



**AGENDA
HISTORIC DISTRICT COUNCIL
SPECIAL MEETING
FEBRUARY 18, 2020
3:30 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. APPROVAL OF MEETING MINUTES**
- 3. OLD BUSINESS**
- 4. NEW BUSINESS**
 - 4.1 Dangerous Building Update - 314 N. 5th Street**
 - 4.2 2020 Properties of Concern**
 - 4.3 Possible Historic District Boundary Expansion**
 - 4.4 Contributing Structures List**
 - 4.5 Proposed LDC Changes Related to Side-Yard View Corridors in Old Town, and the Designation of Contributing Structures**
 - 4.6 Historic Rehabilitation Tax Credit - Proposed amendments to Chapter 74 Article V of the Code of Ordinances**
 - 4.7 Administrative Procedures**
 - 4.8 Fernandina Beach City Hall**
- 5. BOARD BUSINESS**
- 6. STAFF REPORT**
- 7. PUBLIC COMMENT**
- 8. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any

action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.

From: [Kelly N. Gibson](#)
To: [Planning Department](#)
Subject: FW: 314 N. 5th Street property
Date: Friday, January 24, 2020 4:39:56 PM
Attachments: [image005301.png](#)
[image562167.png](#)
[image532436.png](#)
[image182367.png](#)
[image855870.png](#)
[image770417.png](#)

For your awareness.

Kelly N. Gibson, AICP
Planning and Conservation Director
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
Main: (904) 310-3480 | Direct: (904) 310-3481 | kgibson@fbfl.org
www.fbfl.us



If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Stephen Beckman <sbeckman@fbfl.org>
Sent: Friday, January 24, 2020 3:58 PM
To: ufgatorrob@aol.com
Cc: Angie Lester <alester@fbfl.org>; Tammi E. Bach <tbach@fbfl.org>; Mr. Dale L. Martin <dmartin@fbfl.org>; Kelly N. Gibson <kgibson@fbfl.org>; Jason Higginbotham <jhigginbotham@fbfl.org>
Subject: 314 N. 5th Street property

Mr. Hicks,

Since I first walked your property at 314 N. 5th Street, I have been researching permit history and past codes. Because of the seriousness of considering life safety issues, I have been spending pretty much my entire day for the past few days working on this.

The City has permit records on file that date back to 1974. Since 1974, there have been a few permits pulled, but no permits for converting to multi-family. I have also been unable to find any permit records for the installation of the mini-splits which are present all over the building.

The reason I looked for approved permits for this work was that if built by permit, the work would have to comply with the code it was permitted under, unless modified. Since no permit was obtained for this alteration (conversion to multi-family), I have to look at it to see if it complies with current code requirements.

When I walked the property with you and the Fire Marshal on Wednesday the 22nd, I was able to observe a number of conditions that are life safety issues that make the building unsafe. Although these may have now been present for quite a while, it is simply lucky there has not been a fire or other issue that could result in loss of life.

The building electrical is quite unsafe in a number of ways. There is also a serious hazard with having the gas fired water heater located in the same space as a sleeping room. Additionally, a multi-family residential building such as this requires a minimum 1 hour fire separation between dwelling units which is not present, and the building

does not have the proper egress. These features, and possibly others, make this building unsafe for multi-tenant occupancy.

Once I complete this email to give you notice as soon as possible, I am sending official notice via certified mail and posting notice on property. Per the City of Fernandina local law and ordinance, an unsafe building designation requires the property to be vacated immediately, and correction of deficiencies within a specified period of time.

It is with much regret that I have to send you this notice and require the occupants to vacate, however, the life safety of the residents are my utmost concern.

Regards,

Stephen Beckman, CBO, CFM, CGC
Building Director
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
(904) 310-3136 | sbeckman@fbfl.org
www.fbfl.us



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Property Research Form

Property Address: 314 N. 5th Street Fernandina Beach, FL 32034

Property Name (if applicable): _____

Year Built: +1903 (FMSF) **Style:** Frame Vernacular **Stories:** 2

Parcel #: 00-00-31-1800-0033-0030

Zoning: R-2 **Parcel Size:** _____ acre(s) **Homestead:** ☐ Yes ☒ No

Historic District:

- | | |
|--|--|
| ☒ Downtown | ☐ Old Town |
| ☐ Waterfront | ☐ Not in a historic |

Contributing Status: ☒ Contributing ☐ Non-Contributing

Owner of Record: ROBERT F & KIMBERLY L HICKS

Contact Name: Rob Hicks

Phone: 904 556-3002 **Email:** ufgatorrob@aol.com

Attached Items:

- ☒ FL Master Site File #: 8NA00327
- ☒ Photos: misc photos from previous HDC cases
- ☒ Maps: Locator Map; Zoning Map
- ☒ Property Appraisers Report: _____
- ☐ Other: _____

Notes/ Past COAs/ Contact Log:

06/12/2017 - DEMOLITION OF SECOND FLOOR BATHROOM & REMOVAL OF ASBESTOS SIDING
12/07/2016 - HDC SA 2016-90 - REPL WOOD DECK, RAILING W/METAL ROOF TO MATCH
01/14/2005 - REROOF W/ GALVANIZED RIB TIN ROOFING - HDC APPROVED- ROOF ONLY
01/08/2003 - REPLACE ROTTEN SHEETING, INSTALL WINDOW, REPLACE DOOR - HDC APPROVAL NOT FOUND

Today's Date: 01/25/2020

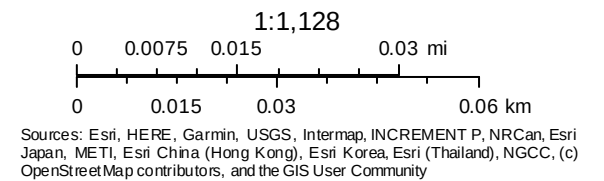
A full-page sheet of white graph paper with a uniform grid of thin black lines. The grid consists of small squares covering the entire area of the page.

Locator Map - 314 N 5th St



January 25, 2020

911 Address Labels

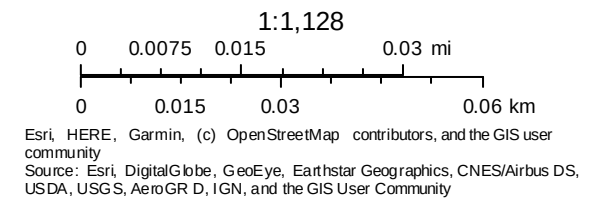


Zoning Map - 314 N 5th St



January 25, 2020

911 Address Labels



314 N 5th Street

*Nassau County Property Appraiser Information
(retrieved 1/25/2020)*



A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER



PROPERTY INFORMATION

Parcel Number 00-00-31-1800-0033-0030

Owner Name HICKS ROBERT F & KIMBERLY L
Mailing Address 120 N 15TH ST

 FERNANDINA BEACH, FL 32034
Location Address 314 5TH ST N
 FERNANDINA BEACH 32034
Tax District FERNANDINA BEACH
Millage 20.3245
Homestead No
Property Usage MULTI-FAMI 000800
Deed Acres 0
Short Legal BLOCK 33 LOTS 3 & S5 FT OF 4 IN OR 1972/178 CITY OF FDNA
 BEACH

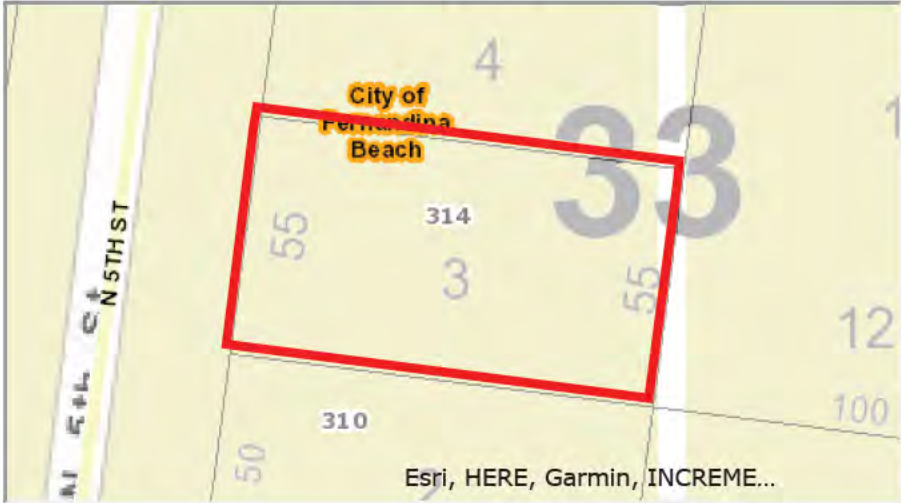
2019 Certified Values

Land Value \$96,250
(+) Improved Value \$171,081
(=) Market Value \$267,331
(-) Agricultural Classification \$0
(-) SOH or Non-Hx* Capped Savings \$
(=) Assessed Value \$267,331
(-) Homestead \$0
(-) Additional Exemptions \$0
(=) School Taxable Value \$267,331
(-) Non-School HX & Other Exempt Value \$0
(=) County Taxable Value \$267,331

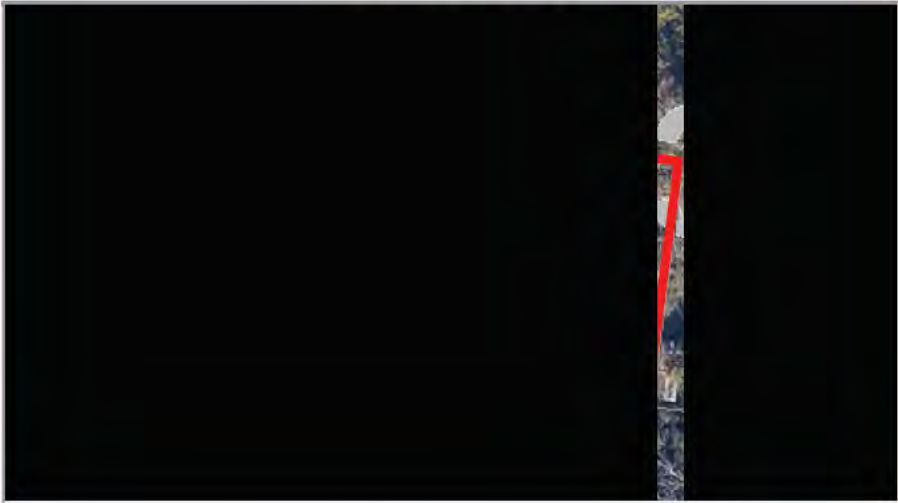
Note - *10% Cap does not apply to School Taxable Value

- Property Search
- Map This Parcel
- GIS Report
- Property Record Card
- Print Friendly Page

PARCEL MAP



2019 AERIAL MAP



PROPERTY PHOTO



If this picture is incorrect, please email info@nassauflpa.com

LOCATION MAP



BUILDING INFO

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Ext
TRI/QUAD R	2923	2784	4	4	AVERAG

MISCELLANEOUS IN

Description	Dimensions L X W	Units	Year Built
SHED-04-WD	16 X 8	128	1990
SHED-04-WD	4 X 4	16	1950
CONCRETE A	34 X 4	136	1950

CONCRETE A	13 X 5	65	1950
REINFR 8	36 X 2	72	1950

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2015-03-31	1972 / 178	\$265,000	WD	Q	Y	HOWARD DAVID C REVOCABLE LIVING TRUST	HICKS ROBERT F & KIMBERLY L
2005-04-21	1311 / 579	\$100	QC	U	Y	HOWARD DAVID C & GAIL A	HOWARD DAVID C TRUSTEE
1996-11-27	777 / 1944	\$112,500	WD	Q	Y	VAUGHN FLOYD R & KATHRYN B	NATIONAL EXCHANGE SERVICES INC
1996-11-27	777 / 1852	\$112,500	WD	Q	Y	NATIONAL EXCHANGE SERVICES INC	HOWARD DAVID C & GAIL A
1982-03-01	356 / 311	\$100	WD	U	Y		

314 N 5th Street

Florida Master Site File #8MA00327



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00327

Recorder # 135

Field Date 3/20/2007

Form Date 3/30/2007

FormNo 200703

FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) 314 North 5th St

Multiple Listing (DHR only)

Other Names

>>

Survey or Project Name

Survey#

National Register Category Building(s)

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
314	North	5th	Street	

Cross Streets (nearest/ between)

City / Town (within 3 miles) Fernandina Beach

In Current City Limits? YES

County Nassau

Tax Parcel #(s)

Subdivision Name

Block

Lot

Ownership

Name of Public Tract (e.g., park)

Route to (especially if no street address)

MAPPING

USGS 7.5' Map Name

Publication Date

>> FERNANDINA BEACH; 2003

Township:

Range:

Section:

1/4 section:

>> 3N ; 28E ; 22 ; UNSP

Irregular Section Name:

Landgrant

UTM: Zone

Easting

Northing

Plat or Other Map (map's name, location)

DESCRIPTION

Style Frame Vernacular

Other Style

Exterior Plan Irregular

Other Exterior Plan

Number of Stories 2

Structural System(s)

>>

Wood frame

Other Structural System(s)

Foundation Type(s)

>>

Piers

Other Foundation Types

Foundation Material(s)

>>

Brick

Other Foundation Material(s)

Exterior Fabric(s)

>>

Other

Other Exterior Fabric(s) false beveling

Roof Type(s)

>>

Gable on hip

Other Roof Type(s)

Roof Material(s)

>>

Sheet metal: 3V crimp

Other Roof Material(s)

Roof Secondary Structure(s) (dormers etc)

>> Other

Other Roof Secondary Structure(s) polygonal bay

Number of Chimneys 2

Chimney Material Brick

Other Chimney Material(s)

Chimney Location(s) south slope, north exterior

HISTORICAL STRUCTURE FORM

8NA00327

DESCRIPTION (continued)

Window Descriptions 2/2, 1/1, 11/11

Main Entrance Description (stylistic details) _____

Porches: #open 1 #closed _____ #incised _____ Location(s) westPorch Roof Type(s) gable

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Good

Structure Surroundings

Commercial: _____ Residential: ALL this category

Institutional: _____ Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features) garageArchaeological Remains (describe): none

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional) _____

HISTORY

Construction year 1900

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
----------------	----------------	-------------------	------------------------

>> _____

Structure Use History

Use _____ Year Use Started _____ Year Use Ended _____ >> Private residence; 1900;

Other Structure Uses _____

Ownership History (especially original owner, dates, profession, etc.) _____

RESEARCH METHODS

Research Methods _____ >> FL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

Individually Eligible for National Register? NOPotential Contributor to NR District? YES

Name of Local Register if Eligible _____

Area(s) of historical significance _____

>> Community planning & development

Other Historical Associations _____

Explanation of Evaluation (required) The resource contributes to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

HISTORICAL STRUCTURE FORM

8NA00327

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF, including Field Notes, Plans, other Important Documents

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, MylesRecorder Address / Phone 7035 Phillips HWY Ste. 5-129 Jacksonville, FL 904-448-4429Recorder Affiliation Bland & Associates, Inc Other Affiliation _____Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SSElectronic Form Used: S110Form Type Code: NORMForm Quality Ranking: NEWForm Status Code: SCAT

SHPO's Evaluation of Resource

Date _____

Supplement Information Status: NO SUPPLEMENTSupplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 5/14/2007

