

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

Thursday, September 03, 2026, 1:30:00 PM

MEMBERS PRESENT:

Judy Spiegel, District 3, Chair
Gregory Matovina, District 1
Meagan Perkins, District 4
Chuck Labanowski, District 2, Vice-Chair
Robert Olson, District 5

MEMBERS ABSENT:

Dr. Richard A. Hilsenbeck, District 3
Henry F. Green, District 5

STAFF PRESENT:

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

- Call meeting to order
- Pledge of Allegiance
- Reading of the Public Notice statement
- Public Comments

AGENCY ITEMS

1. SUPMIN 2026-06 198 Aiken Street Mobile Home

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

Ex parte communication was disclosed.

Ms. Cook presented details pertaining to the Zoning Variance request.

Agency clarification and discussion regarding the replacement mobile home being new or used.

Public Comment:

- Alfred Davis: Opposed

Additional discussion regarding the Florida Legislative measure allowing mobile homes in residential zonings.

Motion to approve by Mr. Olson second by Ms. Perkins (Motion Passes 5/0: Absent: Hilsenbeck, Green) SUPMIN 2026-04 198 Aiken Street based upon eight (8) findings of fact and eleven (11) conditions as provided in the Staff Report.

2. SUPMAJ 2026-01 Marsh & Arrow

Request for a Special Use Permit, pursuant to Land Development Code Section 2.03.60, to allow for an Outdoor Archery Range in Open Rural (OR) zoning.

Ex parte communication was disclosed.

Mr. Burnett And Mr. Jason McKenzie presented details pertaining to the Special Use Permit request. Applicant requested additional transferability of the Final Orders.

Agency clarification and discussion regarding the transferability of the Final Orders, restricting crossbow use as well as discussion of wetland impacts, tree removal as well as direction of shooting

Public Comment: None

Additional Discussion: None

Motion to approve by Mr. Matovina second by Mr. Labanowski (Motion Passes 5/0, Absent: Hilsenbeck and Green) SUPMAJ 2026-01 Marsh & Arrow based upon eight (8) findings of fact and ten (10) conditions as provided in the Staff Report with changes to the conditions: transferability and the exclusion of crossbows.

3. NZVAR 2026-13 Chase Bank Wall Signs

Request for a Non-Zoning Variance, pursuant to Section 7.02.04.B.6 of the Land Development Code, to allow for three (3) wall signs in lieu of the required maximum one (1) wall sign per tenant space, as prescribed within the Elevation Pointe at Anderson Park PUD (ORD. 1996-66, as amended), specifically located at 2905 State Road 16.

Ex parte communication was disclosed.

Ms. Ronneburger presented details pertaining to the Nonzoning Variance request.

Agency clarification and discussion regarding monument sign location as well as the number of businesses on the allowed monument sign. Clarification if the business is allowed to be listed on the larger complex monument sign.

Public Comment: None

Additional Discussion: None

Motion to approve by Mr. Matovina second by Ms. Perkins (Motion Passes 3/2: Dissenting: Olson and Labanowski, Absent: Matovina and Green) NZVAR 2026-13 Chase Bank Wall Signs, based on eight (8) findings of fact, and subject to five (5) conditions, as provided within the Staff Report.

4. NZVAR 2026-16 Circle K Wall Signs

Request for a Non-Zoning Variance, pursuant to Section 7.02.04.B.6 of the Land Development Code, to allow for additional wall signage within the Elevation Pointe Planned Unit Development, specifically located at 2835 State Road 16.

Ex parte communication was disclosed.

Mr. Scroggins presented details pertaining to the Nonzoning Variance request.

Agency clarification and discussion regarding visibility of the business from the roadways as well as the observation of the height of the monument sign being 8 feet.

Public Comment: None

Additional Discussion: None

Motion to approve by Mr. Matovina second by Mr. Labanowski (Motion Passes 5/0; Absent: Hilsenbeck and Green) NZVAR 2026-16 Circle K Wall Signs, based on eight (8) findings of fact, and subject to five (5) conditions, as provided within the Staff Report.

5. ZVAR 2026-09 103 Sandcastle

A request for a Zoning Variance to Table 6.01 of the Land Development Code to allow for a Side Yard setback of two (2) feet in lieu of the required ten (10) feet, a lot width of twenty (20) feet in lieu of the required minimum width of seventy-five (75) feet, and lot area less than the required minimum 6,000 square feet for the construction of a deck located in Residential, General (RG-1) zoning district, specifically located at 103 Sandcastle Lane.

Ex parte communication was disclosed.

Mr. and Mrs. Penzien presented details pertaining to the Zoning Variance request.

Agency clarification and discussion regarding accessing the deck from inside the home and clarifying that the deck isn't attached to the residence as well as the existence of free-standing decks in the area. Clarification regarding HOA input and approval, no response from the HOA within 30 days results in approval of request.

Public Comment: None

Additional Discussion: None

Motion to approve by Mr. Olson second by Mr. Labanowski (Motion Passes 5/0; Absent: Hilsenbeck and Green) ZVAR 2026-09 103 Sandcastle based on six (6) findings of fact and six (6) conditions, as provided in the Staff Report.

- Staff Reports: Next PZA hearing will be September 17, 2026.
- Agency Reports: Ms. Spiegel provided appreciation for County Employees.
- Meeting Adjourned at 2:24 PM