

ST. JOHNS COUNTY

ST. AUGUSTINE, FLORIDA

BOARD OF COUNTY COMMISSIONERS

District 1 - Christian Whitehurst
District 2 - Sarah Arnold
District 3 - Clay Murphy, Vice-Chair
District 4 - Krista Joseph, Chair
District 5 - Ann Taylor



BOARD MEETING AGENDA

County Auditorium
500 San Sebastian View

Joy Andrews, County Administrator
Rich Komando, County Attorney

Tuesday, September 2, 2025 9:00 AM

Please be sure all cellular devices are turned off for the duration of the County Commission Meeting

REGULAR MEETING

- ❖ Call to Order by Chair
- ❖ Roll Call by the Clerk of the Circuit Court and County Comptroller
- ❖ Invocation
- ❖ Pledge of Allegiance
- ❖ Proclamation Recognizing Library Card Sign-Up Month
- ❖ Retirement Recognition of Gordon Wilson, Superintendent of the Castillo de San Marcos and Fort Matanzas National Monuments
- ❖ Acceptance of Proclamations
- ❖ Deletions to Consent Agenda
- ❖ Approval of Consent Agenda
- ❖ Additions/Deletions to Regular Agenda
- ❖ Approval of Regular Agenda
- ❖ Public Comment

Presenter: Dena Masters, TDC Administrator

1. **Funding to support the City of St. Augustine's request to improve the Nights of Lights experience for Fiscal Year 2026.** The St. Johns County Board of County Commissioners held a public workshop on August 27, 2025, to discuss the planning for the 2025 Nights of Lights. At the June 16, 2025, Tourist Development Council (TDC) Meeting, the City of St. Augustine presented a request for an additional \$1,000,000 in Tourist Development Tax (TDT) funding to improve the Nights of Lights experience in FY26. The TDC directed staff to review the recommended budget and return with options for increased Nights of Lights funding in FY26. At the July 21, 2025, TDC Meeting, staff presented the TDC with some potential options, many of which were one-time, that collectively totaled \$850,000. The options presented are outlined in the backup materials. This is being brought before the Board today as a separate item because the TDC's recommendation included a notable increase in program funding with some open-ended options. The additional TDT funding allocated to the City of St. Augustine for support of the Nights of Lights Celebration will be included in the overall County budget, unless further clarifying direction is received.

Presenter: Nilgun Kamp, AICP, Principal Associate, Benesch **Staff Member: Mike Roberson, Director, Growth Management**

2. **Impact Fee Schedule Update.** Staff will present the report with updates to the Impact Fee Schedule based on discussion at the Board of County Commissioners meeting on January 21, 2025. Staff seeks direction to move forward with updating the Impact Fee Schedule.

Presenter: Douglas Burnett | St. Johns Law Group
Staff Member: Evan Walsnovich, Planner

District 5

3. **Public Hearing * CPA (SS) 2024-14 Kellie Pacetti Family.** Request for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation of approximately 11.4 acres of land from Rural/Silviculture (R/S) to Residential-A (RES-A), with a site-specific Text Amendment limiting the number of residential uses allowed on the subject property to a maximum four (4) single-family residential dwelling units, located at an unaddressed property south of Saint Marks Pond Blvd.

Presenter: Christina Evans, AICP
Staff Member: Marie Colee, Assistant Program Manager

District 3

4. **Public Hearing * ZVAR 2025-11 US 1 United Rentals.** Request for a Zoning Variance to Section 6.06.04 of the Land Development Code to waive the required 20/B incompatibility buffer along the eastern property boundary. The applicant proposes to improve the existing ten (10) foot landscape buffer with enhanced landscaping and a six (6) or eight (8) foot fence, specifically located at 2850 and 2898 US Highway 1 South. This is a companion application to REZ 2024-23. This request was heard by the Planning and Zoning Agency at their regularly scheduled public hearing on Thursday, August 7, 2025, and was recommended for denial by a vote of 7-0.