Form Comments: _____

REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

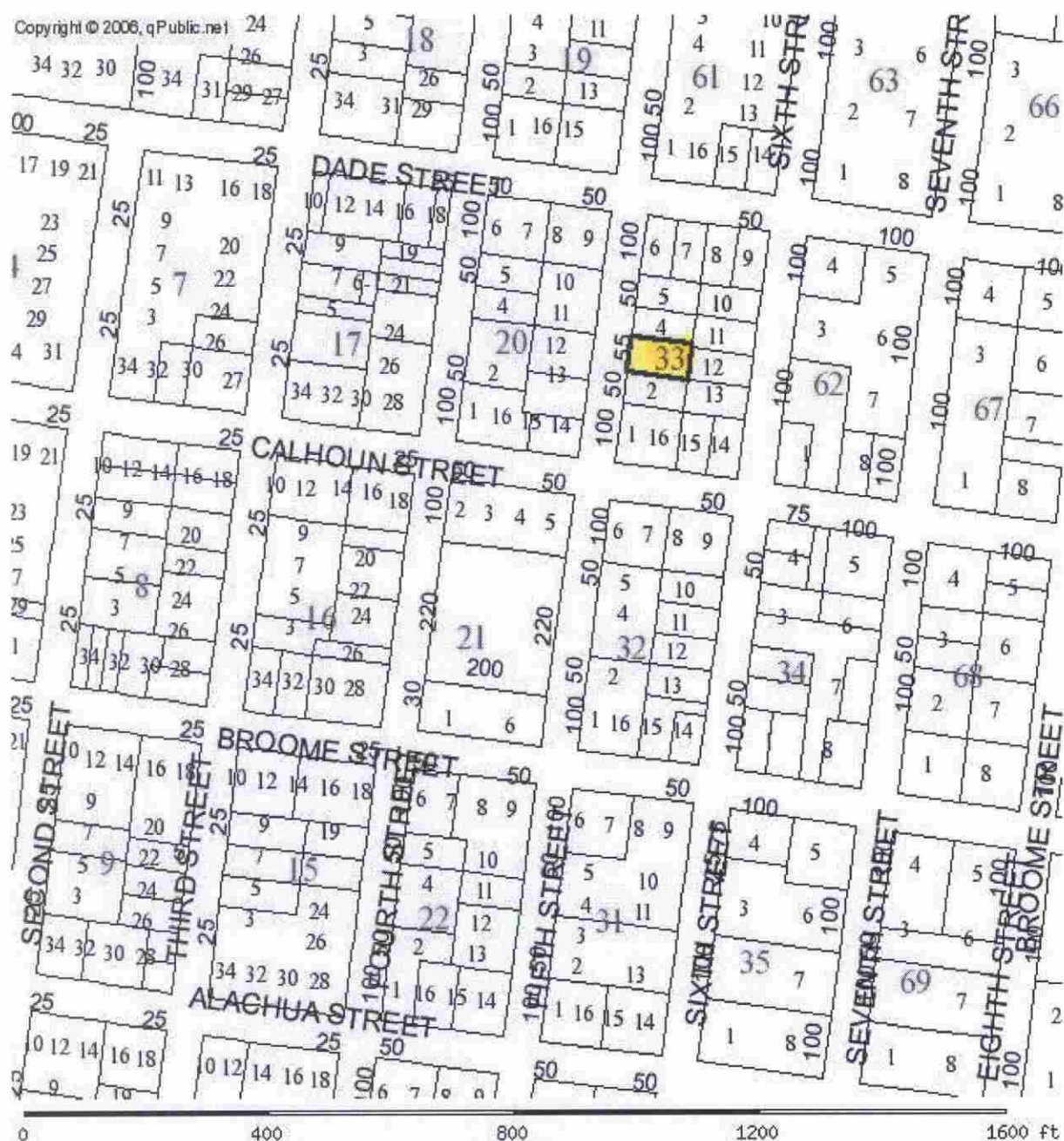
NA00327-200703

Supplementary Printout

- > **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2003
- > **Township/Range/Section/Qtr:**
3N ;28E ;22;UNSP
- > **Structural system(s):**
Wood frame
- > **Foundation types:**
Piers
- > **Foundation materials:**
Brick
- > **Exterior fabrics:**
Other
Drop siding
- > **Roof types:**
Gable on hip
- > **Roof materials:**
Sheet metal:3V crimp
- > **Roof secondary structures (dormers etc):**
Other
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1900;
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian
- > **Area(s) of historical significance:**
Community planning & development
- > **Repositories: Collection/Housed/Accession#/Describe**
- > **[Other name(s)]:**

135

NA327



PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0033-0030
GIS CALCULATED ACREAGE	0.13
Property Use	MULTI-FAMI
Land Use	MULTI-FAM
OWNERSHIP INFORMATION	
Name	HOWARD DAVID C TRUSTEE
Mailing Address	OF DAVID C WARD REVOCABLE LIVING TRUST; PO BOX 1863 FERNANDINA BEACH, FL 320351863
Situs/Physical Address	314 NORTH 5TH ST
2006 PROPOSED VALUES	
Land Value	82,500

**SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)**

FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. *8 NA 327*

SITE NAME: 314 N. 5th St.
ADDRESS OF SITE: 314 N. 5th St.
INSTRUCTION FOR LOCATING: N/A

SURVEY DATE: 09/30/85

LOCATION: City of Fernandina Beach 33 3
Subdivision Name Block No. Lot No.

COUNTY: Nassau

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME: Vaughn, Floyd R. & Kathryn B.

ADDRESS: 314 N. 5th St.

ADDRESS: Fernandina Beach, FL 32034

TYPE OF OWNERSHIP: private

RECORDING DATE: / /

RECORDER: NAME & TITLE: Historic Property Associates, Inc.

ADDRESS: P. O. Box 1002

St. Augustine, FL 32084

CONDITION OF SITE:

INTEGRITY OF SITE:

Check One

Check one or more

x EXCELLENT

x ALTERED

ORIGINAL USE pvt.residence

GOOD

UNALTERED

PRESENT USE pvt.residence

FAIR

x ORIGINAL SITE

DATES c.+ 1903

DETERIORATED

RESTORED: / /

CULTURE/PHASE American

MOVED: / /

PERIOD: 20th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING

TRANSPORTATION

DEVELOPMENT

FILL

DETERIORATION

DREDGE

BORROWING

OTHER (See Remarks Below)

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

See Continuation Sheet

RECORD NUMBER

69

ARCHITECT:

BUILDER:

STYLE AND/OR PERIOD: frame vernacular

PLAN TYPE: square

EXTERIOR FABRIC(S): wood: weatherboard; novelty siding;
shingles

STRUCTURAL SYSTEM(S): wood frame: balloon

PORCHES: W/1-story entrance, 1-bay, access W, gable roof;
substantially altered

ORIENTATION: W

FOUNDATION: piers: brick, lattice, concrete block

ROOF TYPE: gable-on-hip

SECONDARY ROOF STRUCTURE(S):

CHIMNEY LOCATION: N: end, interior # center: ridge

WINDOW TYPE: DHS, 2/2, wood; bay, semi-hexagonal #
DHS, 1/1, wood; paired

CHIMNEY: brick

ROOF SURFACING: metal, sheet: 5-Vcrimp

ORNAMENT EXTERIOR: wood

NO. OF CHIMNEYS 2

NO. OF STORIES 2.5

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

UTM ZONE	UTM EASTING	UTM NORTHING
----------	-------------	--------------

PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

314 N. 5th St. is located within a subdivision known as the City of Fernandina. The subdivision was laid-out on a series of Spanish land grants acquired by Domingo Fernandez, a ships captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed c. 1903, it is a two-and-a-half-story frame vernacular residential building. It is noteworthy for its gable on hip roof and bay window. It has been significantly altered by mixed use of siding and porch alterations.

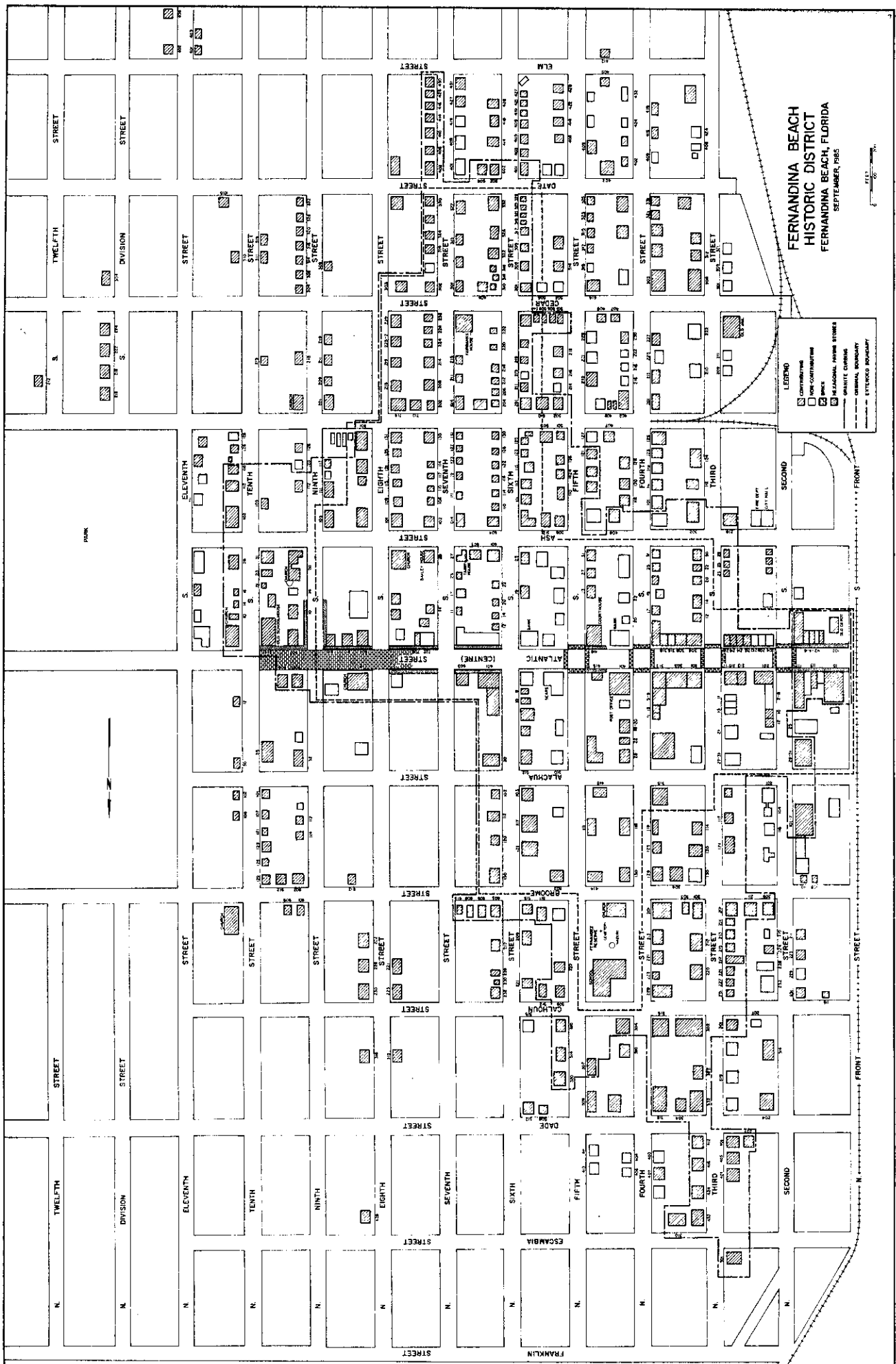


Figure 24

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site # **NA00327**
 Field Date 2-3-2018
 Form Date 2-3-2018
 Recorder # _____

Shaded Fields represent the minimum acceptable level of documentation.
 Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) 314 N. 5th St. Multiple Listing (DHR only) _____
 Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☐ private-nonprofit ☒ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Street Number 314 Direction N Street Name 5th Street Type Street Suffix Direction _____
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name FERNANDINA BEACH USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown County Nassau
 Township 3N Range 28E Section 22 1/4 section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1800-0033-0030 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☐ 17 Easting Northing
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: 1903 ☒ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Current Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Other Use _____ From (year): _____ To (year): _____
 Moves: ☐ yes ☒ no ☐ unknown Date: _____ Original address _____
 Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature Porch; some windows
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Rear gable extensions
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) _____

Is the Resource Affected by a Local Preservation Ordinance? ☒ yes ☐ no ☐ unknown Describe Downtown historic district

DESCRIPTION

Style Frame Vernacular Exterior Plan Square Number of Stories 2
 Exterior Fabric(s) 1. Weatherboard 2. _____ 3. _____
 Roof Type(s) 1. Gable on hip 2. Cross-gabled 3. _____
 Roof Material(s) 1. Sheet metal: 5V crimp 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. _____ 2. _____
 Windows (types, materials, etc.) 1/1 & 2/2 Dhs, paired, bay, decorative 3 part picture window

Distinguishing Architectural Features (exterior or interior ornaments) Unique gable on hip w cross gable roof; 2 story bay window; 3 part picture window

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) Garage

DHR USE ONLY

OFFICIAL EVALUATION

DHR USE ONLY

NR List Date _____	SHPO - Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info	Date _____	Init. _____
☐ Owner Objection	KEEPER - Determined eligible: ☐ yes ☐ no	Date _____	
	NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see <i>National Register Bulletin 15</i> , p. 2)		

DESCRIPTION (continued)

Chimney: No. 2 Chimney Material(s): 1. Brick 2. _____ 3. _____
 Structural System(s): 1. Balloon wood frame 2. _____ 3. _____
 Foundation Type(s): 1. Piers 2. _____
 Foundation Material(s): 1. Brick 2. _____
 Main Entrance (stylistic details) Wood panel door

Porch Descriptions (types, locations, roof types, etc.) Entry/W, entry bay, open, gable, turned supports

Condition (overall resource condition): ☐ excellent ☒ good ☐ fair ☐ deteriorated ☐ ruinous

Narrative Description of Resource _____

Archaeological Remains _____ ☐ Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

☒ FMSF record search (sites/surveys) ☒ library research ☐ building permits ☒ Sanborn maps
☐ FL State Archives/photo collection ☐ city directory ☐ occupant/owner interview ☒ plat maps
☐ property appraiser / tax records ☒ newspaper files ☐ neighbor interview ☐ Public Lands Survey (DEP)
☒ cultural resource survey (CRAS) ☒ historic photos ☐ interior inspection ☒ HABS/HAER record search
☐ other methods (describe) _____

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed) _____

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? ☐ yes ☒ no ☐ insufficient information

Appears to meet the criteria for National Register listing as part of a district? ☒ yes ☐ no ☐ insufficient information

Explanation of Evaluation (required, whether significant or not, use separate sheet if needed) This is an update-the building has been deemed a contributing resource to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

Area(s) of Historical Significance (see *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

1. Community planning & development 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

DOCUMENTATION

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents

1) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____
 2) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name Sheldon Owens Affiliation Brockington and Assoc. Inc.
 Recorder Contact Information 498 Wando Park Blvd. Suite 700, Mt. Pleasant SC 29464; 843-881-3128
 (address / phone / fax / e-mail)

Required Attachments

- USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED
- LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)
- PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE
 If submitting an image file, it must be included on disk or CD AND in hard copy format (plain paper is acceptable).
 Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.





314



314

Protection Area

444-773



314 N 5th Street

Photos from previous HDC cases









314 N. 5th Street

*City of Fernandina Beach
Land Development Code Chapter 8
Section 8.03.07 Demolition by Neglect*

3. An estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of any additional cost that would potentially be incurred if the owner were to comply with the recommendations of the Board for the changes necessary to obtain a Certificate of Approval;
4. Any documentation related to good faith attempts to sell, rehabilitate or reuse the structure or structures within the last three (3) years;
5. Proof of payment of property taxes within the last three (3) years;
6. Owner has tax-exempt status as a (501)(c)(3) organization;
7. A report from a developer, real estate consultant, certified property appraiser or other real estate professional experienced in rehabilitation as to the economic feasibility or viability or rehabilitation or reuse of the existing structure or structures; and/or
8. A report from an engineer, architect or contractor with experience in rehabilitation as to the soundness of any structures on the property and their suitability or feasibility for rehabilitation or reuse.

