

# ST. JOHNS COUNTY

ST. AUGUSTINE, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

District 1 - Christian Whitehurst  
District 2 - Jeb S. Smith  
District 3 - Paul M. Waldron  
District 4 - Jeremiah R. Blocker, Chair  
District 5 - Henry Dean, Vice Chair



## BOARD MEETING AGENDA

County Auditorium  
500 San Sebastian View

Hunter S. Conrad, County Administrator  
Patrick F. McCormack, County Attorney

Tuesday, April 20, 2021 9:00 AM

*Please be sure all cellular devices are turned off for the duration of the County Commission Meeting*

### REGULAR MEETING

- ❖ Call to Order by Chair
- ❖ Roll Call by the Clerk of the Court
- ❖ Invocation
- ❖ Pledge of Allegiance
- ❖ Proclamation Recognizing April 18-24, 2021 as Victims' Rights Week
- ❖ Proclamation Recognizing April 2021 as Child Abuse Prevention Month
- ❖ Proclamation Recognizing April 2021 as Water Conservation Month
- ❖ Donna Saluta Retirement Recognition
- ❖ Acceptance of Proclamations
- ❖ Public Safety Update
- ❖ Deletions to Consent Agenda
- ❖ Approval of Consent Agenda
- ❖ Additions/Deletions to Regular Agenda
- ❖ Approval of Regular Agenda

**Presenter: Thomas O. Ingram, Esq.**

**Staff Member: Justin Kelly, Senior Planner**

#### District 5

1. **Public Hearing \* DRI MOD 2020-04 St. Augustine Centre.** Request to amend the St. Augustine Centre DRI to eliminate Phase 3B and its remaining transportation mitigation requirements, move 300,000 square feet of allowed Light Industrial uses to Phase 3A, revise the Master Development Plan (Map H) to incorporate the Isolated Uplands area into Area H, and extend phasing and build out dates. This item was heard by the Planning and Zoning Agency at their regularly scheduled public hearing on March 18, 2021 and was recommended for approval, 3-2.

#### District 5

2. **Public Hearing \* MAJMOD 2020-17 St. Augustine Centre (Area H).** Request for a Major Modification to the St. Augustine Centre PUD (Ordinance 1997-23, as amended) to incorporate the area known as the "Isolated Uplands" into a development tract referred to as "Area H" on the Master Development Plan, amend buffering requirements along the eastern property boundary in the vicinity of the northerly terminus of Inman Road, eliminate the requirement for a six (6) foot visual screen along the east perimeter landscape buffer, amend the development phasing table, and extend the expiration date of the final phase of development. This item was heard by the Planning and Zoning Agency at their regularly scheduled public hearing on March 18, 2021 and was recommended for approval, 3-2.

**Presenter: Ellen Avery-Smith, Esq., Rogers Towers**

**Staff Member: Cynthia A. May, ASLA, Senior Supervising Planner**

**District 1**

3. **Public Hearing \* COMPAMD 2020-03 Bannan Lakes (Adoption).** Adoption hearing for COMPAMD 2020-03 Bannan Lakes PUD, request to modify the Comprehensive Plan Text Policy A.1.11.1(M)(8)(F) in order to increase the maximum allowed residential units from 999 to 1,286 for approximately 580 acres of land located on the north side of International Golf Parkway, east of I-95. This item was transmitted to state and regional agencies for review after a Board vote of 3-2 to transmit. State and regional review agencies found the proposed amendment resulted in no significant impacts to State and regional facilities and services and had no comments. The PZA held a public hearing on March 4, 2021 and voted 4-1 in favor of recommending adoption. Additional information regarding public input and the Agency discussion is available in the attached Staff Report. Proceedings can also be viewed in the archived videos on the St. Johns County Government Television web site.

