/17	1178		
17-01543	1	MEMBERSHIP-BURNS	170.00	001-1300-513-5420 FINANCE	Expenditure		50	1	
35159	05/11/17	HAGAN020 HAGAN ACE HARDWARE				05/31/17	1178		
17-01532	1	SPRAY PAINT, ANCHORS	19.58	001-7200-572-5290 PARKS AND REC	Expenditure		41	1	
17-01533	1	4-WAY REFILLS	9.99	001-7200-572-5290 PARKS AND REC	Expenditure		42	1	
17-01553	1	MISC SCREWS, NUTS, BOLTS	5.13	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		61	1	
17-01561	1	RUBBER DOOR STOP	3.98	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		65	1	
			<u>38.68</u>						



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001GENERAL			Continued					
35160	05/11/17	HOMED010 HOME DEPOT				05/31/17		1178
17-01535	1	BOLTS-DOOR-PD	7.98	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		43	1
35161	05/11/17	JACKI005 JACKIE PARRISH				05/31/17		1178
17-01549	1	CORE TRAINING-PER DIEM	70.00	001-2100-521-4000 LAW ENFORCEMENT	Expenditure		55	1
35162	05/11/17	LEEMA005 LEEMAN ENTERPRISES INC				05/31/17		1178
17-01526	1	REPAIR FRONT GATE	162.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		38	1
35163	05/11/17	LVHIE010 L.V. HIERS, INC.				05/31/17		1178
17-01499	1	508 GALS UNLD	1,006.15	001-2100-521-5220 LAW ENFORCEMENT	Expenditure		12	1
17-01512	1	703 GALS DIESEL	1,420.48	001-3400-534-5220 GARBAGE	Expenditure		22	1
			<u>2,426.63</u>					
35164	05/11/17	MARIO010 MARIOTTI'S				05/31/17		1178
17-00902	1	UNIFORM DRY CLEANING	210.46	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		1	1
35165	05/11/17	MORET010 MORE THAN INK				05/31/17		1178
17-01519	1	INSPECTION SHEETS-1,000	195.00	001-2400-524-4700 PROT INSPECTIONS	Expenditure		25	1
35166	05/11/17	MYFLO005 MYFLORIDACOUNTY.COM				05/31/17		1178
17-01500	1	ACCESS FOR WEBSITE	86.00	001-202-4000 Accounts Payable - Other	G/L		13	1
35167	05/11/17	NATIO090 NATIONWIDE RETIREMENT SOLUTION				05/31/17		1178
17-01563	1	DEFERRED COMP	1,963.05	001-235-0000 Deferred Compensation	G/L		66	1
35168	05/11/17	PUBLI020 PUBLIX				05/31/17		1178
17-01496	1	FOOD-VOLUNTEER APPRECIATION	47.98	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		11	1
35169	05/11/17	PURVG010 PURVIS GRAY & COMPANY				05/31/17		1178
17-01494	1	AUDIT REPORT/FIN STMT-2016	3,400.00	001-1300-513-3200 FINANCE	Expenditure		4	1
17-01494	2	AUDIT REPORT/FIN STMT-2016	1,600.00	001-131-1000 Due From Road & Bridge Fund	G/L		5	1
			<u>5,000.00</u>					
35170	05/11/17	QUILL010 QUILL CORPORATION				05/31/17		1178
17-01552	1	OFFICE SUPPLIES	205.97	001-2100-521-5100 LAW ENFORCEMENT	Expenditure		58	1
17-01552	2	OFFICE SUPPLIES	93.20	001-2400-524-5100 PROT INSPECTIONS	Expenditure		59	1

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PO #	Item	Description							
001GENERAL			Continued						
35170	QUILL CORPORATION	Continued							
17-01552	3	OFFICE SUPPLIES	46.63	001-1300-513-5100	Expenditure		60	1	
			345.80	FINANCE					
35171	05/11/17	SAGEC005 SAGE CAPITAL RECOVERY				05/31/17	1178		
17-01564	1	COMPCAST SVC-BBO	263.85	001-7200-572-4830	Expenditure		67	1	
				PARKS AND REC					
35172	05/11/17	SANFO005 SANFORD AND SON AUTO PARTS INC				05/31/17	1178		
17-01522	1	1 QT DEXRON	208.56	001-3400-534-4630	Expenditure		36	1	
				GARBAGE					
17-01556	1	AIR FILTER	12.99	001-3400-534-4630	Expenditure		63	1	
			221.55	GARBAGE					
35173	05/11/17	SMITH010 SMITH BROS. PEST CONTROL				05/31/17	1178		
17-01495	1	PEST CONTROL	52.00	001-1900-519-4610	Expenditure		6	1	
				OTHER GOVERNMENTAL					
17-01495	2	PEST CONTROL	30.00	001-1900-519-4610	Expenditure		7	1	
				OTHER GOVERNMENTAL					
17-01495	3	PEST CONTROL	25.00	001-1900-519-4610	Expenditure		8	1	
				OTHER GOVERNMENTAL					
17-01495	4	PEST CONTROL	25.00	001-1900-519-4610	Expenditure		9	1	
				OTHER GOVERNMENTAL					
17-01495	5	PEST CONTROL	52.00	001-1900-519-4610	Expenditure		10	1	
			184.00	OTHER GOVERNMENTAL					
35174	05/11/17	SPORT010 SPORTS CORNER				05/31/17	1178		
17-01514	1	NAVY UNIFORM	20.00	001-2100-521-5210	Expenditure		24	1	
				LAW ENFORCEMENT					
35175	05/11/17	STAUG245 ST AUGUSTINE KITCHEN & BATH				05/31/17	1178		
17-01523	1	WIRE/INSTALL RECEPTACLES-PD	400.00	001-1900-519-4610	Expenditure		37	1	
				OTHER GOVERNMENTAL					
17-01557	1	WIARE/INSTALL 50 AMP CIRCUIT-PD	475.00	001-1900-519-4610	Expenditure		64	1	
			875.00	OTHER GOVERNMENTAL					
35176	05/11/17	STJOH110 ST. JOHNS COUNTY SOLID WASTE				05/31/17	1178		
17-01544	1	DISPOSAL FEES-APR 2017	11,015.02	001-3400-534-4940	Expenditure		51	1	
				GARBAGE					
35177	05/11/17	SUNLI010 SUN LIFE FINANCIAL				05/31/17	1178		
17-01521	1	LIFE INSURANCE	4.56	001-1200-512-2300	Expenditure		27	1	
				EXECUTIVE					
17-01521	2	LIFE INSURANCE	63.91	001-1300-513-2300	Expenditure		28	1	
				FINANCE					
17-01521	3	LIFE INSURANCE	11.64	001-1500-515-2300	Expenditure		29	1	
				COMP PLANNING					