B. Property owners are not required to prove economic hardship for accessory structures.

8.03.07 Demolition by Neglect

A. The following shall apply to maintenance and repair to structures in the locally designated historic districts, as well as any structure or property in the City that has been listed individually or deemed eligible for individual listing in the National Register:

1. The owner, lessee, or other person in physical control of the structure shall comply with all applicable codes, laws and regulations governing the maintenance and safety of property including but not limited to City Codes, as applicable. It is the intent of this section to preserve from deliberate or inadvertent neglect of the exterior features of a building designated as a contributing structure to a historic district, and the interior portions therefore when such maintenance is necessary to prevent deterioration and decay of the exterior. All such buildings shall be preserved against such decay and deterioration and shall be free from structural defects through prompt correction of any of the following defects:
 - a. Facades which may fall and injure members of the public or property;
 - b. Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports;
 - c. Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split, or buckle due to defective material or deterioration;
 - d. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken windows or doors;
 - e. Defective or insufficient weather protection for exterior wall covering, including lack of paint or weathering due to lack of paint or other protective covering.;
 - f. Any fault or defect in the building which renders it not properly watertight or structurally unsafe; and
 - g. Any fault or defect in the building rendering such structure an unsafe structure as defined under the provisions of Chapter 22, City Code of Ordinances.
2. Where the property is an archaeological site, the owner shall be required to maintain his property in such a manner so as not to adversely affect the archaeological integrity of the site.
3. It shall be the joint responsibility of the Building Department, Planning Department, and Code Enforcement staff to enforce the provisions of this section, and the divisions may

refer violations to the Code Enforcement and Appeals Board for enforcement proceedings pursuant to Chapter 2, City Code of Ordinances.

8.03.08 Emergency Actions

A. Emergency Repair Procedure

1. When any property within the historic districts or CRA requires immediate repair to preserve its continued habitability and/or the health and safety of its occupants or others, emergency repairs may be performed in accordance with applicable construction codes immediately upon approval of the Building Official, who shall certify that a bona fide emergency of the type referenced herein exists, without first obtaining a Certificate of Approval from the Historic District Council.
2. The procedures outlined in this section should be strictly limited to those circumstances which, in the opinion of the Building Official, meet the definition of an emergency as defined in Chapter 1 of the Land Development Code. No work in addition to the emergency repairs shall be performed until an appropriate request for approval has been received by the City Manager or his/her designee and the Historic District Council pursuant to the procedures set forth in this article.
3. If the Building Official or Fire Marshal determines that a building or structure in a local historic district or the CRA poses an immediate threat to persons or property, such official may order or conduct emergency repairs necessary to make the building or structure safe without the requirement of a Certificate of Approval. Under such circumstances, the repairs performed shall be only such as are necessary to preserve the continued habitability of the building or structure and/or the health and safety of its occupants or others and to prevent further damage. Where feasible, these temporary measures should be reversible without damage to the building or structure. Once such temporary repairs have been completed, no further work may be done on the building or structure until a Certificate of Approval is obtained.
4. Within 48 hours after the repairs are made, the Building Official making or ordering such authorized temporary repairs shall notify the Historic District Council Chair or staff. If any work intended to be permanent was performed, or is to be performed, the property owner must apply for a Certificate of Approval within 90 days after the emergency work is conducted in accordance with COA procedures, and the Historic District Council action shall supersede the emergency approval.

B. Emergency Demolition Procedures

1. The Building Official shall immediately notify the Community Development Director of cases where there are emergency conditions dangerous to life, health or property affecting a building or structure in a historic district or a building or structure that has been listed individually or deemed eligible for individual listing in the National Register, or a building over 45 years old. Notification to the Community Development Director shall consist of a written report from a Building or Code Enforcement Inspector describing the dangerous conditions, and any other documentation that the Community Development Director shall require.
2. The Community Development Director shall consult with Historic District Council staff and the Historic District Council Chair or HDC designee upon receipt of the statement or as soon as is practicably possible. The Director, staff, and the HDC Chair or HDC designee shall determine whether any additional information or documentation is needed. If so, the documentation or information shall be obtained by the Building Official. If not, or when requested information is received and

1. Tringali Family Property
2. FB Public School No. 1
3. C.H. Huot 1882 Building
4. Pineland Bank
5. Thompson House
6. Fernandina Beach City Hall

*THE CITY SHALL ENSURE PRESERVATION AND PROTECTION
OF HISTORIC, ARCHAEOLOGICAL, PALEONTOLOGICAL, AND
CULTURAL RESOURCES WITHIN FERNANDINA BEACH.*

- City of Fernandina Beach Comprehensive Plan Goal 11



Properties of Concern/ Opportunity to the Historic District 2020

Department of Planning & Conservation

Tringali Family Property



Tringali Family Property

- Address: Block 12 Lots 5-24 (124 S. 3rd St, 119, 123, & 125 S. 4th St.)
- Year Built: c. 1920s
- FL Master Site File: 8NA0285
- In the Historic District: No CRA: No
- Total Acreage: 1.23 acres
- Owner of Record: Anthony J. Tringali Revocable Trust, Josephine Tringali & Anthony J. Tringali.
- Zoning: MU-1 (lots 5-14) & R-2 (lots 15-24)
- Threats: Demolition by Neglect, Development Pressure, Insensitive Alterations

Tringali Family Property

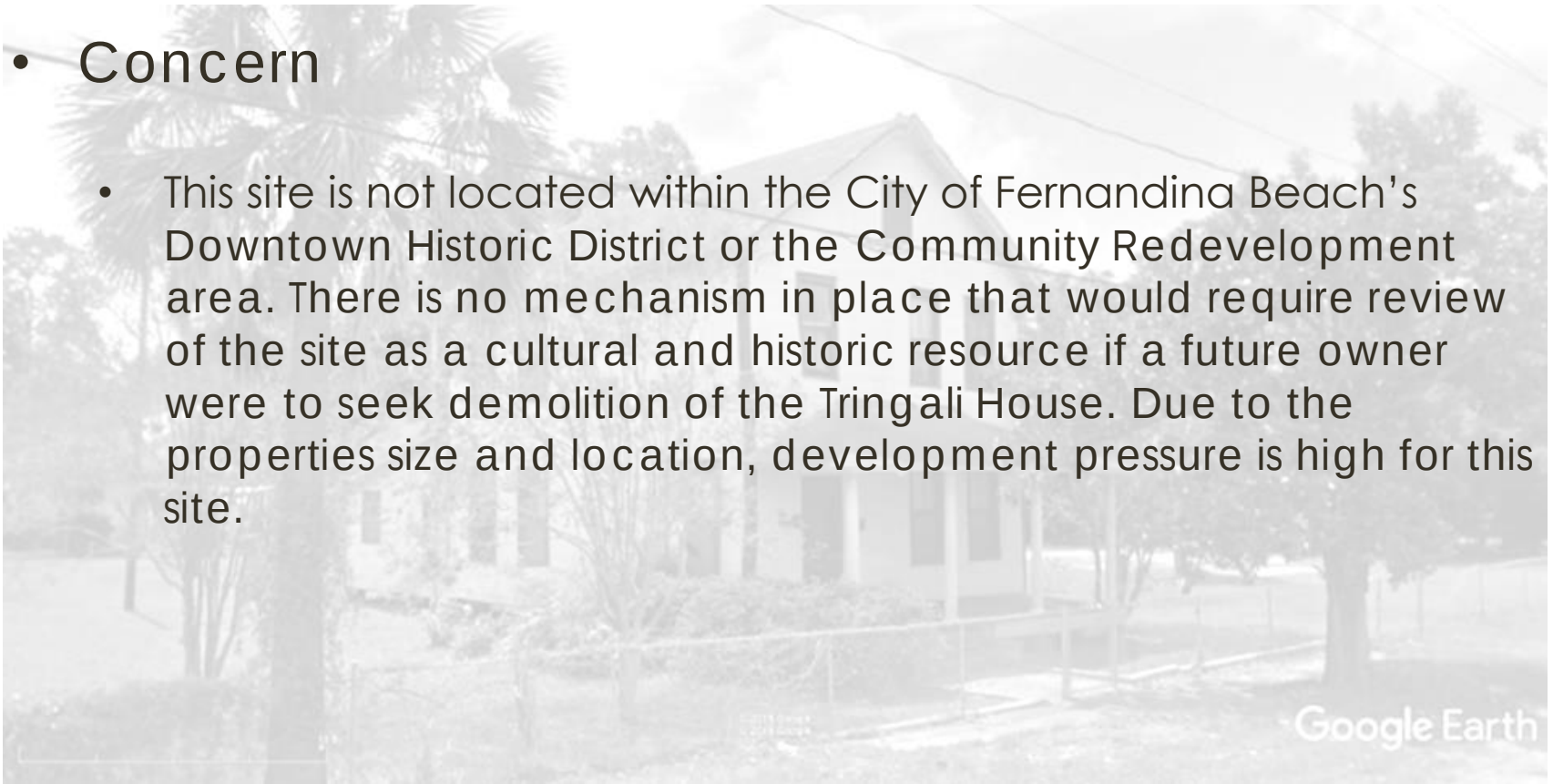
- Why is this property significant?
 - This property consists of 20 underlying 25' lots of record. The property contains four single-family residential homes and associated accessory structures belonging to the Tringali family. The Tringali family played an important role in the development of the modern shrimping industry in Fernandina.
 - The 1920's frame vernacular home is an example of a typical home in Fernandina during its period of significance. Much attention has historically been given to more elaborate homes like the Bailey House or Fairbanks House, while the significance of many of the homes and contributions of working-class Fernandina residents get overlooked.

Google Earth

Tringali Family Property

- Concern

- This site is not located within the City of Fernandina Beach's Downtown Historic District or the Community Redevelopment area. There is no mechanism in place that would require review of the site as a cultural and historic resource if a future owner were to seek demolition of the Tringali House. Due to the properties size and location, development pressure is high for this site.



Tringali Family Property

- Opportunity
 - This property represents a good opportunity for possible adaptive uses of the site to serve a modern function, while telling the story of Fernandina through the lens of the Tringali family. Possible uses include the rehabilitation of the Tringali House to serve as office space for local non-profit preservation agencies, such as the Fernandina Beach Main Street program and the Amelia Island Fernandina Restoration Foundation. The historic wood frame accessory structure on the property could serve as a community meeting room that could feature artifacts and displays that tell the history of the Tringali family and shrimping in Fernandina. The site would have adequate land for parking to serve its needs, as well as provide for additional parking downtown.

Tringali Family Property

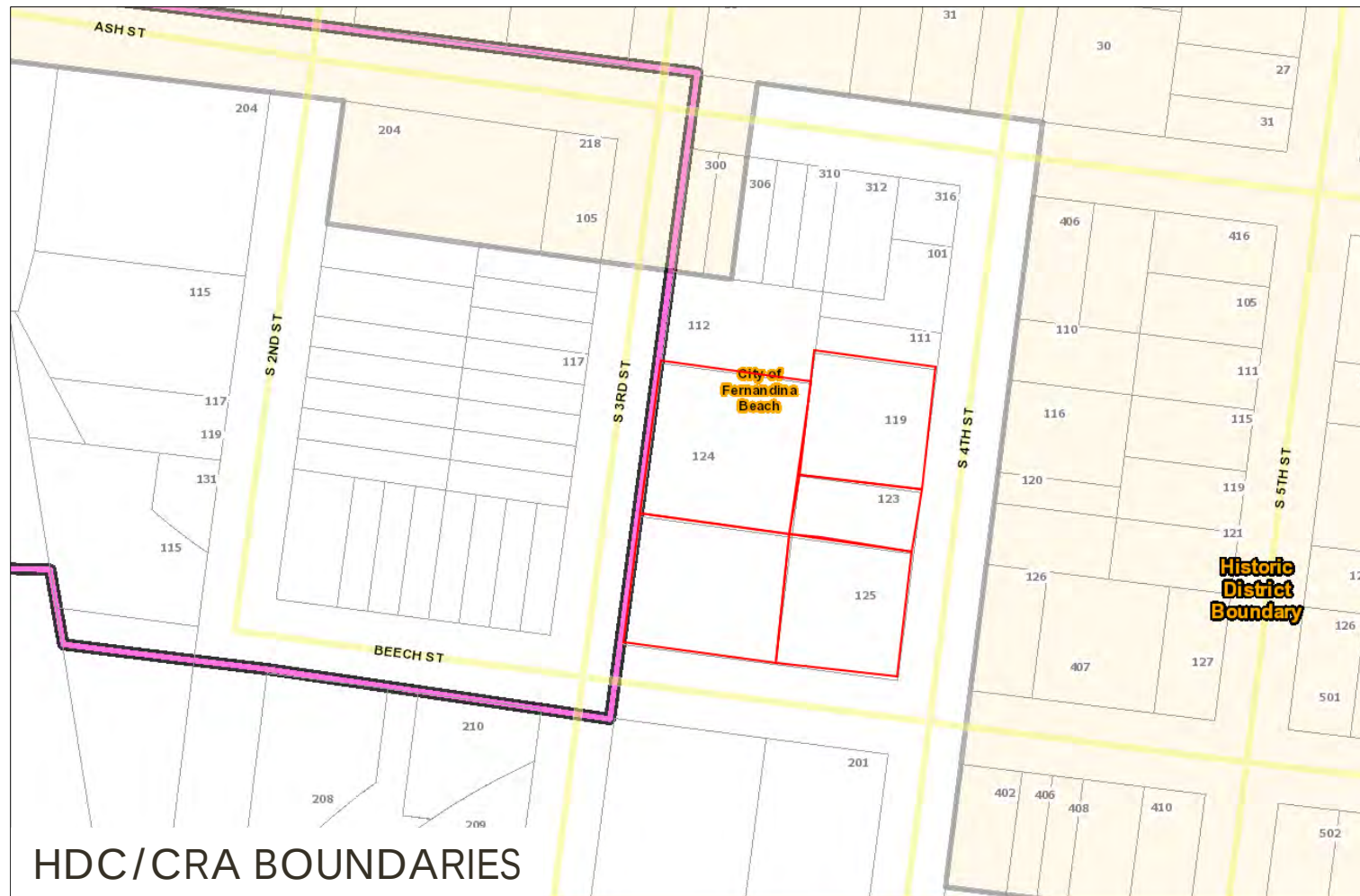
- Opportunity
 - Possible funding opportunities include the FL Division of Historical Resources Special Category Grant, National Endowment for the Arts Our Town Grant, etc.