**District 1**

4. **Public Hearing \* MAJMOD 2020-02 Bannan Lakes PUD.** Request for a Major Modification to the Bannan Lakes Planned Unit Development (Ordinance 2015-11, as amended) as a companion application to Comprehensive Plan Amendment COMPAMD 2020-03, in order to increase the maximum number of residential units from 999 to 1,286, adding 287 residential units, and revising the PUD completion date based on recent emergency declaration extensions pursuant to Section 252.363, Florida Statutes. The PZA held a public hearing on March 4, 2021 and voted 4-1 in favor of recommending adoption. Additional information regarding public input and the Agency discussion is available in the attached Staff Report. Proceedings can also be viewed in the archived videos on the St. Johns County Government Television web site. This application includes a waiver request to LDC Section 9.04.05, Limitations on Rezoning of Land, because the Board recently considered MAJMOD 2020-22 to reduce lot widths from 43' to 40'.

**Presenter: Douglas N. Burnett, St. Johns Law Group**

**Staff Member: Valerie Stukes, Senior Planner**

**District 1**

5. **CPA (SS) 2020-01 Danforth Property.** A request for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map classification of approximately 7 acres of land from Rural/Silviculture (R/S) to Community Commercial (CC), specifically located at 5720 County Road 210 West. On March 18, 2021, the Planning and Zoning Agency voted 4-1 to recommend approval.

**Presenter: Lois Masters Brubaker, Applicant**

**Staff Member: Valerie Stukes, Senior Planner**

**District 2**

6. **Public Hearing \* CPA (SS) 2020-06 5960/5956 Don Manuel Road.** Request for a Small Scale Comprehensive Plan Amendment to change the Future Land Use designation of approximately 5.0 acres of land from Agriculture (A/I) to Residential-A (Res-A), specifically located at 5960 and 5956 Don Manuel Road. On March 18, 2021, the Planning and Zoning Agency voted 5-0 to recommend approval.

**Presenter: Lorraine Cheney, Applicant**  
**Staff Member: Eric Clark, Engineer**

**District 4**

7. **Public Hearing \* VACROA 2020-04 Jackson Park Blk 12 - Cheney - setting a Public Hearing to vacate portion of a 12-1/2 foot alley lying behind or adjacent to Lot 7 Block 12 and Lots 1,2,3 Block 12, Jackson Park Subdivision, as recorded in Map Book 3, page 51, of the public records of St. Johns County, Florida.** The applicant requests the vacation of a portion of a 12-1/2 foot alley lying behind or adjacent to Lot 7 Block 12 and Lots 1,2,3 Block 12, Jackson Park Subdivision. Based on staff's review thus far, traffic patterns will not be negatively impacted, and no party will be unreasonably affected by the requested vacation. Staff anticipates we will have no objections to the request.

**Presenter: Sarah Taylor, Director, Human Resources**

8. **Presentation of requested options for County Attorney recruitment.** The County Attorney's contract is scheduled to expire on September 30, 2021. Staff will provide options for recruitment.

**Presenter: Joy Andrews, Deputy County Administrator**

**District 3**

9. **St. Johns County Golf Course Renovation.** At the 2/16/21 BCC meeting, the Board of County Commissioners directed staff to prepare recommendations related to St. Johns Golf Club renovation and how to meet the proposed deficiencies of the Golf Course. Staff has identified recommended plan and associated projects, as well as proposed funding mechanisms for the renovation of the Golf Course. These items are being brought before the Board for discussion.