District 3

5. **Public Hearing * REZ 2024-23 United Rentals.** Request to rezone approximately 4.07 acres of land from Commercial Intensive (CI) with conditions to Commercial Intensive (CI), located at 2898 U.S. Highway 1 South. This project has a companion application, ZVAR 2025-11. This request was heard by the Planning and Zoning Agency at their regularly scheduled public hearing on Thursday, August 7, 2025, and was recommended for denial by a vote of 7-0.

Presenter: Prissy Fletcher, Grants & Policy Analyst

6. **Agricultural Advisory Board Ordinance - First Reading.** During the November 19, 2024, BCC Meeting, the Board directed staff to explore the establishment of an advisory board of farmers regarding active agriculture lands in St. Johns County. Attached for the Board's review and consideration is a draft ordinance establishing a seven-member agriculture advisory committee.

Presenter: Shelby Romero, Sr Asst to the Board of County Commissioners

7. **Consider appointments to the Cultural Resource Review Board.** Currently, there are (2) vacancies on the Cultural Resource Review Board (CRRB). These vacancies are due to the resignations of Janet Jordan and Robert Olson. Both vacancy ads were placed and ran for approximately 45 days. Please find for your review and consideration a recommendation letter from the CRRB and (10) applications; Anthony Harp Dist. 1, Dirk Lobenbruck Dist. 1, Walter O'Kon Dist. 2, Nick Primrose Dist. 2, Heather Harley-Davidson Dist. 3, Paul LeBlanc Dist. 3, Susan Ankudavich Dist. 5, Gloreatha Scurry Smith Dist. 5, Anna Straughan Dist. 5, Albert Syeles Dist. 5.

8. Consider appointments to the Affordable Housing Advisory Committee (AHAC).

Currently there are (3) vacancies on the Affordable Housing Advisory Committee (AHAC). The vacancies are due to the expired terms of Bill Lazar, Harry Maxwell, and Tracie Sax. All three vacancies were advertised in April of 2025 and ran for approximately (45) days. Two of the vacancies are required to be filled by St. Johns County residents who are 1) engaged as a not-for-profit provider of affordable housing, 2) engaged as a for-profit provider of affordable housing. Please find attached for your review and consideration a recommendation letter from the AHAC and (12) applications: Dearmas Graham Dist. 1, Anthony Harp Dist. 1, Tracie Sax Dist. 1, Randolph Jones Dist. 3, Bill Lazar Dist. 3, Harry Maxwell Dist. 3, Thomas Turner Dist. 3, Christopher Walker Dist. 3, Donald Frost Dist. 4, Anna Straughan Dist. 5, Julie Lemke Dist. 5, Gloreatha Scurry Smith Dist. 5.

- ❖ Commissioners' Reports
- ❖ County Administrator's Report
- ❖ County Attorney's Report

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CONSENT AGENDA

1. Motion to approve the **Cash Requirement Report**. *For more information, contact Donna Echegoyen, Deputy Director, BCC Accounting at 904 819-3680*
2. Motion to approve the Tidal 210 PUD School **Concurrency Proportionate Share Mitigation Agreement** (CONSCA 2025-03). *For more information, contact Jan Trantham, Senior Transportation Planner at 904 209-0611*
3. Motion to approve PFS AGREE 2025-03 and authorize the County Administrator, or designee, to execute the Tidal 210 PUD **Concurrency and Impact Fee Agreement**, finding that the proposed Agreement is consistent with Section 11.09 of the Land Development Code. *For more information, contact Jan Trantham, Senior Transportation Planner at 904 209-0611*
4. Motion to adopt Resolution 2025-_____, accepting certain **Perpetual Beach Storm Damage Reduction Easements** associated with beach restoration for the St. Johns County Shore Protection Project. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
5. Motion to adopt Resolution 2025-_____, accepting a **Bill of Sale with Schedule of Values, Release of Lien, and Warranty** for water and sewer systems to serve St. Augustine Shores Day Care. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
6. Motion to adopt Resolution 2025-_____, accepting a **Bill of Sale with Schedule of Values, a Release of Lien, and Warranty** for the water system to serve Brinkhoff Charter School. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
7. Motion to adopt Resolution 2025-_____, accepting a **Bill of Sale with Schedule of Values, a Release of Lien, and Warranty** for the Palm Valley Force Main Extension. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*

