

RESOLUTION NO. 2025-405

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS, PROVISIONS, CONDITIONS, AND REQUIREMENTS OF AN INTERLOCAL AGREEMENT BETWEEN ST. JOHNS COUNTY AND THE MUNICIPAL SERVICE DISTRICT OF PONTE VEDRA BEACH; AND AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO EXECUTE THE AGREEMENT ON BEHALF OF ST. JOHNS COUNTY**

**WHEREAS**, St. Johns County Ordinance 2018-15, commonly known as the Ponte Vedra Zoning Regulations, provides that the County Commission may designate a Ponte Vedra Zoning Regulations Plan Review Advisor ("Advisor") to assist the St. Johns County elected officials and staff, and the Ponte Vedra Zoning and Adjustment Board ("PVZAB") concerning development activities with the Ponte Vedra Zoning District, which includes the geographic area encompassed in the MSD; and

**WHEREAS**, there exists a need for a person with expertise in interpreting the Ponte Vedra Zoning Regulations who can make recommendations on applications for projects covered by the regulations, who can inspect projects as they are being constructed; who can assist the public in preparing and PVZAB in considering such applications and to act as liaison between the MSD Board and PVZAB; and

**WHEREAS**, the MSD and the County are both generally benefited by the existence of such a position; and

**WHEREAS**, the County desires to employ a qualified person to perform the duties described herein who will, among other duties, act as liaison between the MSD and the County regarding implementation of the Ponte Vedra Zoning Regulations within the boundaries of the MSD; and

**WHEREAS**, the MSD and the County are authorized to enter into this Agreement pursuant to Section 163.01, Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:**

Section 1. The above recitals are hereby incorporated into the body of this Resolution and are adopted as findings of fact.

Section 2. The Board of County Commissioners hereby approves the terms, provisions, conditions, and requirements of the proposed Interlocal Agreement between St. Johns County and the Municipal Service District of Ponte Vedra Beach in substantially the same form as attached.

Section 3. The Board of County Commissioners authorizes the Chair, or designee, to execute any other paperwork necessary or associated with the Interlocal Agreement between St. Johns County and the Municipal Service District of Ponte Vedra Beach.

Section 4. To the extent that there are typographical and/or administrative errors and/or omissions that do not change the tone, tenor, or context of this Resolution, then this Resolution may be revised, without subsequent approval of the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 2<sup>nd</sup> day of December, 2025.

Rendition Date DEC 04 2025

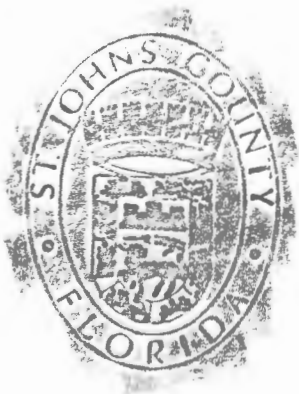
**BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY, FLORIDA**

By: \_\_\_\_\_

Krista Joseph, Chair

ATTEST: Brandon J. Patty  
Clerk of the Circuit Court & Comptroller

By: Crystal Smith  
Deputy Clerk



**INTERLOCAL AGREEMENT  
BETWEEN ST. JOHNS COUNTY AND  
THE MUNICIPAL SERVICE DISTRICT OF PONTE VEDRA BEACH**

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**THIS INTERLOCAL AGREEMENT**, is made and entered into on the date the signature of the last party to execute same, by and between the Municipal Service District of Ponte Vedra Beach, Florida, ("MSD") and St. Johns County, Florida ("County").