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PO #	Item	Description						Acct
001GENERAL				Continued				
35177	SUN	LIFE FINANCIAL		Continued				
17-01521	4	LIFE INSURANCE	49.85	001-1900-519-2300	Expenditure		30	1
				OTHER GOVERNMENTAL				
17-01521	5	LIFE INSURANCE	209.99	001-2100-521-2300	Expenditure		31	1
				LAW ENFORCEMENT				
17-01521	6	LIFE INSURANCE	20.31	001-2400-524-2300	Expenditure		32	1
				PROT INSPECTIONS				
17-01521	7	LIFE INSURANCE	55.60	001-3400-534-2300	Expenditure		33	1
				GARBAGE				
17-01521	8	LIFE INSURANCE	10.00	001-229-2100	G/L		34	1
				Insurance-Other Employee Paid				
17-01521	9	LIFE INSURANCE	86.28	001-131-1000	G/L		35	1
				Due From Road & Bridge Fund				
			512.14					
35178	05/11/17	VERIZ010 VERIZON WIRELESS				05/31/17		1178
17-01550	1	CELL PHONE	829.61	001-2100-521-4100	Expenditure		56	1
				LAW ENFORCEMENT				
35179	05/11/17	WRIGH010 WRIGHT NATIONAL FLOOD				05/31/17		1178
17-01539	1	FLOOD INS-CH	453.06	001-1900-519-4520	Expenditure		46	1
				OTHER GOVERNMENTAL				
17-01539	2	FLOOD INS-CH	1,224.94	001-155-0000	G/L		47	1
				Prepaid Items				
17-01539	3	FLOOD INS-CH	1,453.43	001-155-0000	G/L		48	1
				Prepaid Items				
17-01539	4	FLOOD INS-CH	537.57	001-1900-519-4520	Expenditure		49	1
				OTHER GOVERNMENTAL				
			3,669.00					
35180	05/18/17	COMMU025 COMMUNITY REDEVELOPMENT &				05/31/17		1179
17-01623	1	CONSULTING SRVCS ZONING ISSUE	2,550.00	001-2400-524-3400	Expenditure		1	1
				PROT INSPECTIONS				
35181	05/18/17	AMERI060 AMERICAN HERITAGE LIFE INSURAN				05/31/17		1181
17-01588	1	DENTAL INS	44.96	001-229-2100	G/L		42	1
				Insurance-Other Employee Paid				
35182	05/18/17	ATTUV010 AT & T (U-VERSE)				05/31/17		1181
17-01600	1	INTERNET	40.00	001-1300-513-4100	Expenditure		62	1
				FINANCE				
17-01600	2	INTERNET	40.00	001-2400-524-4100	Expenditure		63	1
				PROT INSPECTIONS				
			80.00					
35183	05/18/17	BEVER005 BEVERLY RADDATZ				05/31/17		1181
17-01624	1	ARMA SEMINAR	25.00	001-1300-513-5430	Expenditure		86	1
				FINANCE				
35184	05/18/17	BOZAR010 BOZARD FORD COMPANY				05/31/17		1181
17-01584	1	REPLACE TIRE #133	15.51	001-2100-521-4630	Expenditure		33	1
				LAW ENFORCEMENT				

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PO #	Item	Description						Acct
001	GENERAL		Continued					
35184	BOZARD	FORD COMPANY	Continued					
17-01609	1	JET KIT	12.64	001-3400-534-4630	Expenditure		79	1
				GARBAGE				
			28.15					
35185	05/18/17	BUILD015 BUILDERS STAINLESS.COM				05/31/17		1181
17-01608	1	STAR SCREWS	4.00	001-1900-519-4610	Expenditure		78	1
				OTHER GOVERNMENTAL				
35186	05/18/17	COLON010 COLONIAL SUPPLEMENTAL INSURANC				05/31/17		1181
17-01595	1	SUPPLEMENTAL INS PREMIUMS	915.34	001-229-2100	G/L		54	1
				Insurance-Other Employee Paid				
35187	05/18/17	DAVIS025 DAVIS & STANTON						1181
17-01606	1	UNIFORM POLICE BARS	63.00	001-2100-521-5210	Expenditure		77	1
				LAW ENFORCEMENT				
35188	05/18/17	DGGTA010 DGG UNIFORMS & WORK APPAREL				05/31/17		1181
17-01582	1	SHIRT-SHOUSE	40.49	001-2100-521-5210	Expenditure		31	1
				LAW ENFORCEMENT				
35189	05/18/17	FIRBR001 FIRST BANKCARD				05/31/17		1181
17-01497	1	SUPPLIES	5.33	001-1100-511-5100	Expenditure		14	1
				LEGISLATIVE				
17-01497	2	SUPPLIES	8.50	001-1100-511-5290	Expenditure		15	1
				LEGISLATIVE				
			13.83					
35190	05/18/17	FIRMB010 First Bankcard				05/18/17 VOID		0
35191	05/18/17	FIRMB010 First Bankcard				05/18/17 VOID		0
35192	05/18/17	FIRMB010 First Bankcard				05/31/17		1181
17-00991	1	CGFO EXAMS	60.00	001-1300-513-5430	Expenditure		1	1
				FINANCE				
17-01002	1	ASFPM CFM TEST-LARSON	50.00	001-2400-524-5430	Expenditure		2	1
				PROT INSPECTIONS				
17-01028	1	SJC-TAGS/TITLE NEW VEHICLES	237.12	001-2100-521-4630	Expenditure		3	1
				LAW ENFORCEMENT				
17-01028	2	SJC-TAGS/TITLE NEW VEHICLES	120.57	001-131-1000	G/L		4	1
				Due From Road & Bridge Fund				
17-01102	1	PD VPN CERT	403.38	001-2100-521-4620	Expenditure		5	1
				LAW ENFORCEMENT				
17-01204	1	FGFOA CONF 2017-BURNS	275.00	001-1300-513-5430	Expenditure		6	1
				FINANCE				
17-01297	1	HOTEL-BURNS	152.50	001-1300-513-4000	Expenditure		8	1
				FINANCE				
17-01326	1	FACEBOOK,MINI B CABLES	47.01	001-7200-572-4830	Expenditure		9	1
				PARKS AND REC				
17-01326	2	FACEBOOK,MINI B CABLES	69.60	001-2100-521-5230	Expenditure		10	1
				LAW ENFORCEMENT				

