

ST. JOHNS COUNTY
Planning & Zoning Agency
Regular Meeting Minutes
County Auditorium
500 San Sebastian View

Thursday, December 18, 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 1:31pm
- Pledge of Allegiance
- Reading of the Public Notice Statement
- Motion by Ms. Spiegel, seconded by Mr. Labanowski, (motion passes 7/0), to approve 11/20/2025 PZA Agency Minutes.
- Public Comments
 - Charlie Hunt. Raised concerns regarding possible issues for various projects expected to be presented to the PZA in 2026. Concerned mostly about increased traffic.

AGENCY ITEMS

1. SUPMIN 2025-04 Ford 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 2917 Del Rio Drive.

Ex parte communication was disclosed.

Ms. Barbara Erzinger presented details pertaining to the Special Use Permit to allow for a new Manufactured/Mobile Home to be placed on 2917 Del Rio Drive. Applicant confirmed this home would be the same size as the existing mobile home it was replacing.

Public Comment: None

Motion by Mr. Green, seconded by Dr. Hilsenbeck, (motion passes 7/0), to approve SUPMIN 2025-04 Ford Mobile Home, based upon eight (8) findings of fact and ten (10) conditions as provided in the Staff Report.

2. SUPMIN 2025-07 405 Fortuna Avenue. Request for a Special Use Permit to allow for the placement of a Manufactured/Mobile Home as a residence in Residential, Single Family (RS-3) zoning, pursuant to Land Development Code, Section 2.03.08.

Ex parte communication was disclosed.

Mr. James McCune presented details pertaining to a Special Use Permit for a Manufactured/Mobile Home at 405 Fortuna Avenue. Explained the existing structure had been there since 1958 and is now derelict. The client would like to replace existing structure with a mobile home that meets all the requirements of the land-use statutes and setbacks and improved energy efficiency and modern-day safety features resulting in lower utility costs. Provided maps and aerial view. Provided various reasons for approval.

Agency members requested clarification from the applicant regarding having the existing trees retained and the existing derelict structures all removed.

Public Comment:

Darran Voorhees – OPPOSED. Questioned if the owner had other mobile home parks and if this was just to be one mobile family home or more.

Presenter Mr. James McCune provided a rebuttal. Confirmed that the owner has one other mobile home park just North. He has it listed in a different LLC and that he will not be having any more mobile homes on this property. Requested that if approved would like to have a condition that this be made transferable one-time within a year.

Staff: (Mr. Smith) Advised that if the application is made in the name of a person and not the company then Condition One (1) is not transferrable. Every time there is an examination of whether or not a mobile home is appropriate in the location the applicant then has the ability to make them transferable if wanted or have a one-time transferable.

Presenter agreed to have this as a one-time transfer within one year.

Agency members also requested that there be a condition that the landscaping includes a plan for more trees.

Motion approved by Mr. Green seconded by Mr. Labanowski (motion passes 7/0) SUPMIN 2025-07 405 Fortuna Avenue for a Special Use Permit for based upon eight (8) findings of fact and ten (10) conditions as provided in the Staff Report with a one-time transfer within one year to a third party and a condition that as many trees as possible be preserved.

3. SUPMAJ 2025-23 Ocean Sands Beach Boutique. Request for a Special Use Permit, pursuant to Section 2.03.02 of the Land Development Code, to allow for the package sale of alcoholic beverages in conjunction with an existing hotel, specifically located at 3465 Coastal Highway.

Ex parte communication was disclosed.

Mr. Keith Long presented details pertaining to Ocean Sands Beach Boutique request for a Special Use Permit for the sale of alcoholic beverages, beer and wine only.

Agency clarification and discussion occurred with the applicant regarding why not consider a mini fridge in the rooms with beer and wine. Concern was raised by Board members with regard to no exterior signage for the sale of alcoholic beverages and recommended only selling alcohol to their hotel guests and not to beach visitors.

Public Comment:

- Joanne Conrad: Opposed
- Maureen O'Connor: Opposed
- Michael Compton: Opposed

Mr. Long provided a rebuttal. Explained that there would only be one singular beer fridge behind the counter. It is not a packaged store. It is a beer and wine store that would be limited to hotel guests only.

Additional discussion occurred between the Agency and the applicant regarding selling only to hotel guests and limiting it to no cash sales at the counter.