**RECITALS**

**WHEREAS**, the MSD is an independent special district, located in St. Johns County, Florida and created and empowered through Chapter 2002-373, Laws of Florida; and

**WHEREAS**, the County is a political subdivision of the State of Florida; and

**WHEREAS**, St. Johns County Ordinance 2018-15, commonly known as the Ponte Vedra Zoning Regulations, provides that the County Commission may designate a Ponte Vedra Zoning Regulations Plan Review Advisor ("Advisor") to assist the St. Johns County elected officials and staff, and the Ponte Vedra Zoning and Adjustment Board ("PVZAB") concerning development activities with the Ponte Vedra Zoning District, which includes the geographic area encompassed in the MSD; and

**WHEREAS**, there exists a need for a person with expertise in interpreting the Ponte Vedra Zoning Regulations who can make recommendations on applications for projects covered by the regulations, who can inspect projects as they are being constructed; who can assist the public in preparing and PVZAB in considering such applications and to act as liaison between the MSD Board and PVZAB; and

**WHEREAS**, performing the duties inherent in such a position requires significant time, effort, and expertise; and

**WHEREAS**, the MSD and the County are both generally benefited by the existence of such a position; and

**WHEREAS**, the County desires to employ a qualified person to perform the duties described herein who will, among other duties, act as liaison between the MSD and the County regarding implementation of the Ponte Vedra Zoning Regulations within the boundaries of the MSD; and

**WHEREAS**, the MSD and the County are authorized to enter into this Agreement pursuant to Section 163.01, Florida Statutes.

**NOW THEREFORE**, the MSD and the County do hereby enter into this Interlocal Agreement describing functions to be provided by the Advisor and how the Advisor will interact and work with County Staff regarding projects subject to the Ponte Vedra Zoning Regulations.

1. **Duration of the Agreement.** The term for this Agreement is for one (1) year, beginning on the effective date of this Agreement. This Agreement may be renewed at one-year intervals from the effective date hereof. The parties, if concurring in renewal of this Agreement, will affirm such renewal in writing at least thirty (30) days prior to expiration of the Agreement period in effect at the time.

2. **Responsibilities of County.**

a). The County will employ a qualified person to hold the Advisor position which shall perform the duties and functions described in the attached *Exhibit "A"*, for the Ponte Vedra Zoning District Planning Advisor position

b) The County will be responsible for compensating and supervising the Advisor in the performance of the above-described duties.

c) The County will enable the Advisor to attend, from time to time, meetings of the MSD Board to report to the MSD Board on the Advisor's activities within the MSD concerning implementation of the Ponte Vedra Zoning Regulations therein.

3. **Responsibilities of the MSD.**

a) The MSD will contribute fifty percent (50%) of the total annual compensation paid by the County to Advisor, per fiscal year, not to exceed fifty-thousand dollars (\$50,000.00) per fiscal year, as a contribution towards the County's cost of employing the Advisor. The annual sum to be paid by the MSD to the County will be payable in quarterly installments, to be invoiced by the County to the MSD. The MSD's payment will be due to the County within thirty (30) days of receipt of the invoice from the County.

4. **Termination**

This Agreement may be terminated by either party, at any time, after giving sixty (60) days written notice to the other party.

5. **Notices**

All notices required or provided for herein shall be sent by regular mail, certified overnight mail or electronic mail as follows:

To the MSD:

Chair, Board of Trustees  
P.O. Box 1323  
Ponte Vedra Beach, FL 32004-1323

To the County:

St. Johns County  
Attention: Growth Management Director  
500 San Sebastian View  
St. Augustine, FL 32084

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by its duly authorized officers on the dates indicated below.

ST JOHNS COUNTY BOARD OF COUNTY  
COMMISIONERS

\_\_\_\_\_  
By: Krista Joseph, Chair

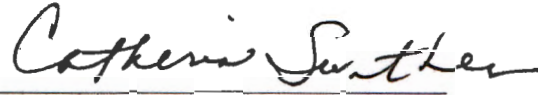
Its:

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

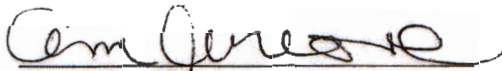
MUNICIPAL SERVICE DISTRICT OF  
PONTE VEDRA BEACH



Catherine Switkes  
Board Chair

DATE: 10/13/25

ATTEST:



Ann Jurenovich  
Board Secretary



## Ponte Vedra Zoning District Planning Advisor

### Growth Management

#### CLASSIFICATION INFORMATION

Department: 0101

Classification: Nonexempt

Pay Grade: 17

Job Class: 2086

Workers Comp Code: 8810

EEO Category Code: 2

Safety Sensitive: No

#### JOB SUMMARY

This position provides professional planning, zoning, and technical support for the Ponte Vedra Zoning District and will be a liaison to the Ponte Vedra Municipal Services District (PVMSD) and Ponte Vedra Zoning and Adjustment Board (PVZAB). Incumbents in this position may be designated a "Senior Planning Advisor" and placed at a pay grade of 19.

#### MAJOR DUTIES

- Advises and communicates with, developers, designers, real estate agents, and property owners on zoning requirements, local ordinances, and planning matters.
- Works as conduit to connect contractors and complainants with appropriately licensed building department and code enforcement personnel respectively.
- Review and provide comments on zoning clearance sheets, planning applications, and code complaints; conduct site inspections and monitor ongoing construction for zoning district compliance.
- Serves as liaison between the PVMSD and the PVZAB, Ponte Vedra Architectural Review Committee (PVARC), and Growth Management.
- Reviews and renders opinions on planning, land development, and growth management issues, as assigned; informs elected and appointed officials, county personnel, and members of the public.
- Attends public meetings and hearings to assist with zoning, development, and variance applications, and updates the PVMSD and PVZAB about ongoing development and application statuses.
- Coordinates and manages proposed changes to the PV zoning regulations between the PVMSD, PVZAB, and Board of County Commissioners (BCC).
- Prepares and maintains accurate files and records within the county Web-based Application and Tracking System (WATS).
- Prepares and presents staff reports to boards.
- Performs other duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant County and state laws, regulations, codes and zoning ordinances.
- Knowledge to obtain information from County through communication methods such as websites, ordinances and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the provision of customer services.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Planning and Zoning Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

EXHIBIT A

Guidelines include the Comprehensive Plan, the Land Development Code, the Ponte Vedra Zoning District Regulations, and Florida statutes and regulations. These guidelines are generally clear and specific but may require judgment and interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of related zoning and planning duties. Strict regulations, various tasks, and communication with various parties contribute to the complexity of the position.
- Success in this position contributes to a safe, compliant, and well-maintained district environment.

**CONTACTS**

- Contacts are typically with other County employees, members of the public, PVMSD, PVARC and PVZAB boards and members.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- Working Conditions: Work has some exposure to environmental changes (e.g., outdoor weather and/or field conditions, warehouses, garages, etc.) irate customers, extreme noises, odors, heights and/or dust.
- Risk/Safety Conditions: This position has some exposure or risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, heavy equipment, communicable diseases, etc.). This position may require the use of Personal Protective Equipment (PPE) and may include completing and successfully passing medical evaluations or clearances.
- Essential Physical Activities: Stooping, sitting, crouching, walking, pulling and/or lifting heavy objects, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pulling, talking, standing, finger movement, repetitive motions, depth perception.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The Senior Planner may have supervisory responsibilities as assigned.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in a related course of study, such as planning, architecture, civil engineering, or construction.
- Experience sufficient to thoroughly understand the work and be able to answer questions and resolve problems typically associated with one to three years of experience or service.
- Must possess and maintain a valid Florida driver's license and any other endorsements necessary to legally operate vehicles used while assigned to this position.
- Must possess good interpersonal and communication skills in order to serve others.
- Must be able to comprehend, speak and write the English language.
- Must be able to operate a computer.

**EMPLOYEE SIGNATURE**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with St. Johns County.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Employee number)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**DISCLAIMER**

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this position. This position may be required to work in a safety sensitive capacity at any time based on emergency declaration or other operational need. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer reserves the right to edit or re-write this job description at any time.

**St. Johns County is an equal opportunity employer and a Drug Free Workplace**