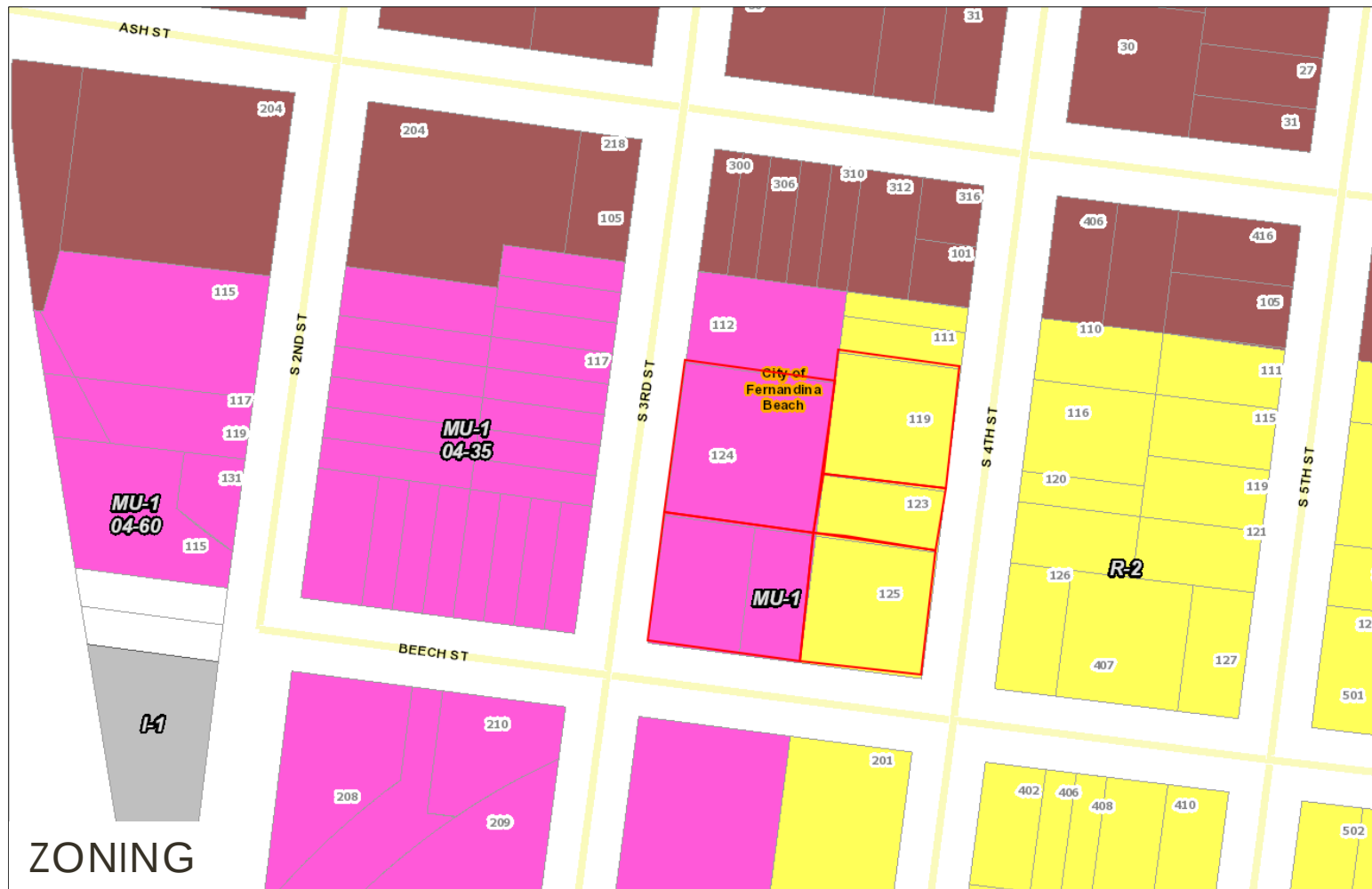
Tringali Family Property



Tringali Family Property



Tringali Family Property



Tringali Family Property



Tringali Family Property



Fernandina Beach Public School No.1



Fernandina Beach Public School No.1

- Address: 1201 Atlantic Avenue (Nassau County School Board District Office)
- Year Built: 1927
- FL Master Site File: 8NA00702
- In the Historic District: No CRA: No
- Total Acreage: 16.58 acres
- Owner of Record: Nassau County School Board
- Zoning: PI-1
- Threats: Development Pressure, Insensitive Alteration

FERNANDINA HIGH SCHOOL, FERNANDINA, FLA.

Fernandina Beach Public School No.1

- Why is this property significant?
 - This property is significant to the City in the areas of Architecture and Education.
 - Constructed c. 1927, it is a two-story masonry vernacular educational building. It is noteworthy for its two-story cast-stone pilasters. It has been altered by infill of some of the windows. It's builder was Gruhn construction Company.
 - Public School No. 1 was designed by Roy A. Benjamin , one of Florida's most prominent architects.
 - A charter member of the Florida Association of Architects, Benjamin was responsible for the design of landmark buildings throughout the state, particularly in Jacksonville. Among his commissions in other parts of the state was the first skyscraper in Lakeland, a ten-story marble arcade erected during the 1920's.

Fernandina Beach Public School No.1

- **Concern**

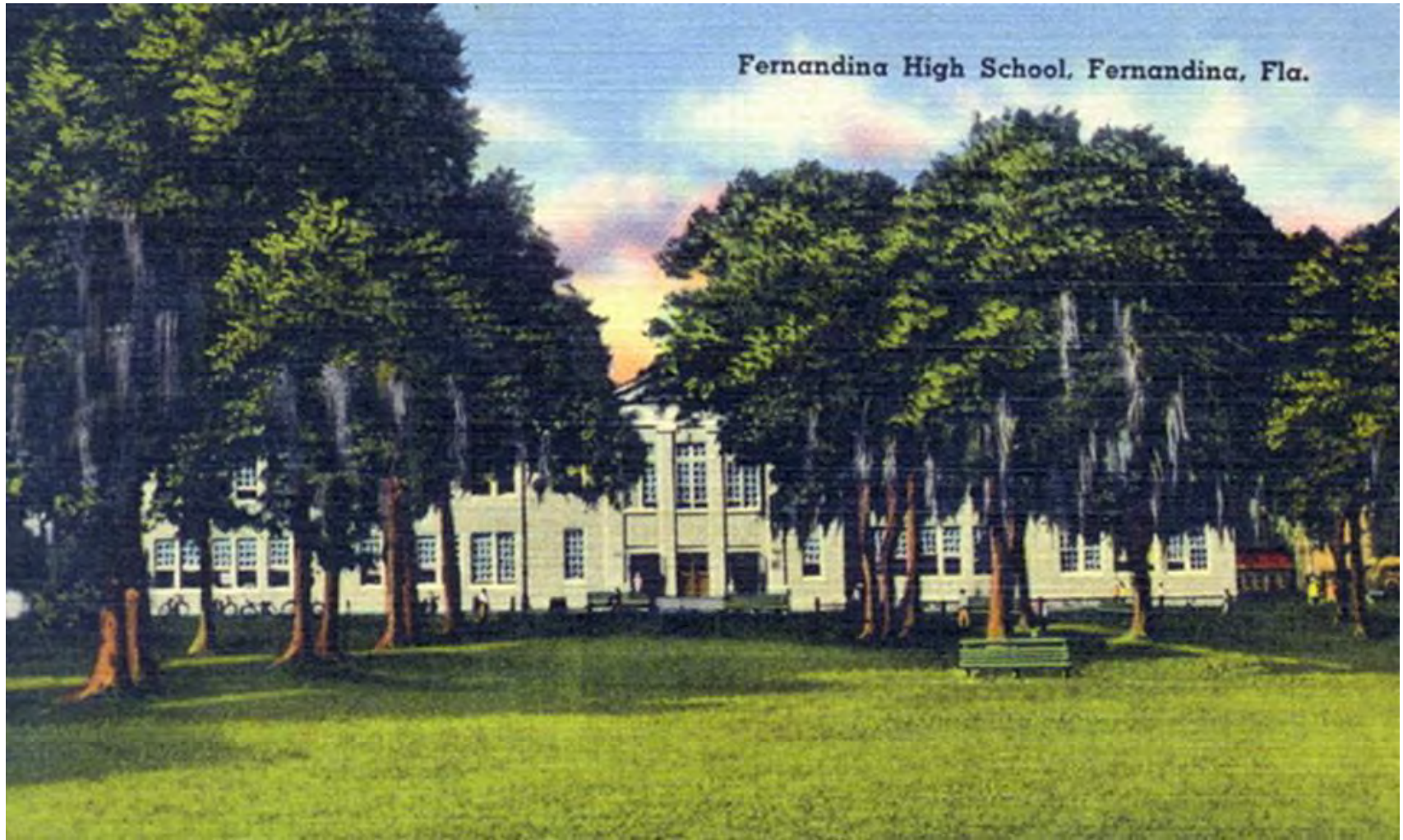
- This structure is not included in the Downtown Historic District. As such, if the School Board were to vacate the structure in the future, redevelopment of this site would not require any review that would ensure the proper treatment of this historic resource.
- Due to the P-1 (Public and Institutional) zoning of the property, adaptive use would be limited to government functions.

- **Opportunity**

- As the City of Fernandina Beach grows, this site could be valuable to the City. If City Hall does not relocate to the Post Office, this site could be an appropriate alternative site for City Hall.
- The City may wish to consider purchasing a right of first refusal on this property.



Fernandina Beach Public School No.1

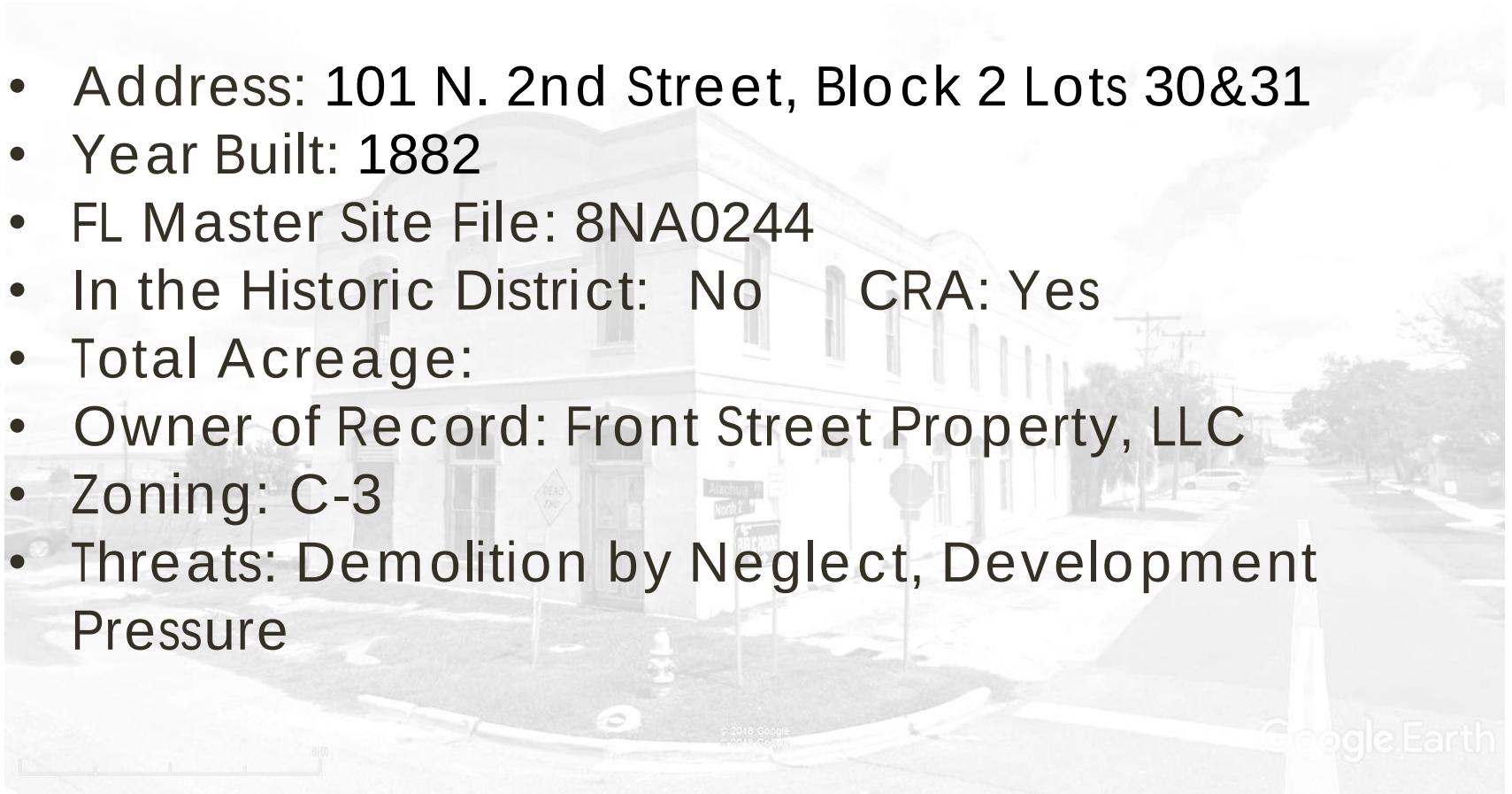


C.H. Huot 1882 Building



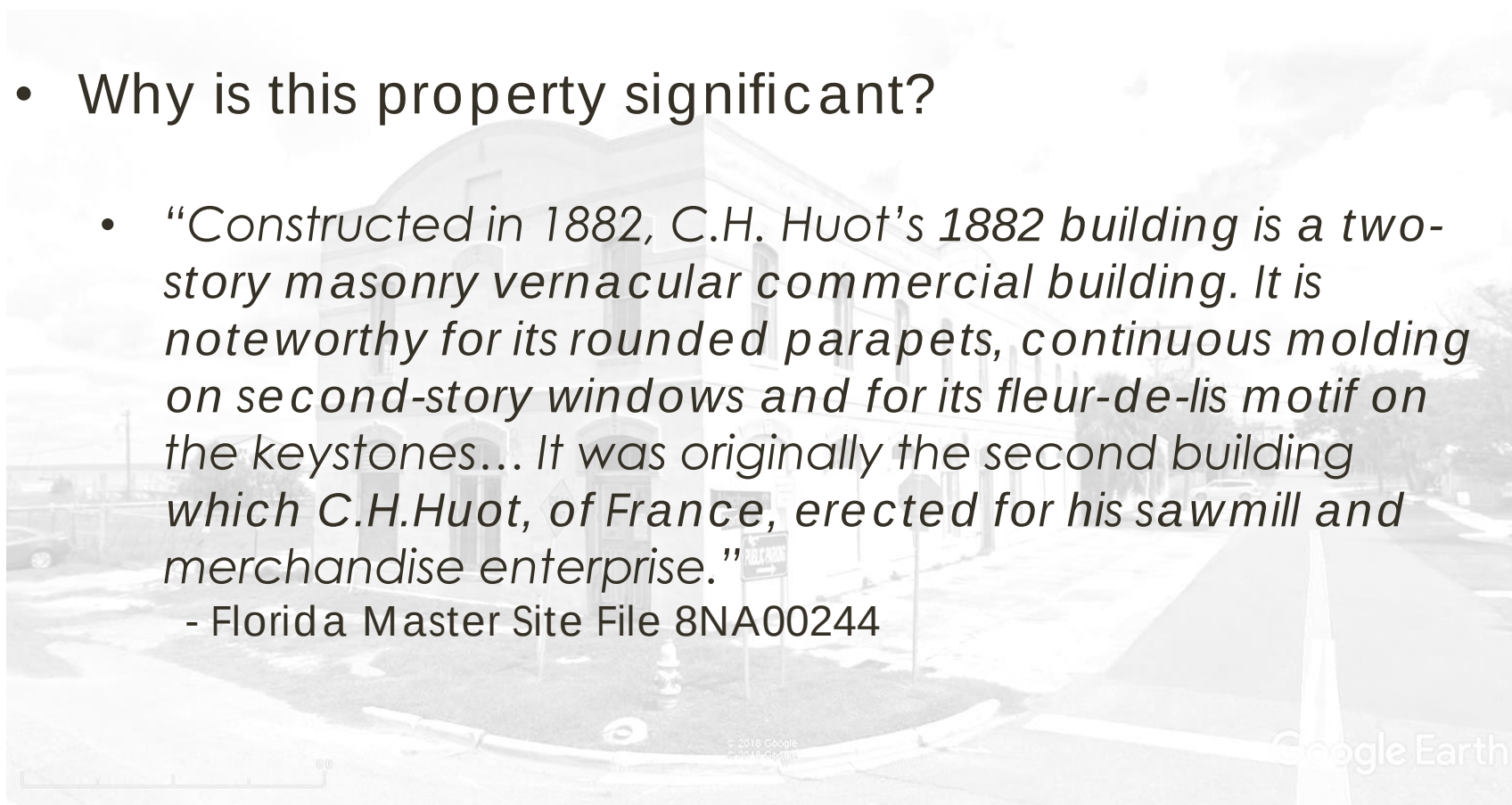
C.H. Huot 1882 Building

- Address: 101 N. 2nd Street, Block 2 Lots 30&31
- Year Built: 1882
- FL Master Site File: 8NA0244
- In the Historic District: No CRA: Yes
- Total Acreage:
- Owner of Record: Front Street Property, LLC
- Zoning: C-3
- Threats: Demolition by Neglect, Development Pressure



