

**CONSTRUCTION BOARD OF ADJUSTMENTS & APPEALS  
PERMIT CENTER ~ 2<sup>ND</sup> FLOOR CONFERENCE ROOM  
4040 LEWIS SPEEDWAY, ST. AUGUSTINE, FL 32084  
MONDAY, April 21, 2025  
4:00 p.m.**

**MINUTES**

**1) Meeting is called to Order at 4:01 p.m.**

**2) Roll Call:**

**Members present:** Keith Burney, Bill Lanni, Alex Clay, Robert Blood, Thomas Walsh, Scott Lilley, John Adams, Chief Plans Examiner

**Board Members absent/excused:** Michael Saxe, Adrienne Reed

**Staff Members present:** Roderick Potter, Code Enforcement Manager. Henry Irving, Lori Troxel, Code Enforcement Officers. Kealey West, Staff Attorney, Carly Meek CBAA Attorney, Emily Lunn, Code Enforcement Clerk, Michael McCabe, Board Attorney.

**Members of the Public:** None

**3) Minutes from January 27, 2025, reviewed for approval (Section 2)**

**A motion was made by Bill Lanni, seconded by Robert Blood to accept the January 27, 2025, minutes as presented.**

**All in favor. So voted.**

**4) Minutes from March 17, 2025, was not held due to lack of quorum, reviewed for approval (Section 2)**

**A motion was made by Alex Clay, seconded by Bill Lanni to accept the (March 17, 2025, was not held due to lack of quorum), minutes as presented.**

**All in favor. So voted.**

**5) Public information, exparte communications, and identification of persons present for cases on the agenda read by Chair (Section 1)**

**6) Board Attorney swears in representatives testifying. Roderick Potter, Code Enforcement manager.**

**7) Old Business:**

**a) Unsafe Building Abatement Case #24-05 (Roderick Potter presents case in due of Raquel Santiago's absence) 1600 Brian Way, Saint Augustine, Fl**

On September 16, 2024, the Board found the respondent in violation of Ordinance 2015-69 St Johns County Illegal Drug Contamination and Ordinance 2000-48 Standard Unsafe Building Abatement Code and ordered the respondent to have the structures sampled for contamination and provide a preliminary assessment and decontamination work plan to St. Johns County Code Enforcement. A copy of the Board Order was sent via certified mail and posted at property and the St Johns County Courthouse. The certified mail was unclaimed and returned to sender. (Exhibit A 4 pages).

On January 27, 2025, the Board found the respondent in continued violation and ordered the respondent to either have the structures sampled for contamination and provide a preliminary assessment and decontamination work plan to St. Johns County Code Enforcement or demolish the structure and remove all demolition debris. A copy of the Board Order was sent via certified mail and posted at the property and St Johns County Courthouse on February 3, 2025. (Exhibit B 7 pages).

A notice of hearing dated March 31, 2025, was sent via Certified mail, regular USPS mail and posted at the property and the St Johns County courthouse on April 2, 2025. The letters have not been returned to sender and the confirmation of delivery has not been received either. A copy of the Notice of Hearing dated March 31 along with a copy of the Board Order dated January 27, 2025, were hand delivered to the respondent on April 16, 2025 (Exhibit C 2 Pages).

A reinspection of the premises on April 16, 2025, revealed that the structure has been demolished, however there is still debris and accessory structures to be removed from the parcel. (Exhibit D 3 photographs). These photographs were taken by myself and are a true and accurate representation of the property at the time of inspection.

The County requests you find the respondent in continued violation of Ordinance 2015-69. St Johns County Illegal Drug Contamination and Ordinance 2000-48 Unsafe Building Abatement and rehear this case on June 16, 2025, for additional testimony on compliance

**A motion was made by Robert Blood, seconded by Bill Lanni to find the respondents in continued violation of Ordinance 2015-69. St Johns County Illegal Drug Contamination and Ordinance 2000-48 Unsafe Building Abatement and rehear this case on June 16, 2025, for additional testimony on compliance All in favor. So voted.**

## **8) New Business.**

**a) Staff Attorney Kealey West presented a video with discussion on the Overview of the Florida State Sunshine Law.**

**b) Approval of the Annual Calendar 2025 for Publication presented by Lori Troxel.**

**A motion was made by Robert Blood, seconded by Bill Lanni to accept the Calendar dates as presented. All in favor. So voted.**

- 9) **Adjournment:** A motion was made, seconded and approved by Keith Burney to adjourn the meeting at 4:43 p.m.

**Respectfully submitted,**

**Approved by,**

**Emily Lunn  
Clerk of Court**

**Keith Burney  
Chairman**