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PO #	Item	Description							
001GENERAL				Continued					
35192	First Bankcard	Continued							
17-01433	1	TAG-NEW VEHICLE	121.28	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		13	1	
17-01516	1	HDMI TO ANALOG DOWN CONVERTER	389.95	001-1900-519-6490 OTHER GOVERNMENTAL	Expenditure		16	1	
17-01517	1	SANDISK 16GB CLASS 4	13.83	001-2400-524-5100 PROT INSPECTIONS	Expenditure		17	1	
17-01540	1	AMAZON-KODAK PIXPRO ZOOMS	170.38	001-2400-524-5230 PROT INSPECTIONS	Expenditure		18	1	
17-01541	1	ACER 27 IN MONITOR	160.00	001-1300-513-5230 FINANCE	Expenditure		19	1	
17-01596	1	FACEBOOK CHG,AMAZON PRIME ACCT	8.36	001-7200-572-4830 PARKS AND REC	Expenditure		55	1	
17-01596	2	FACEBOOK CHG,AMAZON PRIME ACCT	11.18	001-1300-513-5420 FINANCE	Expenditure		56	1	
17-01597	1	FGFOA CR,FB,GFOA	185.00	001-1300-513-5410 FINANCE	Expenditure		57	1	
17-01597	2	FGFOA CR,FB,GFOA	20.00	001-7200-572-4830 PARKS AND REC	Expenditure		58	1	
17-01597	3	FGFOA CR,FB,GFOA	175.00	001-1300-513-5430 FINANCE	Expenditure		59	1	
17-01598	1	FACEBOOK	34.93	001-7200-572-4830 PARKS AND REC	Expenditure		60	1	
17-01599	1	FB & GOOGLE PLAY CR/CHGS	1,360.00	001-7200-572-4830 PARKS AND REC	Expenditure		61	1	
			995.09						
35193	05/18/17	FLAPA005 FLA-PAC					1181		
17-01581	1	FLA-PAC EVENT-HARRELL/CHRISTOP	300.00	001-2100-521-5440 LAW ENFORCEMENT	Expenditure		30	1	
35194	05/18/17	FLORI170 FLORIDA JANITOR & PAPER SUPPLY				05/31/17	1181		
17-01571	1	CLEANING SUPPLIES	188.35	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		23	1	
35195	05/18/17	FLORI420 FLORIDA DEPT OF HEALTH				05/31/17	1181		
17-01615	1	SPLASH PARK PERMIT	225.00	001-7200-572-5290 PARKS AND REC	Expenditure		81	1	
35196	05/18/17	FRANK020 FRANKIE HAMMONDS				05/31/17	1181		
17-01578	1	REIMB TUITION	1,098.00	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		28	1	
35197	05/18/17	GOODY025 GOODYEAR WHOLESALE				05/31/17	1181		
17-01585	1	TIRE-#133	137.02	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		34	1	
35198	05/18/17	HAGAN020 HAGAN ACE HARDWARE				05/31/17	1181		
17-01573	1	MISC SCREWS,NUTS,BOLTS	2.37	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		24	1	

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PO #	Item	Description					Ref Seq Acct
001GENERAL				Continued			
35199	05/18/17	HEALIO10 HEALING ARTS URGENT CARE				05/31/17	1181
17-01625	1	DRUG SCREEN/PHYSICAL	58.50	001-131-1000	G/L		87 1
				Due From Road & Bridge Fund			
17-01625	2	DRUG SCREEN/PHYSICAL	37.70	001-3400-534-5290	Expenditure		88 1
				GARBAGE			
17-01625	3	DRUG SCREEN/PHYSICAL	33.80	001-1900-519-5290	Expenditure		89 1
				OTHER GOVERNMENTAL			
			130.00				
35200	05/18/17	HEROI005 HERO-INDUSTRIES.COM					1181
17-01583	1	K9 KILO PLUSH	472.50	001-2100-521-5240	Expenditure		32 1
				LAW ENFORCEMENT			
35201	05/18/17	KATHI005 KATHI M HARRELL				05/31/17	1181
17-01579	1	REIMB FOR OFC ITEMS	29.43	001-2100-521-5100	Expenditure		29 1
				LAW ENFORCEMENT			
35202	05/18/17	LEGAL005 LEGALSHIELD				05/31/17	1181
17-01602	1	PREPAID LEGAL	15.95	001-229-2100	G/L		73 1
				Insurance-Other Employee Paid			
35203	05/18/17	LVHIE010 L.V. HIERS, INC.				05/31/17	1181
17-01565	1	531 GALS UNLD	1,045.74	001-2100-521-5220	Expenditure		20 1
				LAW ENFORCEMENT			
17-01618	1	481 GALS UNLD	991.19	001-2100-521-5220	Expenditure		84 1
				LAW ENFORCEMENT			
			2,036.93				
35204	05/18/17	MARIO010 MARIOTTI'S				05/31/17	1181
17-01617	1	DRY CLEANING	200.69	001-2100-521-5210	Expenditure		83 1
				LAW ENFORCEMENT			
35205	05/18/17	QUILL010 QUILL CORPORATION				05/31/17	1181
17-01566	1	OFFICE SUPPLIES	29.03	001-2400-524-5100	Expenditure		21 1
				PROT INSPECTIONS			
17-01566	2	OFFICE SUPPLIES	191.97	001-1300-513-5100	Expenditure		22 1
				FINANCE			
			221.00				
35206	05/18/17	SAFET010 SAFETY KLEEN CORP.				05/31/17	1181
17-01587	1	PARTS WASHER	196.90	001-3400-534-5290	Expenditure		41 1
				GARBAGE			
35207	05/18/17	STADV010 STAPLES ADVANTAGE				05/31/17	1181
17-01575	1	EXPAND FOLDER	53.91	001-1300-513-5100	Expenditure		25 1
				FINANCE			
35208	05/18/17	STAUG110 ST AUGUSTINE RECORD				05/31/17	1181
17-01296	1	4/13 MTG ADVERTISEMENT	78.08	001-1500-515-4810	Expenditure		7 1
				COMP PLANNING			
17-01383	1	P&Z MTG	93.16	001-1500-515-4810	Expenditure		11 1
				COMP PLANNING			