C.H. Huot 1882 Building

- Why is this property significant?
 - *“Constructed in 1882, C.H. Huot’s 1882 building is a two-story masonry vernacular commercial building. It is noteworthy for its rounded parapets, continuous molding on second-story windows and for its fleur-de-lis motif on the keystones... It was originally the second building which C.H.Huot, of France, erected for his sawmill and merchandise enterprise.”*
 - Florida Master Site File 8NA00244



C.H. Huot 1882 Building

- Concern

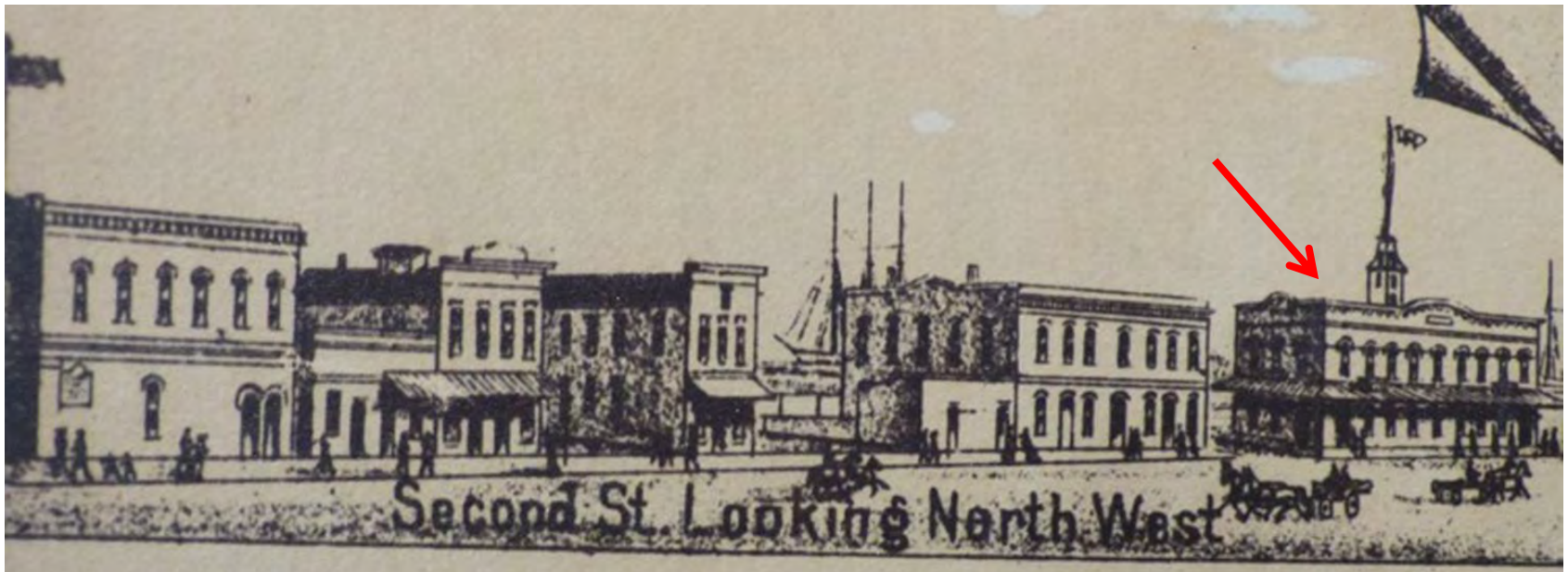
- The structure has been vacant for many years and condition is deteriorating due to lack of maintenance.
 - Condition issues noted during 2/22/18 assessment include: multiple broken windows; roof failure on main building visible through windows; visible roof failure at additions; failing paint on building and all wood elements; graffiti; biological growth on walls; damaged scuppers/downspouts shedding water directly onto walls/foundation. The windows have since been boarded and biological growth removed. All other concerns still exist.
- The historic structure and its two attached warehouse additions are the only structures on Block 2. This block has a high potential for redevelopment.
- As this structure is not included in the Downtown Historic District, it is not eligible for any considerations for exceptions to building code and it is not eligible for incentives such as the Federal Historic Preservation Tax Credit.



C.H. Huot 1882 Building



C.H. Huot 1882 Building



C.H. Huot 1882 Building



C.H. Huot 1882 Building

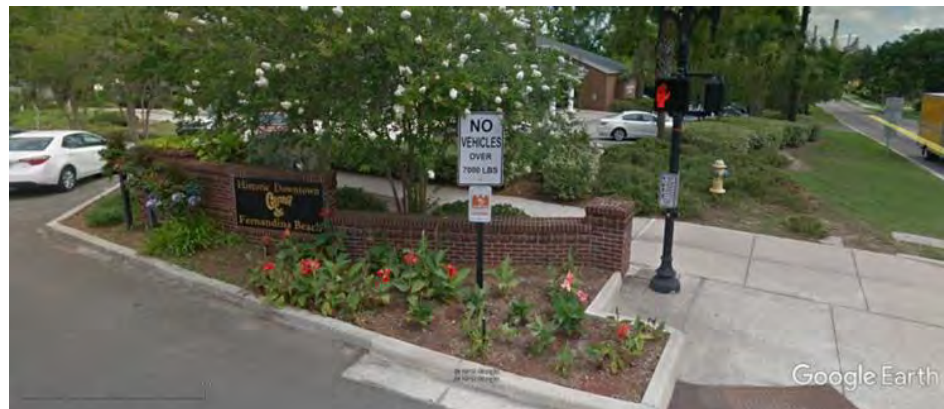


Pineland Bank



Pineland Bank

- Address: 715 Centre Street (former Keystone Hotel Site)
- Year Built: 1979
- FL Master Site File: N/A
- In the Historic District: No CRA: No
- Total Acreage: 0.94 acres
- Owner of Record: Citizens State Bank
- Zoning: C-3
- Threats: Development Pressure



Pineland Bank

- Why is this property significant?
 - Unlike other properties identified, this property is significant due to its location, not the physical building. This 0.94 acre parcel sits as the gateway into the Downtown Historic District.
- Concern
 - The Historic District Boundary wraps around this site, but the property is not within the district. As such, future redevelopment of this site is not subject to any architectural review.

Pineland Bank



Thompson House

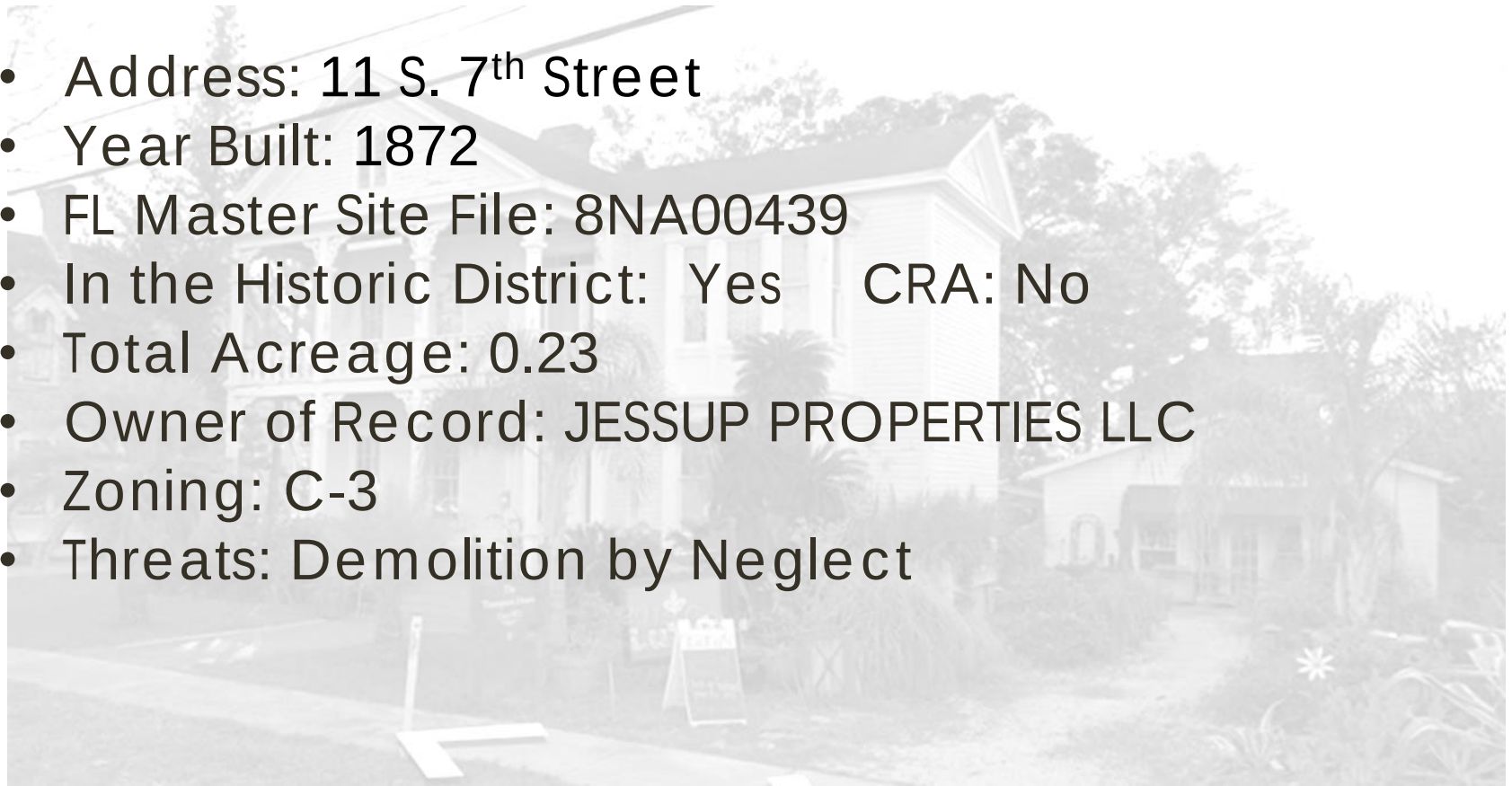


Thompson House



Thompson House

- Address: 11 S. 7th Street
- Year Built: 1872
- FL Master Site File: 8NA00439
- In the Historic District: Yes CRA: No
- Total Acreage: 0.23
- Owner of Record: JESSUP PROPERTIES LLC
- Zoning: C-3
- Threats: Demolition by Neglect



Thompson House

- Why is this property significant?
 - This two-story Greek Revival style residence was designed by John Hedges and built in 1872 for William N. Thompson, a Florida State Senator and railroad man. It is one of three homes built adjacent to each other for members of the Thompson family.
- Concern
 - This property is vacant and distressed due to demolition by neglect. The exterior of the home is showing signs of severe deterioration.

Fernandina Beach City Hall



City Hall Under Construction - 1904

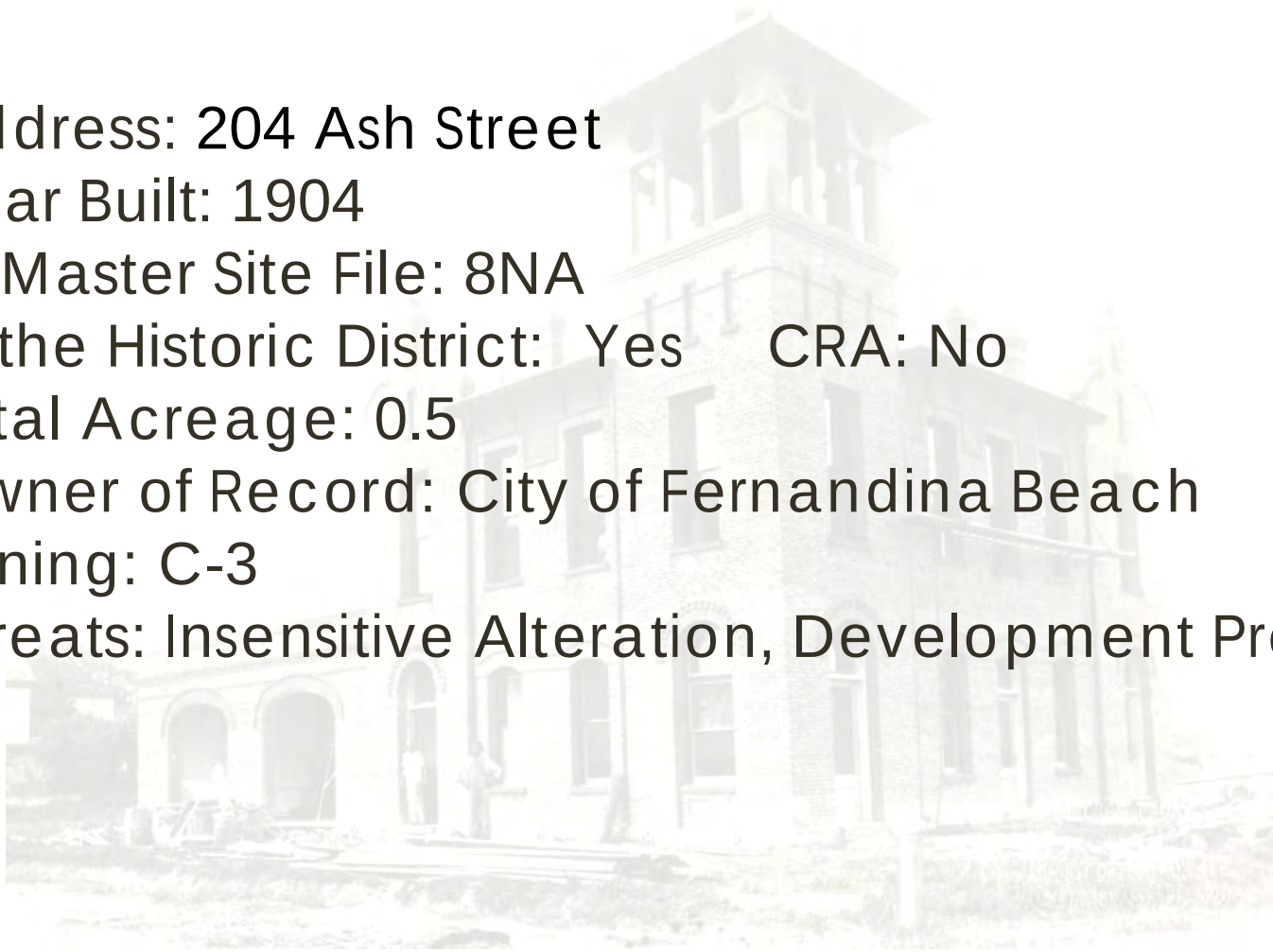
Fernandina Beach City Hall



City Hall - 2010

Fernandina Beach City Hall

- Address: 204 Ash Street
- Year Built: 1904
- FL Master Site File: 8NA
- In the Historic District: Yes CRA: No
- Total Acreage: 0.5
- Owner of Record: City of Fernandina Beach
- Zoning: C-3
- Threats: Insensitive Alteration, Development Pressure



Fernandina Beach City Hall



Fernandina Beach City Hall



Sanborn Fire Insurance Map - 1909

Fernandina Beach City Hall

- Why is this property significant?
 - Constructed in 1904, this building has served as the hub of civic life in Fernandina for 116 years. It originally housed all local government function including Police, Fire, Public Works, and the City Managers offices.
 - The building has significant cultural value in that it served an important function during our National Register listed downtown's period of significance.

Fernandina Beach City Hall

- Concern
 - The building was significantly altered in 1956, in an effort to “modernize” the structure. The new design removed and obscured the original design of the structure in favor of a mid-century modern design, which was the architectural style chosen for all civic buildings, such as the Atlantic Rec Center.
 - Today many people do not recognize the historic significance of the structure.

