

RESOLUTION NO. 2025- 484

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS AND AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO EXECUTE A FIRST AMENDMENT TO LICENSE AGREEMENT WITH NORTH SHORES IMPROVEMENT ASSOCIATION FOR OFFICE SPACE.

RECITALS

WHEREAS, St. Johns County entered into a License Agreement with North Shores Improvement Association for shared use of the building located 3101 First Street, formerly the site of the North Shores Volunteer Fire Department and the St. Johns Fire/Rescue Station #18; and

WHEREAS, the second floor of the building has become available and North Shores Improvement Association has offered this space, which includes two offices and two restrooms, to the St. Johns County Sheriff's Office for their exclusive use at an additional cost of \$350.00 a month, for a total monthly licensing fee in the amount of \$1,350.00; and

WHEREAS, North Shores Improvement Association has submitted a First Amendment to License Agreement, attached hereto as Exhibit "A", incorporated by reference and made a part hereof; and

WHEREAS, it is in the best interest of the public to enter into this Amendment documenting the Sheriff's Office sole use of the space and the increase in the monthly licensing fee.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as findings of fact.

Section 2. The Board of County Commissioners hereby approves the terms of the First Amendment to License Agreement and authorizes the County Administrator, or designee, to execute said Amendment in a substantially similar form as attached hereto.

Section 3. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

Section 4. The Clerk of the Court of St. Johns County is instructed to record the original First Amendment to License Agreement in the Public Records of St. Johns County, Florida.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 16th day of December, 2025.

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

Rendition Date DEC 18 2025

BY: Clay Murphy
Clay Murphy, Chair

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

Robin L. Platt
Deputy Clerk



EXHIBIT "A" TO RESOLUTION

FIRST AMENDMENT TO LICENSE AGREEMENT

THIS FIRST AMENDMENT TO LICENSE AGREEMENT is entered into this _____ day of _____, 2025, by and between **NORTH SHORES IMPROVEMENT ASSOCIATION**, a Florida not for profit corporation authorized to conduct business in the State of Florida, whose primary address is 120 Meadow Avenue, St. Augustine, Florida 32084, hereinafter referred to as Licenser ("Licenser") and **ST. JOHNS COUNTY**, a political subdivision of the State of Florida, whose address is 500 San Sebastian View, St. Augustine, Florida 32084, hereinafter referred to as County ("County").

WITNESSETH:

WHEREAS, Licenser and County entered into that certain License Agreement dated June 18, 2025, approved by Resolution No. 2025-205, authorizing the County's use of that certain property located at 3101 First Street, St. Augustine, Florida 32084, formerly the site of the North Shores Volunteer Fire Department and the St. Johns Fire/Rescue Station #18, together with all appurtenances and improvements located thereon; and

IN CONSIDERATION of the respective covenants and agreement of the parties contained herein, the parties wish to amend the License Agreement pursuant to the terms and conditions set forth below:

Section 3. License Fee. A licensing fee in the amount of \$1,350.00, plus applicable sales tax, shall be due and payable from the County commencing January 1, 2026, and on or before the 1st of each month thereafter. The fee for any partial month shall be prorated. The fee shall increase two percent (2%) each October 1st beginning on October 1, 2026.

Section 4. Non-Exclusive Use is amended to specifically include the following statement: Licenser and County agree that the St. Johns County Sheriff's Office shall have sole and exclusive use of the second floor of the building.

Section 8. Licenser's Obligations is amended as follows: Licenser shall reasonably provide all necessary and appropriate electricity, gas, water, sewage and solid waste removal. Licenser shall contract for, and pay all costs associated with janitorial services for the first floor of the building and pest control for the entire building as necessary to maintain the Premises in a clean, pleasant, sightly, sanitary and safe condition.

Licensor shall maintain, repair and keep the structural components and supporting walls, foundation, roof, mechanical systems, HVAC systems, electrical systems, plumbing systems, parking area, landscaping (including mowing and tree trimming/removal), gutters, downspouts, sprinkler systems, if any, and all other improvements in good repair.