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001GENERAL				Continued					
35208	ST AUGUSTINE RECORD	Continued							
17-01417	1	P&Z MEETING	85.62	001-1500-515-4810	Expenditure		12		1
				COMP PLANNING					
			256.86						
35209	05/18/17	STJOH140 ST. JOHNS COUNTY UTILITY DEPAR				05/31/17		1181	
17-01601	1	WATER	59.50	001-1900-519-4320	Expenditure		64		1
				OTHER GOVERNMENTAL					
17-01601	2	WATER	66.37	001-3400-534-4320	Expenditure		65		1
				GARBAGE					
17-01601	3	WATER	102.99	001-131-1000	G/L		66		1
				Due From Road & Bridge Fund					
17-01601	4	WATER	134.80	001-7200-572-4320	Expenditure		67		1
				PARKS AND REC					
17-01601	5	WATER	221.16	001-7200-572-4320	Expenditure		68		1
				PARKS AND REC					
17-01601	6	WATER	155.95	001-7200-572-4320	Expenditure		69		1
				PARKS AND REC					
17-01601	7	WATER	152.32	001-1900-519-4320	Expenditure		70		1
				OTHER GOVERNMENTAL					
17-01601	8	WATER	101.55	001-2400-524-4320	Expenditure		71		1
				PROT INSPECTIONS					
17-01601	9	WATER	104.89	001-2100-521-4320	Expenditure		72		1
				LAW ENFORCEMENT					
			1,099.53						
35210	05/18/17	TOMNE010 TOM NEHL TRUCK COMPANY				05/31/17		1181	
17-01612	1	ACCELERATOR PEDAL	148.35	001-3400-534-4630	Expenditure		80		1
				GARBAGE					
35211	05/18/17	TYLER005 TYLER THOMPSON				05/31/17		1181	
17-01576	1	REIMB TUITION	1,522.50	001-2100-521-5430	Expenditure		26		1
				LAW ENFORCEMENT					
17-01577	1	REIMB TUITION	1,522.50	001-2100-521-5430	Expenditure		27		1
				LAW ENFORCEMENT					
			3,045.00						
35212	05/18/17	UNITE020 UNITED HEALTHCARE INSURANCE CO				05/31/17		1181	
17-01589	1	INSURANCE PREMIUMS	5,952.49	001-1100-511-2300	Expenditure		43		1
				LEGISLATIVE					
17-01589	2	INSURANCE PREMIUMS	655.72	001-1200-512-2300	Expenditure		44		1
				EXECUTIVE					
17-01589	3	INSURANCE PREMIUMS	8,451.10	001-1300-513-2300	Expenditure		45		1
				FINANCE					
17-01589	4	INSURANCE PREMIUMS	1,294.72	001-1500-515-2300	Expenditure		46		1
				COMP PLANNING					
17-01589	5	INSURANCE PREMIUMS	6,131.17	001-1900-519-2300	Expenditure		47		1
				OTHER GOVERNMENTAL					
17-01589	6	INSURANCE PREMIUMS	14,931.28	001-2100-521-2300	Expenditure		48		1
				LAW ENFORCEMENT					
17-01589	7	INSURANCE PREMIUMS	1,834.26	001-2400-524-2300	Expenditure		49		1
				PROT INSPECTIONS					

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PO #	Item	Description							
001	GENERAL		Continued						
35212	17-01589	8 INSURANCE PREMIUMS	6,838.61	001-3400-534-2300	Expenditure		50	1	
				GARBAGE					
17-01589	9	INSURANCE PREMIUMS	10,611.64	001-131-1000	G/L		51	1	
				Due From Road & Bridge Fund					
17-01589	10	INSURANCE PREMIUMS	10,308.60	001-229-2000	G/L		52	1	
				Health Insurance-Employee Portion					
17-01589	11	INSURANCE PREMIUMS	2,241.40	001-229-2100	G/L		53	1	
				Insurance-Other Employee Paid					
			69,250.99						
35213	05/18/17	USBAN005 US BANK VOYAGER FLEET SYS				05/31/17	1181		
17-01616	1	FUEL	118.81	001-2100-521-5220	Expenditure		82	1	
				LAW ENFORCEMENT					
35214	05/18/17	USPS0010 USPS-HASLER				05/31/17	1181		
17-01619	1	POSTAGE REFILL	500.00	001-155-0000	G/L		85	1	
				Prepaid Items					
35215	05/18/17	WIDEO005 WIDE OPEN MOBILE TECH				05/31/17	1181		
17-01603	1	SERVICE #111	300.00	001-2100-521-4630	Expenditure		74	1	
				LAW ENFORCEMENT					
17-01604	1	SERVICE #107	300.00	001-2100-521-4630	Expenditure		75	1	
				LAW ENFORCEMENT					
17-01605	1	SERVICE #136	340.00	001-2100-521-4630	Expenditure		76	1	
				LAW ENFORCEMENT					
			940.00						
35216	05/18/17	WINDS005 PAETEC				05/31/17	1181		
17-01586	1	PHONE SERVICE	639.78	001-1300-513-4100	Expenditure		35	1	
				FINANCE					
17-01586	2	PHONE SERVICE	1,332.89	001-2100-521-4100	Expenditure		36	1	
				LAW ENFORCEMENT					
17-01586	3	PHONE SERVICE	293.23	001-2400-524-4100	Expenditure		37	1	
				PROT INSPECTIONS					
17-01586	4	PHONE SERVICE	79.97	001-1900-519-4100	Expenditure		38	1	
				OTHER GOVERNMENTAL					
17-01586	5	PHONE SERVICE	133.29	001-3400-534-4100	Expenditure		39	1	
				GARBAGE					
17-01586	6	PHONE SERVICE	186.61	001-131-1000	G/L		40	1	
				Due From Road & Bridge Fund					
			2,665.77						
35217	05/25/17	ANDIN010 ANDREWS INTEGRATION LLC				05/31/17	1183		
17-01633	1	REPAIR DOOR @ PD	285.00	001-1900-519-4610	Expenditure		3	1	
				OTHER GOVERNMENTAL					
35218	05/25/17	BOZAR010 BOZARD FORD COMPANY				05/31/17	1183		
17-01637	1	REPLACE TIRE #103	14.55	001-2100-521-4630	Expenditure		7	1	
				LAW ENFORCEMENT					
17-01638	1	PM #130	44.48	001-2100-521-4630	Expenditure		8	1	
				LAW ENFORCEMENT					



