

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

Thursday, August 20, 2026, 1:30:00 PM

MEMBERS PRESENT:

Dr. Richard A. Hilsenbeck, District 3, Chair
Judy Spiegel, District 3, Vice Chair
Gregory Matovina, District 1
Chuck Labanowski, District 2
Robert Olson, District 5
Henry F. Green, District 5

MEMBERS ABSENT:

Meagan Perkins, District 4

STAFF PRESENT:

Jacob Smith, Planning Division Manager
Lex Taylor III, Deputy County Attorney
Marie Colee, Assistant Program Manager
Jennifer Gutt, Planning Coordinator

- Call meeting called to order by Dr. Hilsenbeck at 1:30pm.
- Pledge of Allegiance
- Reading of the Public Notice statement by Ms. Spiegel.
- Agency Approval of Minutes: 07/23/2026 and 08/06/2026
 - Motion to approve both sets of minutes by Dr. Hilsenbeck, motion passes 6/0 (Absent: Ms. Perkins).
- Public Comments
 - None

AGENCY ITEMS

Item 1 SUPMIN 2026-04 624 Cathedral Place moved further down on the agenda to provide more time for the applicant to arrive.

1. SUPMIN 2026-04 624 Cathedral Place

Request for a Special Use Permit, pursuant to Section 2.03.08 of the Land Development Code, to allow for a Manufactured/Mobile Home in Residential, Single-Family (RS-3) zoning, located specifically at 624 Cathedral Place.

Ex parte communication was disclosed.

Ms. Manning presented details pertaining to the Special use Permit request.

Agency clarification and discussion regarding allowance of mobile/manufactured homes in residential zoning effective dates. Clarification regarding two buildings currently on the property as well as preservation of the large tree on the property.

Public Comment: None

Additional Discussion: None

Motion to approve by Mr. Labanowski, seconded by Mr. Olson, motion passes 6/0, (Absent: Ms. Perkins) SUPMIN 2026-04 624 Cathedral Place for s Special Use Permit.

2. ZVAR 2026-22 Claypool Residence

Request for a Zoning Variance to Table 6.01 of the Land Development Code to allow for a Front Yard setback of eighteen (18) feet in lieu of the required twenty-five (25) feet to accommodate the placement of a Single-Family home, specifically located at 360 Cape Avenue.

Ex parte communication was disclosed.

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

Agency clarification and discussion regarding the location of the home and setback requests.

Public Comment: None

Additional Discussion: None

Motion to approve by Ms. Spiegel, seconded by Mr. Labanowski, (Motion passes 5/1: Dissenting: Mr. Matovina: Absent: Ms. Perkins) ZVAR 2026-22 Claypool Residence as presented.

3. ZVAR 2026-25 Cypress Road Mobile Home Park

Request for a Zoning Variance to Table 6.01 of the Land Development Code to allow for the establishment of a Mobile Home Park on approximately 4.77 acres of land in lieu of the required ten (10) acres in Residential, Manufactured/Mobile Home (RMH) zoning, located specifically at 1045 Cypress Road.

Ex parte communication was disclosed.

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

Agency clarification and discussion regarding allowable uses on this property without this zoning variance as well as confirmation that the development will be on sewer. Discussion regarding the development of property. Discussion regarding which sides of the property will have fencing clarification of buffering between proposed site and surrounding properties. Clarification of home sites allowed as well as density allowances. Discussion and clarification occurred regarding the pond that was confirmed as being dry hence was not required to be fenced in. Discussion occurred regarding the hardship associated with this request being the technical requirements for density.

Public Comment:

- Jasmine Roman: Opposed
- Brian Weber: Opposed
- Suzanne Clulow: Support
- Martha Porter: Opposed
- Cindy Strickland: Opposed
- Clint Porter: Opposed
- Bob Myers: Opposed

Mr. Whitehouse provided additional information that the owner will be building all the units and providing on-site property management. That the property will have county utilities providing water and sewer. That the lots sizes are larger than required by both the State and the County. Confirmed the intent is to clean up the area and there will be

buffer. Discussion arose regarding the County requirement as to why ten (10) acres were established rather than less for a mobile home park in the Code. This application meets all the Code requirements except for the size requirement.

Applicant confirmed that the community will remain gated, and that the owner will own the land and also the units and offer to qualified renters. Discussions occurred around mobile home park density in other Counties in Florida vary greatly. Staff explained the legal requirement as to whether or not there is a hardship and that the Agency members can make that determination. Applicant and Agency discussed the compatibility of the size of the plots with the adjacent neighborhood plots. Comparison was made by the Agency, and confirmed by Staff, with another local non-conforming mobile park that has more units per acre.

Motion by Ms. Spiegel, seconded by Mr. Green, (Motion passes 4/2: Dissent: Mr. Matovina, Mr. Olsen: Absent: Ms. Perkins) to approve ZVAR 2026-25 Cypress Road Mobile Home Park zoning variance request based on 6 findings of fact and subject to 6 conditions as provided in the Staff Report.

4. MINMOD 2026-08 200 Cedar Ridge Circle Enclosure

Request for a Minor Modification to the Cedar Ridge PSD (Ordinance 1995-23, as amended) to allow for a Rear Yard setback of zero (0') feet in lieu of the ten (10') foot requirement to allow for construction of a screen enclosure.

Ex parte communication was disclosed.