**Presenter: Jaime Locklear, Assistant Director of Purchasing and Contracts**

10. **Auditor Selection.** In April 2019, Senate Bill number 7014 was signed by Governor Ron DeSantis, and mandates the procedures for selecting an auditor to conduct the annual financial audit required by section 218.39, Florida Statutes (F.S.). Section 218.391, F.S., commonly referred to as the "Auditor Selection Law," takes effect for all audit service procurements commencing after July 1, 2019. The County's most recent contract for auditor services will terminate following completion of work associated with the Fiscal Year 2020 audit. Accordingly, Staff seeks to procure audit services for the County to commence in 2021. In accordance with the Auditor Selection Law, the St. Johns County Board of County Commissioners (Board) is required to establish an auditor selection committee, which at minimum, includes each of the elected constitutional officers (or their respective qualified designee) and at least one Board member. Members of County staff may be appointed to the committee but are limited to serving in an advisory capacity. Once established, the auditor selection committee is required to: (1) establish factors for the evaluation of audit services; (2) publicly announce requests for proposals (RFP); (3) provide interested firms with the RFP; (4) evaluate proposals by qualified firms; and (5) rank and recommend to the Board no fewer than three firms to be the most highly qualified to perform the audit services. While the primary purpose of the auditor selection committee is to assist the Board in selecting an auditor to conduct the annual financial audit, at the Board's discretion, the committee may serve other audit oversight purposes. Here, Staff requests that the Board act to establish the St. Johns County Auditor Selection Committee (Committee), and appoint the following members (or their respective qualified designee) to serve: the St. Johns County Supervisor of Elections, the St. Johns County Tax Collector, the St. Johns County Clerk of Circuit Court & Comptroller, the St. Johns County Property Appraiser, the St. Johns County Sheriff, and three members of the Board. Exceeding the minimum committee requirements is aimed at facilitating the presence of a quorum at each meeting to ensure timely procurement of the services.

**Presenter: Rebecca Lavie, Assistant County Attorney**

- 11. First Reading of St. Johns County Security Ordinance.** This ordinance regulates the issuance of trespass warnings on County property. The County's current ordinances on this subject were enacted in 1980 and 1984 and are out of date. Copies of the 1980 and 1984 ordinances have been included in the back-up material for this item. This ordinance authorizes the issuance of trespass warnings, identifies prohibited conduct that may give rise to a trespass warning being issued, prohibits the possession of weapons in County buildings, sets forth requirements for entry into controlled access County buildings, and sets forth due process requirements for the issuance of trespass warnings, including an appeal process. County staff has worked with members of the Sheriff's Office in preparing this ordinance.

**Presenter: Bradley Bulthuis, Senior Assistant County Attorney**

**District 2**

- 12. Request to Release Construction Board of Adjustment and Appeals Lien on 150 Duval Street.** On April 23, 2018, the St. Johns County Board of Adjustments and Appeals entered a Lien Order (attached) in the amount of \$13,204.62 for the abatement of the structure at 150 Duval Street in St. Johns County (see map attached), which was recorded as a lien against the property. The total amount of the lien, including principal and interest, is estimated to be \$16,370.88 as of April 20, 2021. The County has recently been requested by a proposed purchaser of the property to accept \$2,000 in full satisfaction of the lien. The purchaser advises that he invests and develops properties in and around opportunity zones in St. Johns County and Putnam County and intends to improve property values and quality of life in disadvantaged communities. See attached emails for the purchaser's statement in support of this request. Pursuant to section 169.09(3), Florida Statutes, the Board is vested with the sole authority to reduce or satisfy code enforcement liens and may approve or reject the request here.

**Presenter: Melissa A Lundquist, Assistant to the Board of County Commissioners**

- 13. Consider appointment of a citizen member to the Value Adjustment Board.** The purpose of the Value Adjustment Board (VAB) is to hear appeals regarding property value assessments, denied exemptions or classifications, ad valorem tax deferrals, portability decisions, and change of ownership or control. Florida Statute 194.015 requires a citizen member to be appointed by the Board of County Commissioners to the Value Adjustment Board. This citizen member must own homestead property within the county and may not be a member or an employee of any taxing authority, and may not be a person who represents property owners in any administrative or judicial review of property taxes. Currently there is one (1) vacancy on the Value Adjustment Board. This vacancy is due to the resignation of Ms. Heather Allen who was appointed as the citizen member to the Value Adjustment Board. This vacancy was advertised from September 15, 2020 through March 23, 2021. Please find attached for your review and consideration three (3) applications: Mario Caycedo - Dist.2, Bill McClure - Dist.3, and Thomas Walsh - Dist.5. All three applicants own homestead property in St. Johns County.
- 14. Consider appointments to the Library Advisory Board.** Currently there are two (2) vacancies on the Library Advisory Board. These vacancies are both due to resignations. The vacancies were advertised for a four-week span of December 3, 2020 through January 4, 2021. Please find attached for your review and consideration a recommendation letter from the Library Advisory Board and three (3) applications: Lynda Follenweider - Dist.1, Jessica Hayes - Dist.4, and Rebecca Taus - Dist.1.