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PO #	Item	Description					Seq	Acct
001GENERAL			Continued					
35218	BOZARD	FORD COMPANY	Continued					
17-01661	1	PM-134	44.48	001-2100-521-4630	Expenditure		22	1
				LAW ENFORCEMENT				
			103.51					
35219	05/25/17	CANON010 CANON FINANCIAL SERVICES				05/31/17	1183	
17-01647	1	COPIER LEASE	29.31	001-1900-519-4430	Expenditure		11	1
				OTHER GOVERNMENTAL				
17-01647	2	COPIER LEASE	32.70	001-3400-534-4430	Expenditure		12	1
				GARBAGE				
17-01647	3	COPIER LEASE	50.73	001-131-1000	G/L		13	1
				Due From Road & Bridge Fund				
17-01664	1	COPIER LEASE	125.00	001-2100-521-4430	Expenditure		27	1
				LAW ENFORCEMENT				
17-01664	2	COPIER LEASE	125.00	001-2400-524-4430	Expenditure		28	1
				PROT INSPECTIONS				
17-01664	3	COPIER LEASE	125.00	001-1300-513-4430	Expenditure		29	1
				FINANCE				
			487.74					
35220	05/25/17	CEDST005 CED-ST AUGUSTINE					1183	
17-01655	1	LAMP,CONDUIT	328.26	001-1900-519-4610	Expenditure		17	1
				OTHER GOVERNMENTAL				
35221	05/25/17	CRAFT010 CRAFT'S TROPHIES & AWARDS, INC					1183	
17-01642	1	BRASS NAME PLATES	36.00	001-1100-511-4990	Expenditure		10	1
				LEGISLATIVE				
35222	05/25/17	CSAB-030 CSAB - POLICE EDUCATION FUND					1183	
17-01628	1	PE FROM FINES 0417	108.23	001-351-500	Revenue		2	1
				Court Fines				
35223	05/25/17	CUSTO035 CUSTOM DETAILING AND TRUCK					1183	
17-01656	1	DRIVER SEAT REPAIR-#117	250.00	001-2100-521-4630	Expenditure		18	1
				LAW ENFORCEMENT				
35224	05/25/17	FGFOA025 FGFOA FIRST COAST CHAPTER					1183	
17-01662	1	MEMBERSHIP DUES-BURNS	25.00	001-1300-513-5420	Expenditure		23	1
				FINANCE				
35225	05/25/17	GOODY025 GOODYEAR WHOLESALE				05/31/17	1183	
17-01636	1	TIRE	137.02	001-2100-521-4630	Expenditure		6	1
				LAW ENFORCEMENT				
35226	05/25/17	GREGS005 GREG'S AUTO COLLISION CENTER				05/31/17	1183	
17-01657	1	REPAIRS TO #125	490.00	001-2100-521-4630	Expenditure		19	1
				LAW ENFORCEMENT				
35227	05/25/17	GTDIS005 GT DISTRIBUTORS				05/31/17	1183	
17-00005	4	40MM SINGLE LAUNCHERS	7,191.00	001-2100-521-6490	Expenditure		1	1
				LAW ENFORCEMENT				

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PO #	Item	Description							
001	GENERAL			Continued					
35228	05/25/17	INTER060 INTN'L ASSOC PROPERTY/EVIDENCE				05/31/17	1183		
17-01658	1	PROPERTY RM MGT-GILLESPIE	300.00	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		20	1	
35229	05/25/17	KATHI005 KATHI M HARRELL				05/31/17	1183		
17-01641	1	REIMB-LEADERSHIP SJ REGISTRATI	60.00	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		9	1	
35230	05/25/17	LVHIE010 L.V. HIERS, INC.				05/31/17	1183		
17-01669	1	648 GALS UNLD	1,360.99	001-2100-521-5220 LAW ENFORCEMENT	Expenditure		32	1	
35231	05/25/17	NATIO090 NATIONWIDE RETIREMENT SOLUTION				05/31/17	1183		
17-01671	1	DEFERRED COMP	1,963.05	001-235-0000 Deferred Compensation	G/L		33	1	
35232	05/25/17	NORTH020 NORTHEAST FLORIDA LEAGUE OF CI				05/31/17	1183		
17-01663	1	DINNER/MTG-KOSTKA,RADDATZ,HOWE	25.00	001-1100-511-4000 LEGISLATIVE	Expenditure		24	1	
17-01663	2	DINNER/MTG-KOSTKA,RADDATZ,HOWE	25.00	001-1300-513-4000 FINANCE	Expenditure		25	1	
17-01663	3	DINNER/MTG-KOSTKA,RADDATZ,HOWE	25.00	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		26	1	
			<u>75.00</u>						
35233	05/25/17	PIPPR010 PIP PRINTING				05/31/17	1183		
17-01666	1	BUSINESS CARDS	285.00	001-2100-521-4700 LAW ENFORCEMENT	Expenditure		30	1	
17-01667	1	EVIDENCE ENVELOPES	268.37	001-2100-521-4700 LAW ENFORCEMENT	Expenditure		31	1	
			<u>553.37</u>						
35234	05/25/17	STAUG245 ST AUGUSTINE KITCHEN & BATH				05/31/17	1183		
17-01652	1	REPLACE INSTAHOT FAUCET-CH	434.48	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		16	1	
35235	05/25/17	ULTRA005 ULTRASHRED TECHNOLOGIES, INC				05/31/17	1183		
17-01659	1	DOCUMENT DESTRUCTION	42.74	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		21	1	
35236	05/25/17	VERDE010 VERDEGO					1183		
17-01651	1	BULK PAVERS	80.00	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		15	1	
35237	05/25/17	VERIZ010 VERIZON WIRELESS				05/31/17	1183		
17-01635	1	CELL PHONE	221.46	001-3400-534-4100 GARBAGE	Expenditure		4	1	
17-01635	2	CELL PHONE	221.47	001-131-1000 Due From Road & Bridge Fund	G/L		5	1	
			<u>442.93</u>						

