

ST. JOHNS COUNTY Planning & Zoning Agency

REGULAR MEETING MINUTES

County Auditorium

500 San Sebastian View

Thursday, November 20, 2025, 1:30:00 PM

MEMBERS PRESENT:

Meagan Perkins, District 4, Chair

Dr. Richard A. Hilsenbeck, District 3, Vice-Chair

Gregory Matovina, District 1

Judy Spiegel, District 3

Chuck Labanowski, District 2

Henry F. Green, District 5

Robert Olson, District 5

STAFF PRESENT:

Jacob Smith, Planning Division Manager

Lex Taylor III. Deputy County Attorney

Marie Colee, Assistant Program Manager

Jennifer Gutt, Planning Coordinator

- Meeting called to order at 1:30pm by Ms. Perkins.
- Pledge of Allegiance
- Reading of the Public Notice Statement by Dr. Hilsenbeck.
- PZA Meeting Minutes for Agency Approval: 10/16/2025
 - Motion to Approve PZA 10/16/2025 meeting by Ms. Spiegel, seconded by Mr. Labanowski (Motion Passes 7/0)
- Public Comments - None

AGENCY ITEMS

1. **SUPMIN 2025-02 Byrd Mobile Home.** Request for a Special Use Permit pursuant to Section 2.03.08 of the Land Development Code to allow for the placement of a Manufactured/Mobile Home in Residential, Single-Family (RS-3) zoning, specifically located at 830 Broach Street.

Ex parte communication was disclosed.

Ms. Shavonne Byrd presented details pertaining to the Special Use Permit request.

Mr. Olson mentioned the street was a good neighborhood with many single-family homes and questioned why the presenter would place a mobile home there. The presenter advised that the home opposite was a mobile home and there were several mobile homes within the area. Explained that current mobile homes are well designed and more appealing now.

Additional discussion with Agency members and the presenter occurred with regard to saving as many big old oak trees as possible and removing the fence.

Public Comment: None

Motion to approve by Ms. Spiegel, seconded by Mr. Labanowski (Motion passes 6/1: Dissenting: Mr. Olson) SUPMIN 2025-02 Byrd Mobile Home, based upon eight (8) findings of fact and ten (10) conditions as provided in the Staff Report.

2. SUPMAJ 2025-18 Episcopal K-8 Private School. Request for a Special Use Permit, pursuant to Section 2.03.17 of the Land Development Code, to allow for a Private School within Open Rural (OR) zoning, specifically located at 895 Palm Valley Road.

Ex parte communication was disclosed.

Ms. Casey Dendor presented details pertaining to the Special Use Permit request to allow for a Private School within Open Rural zoning. Mentioned there were 12 letters in support and 3 in opposition.

Agency clarification and various discussions occurred between Agency members and the presenter.

Ms. Spiegel mentioned there is a K5 school very close that is not at capacity. Recommended more good communication with the Superintendent of the St Johns County School Board with regard to the hours of operation. Welcomed the provision for the stacking of vehicles for dropping off and picking up. Discussed that there appeared to be a solid tree and shrub buffer with regard to minimizing noise from the playing fields.

Mr. Matovina mentioned the flow of traffic would be coming from three different routes. Requested the school consider restricting the hours that the sports field is used in order to meet the noise ordinance of the County. Questioned if a site plan was to be tabled and approved at this meeting.

Staff (Mr. Smith) advised that the site plan submitted would become part of this special use. That specifics and details are handled later in the construction plan process. If major deviations, the applicant would be required to obtain permission for those changes.

Ms. Speigel questioned the phasing of the students and the year they would be commencing. Applicant advised the school does not anticipate having any fifth or eighth graders at the school the first year so the first-year capacity would be around 50 percent. School plans to open for the 2027 to 2028 school year starting with K through to 4 and also 6 to 7 grades. Students would be required to submit applications, as it is an admissions process.

Mr. Labanowski asked for confirmation if there is a sidewalk from Palm Valley to the school. Raised concern about the lighting on the sports field and the noise from the cheering. Applicant confirmed the lighting would be directional and there would be no significant evening activities because it is elementary and middle school.

Mr. Green asked if there would be any other fields and the size of the fields.

Applicants confirmed there will be a regulation soccer field and a regulation track plus two other outdoor playing fields and an enclosed gym inside the school building.

Public Comment:

Mr. Jeff Pierce: OPPOSED Provided 5 reasons why the school should not be approved.

Mr. Michael Thorn: OPPOSED. Concerned over increased traffic and electrical lines over the sidewalks.

Applicant provided rebuttal and confirmed the County is working on improving the sidewalks and traffic concerns.

Mr. Taylor Smith, a school board member, confirmed they do not have any football nights. That soccer only goes to 9pm in the evening and 10pm would be the latest for operation on the playing fields.