**15. Consider an appointment to the Cultural Resource Review Board.** Currently there is one (1) vacancy on the Cultural Resource Review Board. This vacancy is due to an expired term. The vacancy was advertised for a four-week span of October 13, 2020 through November 10, 2020. Appointees shall be qualified through the demonstration of special interest, experience or education in the preservation of cultural resources and, when possible, have practical and professional experience in one or more of the following fields: archaeology, architecture or architectural history, curation or conservation, planning, professional engineering, real estate, history, historic preservation, or related disciplines. Please find attached for your review and consideration a letter noting the recommendation of the Cultural Resource Review Board and two applications (Nick Jonihakis - District 1 and Susan Schjelderup - District 4). Please note that the CRRB reviewed a third application, that of Mr. Erick Saks; however, Mr. Saks was appointed to the Housing Finance Authority on February 16, 2021, therefore his application was removed from consideration due to the triggering of the prohibition on dual office holding.

- ❖ Public Comment
- ❖ Commissioners' Reports
- ❖ County Administrator's Report
- ❖ County Attorney's Report
- ❖ Clerk of Court's Report

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## CONSENT AGENDA

- 1. Motion to approve the Cash Requirement Report.** *For more information, contact Lon Stafford, Director of Financial Support at 819-3622*
- 2. Motion to adopt St. Johns County Emergency Proclamation No. 2021-\_\_\_\_\_, extending the local state of emergency for an additional seven day period.** *For more information, contact Patrick F. McCormack, County Attorney at 904 209-0805*
- 3. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the final plat for Manor at Rivertown (Replat).** *For more information, contact Tayler Lewis, Application Review Supervisor at 209-0603*
- 4. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the final plat for Mill Creek Forest Phase 1B.** *For more information, contact Tayler Lewis, Application Review Supervisor at 209-0603*
- 5. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the final plat for HighPointe at RIVERTOWN - Phase Two.** *For more information, contact Tayler Lewis, Application Review Supervisor at 209-0603*
- 6. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the final plat for Franklin Square at Crosswater Townhomes Phase 2.** *For more information, contact Tayler Lewis, Application Review Supervisor at 209-0603*
- 7. Motion to adopt Resolution 2021-\_\_\_\_\_, authorizing the notice required by Section 336.10, F.S., for a Public Hearing on May 18, 2021 at 9:00 a.m., or at a date and time as soon thereafter as possible, to hear a request for the vacation of a platted drainage easement, located within the Porpoise Point Subdivision (VACROA 2021-05 Porpoise Point Drainage Easement).** *For more information, contact Dick D'Souza, Chief Engineer at 209-0792*

8. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms and conditions of Joint Participation Agreement, Financial Project 418441-1-84-21, for receiving a **State of Florida Public Transit Block Grant for \$550,783** to recognize the revenues for the St. Johns County Transit Revenue and Expenditure budget for FY 2021, and to authorize the County Administrator or his authorized designee to execute any other documents or Supplemental Joint Participation Agreements for the purpose of Scope Changes and/or funding adjustments and all other documents as may be required. *For more information, contact Rachel Garvey, Transit Grants Specialist at 904 209-0630*
9. Motion to approve PFS AGREE 2021-02 and authorize the County Administrator to execute the **Grand Cypress PUD Proportionate Fair Share Agreement**, finding that the proposed Agreement is consistent with Section 11.09 of the Land Development Code. *For more information, contact Jan Trantham, Senior Transportation Planner at 209-0611*
10. Motion to adopt Resolution 2021-\_\_\_\_\_, accepting a Grant of Easement to St. Johns County needed for the **Avenue D/Tart Road CDBG Drainage Project**. *For more information, contact Gail Oliver, Land Management Systems Director at 209-0770*
11. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms and conditions of a **First Amendment to Ground Lease and Agreement and Memorandum of First Amendment to Ground Lease with Crown Castle 06-2 LLC**, and authorizing the County Administrator, or Designee, to execute the Amendment and Memorandum on behalf of the County. *For more information, contact Gail Oliver, Director, Land Management Systems at 209-0770*
12. Motion to adopt Resolution 2021-\_\_\_\_\_, authorizing the Chair of the Board, on behalf of the County, to execute a **Release of Phosphate, Minerals, Metals and Petroleum Reservations and Release Related Rights of Entry and Exploration** set forth in County Deed. *For more information, contact Gail Oliver, Land Management Systems Director at 209-0770*
13. Motion to adopt Resolution 2021-\_\_\_\_\_, accepting one of three Easements for Utilities needed for installation of a **sewer force main connecting Dobbs Road and Old Moultrie Road**. *For more information, contact Gail Oliver, Director, Land Management Systems at 209-0770*
14. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms and conditions of two Purchase and Sale Agreements for the acquisition of easements required for the **Porpoise Point Drainage Improvement Project** and authorizing the County Administrator, or designee, to execute the agreements on behalf of the County. *For more information, contact Gail Oliver, Land Management Systems Director at 209-0770*
15. Motion to adopt Resolution 2021-\_\_\_\_\_, accepting an **Easement for Utilities from Jai Ambaji Corporation** for relocation of sewer lines at the State Road 16 and Interstate 95 Interchange. *For more information, contact Gail Oliver, Director, Land Management Systems at 209-0770*

16. Motion to adopt Resolution 2021-\_\_\_\_\_, accepting a Final Release of Lien, Warranty, and Bill of Sale and Schedule of Values conveying all personal property associated with the **water and sewer systems to serve Petra Baptist Church**. *For more information, contact Gail Oliver, Land Management Systems Department at 904 209-0770*
17. Motion to adopt Resolution 2021-\_\_\_\_\_, accepting a Final Release of Lien, Warranty, and Bill of Sale and Schedule of Values conveying all personal property associated with the **force main extension to serve 5450 A1A South**. *For more information, contact Gail Oliver, Land Management Systems Department at 904 209-0770*
18. Motion to adopt Resolution 2021-\_\_\_\_\_, authorizing the County Administrator, or his designee, to award **Bid No: Bid No. 21-71; Construction of Intersection Improvements on Solana Road at SR A1A – FDOT #445798-1-54-01 to DB Civil Construction, LLC** as the lowest, responsive, responsible bidder, and to execute a contract in substantially same form and format as attached hereto for completion of the project as provided in Bid No. 21-71, for a lump sum cost of \$307,723.60. *For more information, contact Jaime Locklear, Asst. Director Purchasing & Contracts at 904 209-0158*
19. Motion to declare the attachments as **surplus** and authorize the County Administrator, or his designee, to dispose of same in accordance with the Purchasing Policy 308 and Florida Statute 274. *For more information, contact Jaime Locklear, Asst. Director Purchasing & Contracts at 904 209-0158*
20. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms, conditions, provisions, and requirements of **St Johns County's State E-911 State Grant Application for GIS Data Upgrade** and authorizing the Chair of the Board of County Commissioners to execute the Grant Application on behalf of the County. *For more information, contact Robert A. Hardwick, Sheriff at 904 209-1507*
21. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms, conditions, provisions, and requirements of **St Johns County's State E-911 State Grant Application for NG911 Tactical Mapping and Data Analytics** and authorizing the Chair of the Board of County Commissioners to execute the Grant Application on behalf of the County. *For more information, contact Robert A. Hardwick, Sheriff at 904 209-1507*
22. Motion to approve the updated terms, conditions, provisions, and requirements of **Collective Bargaining Agreements for Supervisory Unit and Rank and File bargaining units between the St. Johns County Board of County Commissioners and St. Johns County Professional Firefighters and Paramedics Local #3865**; and to authorize the Chair, County Administrator, and Fire Chief to execute the Collective Bargaining Agreements on behalf of the County. Motion to authorize the transfer of \$119,580 from General Fund Reserve to the Emergency Medical Services Department and \$341,095 from Fire District Fund Reserve to the Fire Rescue Department to cover an increase in paramedic incentive pay. *For more information, contact Sarah Taylor, Director, Human Resources at 209-0638*