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Ref Num
PO #	Item	Description						Acct
001GENERAL Continued								
35238	05/25/17	WAL-M010 WAL-MART STORE#01-0579				05/31/17		1183
17-01650	1	OFFICE SUPPLIES	77.72	001-1900-519-5290	Expenditure		14	1
				OTHER GOVERNMENTAL				
Checking Account Totals								
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	122	4	231,018.16	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	122	4	231,018.16	0.00		
001IMPACTFEE								
1216	05/31/17	STJOH020 ST JOHNS COUNTY FINANCE DEPT						1184
17-01703	1	IMPACT FEES MAY 2017	13,494.98	001-208-0000	G/L		1	1
				Due to Other Governments				
Checking Account Totals								
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	1	0	13,494.98	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	1	0	13,494.98	0.00		
101RDBRIDGE								
13780	05/04/17	CEDST005 CED-ST AUGUSTINE				05/31/17		1175
17-01484	1	SUPPLIES	484.00	101-4100-541-5310	Expenditure		26	1
				ROADS & BRIDGES				
13781	05/04/17	FLORI250 FLORIDA POWER & LIGHT COMPANY				05/04/17 VOID		0
13782	05/04/17	FLORI250 FLORIDA POWER & LIGHT COMPANY				05/31/17		1175
17-01465	1	ELECTRICITY CHARGES	4,604.36	101-4100-541-5320	Expenditure		8	1
				ROADS & BRIDGES				
17-01465	2	ELECTRICITY CHARGES	92.19	101-4100-541-5320	Expenditure		9	1
				ROADS & BRIDGES				
17-01465	3	ELECTRICITY CHARGES	16.09	101-4100-541-4310	Expenditure		10	1
				ROADS & BRIDGES				
17-01465	4	ELECTRICITY CHARGES	10.84	101-4100-541-4310	Expenditure		11	1
				ROADS & BRIDGES				
17-01465	5	ELECTRICITY CHARGES	356.79	101-4100-541-4310	Expenditure		12	1
				ROADS & BRIDGES				
17-01465	6	ELECTRICITY CHARGES	23.54	101-4100-541-4310	Expenditure		13	1
				ROADS & BRIDGES				
17-01465	7	ELECTRICITY CHARGES	12.05	101-4100-541-4310	Expenditure		14	1
				ROADS & BRIDGES				
17-01465	8	ELECTRICITY CHARGES	11.34	101-4100-541-4310	Expenditure		15	1
				ROADS & BRIDGES				
17-01465	9	ELECTRICITY CHARGES	51.13	101-4100-541-4310	Expenditure		16	1
				ROADS & BRIDGES				
17-01465	10	ELECTRICITY CHARGES	11.24	101-4100-541-4310	Expenditure		17	1
				ROADS & BRIDGES				
17-01465	11	ELECTRICITY CHARGES	19.81	101-4100-541-4310	Expenditure		18	1
				ROADS & BRIDGES				
17-01465	12	ELECTRICITY CHARGES	30.13	101-4100-541-4310	Expenditure		19	1
				ROADS & BRIDGES				

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PO #	Item	Description							
101RDBRIDGE			Continued						
13782	05/04/17	FLORIDA POWER & LIGHT COMPANY	Continued						
17-01465	13	ELECTRICITY CHARGES	315.86	101-4100-541-4310	Expenditure		20	1	
				ROADS & BRIDGES					
17-01465	14	ELECTRICITY CHARGES	13.07	101-4100-541-4310	Expenditure		21	1	
				ROADS & BRIDGES					
17-01465	15	ELECTRICITY CHARGES	38.71	101-4100-541-4310	Expenditure		22	1	
				ROADS & BRIDGES					
			<u>5,607.15</u>						
13783	05/04/17	HAGAN020 HAGAN ACE HARDWARE				05/31/17	1175		
17-01381	1	PLANTS FOR THE CITY	259.80	101-4100-541-5270	Expenditure		1	1	
				ROADS & BRIDGES					
17-01381	2	PLANTS FOR THE CITY	399.80	101-4100-541-5270	Expenditure		2	1	
				ROADS & BRIDGES					
17-01381	3	PLANTS FOR THE CITY	124.75	101-4100-541-5270	Expenditure		3	1	
				ROADS & BRIDGES					
17-01381	4	PLANTS FOR THE CITY	259.80	101-4100-541-5270	Expenditure		4	1	
				ROADS & BRIDGES					
17-01381	5	PLANTS FOR THE CITY	219.80	101-4100-541-5270	Expenditure		5	1	
				ROADS & BRIDGES					
17-01381	6	PLANTS FOR THE CITY	252.79	101-4100-541-5270	Expenditure		6	1	
				ROADS & BRIDGES					
			<u>1,011.16</u>						
13784	05/04/17	HELEN010 HELENA CHEMICAL CO.				05/31/17	1175		
17-01476	1	TALSTAR	212.00	101-4100-541-5310	Expenditure		23	1	
				ROADS & BRIDGES					
13785	05/04/17	HOMED010 HOME DEPOT				05/31/17	1175		
17-01458	1	SIRE STRIPPER, CRIMPING TOOL	74.20	101-4100-541-5230	Expenditure		7	1	
				ROADS & BRIDGES					
13786	05/04/17	LWERN010 L. WERNINCK & SON				05/31/17	1175		
17-01483	1	SUPPLIES	98.00	101-4100-541-5310	Expenditure		25	1	
				ROADS & BRIDGES					
13787	05/04/17	STJOH245 ST JOHNS SALES & SERVICE				05/31/17	1175		
17-01487	1	TELESCOPIC SHAFT	198.74	101-4100-541-4620	Expenditure		28	1	
				ROADS & BRIDGES					
17-01488	1	CHAIN, BAR GUARD	62.49	101-4100-541-4620	Expenditure		29	1	
				ROADS & BRIDGES					
			<u>261.23</u>						
13788	05/04/17	USA0025 USA SERVICES				05/31/17	1175		
17-01477	1	SWEEPING SVC	180.00	101-4100-541-3400	Expenditure		24	1	
				ROADS & BRIDGES					
13789	05/04/17	WILSO010 WILSON MACHINE & WELDING WORKS				05/31/17	1175		
17-01486	1	LABOR/MATERIA-5 PINS	393.00	101-4100-541-4620	Expenditure		27	1	
				ROADS & BRIDGES					

