

**CONSTRUCTION BOARD OF ADJUSTMENTS & APPEALS  
PERMIT CENTER ~ 2<sup>ND</sup> FLOOR CONFERENCE ROOM  
4040 LEWIS SPEEDWAY, ST. AUGUSTINE, FL 32084  
MONDAY, May 19, 2025  
4:00 p.m.**

**MINUTES**

**1) Meeting is called to Order at 4:00 p.m.**

**2) Roll Call:**

**Members present:** Keith Burney, Michael Saxe, Bill Lanni, Alex Clay, Thomas Walsh, Scott Lilley, Adrienne Reed, Howard White, Building Official.

**Board Members absent/excused:** Robert Blood

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

**Members of the Public:** Neal Rider, Jonathan Knight, Thomas Kelly, Vanesser Kelley

**3) Minutes from April 21, 2025, reviewed for approval (Section 2)**

**A motion was made by Bill Lanni, seconded by Alex Clay to accept the April 21, 2025, minutes as presented.**

**All in favor. So voted.**

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

**5) Board Attorney swears in representatives testifying. Roderick Potter, Code Enforcement manager. Lori Troxel Code Enforcement Officer. Howard Whit, Neal Rider, Jonathan Knight, Thomas Kelly, Vanesser Kelley, Public Guest**

**6) Old Business:**

- a. Unsafe Building Abatement Case #25-01 (Troxel)  
241 Aiken Street, Saint Augustine, FL  
Louis and/or Vanesser Kelley

On January 27, 2025, the Board found the respondent in violation of Ordinance 2000-48, Unsafe Building Abatement and ordered the respondent to obtain the required permits for obtain the required permits for the repair of the structures roof, windows, and doors, or they may choose

to remove the structure from the property by March 1, 2025. The Board further required the case be returned on March 17, 2025, to hear further testimony on compliance or the need for County abatement action. Exhibit A Recorded Board Order (3 pages)

The order was sent to the respondent via Certified U.S. Mail and was signed for on February 13, 2025. Exhibit B Signature Card (1 page)

Mrs. Kelley contacted Code Enforcement, and a plan was developed that would assist them in the time they would need to make repairs to the property.

An inspection completed on March 11, 2025, revealed that the respondents have removed the dilapidated porch and started removing portions of the rotted roofing material. It appears that two windows have been replaced. Several piles of building supplies were also viewed on the property. Exhibit C Photographs (5 Photographs taken by Ofc. Lori Troxel)

An inspection completed on April 23, 2025, revealed that the respondents have made enough repairs to the structure to remove it from the jurisdiction of the Unsafe Building Abatement, and move the case over to the Special Magistrate for completion. Exhibit D (Three Photographs taken by Ofc. Lori Troxel)

A notice of Hearing dated April 23, 2023, was sent certified mail, and was signed for on April 28, 2025. Exhibit E (two pages)

Currently, the County requests that you dismiss the case from the Construction Board of Adjustments and refer the matter to the St. Johns County Special Magistrate for completion.

**A motion was made by Bill Lanni, seconded by Michael Saxe to dismiss the case from the Construction Board of Adjustments and Appeals and refer it over to the St Johns County Special Magistrate for completion.  
All in favor. So voted**

- b. Unsafe Building Abatement Case #25-02 (Troxel)  
659 Christopher Street, St. Augustine, FL  
Evelyn C. Stafford

On January 27, 2025, the Board found the respondent in violation of Ordinance 2000-48, Unsafe Building Abatement and ordered the respondent to obtain the required permits for removal of the structure from the property by March 1, 2025. The Board further required the case be returned on March 17, 2025, to hear further testimony on compliance or the need for County abatement action. Exhibit A Recorded Board Order (3 pages)

The order was sent to the respondent via Certified U.S. Mail and was signed for on February 12, 2025. Exhibit B Signature Card (1 page)

The property owner demolished the structure, and an inspection completed on April 23, 2025, revealed the property was now in compliance.

A notice of compliance hearing was sent to the respondent via regular U.S. Postal Mail.

We ask that the Board find the property in compliance and remove it from any further board action at this time.

**A motion was made by Alex Clay, seconded by Bill Lanni to find the respondents in compliance with Ordinance 2000-48 and dismiss the case from any further Board action.**

**All in favor. So voted**

## **7) New Business.**

- a. Unsafe Building Abatement Case #25-03 (Troxel)  
567 Ponte Vedra Boulevard, St. Augustine, FL  
Neal and Courtney Rider

On September 3, 2024, a complaint was received in the Building Department about an abandoned construction project.

The complaint was addressed via the St. Johns County Building Department Contractor Licensing Department and the St. Johns County Code Enforcement Zone Officer until it was requested that The Unsafe Building Abatement Officers address the complaint.

On October 22, 2021, SJC Building Permit 12116872, was issued to CF Knight for a replacement Single Family Residence. Exhibit A 1 pg.

The last inspection noted on the permit was conducted on September 13, 2022. There have been three requests to extend the permit which were on April 11, 2024, September 11, 2024, and January 7, 2025. No other activity on the permit has been noted. Exhibit B 4 pgs.

On March 13, 2025, the official Notice of Violation/Notice of Hearing from the Unsafe Building Abatement Officer was sent by certified mail to the respondents and was signed for on April 16, 2024. Exhibit C (Notice of Violation and Return Receipts) 4 pages

Due to the untimely delivery the Notice of Violation/Notice of Hearing lacked due process timing for adequate response from the respondent. The case was removed from the April 21, 2025, hearing agenda.

A notice of hearing dated April 16, 2025, was sent via certified mail. The response time of the US Postal Service again did not provide delivery service. The respondent and the contractor have been in contact with the SJC Building Official H. White and were aware of the hearing date change. The notice was sent via Electronic Service with a notice of waiving any deficit in the manner, sufficiency, or timeliness of service of the notice of hearing. The notice was signed by Neal Rider and returned to me on May 13, 2025. Exhibit D 5 pages.

Property research shows the Tax Collector, and the Property Appraiser list the property ownership to Neal Rider ETAL. The Warranty Deed details ownership to be Neal Rider and Courtney Westmoreland husband and wife. Exhibit E (Property Research) 4 pages

The photographs in your packet are of the conditions of the property currently. 7 photos taken by zone officer Daniel Dyson.

At this time, the County requests you find the respondents in violation of the St. Johns County Unsafe Building Abatement Code 2002-48 Section 202 Unsafe Building 8, 9, and 10. We request that you order the respondent to correct the violations by July 1, 2025, by obtaining the required permits for the completion of the structure or have obtained a permit to remove the partially complete structure entirely from the property.

We ask that the Board order the case to be returned on July 21, 2025, to hear further testimony on compliance or the need for County abatement action.

**A motion was made by Bill Lanni, seconded by Michael Saxe to find the respondents in violation of the St. Johns County Unsafe Building Abatement Code 2002-48 Section as amended reference 101.4.4, Chapter 1, Scope and Administration Section 5 permits: and order the following,**

**The Board orders the respondent to correct the violations by July 1, 2025, by obtaining the required permits to complete the construction project or obtain the permits to remove the partially complete structure entirely from the property.**

**The Board orders the case to be returned on July 21, 2025, to hear further testimony on compliance or the need for County abatement action.**

**All in favor. So voted**

- 8) Adjournment: A motion was made, seconded and approved by Keith Burney to adjourn the meeting at 4:22 p.m.**

**Respectfully submitted,**

**Approved by,**

**Emily Lunn  
Clerk of Court**

**Keith Burney  
Chairman**