23. Motion to adopt Resolution 2021- \_\_\_\_\_, authorizing the County Administrator, or his designee, to **execute a grant agreement with the Department of Financial Services** substantially in the same form as attached on behalf of the County, recognizing unanticipated revenue in the amount of \$14,598.75, increasing the Fire District fund revenue budget and appropriating this receipt to the Fire District Fund Administration department for the purchase of an Extractor bunker gear washing machine. *For more information, contact Jeremy Robshaw, Fire Rescue Administrative Services Chief at 904 209-1750*
  
24. Motion to appoint the County Administrator, or his designee, as the **County representative for the purposes of inspecting the portion of County Road 2209** between the St. Johns Forest subdivision and Liberty Pines Academy for hazardous conditions pursuant to Section 1006.23, Florida Statutes. *For more information, contact Rebecca Lavie, Senior Assistant County Attorney at 904 209-0805*
  
25. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms, conditions, provisions, and requirements of a Federally-Funded Subaward and Grant Agreement with the State of Florida, Division of Emergency Management in the amount of \$71,226.75 for the state's share of **Phase I of the Porpoise Point Drainage Improvements Project**; authorizing the Chair to execute the Agreement on behalf of the County; and amending the Fiscal Year 2021 budget to recognize and appropriate grant revenue in an amount not to exceed \$71,226.75 within the Fiscal year 2021 Transportation Trust Fund budget (Federal grant 1114-55304). *For more information, contact Greg Caldwell, Interim Public Works Director at 209-0268*
  
26. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms, provisions, conditions and requirements of the **SRF loan agreements** and authorizing the execution and delivery of the SRF loan agreements. *For more information, contact William G. Young, Utility Director at 904 209-2703*
  
27. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms, provisions, conditions, and requirements of a **Water Unit Connection Refund Agreement between St. Johns County, Florida, and DR Horton, Inc-Jacksonville**, for the provision of a utility water unit connection fee refund and authorizing the County Administrator to execute the agreement on behalf of St. Johns County. *For more information, contact Larry Miller, Chief Engineer - Development at 904 209-2624*
  
28. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms, provisions, conditions, and requirements of a **Water and Sewer Unit Connection Refund Agreement between St. Johns County, Florida, and Ring Power Corporation**, for the provision of a utility water and sewer unit connection fee refund and authorizing the County Administrator to execute the agreement on behalf of St. Johns County. *For more information, contact Larry Miller, Chief Engineer - Development at 904 209-2624*
  
29. Motion to adopt Resolution 2021-\_\_\_\_\_, approving the terms, provisions, conditions, and requirements of a **Water and Sewer Unit Connection Refund Agreement between St. Johns County, Florida, and Rock Springs Farms LLC**, for the provision of a utility water and sewer unit connection fee refund and authorizing the County Administrator to execute the agreement on behalf of St. Johns County. *For more information, contact Larry Miller, Chief Engineer - Development at 904 209-2624*

30. Motion to adopt Resolution 2021-\_\_\_\_, approving the terms, provisions, conditions, and requirements of **Amendment 2 to SRF Loan Agreement WW550120 between the Department of Environmental Protection** and St. Johns County and authorizing the Chair to execute the amendment substantially in the same form as attached. *For more information, contact William G. Young, Utility Director at 904 209-2703*
  
31. Motion to adopt the recommendation by the Tourist Development Council to approve the **proposed Arts, Culture and Heritage Funding Program Guidelines** attached hereto, with said guidelines being effective for the Fiscal Year 2022 Program. *For more information, contact Tera Meeks, Director, Tourism & Cultural Events at 904 209-4428*
  
32. **Motion to approve minutes:**
  - 04/06/2021, BCC Regular