Mr. McDougal presented details pertaining to the Minor Modification request.

Agency discussion regarding the canal being an extra buffer and the number of units that have the wall and are already built up to the zero-lot line.

Public Comment: None

Additional Discussion: None

Motion to approve by Mr. Labanowski, seconded by Mr. Green (Motion passes 5/1: Dissenting: Mr. Matovina, Absent: Ms. Perkins) MINMOD 2026-08 200 Cedar Ridge Circle Enclosure based on 6 findings of fact and subject to 6 conditions as provided in the Staff Report.

5. MAJMOD 2026-03 IGP Commerce Center PUD

Request for Major Modification to the IGP Commerce Center PUD (ORD. 2019-69, as amended) to remove 0.26 acres from the PUD, create an additional lot, revise wetland totals and wetland impacts, and permit a second monument sign.

Ex parte communication was disclosed.

Mr. Lahti presented details pertaining to the Major Modification request.

Agency clarification and discussion regarding fencing within the property. Agency requested clarification on the purchase of wetland credits and the reason why the owner required a second monument sign.

Public Comment: None

Additional Discussion: None

Motion by Mr. Green, seconded by Ms. Spiegel, (Motion passes 4/2: Dissenting: Mr. Labanowski, Mr. Olsen: Absent: Ms. Perkins) to approve MAJMOD 2026-03 IGP Commerce Center PUD based on 6 findings of fact as provided in the Staff Report.

6. COMPAMD 25-01 Wellhead Protection Transmittal Hearing.

Since the original St. Johns County Land Development Code in 1999 and Comprehensive Plan, significant technological and regulatory advancements have been made related to wellhead protection. Based on increased density in the County and its need for future well sites, SJCUD proposes to bring the County Comp Plan and Land Development code into compliance with State law and alignment with current best practices. This Comprehensive Plan Amendment was sent to the State for Review. This is the second reading and public hearing of the proposed Comp Plan Amendment. If approved to proceed through the public hearing process, the Comp Plan Amendment will be sent to the State for recommendations.

Mr. Lex Taylor presented details pertaining to the Comprehensive Plan Amendment request. Explained, the County is resubmitting the amendment to the Comprehensive Plan.

Agency clarification and discussion occurred regarding the process so far, including the changes between the first transmittal and the current transmittal. This amendment, with the changes, will be resubmitted to the Board of County Commissioners for transmittal to the State on September 1st, 2026.

Public Comment: None

Motion by Mr. Matovina, seconded by Mr. Green (Motion passes 6/0: Absent: Ms. Perkins) to recommend COMPAMD 25-01 Wellhead Protection Transmittal amendment be resubmitted to the Board of County Commissioners.

7. Workshop Discussion:

Staff: Mr. Jacob Smith presented the current code standards for the separation between alcohol allowance establishments and churches / schools as well as the permitting of alcohol consumption and or sales through Special Use Permits. Explained that the 1000-foot separation between alcohol establishments and churches / schools was established about 40 years ago in the St Johns County Code. Explained how the distance is measured. Currently this is property line to property line.

The Agency was directed to discuss the measurement of Distance first, followed by the Variance process and then the Special Use process.

Agency members discussed door to door measurement to reduce the distance.

Ms. Spiegel suggested measures could be access to access, or door to door. That no alcohol is not a bad policy.

Mr. Labanowski suggested that there be a sign off with adjacent churches, schools and have daycare centers be included.

Mr. Olsen suggested measuring steps via a direct walking path. Mentioned that to restrict alcohol sales at restaurants is an impediment to the business.

Dr. Hilsenbeck suggested to reduce distance to 500 feet. Preferred linear distance instead of steps that are hard to count. Suggested including day care centers. Questioned Agency members about school boards policy on alcohol distancing from schools.

Staff suggested the Agency consider the measurement to be from the establishment door that serves alcohol, to the property line of the church / school / day care center.

Mr. Matovina quoted proverbs and discussed social responsibility. Suggested there be either no separation distance requirement for alcohol or be just 100 feet. Instead suggested there be a consideration for two categories. One being the heavy drinking use and minor drinking use.

Ms. Spiegel discussed that schools did not have a specific policy on alcohol sales outlets being too close to the schools, yet recommended the distance be such that school children are protected.

Mr. Green suggested expanding exemptions for shopping center liquor stores.

Further discussion occurred around special use. Some Agency members suggested that restaurants requesting special use for alcohol sales should not need to come before the Planning and Zoning Agency. Staff confirmed that the Code

does not distinguish between a sports bar or a restaurant. Special Use needs to be determined whether or not it is a bar or a restaurant.

Public Comment:

- Doug Russo: Opposed
- Suzanne Clulow: Recommend some separation between alcohol establishments and schools/churches when in session. Mentioned including daycare.
- Matt Lahti: Input on noticing radius to be larger.

Mr. Labanowski asked how the Food Trucks selling alcohol would be considered. Staff explained how the Food Trucks would fit into one of the three categories.

Staff agreed to undertake a full analysis of approved variances and what it would look like with various distance requirements and then bring ideas for code revision to continue the conversation with the Agency members.

- Staff Reports: Next PZA meeting is on September 3rd and the meeting needs to finish by 4pm.
- Agency Reports: None
- Meeting Adjourned by Dr. Hilsenbeck at 4:39pm