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
101RDBRIDGE			Continued						
13790	05/11/17	ADVAP010 ADVANCED AUTO PARTS				05/31/17	1177		
17-01524	1	PARTS	19.60	101-4100-541-4630 ROADS & BRIDGES	Expenditure		8	1	
17-01524	2	PARTS	19.60	101-4100-541-4630 ROADS & BRIDGES	Expenditure		9	1	
17-01525	1	OIL	23.16	101-4100-541-4620 ROADS & BRIDGES	Expenditure		10	1	
			<u>62.36</u>						
13791	05/11/17	BIGH0005 BIG HORSE AGGREGATES				05/31/17	1177		
17-01011	1	STONE-16TH ST PARKING EAST	2,251.26	101-4100-541-6320 ROADS & BRIDGES	Expenditure		1	1	
17-01011	2	STONE-16TH ST PARKING EAST	836.60	101-4100-541-6320 ROADS & BRIDGES	Expenditure		2	1	
17-01011	3	STONE-16TH ST PARKING EAST	1,189.32	101-4100-541-6320 ROADS & BRIDGES	Expenditure		3	1	
			<u>4,277.18</u>						
13792	05/11/17	BUGOU010 BUG OUT SERVICE, INC				05/31/17	1177		
17-01554	1	LAWN PEST CONTROL	325.00	101-4100-541-3400 ROADS & BRIDGES	Expenditure		16	1	
13793	05/11/17	CRAFT010 CRAFT'S TROPHIES & AWARDS, INC					1177		
17-01529	1	TREE SIGNS	49.00	101-4100-541-5270 ROADS & BRIDGES	Expenditure		11	1	
13794	05/11/17	HAGAN020 HAGAN ACE HARDWARE				05/31/17	1177		
17-01531	1	MISC SCREWS,NUTS,BOLTS	4.80	101-4100-541-4630 ROADS & BRIDGES	Expenditure		13	1	
17-01534	1	PVC EXT,COUPLE	23.27	101-4100-541-5270 ROADS & BRIDGES	Expenditure		14	1	
			<u>28.07</u>						
13795	05/11/17	HARDR005 HARD ROCK MATERIAL				05/31/17	1177		
17-01452	1	16th st parking	1,208.50	101-4100-541-6320 ROADS & BRIDGES	Expenditure		6	1	
13796	05/11/17	HOMED010 HOME DEPOT				05/31/17	1177		
17-01558	1	PRO STRIPING YELLOW	24.98	101-4100-541-5310 ROADS & BRIDGES	Expenditure		17	1	
13797	05/11/17	NORTH010 NORTH FLORIDA IRRIGATION EQUIP				05/31/17	1177		
17-01379	1	16'-5" TRENCH-1 2ND ST	988.33	101-4100-541-6380 ROADS & BRIDGES	Expenditure		4	1	
17-01379	2	16'-5" TRENCH-1 2ND ST	67.91	101-4100-541-6380 ROADS & BRIDGES	Expenditure		5	1	
17-01530	1	IRRIGATION SUPPLIES	139.29	101-4100-541-5270 ROADS & BRIDGES	Expenditure		12	1	
			<u>1,195.53</u>						

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
101RDBRIDGE				Continued			
13798	05/11/17	STAUG090 ST AUGUSTINE POWER HOUSE				05/31/17	1177
17-01559	1	EDGER BLADE SHARPENING	5.99	101-4100-541-5290 ROADS & BRIDGES	Expenditure		18 1
13799	05/11/17	STJOH245 ST JOHNS SALES & SERVICE				05/31/17	1177
17-01560	1	EDGER BLADES	16.25	101-4100-541-5290 ROADS & BRIDGES	Expenditure		19 1
13800	05/11/17	THELA020 THE LAKE DOCTORS				05/31/17	1177
17-01511	1	WATER MGT	595.00	101-4100-541-3400 ROADS & BRIDGES	Expenditure		7 1
13801	05/11/17	VERDE010 VERDEGO				05/31/17	1177
17-01536	1	TOPSOIL	22.00	101-4100-541-5270 ROADS & BRIDGES	Expenditure		15 1
13802	05/18/17	FDACSH02 FDACS				05/31/17	1180
17-01613	1	PUBLIC APPL LICENSE-T LARGE	100.00	101-4100-541-5430 ROADS & BRIDGES	Expenditure		15 1
13803	05/18/17	FDACSL01 FDACS				05/31/17	1180
17-01622	1	PUBL APPL LICENSE-HOLLIS	100.00	101-4100-541-5430 ROADS & BRIDGES	Expenditure		19 1
13804	05/18/17	HAGAN020 HAGAN ACE HARDWARE				05/31/17	1180
17-01572	1	ADAPTER, PLUG, PVC	7.07	101-4100-541-5270 ROADS & BRIDGES	Expenditure		6 1
17-01590	1	PVC, ADAPTER	6.68	101-4100-541-5270 ROADS & BRIDGES	Expenditure		7 1
17-01591	1	MISC SCREWS, NUTS, BOLTS	0.70	101-4100-541-5310 ROADS & BRIDGES	Expenditure		8 1
17-01611	1	PAINT BRUSH	27.54	101-4100-541-5310 ROADS & BRIDGES	Expenditure		14 1
			<u>41.99</u>				
13805	05/18/17	HARDR005 HARD ROCK MATERIAL				05/31/17	1180
17-01452	2	16th st parking	392.70	101-4100-541-6320 ROADS & BRIDGES	Expenditure		1 1
13806	05/18/17	HDSUP005 HD SUPPLY WATERWORKS, LTD				05/31/17	1180
17-01562	1	FILTER FABRIC-16TH ST	1,327.50	101-4100-541-6320 ROADS & BRIDGES	Expenditure		20 1
13807	05/18/17	HOMED010 HOME DEPOT				05/31/17	1180
17-01592	1	SPRAY PAINT	31.62	101-4100-541-5310 ROADS & BRIDGES	Expenditure		9 1
17-01614	1	PAINTERS TAPE	13.16	101-4100-541-6380 ROADS & BRIDGES	Expenditure		16 1
			<u>44.78</u>				