Licensor shall maintain and repair all fixtures pertaining to heating, air-conditioning, electrical, ventilation, water, and sewer, in good repair including minor plumbing repairs such as leaky faucets and/or clogged toilets, replacing interior light bulbs, replacing exterior flood lights, replacing appliances, if any, and pressure washing the building as needed.

Licensor shall have no duty to make any repairs within the Premises resulting from:

- a. any alterations, modifications or improvements made by or on behalf of County;
- b. the installation of County's property, fixtures (trade or otherwise), equipment or inventory;
- c. The County's use or occupancy of the Premises in violation of this License Agreement or in a manner not consistent herewith; or
- d. the acts or omissions of County, its employees, agents, officers, or directors.

Section 9(a). County's Obligations is amended as follows: The County shall keep the office/meeting room, the kitchen, the bathrooms, the two south bays, the concrete apron, sidewalk, and area around the front of the parking lot in good order and in a clean, pleasant, sightly, and sanitary condition following the County's use. The County shall provide its own water hoses and nozzles to be used to rinse vehicles. The County will provide preventative maintenance to the A/C unit including furnishing and changing the A/C filters, cleaning out the condensate line monthly, providing janitorial services for the second floor, including the bathrooms, and providing any and all paper products for the second-floor bathrooms.

All other terms, conditions, and provisions of the original License Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, St. Johns County, Florida and North Shores Improvement Association set their hands and seals effective on the day and year first above written.

Signed, sealed and delivered
In the presence of

ST. JOHNS COUNTY, FLORIDA, a
political subdivision of the State of Florida

Witness Signature

By: _____
Joy Andrews, County Administrator

Print Name

Witness Address **REQUIRED BUSINESS OR PERSONAL**

Witness Signature

Print Name

Witness Address **REQUIRED BUSINESS OR PERSONAL**

**STATE OF FLORIDA
COUNTY OF ST. JOHNS**

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 2025 by Joy Andrews as County Administrator for St. Johns County who is personally known to me.

Notary Public
My Commission Expires: _____

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

Deputy Clerk

IN WITNESS WHEREOF, St. Johns County, Florida and North Shores Improvement Association set their hands and seals effective on the day and year first above written.

Signed, sealed and delivered
In the presence of:

Kelly McTeggart
Witness Signature

Kelly McTeggart
Print Name

500 San Sebastian View
St Augustine FL 32084
Witness Address **REQUIRED BUSINESS OR PERSONAL**

**NORTH SHORES IMPROVEMENT
ASSOCIATION**

By: Fran Windeler

Print Name: Fran Windeler

Title: NSIA President

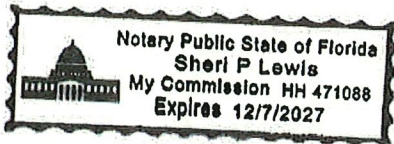
Sheri Lewis
Witness Signature

Sheri Lewis
Print Name

500 San Sebastian View
St Augustine FL 32084
Witness Address **REQUIRED BUSINESS OR PERSONAL**

**STATE OF FLORIDA
COUNTY OF ST. JOHNS**

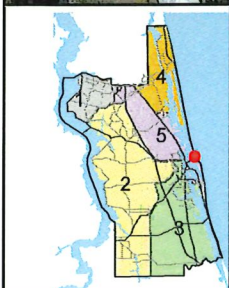
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 24th day of November, 2025, by Fran Windeler, who is President of North Shores Improvement Association on behalf of said company. Such person is personally known to me or has produced _____ as identification.



Sheri Lewis
Notary Public
My Commission Expires: _____



Subject Location



2024 Aerial Imagery

Date: 11/21/2025

North Shores Improvement
Association

First Amendment to
License Agreement



Land Management
Systems
(904) 209-0764

Disclaimer:
This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The St. Johns County Real Estate Division disclaims all responsibility for the accuracy or completeness of the data shown herein.