Fernandina Beach City Hall

- Concern
 - As a number of the later additions were of poorer quality and materials than the original portion of the building, they have begun to deteriorate and fail.
 - Between the failing additions and the space constraints that challenge housing a growing city staff, actions will need to be taken soon.
 - Development pressure is high for downtown, as developers are seeking land downtown to construct residential projects. This parcel consists of 8 underlying platted lots of record.

Fernandina Beach City Hall

- Concern
 - As the historic nature of the structure has been obscured for over a generation, many people lack an understanding of the history of this site. This is concerning, because when people understand and are invested in the history of a site, there is more will to rehabilitate and maintain these structures.

Fernandina Beach City Hall

- Concern
 - As the historic nature of the structure has been obscured for over a generation, many people lack an understanding of the history of this site. This is concerning, because when people understand and are invested in the history of a site, there is more will to rehabilitate and maintain these structures.

Inventory of Resources

Site #	Address	Site Name	Style	Eligibility/Statu	Notes	Year Built
NA00078	102 Centre St.	Railroad Depot	Masonry	Contributing		
NA00081	27 S 7th St.	Tabby House	Masonry	Contributing	individually NRHP	
NA00083	28 S 7th St.	Bailey House	Queen Anne	Contributing	individually NRHP	
NA00084	227 S 7th St.	Fairbanks House	Italianate	Contributing	individually NRHP	
NA00087	801 Atlantic Ave.	St. Peter's Episcopal Church	Gothic Revival	Contributing		
NA00090	117 Centre St.	Palace Saloon	Masonry	Contributing		
NA00091	315 Alachua St.	Villa Las Palmas	Mission	Contributing		
NA00092	228 N 4th St.	St. Michael School	Second Empire	Contributing		
NA00094	121 N 6th St.	Chadwick House	Queen Anne	Contributing		
NA00095	117 N 6th St.	Dr. D. G. Humphrey House	Queen Anne	Contributing		
NA00096	103 N 6th St.	Hirth House	Italianate	Contributing		
NA00097	130 N 6th St.		Frame Vernacular	Non Extant		
NA00098	120 N 6th St.	Prescott House (Ross-Libby House)	Italianate	Contributing		
NA00099	112 N 6th St.	Hardee House	Queen Anne	Contributing		
NA00100	102 N 6th St.	Baker House	Stick	Contributing		
NA00101	19 N 6th St.	First Presbyterian Church	Greek Revival	Contributing		
NA00102	415 Centre St.	Lessene-Angel Davis House	Greek Revival	Contributing		
NA00103	603 Centre St.	Horsey House	Queen Anne	Contributing		
NA00104A	20 S 3rd St.	Florida House, 20 S 3rd St.	Frame Vernacular	Contributing		
NA00104B	22 S 3rd St.	Florida House, 23 S 3rd St.	Frame Vernacular	Contributing		
NA00105	416 Centre St.	Nassau County Courthouse	Italianate	Contributing		
NA00106	214 S 7th St.	Kelly House	Shingle	Contributing		
NA00107	103 S 9th St.	Williams House	Frame Vernacular	Contributing		
NA00109	130 S 7th St.	Lassere House	Queen Anne	Contributing		
NA00110	801 Beech St.	Bell House	Frame Vernacular	Contributing		
NA00111	314 S 7th St.	Cravey House	Frame Vernacular	Contributing		
NA00112	327 S 7th St.	Waas House	Queen Anne	Contributing		

Inventory of Resources

NA00117	501 N 3rd St.	Merrow House	Frame Vernacular	Contributing		
NA00132	516 S 10th St.	Peck High School	Masonry	Contributing		
NA00133	102 S 10th St.	Merrick-Simmons House	Greek Revival	Contributing	individually NRHP	
NA00241	10 N 2nd St.	1878 Steak House	Masonry	Contributing		
NA00242	12 N 2nd St.	1878 Steak House	Masonry	Contributing		
NA00243	29-31 N 2nd St.	Seydel Building/Crab Trap Restaurant	Masonry	Contributing		
NA00244	101-107 N 2nd St.	C. H. Huot Building	Masonry	Contributing		
NA00245	223 N 2nd St.			Non Extant		
NA00246	224 N 2nd St.		Second Empire	Non-Contributing		
NA00247	231 N 2nd St.			Non Extant		
NA00248	16 S 2nd St.			Non Extant		
NA00249	202 S 2nd St.		Frame Vernacular	Non-Contributing		
NA00250	22 S 2nd St.		Bungalow	Non-Contributing		
NA00251	27 N 3rd St.		Masonry	Non-Contributing		
NA00252	114 N 3rd St.		Frame Vernacular	Contributing		
NA00253	117 N 3rd St.		Frame Vernacular	Contributing		
NA00254	120 N 3rd St.		Masonry	Non-Contributing	lost contributing	
NA00255	121 N 3rd St.	Bell-O'Hagan House	Queen Anne	Contributing		
NA00256	201 N 3rd St.		Frame Vernacular	Contributing		
NA00257	210 N 3rd St.		Frame Vernacular	Contributing		
NA00258	213 N 3rd St.		Frame Vernacular	Contributing		
NA00259	215 N 3rd St.		Frame Vernacular	Contributing		
NA00260	217 N 3rd St.		Frame Vernacular	Contributing		
NA00261	221 N 3rd St.		Frame Vernacular	Contributing		
NA00262	227 N 3rd St.		Bungalow	Contributing		
NA00263	231 N 3rd St.		Frame Vernacular	Non-Contributing		
NA00264	301 N 3rd St.			Non Extant		
NA00265	302 N 3rd St.		Mission	Contributing		
NA00266	322 N 3rd St.		Frame Vernacular	Contributing	gained contributing status 2018	

Inventory of Resources

NA00267	332 N 3rd St.			Non Extant		
NA00268	401 N 3rd St.		Italianate	Non-Contributing	relocated to 304 S.	
NA00269	403 N 3rd St.		Frame Vernacular	Non-Contributing	lost contributing	
NA00270	412 N 3rd St.		Frame Vernacular	Contributing		
NA00271	416 N 3rd St.		Frame Vernacular	Contributing		
NA00272	421 N 3rd St.		Queen Anne	Contributing		
NA00273	424 N 3rd St.		Frame Vernacular	Contributing		
NA00274	432 N 3rd St.		Frame Vernacular	Contributing		
NA00276	12 S 3rd St.		Frame Vernacular	Contributing		
NA00277	14 S 3rd St.		Frame Vernacular	Non-Contributing	lost contributing	
NA00278	17 S 3rd St.		Frame Vernacular	Contributing		
NA00281	23 S 3rd St.		Frame Vernacular	Non-Contributing		
NA00282	25 S 3rd St.		Frame Vernacular	Contributing		
NA00283	29 S 3rd St.		Frame Vernacular	Contributing		
NA00284	30 S 3rd St.		Frame Vernacular	Contributing		
NA00285	124 S 3rd St.		Frame Vernacular	Non-Contributing		
NA00286	210 S 3rd St.			Non Extant		
NA00287	233 S 3rd St.	Nassau County Jail	Moderne	Contributing	Individually NRHP Listed 2009	
NA00288	312 S 3rd St.		Frame Vernacular	Non-Contributing		
NA00289	318 S 3rd St.		Frame Vernacular	Non-Contributing		
NA00290	5-9 N 4th St.		Masonry	Contributing		
NA00291	15 N 4th St.		Frame Vernacular	Non-Contributing	lost contributing	
NA00292	18-20 N 4th St.		Frame Vernacular	Contributing		
NA00293	22 N 4th St.		Frame Vernacular	Contributing		
NA00294	28 N 4th St.		Frame Vernacular	Contributing		
NA00295	116 N 4th St.	Phelan-Verot House	Frame Vernacular	Contributing		
NA00296	119 N 4th St.		Frame Vernacular	Contributing		
NA00297	123 N 4th St.	Durham House	Frame Vernacular	Contributing		
NA00298	129 N 4th St.		Bungalow	Non-Contributing	lost contributing	

Inventory of Resources

NA00299	404 Broome St.		Frame Vernacular	Non-Contributing		
NA00300	201 N 4th St.		Frame Vernacular	Contributing		
NA00301	213 N 4th St.		Frame Vernacular	Contributing		
NA00302	221 N 4th St.		Frame Vernacular	Contributing		
NA00303	223 N 4th St.		Frame Vernacular	Contributing		
NA00304	202 N 5th St.	St. Michaels Church	Romanesque	Contributing	gained contributing status 2018	
NA00306	331 Dade St.		Frame Vernacular	Non Extant		
NA00307	404 N 4th St.			Non Extant		
NA00308	406 N 4th St.			Non Extant		
NA00309	20 S 4th St.	Salvador House	Frame Vernacular	Contributing		
NA00310	101 S 4th St.		Frame Vernacular	Non-Contributing		
NA00311	111 S 4th St.		Frame Vernacular	Non-Contributing		
NA00312	116 S 4th St.		Frame Vernacular	Contributing		
NA00313	119 S 4th St.		Frame Vernacular	Non-Contributing		
NA00314	120 S 4th St.		Frame Vernacular	Contributing		
NA00315	125 S 4th St.		Masonry	Non-Contributing		
NA00316	126 S 4th St.		Frame Vernacular	Non Extant		
NA00317	201 S 4th St.		Frame Vernacular	Non Extant		
NA00318	211 S 4th St.		Frame Vernacular	Non Extant		
NA00319	227 S 4th St.		Frame Vernacular	Non-Contributing		
NA00320	230 S 4th St.			Non Extant		
NA00322	31 N 5th St.	First Baptist Church	Neoclassical Revival	Contributing	gained contributing status 2018	
NA00323	111 N 5th St.		Frame Vernacular	Contributing		
NA00324	222 N 5th St.		Frame Vernacular	Contributing		
NA00325	309 N 5th St.		Bungalow	Contributing		
NA00326	310 N 5th St.		Frame Vernacular	Non-Contributing	lost contributing status 2018	

Inventory of Resources

NA00327	314 N 5th St.		Frame Vernacular	Contributing	lost contributing status 2018	
NA00328	320 N 5th St.		Frame Vernacular	Non-Contributing		
NA00329	411 N 5th St.			Non Extant		
NA00330	413 N 5th St.			Non Extant		
NA00331	23 S 5th St.		Frame Vernacular	Contributing		
NA00332	27 S 5th St.		Bungalow	Contributing		
NA00333	31 S 5th St.		Masonry	Contributing		
NA00334	110 S 5th St.		Frame Vernacular	Contributing		
NA00335	111 S 5th St.		Frame Vernacular	Contributing	gained contributing status 2018	
NA00336	115 S 5th St.		Frame Vernacular	Contributing		
NA00337	121 S 5th St.		Frame Vernacular	Contributing		
NA00338	124 S 5th St.		Frame Vernacular	Contributing		
NA00339	126 S 5th St.		Frame Vernacular	Contributing		
NA00340	215 S 5th St.		Frame Vernacular	Non-Contributing		
NA00341	216 S 5th St.		Frame Vernacular	Contributing		
NA00342	218 S 5th St.		Frame Vernacular	Contributing		
NA00344	314 S 5th St.		Frame Vernacular	Non Extant		
NA00345	318 S 5th St.			Non Extant		
NA00346	319 S 5th St.		Bungalow	Non Extant		
NA00347	325 S 5th St.			Non Extant		
NA00348	408 S 5th St.			Non Extant		
NA00349	409 S 5th St.		Frame Vernacular	Non-Contributing		
NA00350	410 S 5th St.			Non Extant		
NA00351	422 S 5th St.		Frame Vernacular	Non-Contributing		
NA00352	428 S 5th St.		Frame Vernacular	Non-Contributing		
NA00353	9 N 6th St.		Frame Vernacular	Contributing		
NA00355	15 N 6th St.		Frame Vernacular	Contributing		
NA00356	30 N 6th St.		Frame Vernacular	Contributing		

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NA00364	209 N 6th St.		Frame Vernacular	Non-Contributing		
NA00365	221 N 6th St.			Non Extant		
NA00366	212 N 6th St.			Non Extant		
NA00367	228 N 6th St.		Frame Vernacular	Non-Contributing		
NA00368	232 N 6th St.		Frame Vernacular	Non-Contributing		
NA00369	12 S 6th St.		Frame Vernacular	Contributing		
NA00370	14 S 6th St.		Frame Vernacular	Contributing		
NA00371	19 S 6th St.		Frame Vernacular	Contributing		
NA00372	20 S 6th St.		Frame Vernacular	Contributing		
NA00373	22 S 6th St.		Frame Vernacular	Contributing		
NA00374	25 S 6th St.			Non Extant		
NA00375	107 S 6th St.		Frame Vernacular	Non-Contributing		
NA00376	110 S 6th St.		Frame Vernacular	Contributing		
NA00377	111 S 6th St.		Frame Vernacular	Contributing		
NA00378	114 S 6th St.		Bungalow	Contributing		
NA00379	115 S 6th St.		Bungalow	Contributing		
NA00380	118 S 6th St.		Bungalow	Contributing		
NA00382	122 S 6th St.		Frame Vernacular	Contributing		
NA00383	123 S 6th St.		Frame Vernacular	Contributing		
NA00384	125 S 6th St.		Frame Vernacular	Contributing		
NA00385	126 S 6th St.		Frame Vernacular	Contributing		
NA00386	130 S 6th St.		Frame Vernacular	Contributing		
NA00387	131 S 6th St.		Frame Vernacular	Non-Contributing		
NA00388	201 S 6th St.			Non Extant		
NA00389	204 S 6th St.		Frame Vernacular	Contributing		
NA00390	206 S 6th St.		Frame Vernacular	Contributing		
NA00391	211 S 6th St.		Frame Vernacular	Contributing		
NA00392	212 S 6th St.		Frame Vernacular	Contributing		
NA00393	216 S 6th St.		Frame Vernacular	Contributing		
NA00394	219 S 6th St.		Bungalow	Contributing		

Inventory of Resources

NA00395	220 S 6th St.		Frame Vernacular	Contributing		
NA00396	221 S 6th St.		Bungalow	Contributing		
NA00397	222 S 6th St.		Frame Vernacular	Contributing		
NA00398	233 S 6th St.		Frame Vernacular	Contributing		
NA00399	301 S 6th St.		Frame Vernacular	Contributing		
NA00400	305 S 6th St.		Frame Vernacular	Contributing		
NA00401	309 S 6th St.		Frame Vernacular	Contributing		
NA00402	310 S 6th St.		Frame Vernacular	Contributing		
NA00403	316 S 6th St.		Frame Vernacular	Contributing		
NA00404	315 S 6th St.		Frame Vernacular	Contributing		
NA00405	318 S 6th St.		Frame Vernacular	Contributing		
NA00406	319 S 6th St.		Frame Vernacular	Contributing		
NA00407	321 S 6th St.		Frame Vernacular	Contributing		
NA00408	322 S 6th St.		Frame Vernacular	Contributing		
NA00409	325 S 6th St.		Frame Vernacular	Non-Contributing	lost contributing status 2018	
NA00410	326 S 6th St.		Frame Vernacular	Contributing		
NA00411	329 S 6th St.		Frame Vernacular	Contributing		
NA00412	332 S 6th St.		Frame Vernacular	Contributing		
NA00413	401 S 6th St.		Frame Vernacular	Contributing		
NA00417	418 S 6th St.		Frame Vernacular	Non Extant		
NA00438	10 S 7th St.		Frame Vernacular	Contributing		
NA00439	11 S 7th St.		Frame Vernacular	Contributing		
NA00440	14 S 7th St.		Frame Vernacular	Contributing		
NA00441	17 S 7th St.		Gothic Revival	Contributing		
NA00442	23 S 7th St.		Masonry	Contributing		
NA00445	102 S 7th St.		Frame Vernacular	Contributing		
NA00446	106 S 7th St.		Frame Vernacular	Contributing		
NA00447	110 S 7th St.		Frame Vernacular	Non-Contributing	lost contributing status 2018	