8. Motion to adopt Resolution 2025-_____, accepting an **Easement for Utilities, a Bill of Sale with Schedule of Values, Final Release of Lien, and Warranty** associated with the water, sewer, and reclaimed water systems to serve Silverleaf Parcel 12 West, Phase 1. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
9. Motion to adopt Resolution 2025-_____, accepting a **Bill of Sale with Schedule of Values, a Release of Lien, and Warranty** for the water system to serve Davis Industrial Lot 2. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
10. Motion to adopt Resolution 2025-_____, accepting an **Easement for Utilities and Closeout Warranty** associated with the water system to serve Reverie at Silverleaf Amenity Center. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
11. Motion to adopt Resolution 2025-_____, accepting an **Easement for Utilities, a Bill of Sale with Schedule of Values, Final Release of Lien, and Warranty** associated with the water, sewer and reclaimed water systems to serve Westminster Saint Augustine - Par13 Independent Living Phase 1. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
12. Motion to adopt Resolution 2025-_____, accepting an **Easement for Utilities, a Bill of Sale with Schedule of Values, Final Release of Lien, and Warranty** associated with the water and sewer systems to serve Sabal Estates Phase 2. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
13. Motion to adopt Resolution 2025-_____, accepting a **Deed of Dedication Right-of-Way and a Grant of Easement** for the construction and future maintenance of a sidewalk along a portion of Courtney Vista Drive. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
14. Motion to adopt Resolution 2025-_____, approving the terms and authorizing the County Administrator, or designee, to execute a **Sixth Amendment to Lease Agreement** with Home Again St. Johns, Inc. for temporary use of a portion of County-owned property located off South Holmes Boulevard. *For more information, contact Corey Bowens, Director, Land Management Systems at 904 209-0776*
15. Motion to adopt Resolution 2025-_____, approving the term, conditions, provisions, and requirements of the **State-Funded Grant Agreement** with the Florida Department of Transportation to receive \$640,000 for construction, and CEI for improvements at the SR 16 and Four Mile Road Intersection and adding these funds to the FY 2026 budget; authorizing the County Administrator, or designee to execute the Agreement on behalf of the County. *For more information, contact Greg Caldwell, Director, Public Works at 209-0266*
16. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to execute and issue a **non-exclusive franchise agreement** to CK Builders, Inc. for the collection and transportation commercial/industrial solid waste, in substantially the same form as attached hereto. *For more information, contact Greg Caldwell, Director, Public Works at 904 209-0266*

17. Motion to adopt Resolution 2025-_____, approving the **2025-2026 Solid Waste Cost, Assessment Rates, and Non-Ad Valorem Assessment Roll** for the Solid Waste MSBUs, and authorizing the Chair, or designee, to certify and deliver the 2025-2026 Assessment Roll to the St. Johns County Tax Collector. *For more information, contact Greg Caldwell, Director, Public Works at 904 209-0266*
18. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **award IFB No. 2401**; Alpine Groves Trail Repairs to GRSC, Inc, as the lowest, responsive, and responsible bidder, for the Total not-to-exceed of \$511,380.00 for the Base Bid and Bid Alternate #1. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
19. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **award IFB No: 2335**; Construction of New Closed Drainage System Along Prince Road to DB Civil Construction, LLC, as the lowest, responsive, and responsible bidder, and to execute a contract in substantially same form and format as attached hereto, for the Total Lump Sum bid price of \$889,889.00 for the completion of the specified project. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
20. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **award IFB No: 2379**; SJC Tax Collector's Annex Office Renovation Base Bid and Bid Alternate 2 to C.C. Borden Construction, Inc., as the lowest, responsive, and responsible bidder, and to execute a contract in substantially same form and format as attached hereto, at a Total Lump Sum of \$620,852.00 for completion of the specified project. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
21. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to execute **purchase orders** for the purchase of watermain parts for the Utilities warehouse inventory for area projects, repairs, and maintenance through the use of piggyback of the City of Boynton Beach, Florida, Contract #WH22-047 and #WH22-048, as appropriate in order to serve the best interest of the County, without further Board approval provided the parts and accessories are included in the County approved budget. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
22. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or designee, to **utilize the cooperative State of Florida Contract No. 92121500-24-STC** with Giddens Security Corporation for Security Guard Services, for a two (2) year term, at the not-to-exceed annual amount of \$1,358,021.75, with consideration for a 3% increase for FY27. *For more information, contact Jaime Locklear, Director, Purchasing at 904 209-0158*
23. Motion to adopt Resolution 2025-_____, approving the **2025-2026 Non-ad Valorem Assessment Roll for the Moultrie Crossing Lift Station MSBU** and to authorize the Chair, or designee, to certify and deliver the assessment roll to the St. Johns County Tax Collector. *For more information, contact Wade Schroeder, Director, OMB at 904 209-0570*