Motion by Mr. Green, seconded by Mr. Labanowski (motion passes 7/0) to approve SUPMAJ 2025-23 Ocean Sands Beach Boutique, for a Special Use Permit that allows for the package sale of alcoholic beverages based upon eight (8) findings of fact and eleven (11) conditions as provided in the Staff Report with an additional two conditions of only selling to hotel guests, and to have NO external signage advertising the sale of alcoholic beverages.

4. NZVAR 2025-22 Cherry Elm Dental Care Signs. Request for a Non-Zoning Variance to Section 7.02.04.B.6 of the Land Development Code to allow for an Advertising Display Area (ADA) of 200 square feet for four (4) proposed illuminated walls signs in lieu of the maximum of 109 square feet per the Silverleaf Unified Sign Plan (USP).

Ex parte communication was disclosed.

Ms. Reilly presented details pertaining to the non-zoning variance request for four (4) illuminated walls signs for Cherry Elm Dental Care. Each individual sign is under 50 square feet with a total combined area of 198.84 square feet.

Agency clarification and discussion regarding the need for signage from the North elevation as there is a row of homes on that side and suggested a sign on a monument sign. The applicant advised that their scope of work is only the wall signs. Agency members raised concerns about having illumination on the back signage and requested that sign not be illuminated.

Public Comment:

- Charlie Hunt: Opposed

Motion by Ms. Spiegel, seconded by Ms. Perkins to approve (motion passes 5/2, dissenting: Mr. Olson and Mr. Labanowski) NZVAR 2025-22 Cherry Elm Dental Care Signs based upon eight (8) findings of fact and five (5) conditions as provided in the Staff Report with the additional condition that signage facing the residential properties is not illuminated.

5. CPA(SS) 2025-09 845 County Road 13A South. Request for a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation of approximately 7.91 acres of land from Agricultural-Intensive (A-I) to Residential-A (RES-A) with a text amendment limiting the property to a maximum of one (1) single family dwelling unit; located at 845 County Road 13A South.

Mr. Robert Cooper presented details pertaining to the Small-Scale Comprehensive Plan Amendment request.

Agency clarification and discussion regarding the location of the pond and that the single-family home would be built in front of the barn.

Public Comment: None

Motion by Mr. Labanowski, seconded by Dr. Hilsenbeck (motion passes 7/0) to recommend approval of CPA(SS) 2025-09 845 County Road 13A South based upon four (4) findings of fact with a text amendment as provided in the Staff Report.

Agency members called for a 5-minute recess.

6. TOWER 2024-04 Shores Telecommunication Tower (SE US-1). Request for a Special Use Permit pursuant to Section 2.03.26 of the Land Development Code to allow for the construction of a 170-foot monopole wireless communication tower and support facilities within the St. Augustine Shores Planned Unit Development (PUD) (Ordinance 1974-16, as amended), located specifically on Shores Boulevard just south of its intersection with Bianca Circle.

Ex parte communication was disclosed.

Mr. Wester presented details pertaining to the Tower Special Use Permit request. Provided a presentation that explained antenna towers are a permissible use by "Exception" in the PUD, which shall be processed as a SUP on the property. The proposed tower is engineered to support up to 4 wireless carriers. The proposed tower is NOT within 250 feet of residential property.

Agency clarification and discussion occurred regarding the look of the tower from the photo simulation with just one carrier. Agency questioned if there had been approval from the St Augustine Shores HOA board even if this was approved by the PZA Agency. Applicant explained that it is an exempt parcel, and they have an email from the attorney and association and there is no need to go through the Architectural Control Committee.

Public Comment:

- Sue Chitwood (designated speaker): Opposition
- Cindy Aiello (designated speaker): Opposition
- Lynn Pagano (designated speaker): Opposition
- James Fee (designated speaker): Opposition
- Robin Mancruzo: Opposition
- Bernadette Ferguson : Opposition
- Ashley Sosnauski: Opposition
- Rachel Goodkind: Opposition
- Elizabeth Michaels: Opposition
- Deb Scogin: Opposition
- Dawn Speakman: Opposition
- Ana Craft: Opposition
- Jane Taggart: Opposition
- Stephanie Lewis Hoffman: Opposition
- Marie Kimble: Opposition
- Bradley Smith: Wants good cell phone service for emergencies.
- Helene Conray Smith: Opposition

Mr. Wester provided a rebuttal. Addressed the environmental, construction and lighting concerns raised by residents. Explained that the 170-foot tower is a minimum height. That the tower is allowed to be 300 feet in height and is not a lattice or guide wire tower.

Staff (Mr. Taylor) Explained a few reminders to Agency members with regard to this judicial hearing. At this hearing the agency can consider design standards, aesthetics and compatibility. The Agency can enforce other county codes under the land-use.