Inventory of Resources

NA00448	111 S 7th St.		Frame Vernacular	Contributing		
NA00449	112 S 7th St.		Frame Vernacular	Contributing		
NA00450	114 S 7th St.		Frame Vernacular	Contributing		
NA00451	119 S 7th St.		Frame Vernacular	Contributing		
NA00452	123 S 7th St.		Frame Vernacular	Contributing		
NA00453	127 S 7th St.		Frame Vernacular	Contributing		
NA00455	131 S 7th St.		Frame Vernacular	Contributing		
NA00456	202 S 7th St.		Bungalow	Contributing		
NA00457	208 S 7th St.		Neoclassical	Contributing		
NA00458	211 S 7th St.		Frame Vernacular	Contributing		
NA00460	215 S 7th St.		Queen Anne	Contributing		
NA00461	216 S 7th St.		Frame Vernacular	Contributing		
NA00462	224 S 7th St.		Frame Vernacular	Contributing		
NA00463	226 S 7th St.		Frame Vernacular	Contributing		
NA00465	232 S 7th St.		Bungalow	Contributing		
NA00466	301 S 7th St.		Frame Vernacular	Contributing		
NA00467	302 S 7th St.		Italianate	Contributing		
NA00468	307 S 7th St.		Frame Vernacular	Non-Contributing		
NA00470	315 S 7th St.		Frame Vernacular	Contributing		
NA00471	324 S 7th St.		Bungalow	Contributing		
NA00472	326 S 7th St.		Bungalow	Contributing		
NA00474	330 S 7th St.		Tudor Revival	Contributing		
NA00475	401 S 7th St.		Neoclassical	Non-Contributing		
NA00476	402 S 7th St.		Frame Vernacular	Contributing		
NA00477	404 S 7th St.		Frame Vernacular	Contributing		
NA00478	409 S 7th St.		Bungalow	Non-Contributing		
NA00479	410 S 7th St.		Frame Vernacular	Contributing		
NA00480	414 S 7th St.		Frame Vernacular	Contributing		
NA00481	416 S 7th St.		Frame Vernacular	Contributing		
NA00482	427 S 7th St.		Frame Vernacular	Non-Contributing		

Inventory of Resources

NA00483	430 S 7th St.		Frame Vernacular	Contributing		
NA00484	431 S 7th St.		Frame Vernacular	Non-Contributing		
NA00490	221 N 8th St.			Non Extant		
NA00491	222 N 8th St.			Non Extant		
NA00492	223 N 8th St.		Frame Vernacular	Non-Contributing		
NA00493	226 N 8th St.		Stick	Non-Contributing		
NA00494	230 N 8th St.			Non Extant		
NA00495	315 N 8th St.			Non Extant		
NA00496	316 N 8th St.			Non Extant		
NA00497	428 N 8th St.			Non Extant		
NA00498	101 S 8th St.		Frame Vernacular	Contributing		
NA00499	109 S 8th St.			Non Extant		
NA00500	113 S 8th St.		Frame Vernacular	Contributing		
NA00501	121 S 8th St.		Frame Vernacular	Contributing		
NA00502	125 S 8th St.		Frame Vernacular	Contributing		
NA00503	131 S 8th St.		Frame Vernacular	Contributing		
NA00504	815 Beech St.		Stick	Non-Contributing	lost contributing status 2018	
NA00505	219 S 8th St.		Frame Vernacular	Contributing		
NA00506	225-227 S 8th St.		Frame Vernacular	Contributing		
NA00507	229 S 8th St.		Frame Vernacular	Contributing		
NA00508	303 S 8th St.		Italianate	Contributing		
NA00509	32 N 9th St.			Non Extant		
NA00510	112 S 9th St.		Stick	Non-Contributing		
NA00511	114 N 9th St.			Non Extant		
NA00512	10 S 9th St.		Frame Vernacular	Contributing		
NA00513	22 S 9th St. S	1st Baptist Missionary Church	Frame Vernacular	Contributing		
NA00515	111 S 9th St.		Frame Vernacular	Contributing		
NA00516	112 S 9th St.		Frame Vernacular	Contributing	gained contributing status 2018	

Inventory of Resources

NA00517	115 S 9th St.		Frame Vernacular	Contributing		
NA00518	117 S 9th St.		Frame Vernacular	Non-Contributing		
NA00519	126 S 9th St.			Non Extant		
NA00520	201 S 9th St.		Frame Vernacular	Non-Contributing		
NA00521	202 S 9th St.		Gothic Revival	Contributing		
NA00522	205 S 9th St.		Frame Vernacular	Non-Contributing		
NA00523	211 S 9th St.		Frame Vernacular	Non-Contributing		
NA00524	212 S 9th St.			Non Extant		
NA00525	219 S 9th St.			Non Extant		
NA00526	304 S 9th St.		Frame Vernacular	Non-Contributing		
NA00527	306 S 9th St.		Frame Vernacular	Non-Contributing		
NA00528	309 S 9th St.		Frame Vernacular	Non-Contributing		
NA00529	316 S 9th St.		Frame Vernacular	Non-Contributing		
NA00530	318 S 9th St.		Stick	Non-Contributing		
NA00531	320 S 9th St.		Stick	Non-Contributing		
NA00532	326 S 9th St.		Frame Vernacular	Non-Contributing		
NA00533	332 S 9th St.		Frame Vernacular	Non-Contributing		
NA00534	12 N 10th St.		Frame Vernacular	Non Extant		
NA00535	25 N 10th St.		Frame Vernacular	Non-Contributing		
NA00536	30 N 10th St.			Non Extant		
NA00537	103 N 10th St.		Frame Vernacular	Non-Contributing		
NA00538	102 N 10th St.		Frame Vernacular	Non Extant		
NA00539	107 N 10th St.		Frame Vernacular	Non-Contributing		
NA00540	108 N 10th St.		Frame Vernacular	Non-Contributing		
NA00544	129 N 10th St.		Frame Vernacular	Non-Contributing		
NA00545	10 S 10th St.		Frame Vernacular	Contributing		
NA00546	14 S 10th St.		Frame Vernacular	Contributing		
NA00547	16 S 10th St.			Non Extant		
NA00548	19 S 10th St.		Frame Vernacular	Contributing		
NA00549	23 S 10th St.		Frame Vernacular	Contributing		

Inventory of Resources

NA00550	28 S 10th St.	Rutishauser House	Frame Vernacular	Contributing		
NA00551	31 S 10th St.		Frame Vernacular	Contributing		
NA00553	103 S 10th St.		Frame Vernacular	Contributing		
NA00554	112 S 10th St.		Frame Vernacular	Contributing		
NA00555	116 S 10th St.		Frame Vernacular	Contributing		
NA00556	217 S 10th St.			Non Extant		
NA00557	310 S 10th St.		Frame Vernacular	Non-Contributing		
NA00558	311 S 10th St.			Non Extant		
NA00559	319 S 10th St.			Non Extant		
NA00577	415 Alachua St.		Queen Anne	Contributing		
NA00578	512 Alachua St.		Frame Vernacular	Contributing		
NA00579	218 Ash St.		Frame Vernacular	Contributing		
NA00580	302 Ash St.		Frame Vernacular	Non-Contributing	lost contributing status 2018	
NA00581	310 Ash St.		Frame Vernacular	Non-Contributing		
NA00582	406 Ash St.		Frame Vernacular	Contributing		
NA00583	508 Ash St.		Frame Vernacular	Contributing		
NA00584	516 Ash St.		Masonry	Contributing		
NA00585	601 Ash St.	Jeffereys House	Frame Vernacular	Contributing		
NA00586	605 Ash St.		Queen Anne	Contributing		
NA00587	604 Ash St.		Frame Vernacular	Contributing		
NA00588	614 Ash St.		Frame Vernacular	Contributing		
NA00589	715 Ash St.	Trinity United Methodist Church	Gothic Revival	Contributing		
NA00590	402 Beech St.		Frame Vernacular	Contributing		
NA00591	406 Beech St.		Frame Vernacular	Non-Contributing	lost contributing status 2018	
NA00592	407 Beech St.		Frame Vernacular	Contributing	gained contributing status 2018	
NA00593	408 Beech St.		Frame Vernacular	Contributing		
NA00594	501 Beech St.		Frame Vernacular	Contributing		

Inventory of Resources

NA00595	502 Beech St.		Frame Vernacular	Contributing		
NA00596	509 Beech St.		Frame Vernacular	Contributing		
NA00597	512 Beech St.	Ferreira House	Frame Vernacular	Contributing		
NA00598	612 Beech St.		Frame Vernacular	Contributing		
NA00599	614 Beech St.		Frame Vernacular	Contributing		
NA00600	710 Beech St.		Frame Vernacular	Contributing		
NA00601	714 Beech St.		Frame Vernacular	Contributing		
NA00603	912 Beech St.			Non Extant		
NA00604	1008 Beech St.		Frame Vernacular	Non-Contributing		
NA00608	108 Broome St.			Non Extant		
NA00609	110 Broome St.			Non Extant		
NA00610	205 Broome St.		Frame Vernacular	Contributing		
NA00611	211 Broome St.		Frame Vernacular	Contributing		
NA00612	301 Broome St.		Frame Vernacular	Non-Contributing	lost contributing status 2018	
NA00613	305 Broome St.		Frame Vernacular	Contributing		
NA00614	414 Broome St.	Steil House	Frame Vernacular	Contributing		
NA00615	502 Broome St.		Frame Vernacular	Contributing		
NA00616	511 Broome St.		Frame Vernacular	Contributing		
NA00617	515 Broome St.		Frame Vernacular	Contributing		
NA00618	517 Broome St.			Non Extant		
NA00619	603 Broome St.		Frame Vernacular	Non-Contributing		
NA00620	605 Broome St.		Frame Vernacular	Non Extant	Demolished 2019	
NA00621	609 Broome St.			Non Extant		
NA00622	613 Broome St.			Non Extant		
NA00623	812 Broome St.			Non Extant		
NA00624	901 Broome St.		Frame Vernacular	Non-Contributing		
NA00625	902 Broome St.			Non Extant		
NA00626	909 Broome St.		Frame Vernacular	Non-Contributing		
NA00627	912 Broome St.		Frame Vernacular	Non-Contributing		

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NA00628	905 Broome St.		Frame Vernacular	Non-Contributing		
NA00629	315 Calhoun St.		Colonial Revival	Contributing		
NA00630	501 Calhoun St.			Non Extant		
NA00631	506 Calhoun St.			Non Extant		
NA00632	407 Cedar St.		Frame Vernacular	Non-Contributing		
NA00633	409 Cedar St.			Non Extant		
NA00635	501 Cedar St.		Frame Vernacular	Contributing		
NA00636	505 Cedar St.		Stick	Contributing		
NA00637	506 Cedar St.		Frame Vernacular	Non-Contributing		
NA00638	509 Cedar St.		Stick	Non-Contributing	lost contributing status 2018	
NA00639	511 Cedar St.		Stick	Contributing		
NA00640	606 Cedar St.		Frame Vernacular	Contributing		
NA00641	101 Centre St.	Duryee Building	Masonry	Contributing		
NA00643	115 Centre St.		Masonry	Contributing		
NA00644	116 Centre St.	Dotterer Building	Masonry	Contributing		
NA00646	201 Centre St.	Hoyt Building	Masonry	Contributing		
NA00647	202-204 Centre St.	Stark Building	Masonry	Contributing		
NA00648	205 Centre St.	Jeffrey's Building/ Steger Drugs	Masonry	Contributing		
NA00649	212 Centre St.		Masonry	Contributing		
NA00650	213 Centre St.	3-Star Saloon	Masonry	Contributing		
NA00651	214 Centre St.		Masonry	Contributing		
NA00652	215-217 Centre St.	Angel & Friend Building	Masonry	Contributing		
NA00653	216 Centre St.	Hardee Bros.	Masonry	Contributing		
NA00654	218 Centre St.	Hardee Bros. Hardware	Masonry	Contributing		
NA00655	301 Centre St.	J. & T. Kydd Building	Masonry	Contributing		
NA00656	303 Centre St.	Allan Building	Masonry	Contributing		
NA00657	306 Centre St.		Masonry	Contributing		
NA00658	308 Centre St.		Masonry	Contributing		
NA00659	313 - 319 Centre St.	Swann Building	Masonry	Contributing		

Inventory of Resources

NA00660	401 Centre St.	Post Office	Italian Renaissance	Contributing		
NA00663	601 Centre St.	Memorial Methodist Church	Neoclassical	Contributing		
NA00665	708 Centre St.		Frame Vernacular	Non-Contributing	lost contributing status 2018	
NA00666	804 Atlantic Ave.	Hoyt House	Neoclassical	Contributing		
NA00667	810 Atlantic Ave.		Frame Vernacular	Contributing		
NA00668	816 Atlantic Ave.		Frame Vernacular	Contributing		
NA00669	901 Atlantic Ave.	Schuyler Residence	Colonial Revival	Contributing		
NA00670	902 Atlantic Ave.		Frame Vernacular	Contributing		
NA00671	909 Centre St.			Non Extant		
NA00672	914 Atlantic Ave.	Old School House	Masonry	Contributing		
NA00673	10 S 10th St.	New Zion Missionary Baptist Church	Gothic Revival	Contributing		
NA00675	209 Dade St.			Non Extant		
NA00677	508 Dade St.			Non Extant		
NA00678	512 Dade St.			Non Extant		
NA00680	502 Date St.		Frame Vernacular	Non-Contributing		
NA00681	506 Date St.		Frame Vernacular	Non-Contributing		
NA00682	602 Date St.		Frame Vernacular	Contributing		
NA00683	606 Date St.		Frame Vernacular	Contributing		
NA00685	310 Escambia St.		Frame Vernacular	Contributing		
NA00686	116 Estrada St.			Non Extant		
NA00687	107 Estrada St.		Frame Vernacular	Non-Contributing		
NA00688	212 Estrada St.	Downes House; Captains House	Mixed Styles	Contributing		
NA00689	801 Someruelus St.			Non Extant		
NA00690	819 Someruelus St.			Non Extant		
NA00691	902 Someruelus St.			Non Extant		
NA00692	908 Someruelus St.			Non Extant		
NA00693	911 Someruelus St.			Non Extant		
NA00694	710 San Fernando			Non Extant		

Inventory of Resources

NA00695	808 San Fernando			Non-Contributing		
NA00696	803 San Fernando			Non-Contributing		
NA00697	801 San Fernando			Non-Contributing		
NA00698	808 San Fernando			Non Extant		
NA00699	902 Ladies St.		Frame Vernacular	Non-Contributing		
NA00700	910 San Fernando		Frame Vernacular	Non-Contributing		
NA00701	715 San Fernando		Frame Vernacular	Non-Contributing		
NA01089	101 N Front St.		Frame Vernacular	Non-Contributing		
NA01098	515 Centre St.		Other	Non-Contributing		
NA01099	318 Centre St.		Masonry	Non-Contributing		
NA01100	309-311 Centre St.		Masonry	Contributing		
NA01101	316 Centre St.		Masonry	Non-Contributing		
NA01102	310 Centre St.		Masonry	Non-Contributing		
NA01103	19 A N 6th St.		Frame Vernacular	Contributing		
NA01104	510 Alachua St.		Frame Vernacular	Non-Contributing		
NA01105	20 S 5th St.		Masonry vernacular	Non-Contributing	lost contributing status 2018	
NA01106	511 Ash St.		Masonry	Non-Contributing		
NA01107	502 Ash St.		Masonry	Non-Contributing		
NA01108	23 S 3rd St.		Frame Vernacular	Non-Contributing	duplicate of NA00281	
NA01109	114 Centre St.		Masonry	Non-Contributing		
NA01110	110 Centre St.		Masonry	Non-Contributing		
NA01111	11 N 3rd St.		Masonry	Non-Contributing		
NA01112	13-15 N 3rd St.		Masonry	Non-Contributing		
NA01113	21 N 3rd St.		Masonry	Non-Contributing		
NA01114	25 N 3rd St.		Masonry	Non-Contributing		
NA01115	111 Centre St.		Masonry vernacular	Contributing	gained contributing status 2018	
NA01116	201 Alachua St.		Masonry	Non-Contributing		
NA01117	109 N 3rd St.		Masonry	Non Extant		

