

**CONSTRUCTION BOARD OF ADJUSTMENTS & APPEALS  
PERMIT CENTER ~ 2<sup>ND</sup> FLOOR CONFERENCE ROOM  
4040 LEWIS SPEEDWAY, ST. AUGUSTINE, FL 32084  
MONDAY, May 20, 2024  
4:00 p.m.**

**MINUTES**

1) Meeting is called to Order at 4:01 p.m.

2) Roll Call

**Members present:** Keith Burney, Michael Saxe, Scott Lilley, Alex Clay, Thomas Walsh, Adrienne Reed.  
Attorney Michael McCabe

**Board Members absent/excused:** Bill Lanni, Robert Blood

**Staff Members present:** Roderick Potter, Code Enforcement Manager, Henry Irving, Lori Troxel, Raquel Santiago, Code Enforcement Officers, Kealey West, Staff Attorney, Emily Lunn, Code Enforcement staff.

**Members of the Public:** Trent Sebok, 1421 Wentworth Ave.

3) Minutes from April 15, 2024, reviewed for approval (Section 2)

A motion was made by A. Clay, seconded by T. Walsh to accept the April 15, 2024 minutes as presented. All in favor. So voted.

4) Public information, exparte communications, and identification of persons present for cases on the agenda read by the Chair (Section 1)

5) The Board Attorney swears in representatives testifying.

6) Old Business

a. **Unsafe Building Abatement Case #23-08 (Troxel)  
236 North Boulevard, St. Augustine**

On September 19, 2023, the board ordered that the County to take all necessary action to abate the hazardous structure located on the property. Exhibit A (3 pages)

The board-signed order was sent by certified mail and posted at the courthouse and at 236 North Blvd., ensuring proper notice was provided to all with an interest in the property. Exhibit B (6 pages)

The financial institution completed its foreclosure process and the property was conveyed to Federal National Mortgage Association. Exhibit C (1 page)

Our division allowed for a stay of demolition for sixty days to allow Federal National Mortgage Association to process the sale and assign the property to a primary asset counselor.

A Notice of Demolition was sent to the respondents advising them the demolition of the structure would begin moving forward on or about February 15, 2024. Exhibit D (2 pages)

On or about March 4, 2024, the structure was demolished by the respondent at no cost to St Johns County taxpayers. Exhibit E (1 Photograph)

A Notice of Compliance Hearing was sent certified mail and signed for on April 15, 2024. Exhibit F (2 pages)

Therefore, the County recommends that you find the property in compliance with all previous orders and dismiss the case from any further Board Action.

**A motion was made by A. Clay, seconded by T. Walsh to find the respondents in compliance with Ordinance 2000-48 and dismiss the case from any further Board action.**

**All in favor. So voted.**

**b. Unsafe Building Abatement Case #24-02 (Raquel)  
1421 Wentworth Avenue, St. Augustine**

On January 22, 2024, the Board found the respondent in violation of Ordinance 2000-48 and ordered the respondent to correct the violation by removing the structure from the current unapproved location or get the required permits. Board Order dated January 22, 2024 was sent via certified mail on January 24, 2024 and returned unclaimed on March 20, 2024. Exhibit A (3 pages).

A notice of Hearing dated March 20, 2024 and the original Board Order dated January 22, 2024 were sent via certified mail on March 20, 2024 and signed for on April 8, 2024. The Notice of Hearing was also published in the Saint Augustine Record newspaper for four consecutive weeks, April 15, 22, 29 & May 6, 2024. Exhibit B (7 Pages).

A review of the system on 5/17/2024 showed that there has been no progress in the submittal process for a Clearance Sheet application back in August of 2023. The County staff has sent several emails with the notes on requirements to no avail

A clearance sheet was originally submitted 8/3/2023. The required comments were not addressed by the respondent. On 4/22/2024 a clearance sheet was re-submitted. As of 5/16/2024, none of the required comments had been addressed by the respondent. This case has been open since 11/5/2021. The case was transferred to Code Enforcement and the Unsafe Building Abatement team in December 2023. Exhibit C (7 Pages).

A reinspection of the premises on May 17, 2024 revealed that the structure is still erected. Exhibit D (1 photograph). This photograph was taken by myself and is a true and accurate representation of the violation at the time of inspection.

A review of the system today showed that Friday afternoon he resubmitted a site plan, but the required comments are still pending. Every time we get ready to go to hearing, he makes an attempt to show progress in the process for getting the required permits. It is my understanding that the original garage was removed and the two-story garage was then built.

At this time, the County requests you find the respondents in continued violation of erecting a structure without the required permits and jurisdictional oversight of inspections on the structure and all sub-work such as plumbing, mechanical, and electrical and order the County to demolish the structure.

**A motion was made by, A. Clay, seconded by Michael Saxe to I make the motion to find the respondent in continued violation of Ordinance 2000-48 and order the following:**

**The respondent is to correct the violations by July 1, 2024, by completing the clearance sheet process and having a building permit application submitted. The respondent may choose to remove the structure from the property to meet compliance.**

The board will rehear this case on July 15, 2024, at 4:00 P.M. Therefore, the respondents are ordered to reappear, where the board will hear additional testimony on compliance or the need for County abatement action

The respondents, having appeared in person, formally waived the notice requirements for the hearing on July 15, 2024 by verbal statement of waiver.  
All in favor. So voted.

7) **New Business**

None

8) **A motion was made, seconded and approved to adjourn the meeting at 4:42 p.m.**

Respectfully submitted,

Approved by,

**Kathleen Nichols**  
Clerk of Court

**Keith Burney**  
Chairman