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
101RDBRIDGE			Continued				
13808	05/18/17	LWERN010 L. WERNINCK & SON				05/31/17	1180
17-01568	1	10' POLE	98.00	101-4100-541-5310 ROADS & BRIDGES	Expenditure		3 1
13809	05/18/17	MUNIC020 MUNICIPAL SUPPLY & SIGN CO.				05/31/17	1180
17-01593	1	NO OUTLET/CROSS TRAFFIC SIGNS	218.00	101-4100-541-5310 ROADS & BRIDGES	Expenditure		10 1
13810	05/18/17	MUTTM005 MUTT MITT				05/31/17	1180
17-01607	1	MUTT MITT DISPENSERS	483.64	101-4100-541-5310 ROADS & BRIDGES	Expenditure		12 1
13811	05/18/17	SANFO005 SANFORD AND SON AUTO PARTS INC				05/31/17	1180
17-01567	1	fuel filter	50.45	101-4100-541-4630 ROADS & BRIDGES	Expenditure		2 1
17-01610	1	BEARING	28.98	101-4100-541-4620 ROADS & BRIDGES	Expenditure		13 1
			<u>79.43</u>				
13812	05/18/17	STAUG090 ST AUGUSTINE POWER HOUSE				05/31/17	1180
17-01569	1	PUSHARM,FILLER CAP	216.44	101-4100-541-4620 ROADS & BRIDGES	Expenditure		4 1
17-01570	1	SHARPEN CHAIN	20.00	101-4100-541-4620 ROADS & BRIDGES	Expenditure		5 1
			<u>236.44</u>				
13813	05/18/17	TAYLO020 TAYLOR RENTAL				05/31/17	1180
17-01594	1	FLATBED TRAILER-WOOD	76.00	101-4100-541-4620 ROADS & BRIDGES	Expenditure		11 1
13814	05/25/17	AWACO010 AWA CONTRACTING CO., INC.				05/31/17	1182
17-01629	1	PARKING 16TH ST EAST	50,674.84	101-4100-541-6320 ROADS & BRIDGES	Expenditure		3 1
17-01643	1	16TH ST	10,070.00	101-4100-541-6320 ROADS & BRIDGES	Expenditure		8 1
			<u>60,744.84</u>				
13815	05/25/17	HAGAN020 HAGAN ACE HARDWARE				05/31/17	1182
17-01631	1	FLEX TECH	19.99	101-4100-541-5270 ROADS & BRIDGES	Expenditure		5 1
17-01631	2	FLEX TECH	19.99	101-4100-541-5270 ROADS & BRIDGES	Expenditure		6 1
			<u>39.98</u>				
13816	05/25/17	HOMED010 HOME DEPOT					1182
17-01645	1	YELLOW PAINT	31.97	101-4100-541-5230 ROADS & BRIDGES	Expenditure		9 1
17-01645	2	YELLOW PAINT	48.91	101-4100-541-5230 ROADS & BRIDGES	Expenditure		10 1

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
101RDBRIDGE			Continued				
13816	HOME DEPOT		Continued				
17-01670	1	REBAR/MASONRY	12.99	101-4100-541-6380	Expenditure		15 1
				ROADS & BRIDGES			
			93.87				
13817	05/25/17	JACKB010 JACK BECKER DISTRIBUTORS					1182
17-01646	1	55 GAL PREM AW 46	272.50	101-4100-541-5220	Expenditure		11 1
				ROADS & BRIDGES			
13818	05/25/17	LWERN010 L. WERNINCK & SON				05/31/17	1182
17-01649	1	EXPANSION JOINT	23.60	101-4100-541-6380	Expenditure		12 1
				ROADS & BRIDGES			
13819	05/25/17	STAUG090 ST AUGUSTINE POWER HOUSE				05/31/17	1182
17-01630	1	edger blade sharpened	29.95	101-4100-541-5290	Expenditure		4 1
				ROADS & BRIDGES			
17-01653	1	ABRASIVE BLADE	27.96	101-4100-541-5290	Expenditure		13 1
				ROADS & BRIDGES			
			57.91				
13820	05/25/17	TAYLO020 TAYLOR RENTAL				05/31/17	1182
17-01654	1	FLATBED TRAILER RENTAL	52.50	101-4100-541-4620	Expenditure		14 1
				ROADS & BRIDGES			
13821	05/25/17	WISEM010 WISEMAN FENCE & MORE INC.					1182
17-01632	1	REPAIR FENCE-RET POND 5	180.00	101-4100-541-5310	Expenditure		7 1
				ROADS & BRIDGES			
Checking Account Totals			Paid	Void	Amount Paid	Amount Void	
		Checks:	41	1	80,794.28	0.00	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	41	1	80,794.28	0.00	
Report Totals			Paid	Void	Amount Paid	Amount Void	
		Checks:	164	5	325,307.42	0.00	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	164	5	325,307.42	0.00	



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Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	7-001	149,197.80	306.97	95,008.37	244,513.14
ROAD & BRIDGE FUND	7-101	80,794.28	0.00	0.00	80,794.28
Total of All Funds:		229,992.08	306.97	95,008.37	325,307.42

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Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	001	149,197.80	306.97	95,008.37	244,513.14
ROAD & BRIDGE FUND	101	80,794.28	0.00	0.00	80,794.28
Total of All Funds:		229,992.08	306.97	95,008.37	325,307.42

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Breakdown of Expenditure Account Current/Prior Received/Prior Open

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Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	7-001	149,197.80	0.00	0.00	0.00	149,197.80
ROAD & BRIDGE FUND	7-101	80,794.28	0.00	0.00	0.00	80,794.28
Total of All Funds:		<u>229,992.08</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>229,992.08</u>