Additional discussion occurred between Agency members and the applicant. Agency members asked for confirmation if this tower is being located here in response to complaints about service and if the radius of the coverage from the cell tower is one mile with a two-mile diameter. Applicant confirmed that the fall radius of the towers are designed to collapse within 40 feet, even in high winds.

Third Party Reviewer: (Mr. Chris Monzingo) Answered the question with regard to the possibility of having cell coverage underground like other utilities. Confirmed this is not possible for mobile communications. Underground coverage would need to be wire-to-wire, fixed communication.

Agency members undertook further discussion with the applicant on the impact of property values, height of the tower, general appearance and aesthetics, along with concerns raised by the community about the specific location and compatibility with residences.

Motion by Ms. Spiegel, seconded by Mr. Labanowski (motion passes 6/1, dissenting: Ms. Perkins) to deny TOWER 2024-04 Shores Telecommunication Tower (SE US-1) based upon ten (10) findings of fact, as provided within the Staff Report.

7. REZ 2025-13 James-Cogo Commercial. Request to rezone approximately 0.68 acres of land from Commercial General (CG) with conditions to Commercial Intensive (CI), specifically located south of Watson Road on U.S. Highway 1 South.

Ex parte communication was disclosed.

Mr. Rob Matthews presented details pertaining to the rezoning request as the previously approved five-year request had expired.

Ms. Spiegel asked whether or not this land parcel would be used for RV storage. Applicant confirmed that the parcel of land is too small for that activity.

Public Comment: None

Motion by Mr. Green, second by Dr. Hilsenbeck, (motion passes 7/0) to recommend approval of REZ 2025-13 James-Cogo Commercial based on four (4) findings of fact, as provided in the Staff Report.

8. REZ 2025-11 Nothing Putt Fun. Request to rezone approximately 3.98 acres of land, located at 7250 and 7280 US 1 North, from Commercial Neighborhood (CN) to Commercial Highway and Tourist (CHT) with conditions. Item 8 was presented together with Item 9.

Ex parte communication was disclosed.

Ms. Christina Evans presented details pertaining to the rezoning and special use permit request.

Agency members questioned the special use permit to serve alcohol and the number of food trucks permit this would need to cover and the impact on the wetlands that is almost 68% of the property. Agency members also questioned the proposed site plan and if they have any wetland mitigation for the building credits.

Staff Mr. Smith: Explained that commercial neighborhood small-scale use is intended to serve a neighborhood commercial highway as it is listed in the code as being hospitality.

Public Comment: Yvonne March OPPOSED.

Agency clarification and discussion regarding site plans do not match the shape of the parcel on the East side.

Motion by Mr. Matovina, seconded by Ms. Spiegel (motion passes 5/2, dissenting: Ms. Perkins; Mr. Green) to recommend denial of REZ 2025-11 Nothing Putt Fun based on five (5) findings of fact, as provided in the Staff Report.

9. SUPMAJ 2025-15 Nothing Putt Fun (Alcohol Sales). Request for a Special Use Permit to allow for the on-site sales and consumption of Alcoholic Beverages within Commercial Highway and Tourist (CHT) zoning, pursuant to Land Development Code Section 2.03.02, specifically located at 7250 and 7280 US 1 North. This request is a companion application to REZ 2025-11 Nothing Putt Fun.

Item 9 was presented together with Item 8.

Ex parte communication was disclosed.

Questions regarding the Special Use Permit for the consumption of Alcoholic Beverages were further discussed by the Agency and Staff.

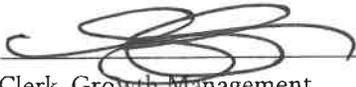
Motion by Mr. Matovina, second by Ms. Spiegel (motion passes 5/2, dissenting: Ms. Perkins and Mr. Olson) to deny SUPMAJ 2025-15 Nothing Putt Fun (Alcohol Sales) based upon seven (7) findings of fact as provided in the Staff Report.

- Staff Reports: None. Next PZA meeting will be on January 15, 2026.
- Agency Reports: Ms. Perkins advised she will not be attending the January 15th 2026 meeting.
- Meeting Adjourned at 5:17pm.

Minutes Approved During 01/15/2026 PZA Hearing.

A handwritten signature in black ink, appearing to read "Timothy J. King", written over a horizontal line.

Chair / Vice-Chair
Planning and Zoning Agency

A handwritten signature in black ink, appearing to read "S. B.", written over a horizontal line.

Clerk, Growth Management