24. Motion to adopt Resolution 2025-_____, approving the **2025-2026 Non-ad Valorem Assessment Roll for the Treasure Beach Canals MSBU** and to authorize the Chair, or designee, to certify and deliver the assessment roll to the St. Johns County Tax Collector. *For more information, contact Wade Schroeder, Director, OMB at 904 209-0570*
25. Motion to adopt Resolution 2025-_____, approving and authorizing the County Administrator to execute the **Settlement Agreement and Release** between St. Johns County, John and Kristen Johnson, and Andrews Site Prep Incorporated regarding the Hawcrest Drive drainage system, in substantially the same form as attached hereto and recognizing and appropriating \$32,512.28 in damages as unanticipated revenue amending the Fiscal Year 2025 Budget. *For more information, contact Kealey West, Deputy County Attorney at 904 209-0692*
26. Motion to adopt Resolution 2025-_____, approving a **Memorandum of Understanding** between St. Johns County and Adoption-Share for the provision of Family-Match software to the Community Based Care division of Health and Human Services, and authorizing the County Administrator, or designee, to execute the MOU on behalf of the County. *For more information, contact Shawna Novak, Health and Human Services Director at 904 209-6089*
27. Motion to adopt Resolution 2025-_____, approving the terms, conditions, and requirements of the **Contract for the EHEAP program** between St. Johns County and ElderSource; authorizing the County Administrator, or designee, to execute the Contract substantially in the same form and format as attached on behalf of the County; and recognizing and appropriating funds in the amount of \$23,183.00 into the General Fund Social Services Department. *For more information, contact Shawna Novak, Director, Health & Human Services at 904 209-6089*
28. Motion to adopt Resolution 2025-_____, authorizing the County Administrator, or their designee, to execute the **amended Construction and Maintenance Agreement for** the Shared-Use Non-Motorized Trail, extending from Pope Road to Red Cox Drive, on behalf of St. Johns County. *For more information, contact Ryan Kane, Director, Parks & Recreation at 904 209-0324*
29. Motion to **approve minutes:**
- 08/19/25, BCC Regular

30. Proofs:

Proof: Notice of Rescheduled Hearing, St. Johns County Board of County Commissioners has rescheduled its July 15, 2025, regularly scheduled meeting to July 22, 2025, at 9:00am, published on July 1, 2025, in the St. Augustine Record.

Proof: Notice of Special Meeting, St. Johns County Insurance Committee will hold a special meeting on July 29, 2025, at 1:00pm at St. Johns County Administration, published on July 15, 2025, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 2433; Design-build Services for North Beach Ground Storage Tank, published on July 2, 2025, and July 9, 2025, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 2463; HVAC Replacements at Four (4) SJC locations, published on July 8, 2025, and July 15, 2025, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 2438; Barrier Island Lift Station Hardening: Package B and Package C - FDEP #HA001, published on July 9, 2025, and July 16, 2025, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 2449; NW WTP Operators Building, published on July 16, 2025, and July 23, 2025, in the St. Augustine Record.

Proof: Request for Bids, Bid No.: 2416; Porpoise Point Access Ramp for St. Johns County, published on July 21, 2025, and July 28, 2025, in the St. Augustine Record.