Additional Discussion:

Ms. Perkins mentioned she lives in the area and considers the school would be compatible. Members voiced their approval. Mr. Matovina thanked the Episcopal church for developing this private school and considers it to be a good option.

Motion to approve by Mr. Matovina second by Mr. Labanowski (Motion Passes 7/0) SUPMAJ 2025-18 Episcopal K-8 Private School, based upon eight (8) findings of fact and eight (8) conditions as provided in the Staff Report with the additional of a ninth condition that would limit the outside play facilities from 7am to 10pm.

3. ZVAR 2025-01 Letts Fence. Request for a Zoning Variance to Section 2.02.04.B.12 of the Land Development Code to allow for a fence height of eight (8) feet in lieu of the six (6) foot on sides and rear along with six (6) feet in lieu of four (4) foot requirement along the front in Residential, Manufactured/Mobile Home or Single Family [RMH(S)] zoning, specifically located at 6381 A1A South.

Ex parte communication was disclosed.

Mr. Letts presented details pertaining to the Zoning Variance request.

Agency and presenter had further discussion regarding having a lattice style fence topper for the front, so it does not look too much like a fortress.

Public Comment: None

Motion by Mr. Olson, seconded by Mr. Labanowski, (Motion passes 7/0), to approve ZVAR 2025-01 Letts Fence based upon six (6) findings of fact and six (6) conditions as provided in the Staff Report with the front 6-foot fence having a lattice effect for the top foot and a half.

4. ZVAR 2025-14 7006 Middleton Avenue. ZVAR 2025-14 7006 Middleton Ave requests for a Zoning Variance to Table 6.01 of the Land Development Code to allow for a Front Yard setback of fourteen (14) feet in lieu of the required twenty-five (25) feet; a Rear Yard setback of nine (9) feet, six (6) inches in lieu of the required ten (10) feet; a Side Yard setback of four (4) feet, six (6) inches in lieu of the required eight (8) feet; and a maximum lot coverage by all buildings of 32% in lieu of the required 25% in the Residential General (RG-1) zoning district.

Ex parte communication was disclosed. Agency members mentioned the site lacked a notice sign.

Mr. Ratford presented details pertaining to the Zoning Variance request. Advised that the setback requests have been presented and approved three times previously by the Agency. The reason for the new request was because the previous approved requests had expired.

Agency and applicant discussions occurred with regard to possible flooding issues and how the applicant will address this issue with a culvert.

Public Comment: None

Motion by Mr. Green, seconded by Mr. Matovina, (Motion passes 7/0), to approve ZVAR 2025-14 7006 Middleton Ave based upon five (5) findings of fact and seven (7) conditions as provided in the Staff Report.

Agency took a brief recess. Back to order by 3:07pm.

Mr. Matovina recused himself and left the meeting.

5. MINMOD 2025-13 128 Cypress Bluff Way. Request for a Minor Modification to the Graft's Landing (AKA Landing at Ole Florida) Planned Unit Development (Ordinance 2005-79, as amended) to allow for a Front Yard setback of fifteen (15) feet in lieu of the required twenty (20) feet to accommodate construction of a Single-Family home.

Ex parte communication was disclosed.

Mr. Murrell, of Drees Homes, presented details pertaining to the Minor Modification request.

No Agency discussion.

Public Comment: None

Motion by Ms. Spiegel, seconded by Dr. Hilsenbeck, (Motion passes 6/0, Absent Mr. Matovina) to approve MINMOD 2025-13 128 Cypress Bluff Way based upon six (6) findings of fact and subject to six (6) conditions, as provided within the Staff Report.

6. MINMOD 2025-14 Pahlow Residence. Request for a Minor Modification to the Sawgrass Planned Unit Development (Ordinance 1973-08, as amended) to allow for a Rear Yard setback of zero (0) feet in lieu of the required five (5) feet to allow for an enclosed patio.

Ex parte communication was disclosed.

Mr. Pahlow presented details pertaining to Minor Modification request.

No Agency discussion.

Public Comment: None

Motion by Mr. Green, seconded by Mr. Labanowski, (Motion passes 6/0, Absent Mr. Matovina) to approve MINMOD 2025-14 Pahlow Residence based upon six (6) findings of fact and subject to seven (7) conditions, as provided within the Staff Report.

- Staff Reports - None
- Agency Reports – Ms. Perkins advised she will not be available to attend December 4th, 2025, meeting.
- Staff and Agency members wished everyone a Happy Thanksgiving.
- Meeting adjourned by Ms. Perkins at 3:26pm

Minutes approved on December 18, 2025.



Chair / Vice-Chair
Planning and Zoning Agency



Clerk, Growth Management