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NA01118	111 N 3rd St.		Frame Vernacular	Non-Contributing		
NA01119	130 N 3rd St.		Frame Vernacular	Contributing		
NA01120	220 N 3rd St.		Colonial Revival	Non-Contributing		
NA01121	229 N 4th St.		Frame Vernacular	Non-Contributing	lost contributing status 2018	
NA01122	304 Calhoun St.		Bungalow	Contributing		
NA01123	307 N 5th St.		Bungalow	Contributing		
NA01124	510 N Calhoun St.		Masonry	Non-Contributing		
NA01125	604 Centre St.		Other	Non-Contributing		
NA01126	614 Centre St.		Other	Non-Contributing		
NA01127	702 Centre St.		Masonry	Non-Contributing		
NA01128	710 Centre St.		Masonry	Non-Contributing		
NA01129	18 S 9th St.		Frame Vernacular	Non-Contributing		
NA01130	915 Broome St.		Frame Vernacular	Non-Contributing		
NA01136	323 N 9th St.		Frame Vernacular	Non Extant		
NA01142	212 N 6th St.		Frame Vernacular	Non-Contributing		
NA01143	615 Calhoun St.		Masonry	Non-Contributing		
NA01144	317 N 5th St.		Frame Vernacular	Non-Contributing		
NA01145	16 N 10th St.		Masonry	Non-Contributing		
NA01151	126 S 10th St.		Frame Vernacular	Non-Contributing		
NA01154	207 S 10th St.		Frame Vernacular	Non-Contributing		
NA01155	211 S 10th St.		Frame Vernacular	Non-Contributing		
NA01156	214 S 10th St.		Masonry	Non-Contributing		
NA01157	221 S 10th St.		Frame Vernacular	Non-Contributing		
NA01158	222 S 10th St.		Frame Vernacular	Non-Contributing		
NA01159	228 S 10th St.		Masonry	Non-Contributing		
NA01160	913 Cedar St.		Frame Vernacular	Non-Contributing		
NA01161	909 Cedar St.		Frame Vernacular	Non Extant		
NA01163	301 S 9th St.		Frame Vernacular	Non-Contributing		
NA01164	324 S 9th St.		Frame Vernacular	Non-Contributing		

Inventory of Resources

NA01165	320 S 8th St.		Masonry	Non-Contributing		
NA01166	302 S 8th St.		Masonry	Non-Contributing		
NA01167	213 S 9th St.		Frame Vernacular	Non-Contributing		
NA01168	802 Ash St.		Colonial Revival	Non-Contributing	lost contributing status 2018	
NA01169	22 S 8th St.		Masonry	Non-Contributing		
NA01170	17 S 8th St.		Masonry	Non-Contributing		
NA01171	122 S 8th St.		Frame Vernacular	Non-Contributing		
NA01172	202 S 8th St.		Masonry	Non-Contributing		
NA01173	232 S 8th St.		Masonry	Non-Contributing		
NA01174	329 S 8th St.		Masonry	Non-Contributing		
NA01175	306 S 7th St.		Masonry	Non-Contributing		
NA01181	302 Centre St.		Masonry vernacular	Non-Contributing	lost contributing status 2018	
NA01182	14 S 2nd St.		Frame Vernacular	Non-Contributing		
NA01183	101 N Front St.		Industrial Vernacular	Non-Contributing		
NA01184	201 N Front St.		Industrial Vernacular	Non-Contributing		
NA01185	231 N front St.		Industrial Vernacular	Non-Contributing		
NA01186	116 N 2nd St.		Frame Vernacular	Non-Contributing		
NA01187	117 Broome St.		Frame Vernacular	Non-Contributing		
NA01188	232 N 2nd St.		Frame Vernacular	Non-Contributing		
NA01189	415 N 4th St.		Frame Vernacular	Non Extant		
NA01190	403 N 4th St.		Frame Vernacular	Non-Contributing		
NA01191	407 N 4th St.		Masonry	Non Extant		
NA01192	213 S 6th St.		Bungalow	Contributing		
NA01193	502 Cedar St.		Frame Vernacular	Non-Contributing		
NA01194	317 S 5th St.		Frame Vernacular	Non Extant		

Inventory of Resources

NA01195	315 S 5th St.		Frame Vernacular	Non Extant		
NA01197	229 S 5th St.		Frame Vernacular	Non-Contributing		
NA01198	221 S 5th St.		Frame Vernacular	Non-Contributing		
NA01199	215 S 5th St.		Frame Vernacular	Non-Contributing		
NA01200	410 Beech St.		Frame Vernacular	Non-Contributing		
NA01201	306 Cedar St.		Masonry	Non-Contributing		
NA01209	225 S 4th St.		Frame Vernacular	Non-Contributing		
NA01210	123 S 4th St.		Frame Vernacular	Non-Contributing		
NA01211	230 S 3rd St.		Masonry	Non Extant		
NA01212	209 Cedar St.		Masonry	Non-Contributing		
NA01213	321 Cedar St.		Masonry	Non-Contributing		
NA01215	419 S 7th St.		Frame Vernacular	Non-Contributing		
NA01216	426 S 7th St.		Frame Vernacular	Contributing		
NA01218	204 Ash St.		Other	Non-Contributing		
NA01219	209 S 3rd St.		Frame Vernacular	Non-Contributing		
NA01220	211 S 3rd St.		Frame Vernacular	Non-Contributing		
NA01221	516 A S 10th St.		Masonry	Contributing		
NA01223	202 N 4th St.		Other	Non-Contributing		
NA01224	21 N Front St.		Masonry	Non-Contributing		
NA01225	21 N 2nd St.		Masonry	Non-Contributing		
NA01226	9 N 2nd St.		Masonry	Non-Contributing		
NA01227	18 N 2nd St.		Masonry	Non-Contributing		
NA01229	315 Alachua St.		Other	Non-Contributing		
NA01230	201 A N Front St.		Frame Vernacular	Non-Contributing		
NA01231	30 S 4th St.		Masonry	Non-Contributing		
NA01232	601 Centre St.		Other	Non-Contributing		
NA01239	118 Center St.		Masonry	Contributing		
NA01322	705 White St.		Frame Vernacular	Non-Contributing		
NA01323	816 Ladies St.		Frame Vernacular	Non-Contributing		
NA01324	818 San Fernando		Frame Vernacular	Non-Contributing		

Inventory of Resources

[illegible]

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8.01.00 Historic District Overlays

8.01.00.01 Standards for Development in the Historic District Overlays

- A. The review of proposed development within the Historic District Overlays shall be based upon the latest edition of *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* from the U.S. Secretary of Interior.
- B. The review of proposed development within the Historic District Overlay shall also be based upon compliance with the Downtown Historic District Guidelines, dated December 1999, as amended from time to time. The review of proposed development within Old Town shall be based upon compliance with the Old Town Preservation and Development Guidelines, dated June 1999, as amended from time to time.
- C. In addition to standards applicable to the underlying zoning district, new construction within the Historic District Overlay shall be compatible with the existing character of the landmark or the district. Compatible design means architectural design and construction that will fit harmoniously into the district or the landmark site. New construction shall be compatible in scale, materials, and quality of construction with adjacent buildings and structures that have been designated.
- D. The following features shall be considered by the Historic District Council in the evaluation of proposed new construction, as such features comply with the guidelines referenced in Section 8.01.01(A) and (B) above:
 - 1. Scale, including height and width;
 - 2. Setbacks;
 - 3. Orientation and site coverage;
 - 4. Alignment, rhythm, and spacing of buildings;
 - 5. Form and detail, considering the link between old and new buildings;
 - 6. Maintaining materials within the district or on the landmark site;
 - 7. Maintaining quality within the district or on the landmark site;
 - 8. Facade proportions and window patterns;
 - 9. Entrances and porch projections;
 - 10. Roof forms; and
 - 11. Horizontal, vertical, or non-directional emphasis.
- E. Fences proposed within designated historic districts shall be compatible with the historic style and character of the district, shall not be vinyl, and shall require a certificate of appropriateness, as set forth in Chapter 11.
- F. For properties within the boundaries of the Historic District, CRA, and Old Town:
All rooftop mechanical equipment shall be screened from view to adjacent properties and rights-of-way by utilizing parapets or other screening elements that are integrated into the overall architecture of the structure and constructed using materials and methods that are consistent with those used on the building.

8.01.00.02 Specific Requirements within the OT-1 and OT-2 Zoning Districts

- A. A peonia is a lot within the Old Town Historic District. The peonia lot is 46.5 feet by 93 feet or 4,324.5 square feet.
- B. Construction of a dwelling unit on a media (one-half (1/2) of a peonia) peonia shall require that such media peonia be joined with an abutting media peonia or peonia in order to comply with the maximum density established in Section 4.01.01.
- C. General requirements
 - 1. Guidelines adopted by reference: The Old Town Preservation and Design Guidelines are hereby adopted by reference and incorporated herein.

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2 Purpose

In the Old Town Historic District, the major emphasis is on building placement according to the historic plan and appropriate scale and construction, rather than architectural styles. Building form is discussed in the context of building typology rather than architectural styles. Typological discussions concentrate on the architectural elements that make a building compatible with the context of Old Town. Variances to the guidelines may be granted based on architectural merit. These regulations do not supersede existing codes covering health and safety issues.

3 Building types

- a. A primary building is defined as the principal unit of occupancy. While this usually refers to a private dwelling unit, it also applies to appropriate commercial buildings allowed in the OT-2 zoning district.
- b. Outbuildings are ancillary to the primary building in size and degree of occupancy. Outbuildings may be attached by connecting elements or remain detached. Outbuildings include, but are not limited to, garages, storage sheds, greenhouses, workshops, gazebos, and playhouses.
- c. Connecting elements are those architectural components that link primary and outbuildings with each other or act as a transition to the landscape. Connecting elements are considered to be enclosed spaces that are not permanently conditioned. Connecting elements create openness and give human scale to the building elements and allow owners to take advantage of the climate. Connecting elements include, but are not restricted to, porches, pergolas, colonnades, loggias, breezeways, and carports. The design of connecting elements shall be compatible with the typology and scale of the building elements; however, these elements can take on many inventive forms to achieve this result. Additions of connecting elements to registered historic structures must be taken on with great care from both an architectural and technical point of view.
- D. The total lot coverage of all building elements on one (1) peonia shall not exceed forty-five (45) percent.
- E. No more than one (1) primary building shall be placed on one (1) peonia.
- F. The number of outbuildings is limited by the total square footage requirements and the dimensions set out for these buildings but not by number.
- G. The space between an outbuilding and a primary building shall be a usable space of not less than five (5) feet. The use of connecting elements to link primary and outbuildings with indoor-outdoor space is strongly encouraged. Connecting elements and landscape elements are excluded from building separation requirement to encourage the design of spaces that take advantage of the climate. Thus, enclosed square footage may be easily expanded by the precise use of connecting elements such as porches and breezeways.
- ~~H. The area of a tower is included in the calculation of the total allowable area of the primary building. A minimum of twenty-five (25) percent of the tower shall not be permanently conditioned space, typically the upper space opening to the sky and surrounding view.~~
- ~~H.~~ Garages and outbuildings that house more permanent types of occupancy, such as an accessory dwelling, shall not exceed 500 square feet in area, per level, shall not exceed 24 feet in height, shall not contain a kitchen ~~or kitchenette~~, and shall not be rented out. The area of all other out buildings is limited to 350 square feet and shall not exceed 16 feet in height.

Commented [SC1]: Section on towers does not relate to anything as "tower" does not appear anywhere in guidelines or LDC. This appears to be a holdover from a previous version of the Guidelines.

Commented [SC2]: Allows for the inclusion of kitchenettes in accessory dwelling units, as defined in Section 1.07.00 Acronyms and Definitions.

Kitchenette means an area within a building containing limited kitchen facilities such as a bar sink, microwave oven, refrigerator/freezer not exceeding 10 cubic feet. Stoves, ranges, and other cook tops are prohibited.

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~~J.I.~~ Nonresidential structures shall have sites of sufficient area for the structures to meet minimum requirements in this section.

~~K.J.~~ Lot visibility corridors

The term "visibility corridor" is used in place of "setbacks" to emphasize the spatial effect of building placement. Careful siting of properly scaled building elements on a lot ensures that the historic lot divisions remain visible regardless of the architectural style or number of buildings that exist within the City at any given time. The visibility corridors are subdivided into frontage corridors, side yard corridors and mid-lot corridors.

1. The frontage corridor is a lot line with minimum setback of five (5) feet. This encourages the use to define the private space of the lot and the public space of the street. Outbuildings shall not be located on the frontage portion of peonias or the corner media peonia lots.
2. For side yard corridors there shall be a required minimum setback of five (5) feet separating lots on the north-south orientation. If two (2) or more adjacent properties are owned, then the corridor dimensions are cumulative. Primary and outbuildings shall not cross lot lines ~~without the use of an open space or connecting element that maintains the dimensions of the side yard corridor.~~
3. Mid-lot corridors shall have a minimum setback of five (5) feet. This setback makes the historic lot division visible along the east-west orientation. Mid-lot corridors on frontage lots make the media peonia lots visible and are required regardless of ownership. On interior peonia lots, this corridor appears at mid-block. If an aggregate of peonias extends from street to street, a visibility corridor shall be present in the design of the buildings indicating the mid-block dimension. Primary and outbuildings shall not cross lot lines without the use of an open space or connecting element that maintains the dimensions of the mid-lot corridors. For example, if an owner holds an entire row of media peonias along a north-south street and plans to build the maximum allowable percentage of lot coverage, then all building elements shall demonstrate a mid-lot visibility corridor at the lot lines.
4. Every point of the required corridors shall be open from its lowest point to the sky unobstructed, except for the ordinary projection of sills, belt courses, buttresses, ornamental features, chimneys, and eaves, provided that none of such projections shall project into a side yard any more than twenty-four (24) inches. Connecting elements such as balconies, porches, or bay windows may also be allowed as projections under these dimensional restrictions. Landscape elements are not covered under this restriction.
5. In instances where media-peonias are owned in aggregate or assembled to meet the minimum density or area requirements, the visibility corridor may be crossed by an enclosed primary structure or connecting element which clearly indicates the existence of the visibility corridor (i.e., substantial changes in the roof elevation, substantial indentions or breaks in exterior wall elements and similar architectural features) as may be approved by the Historic District Council (HDC).

Commented [SC3]: This allowance for crossing of the side-yard corridors is worded poorly. Primary and accessory structures are NOT allowed to cross lot lines. Connecting elements are allowed to encroach into view corridors, as outlined in section 4. If the intention is to allow encroachments into the full 10' of the view corridor, as sentence can be added to allow for that difference in the degree of encroachment.

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8.01.01 Amelia River Waterfront Community Redevelopment Area

A. Purpose

It is the purpose of the CRA overlay to provide a broader mix of uses and compatible design with the downtown area in order to promote revitalization of the working waterfront and adjacent areas.

B. The review of proposed development within the CRA Overlay shall be based upon compliance with the CRA Design Guidelines. Those properties within the CRA Overlay which are also located within the Downtown Historic District Overlay shall be reviewed for compliance with the Historic Preservation Design Guidelines, dated December 1999, as amended. All plans for development within the CRA Overlay shall be reviewed by the Historic District Council.

C. Site design standards specified in the overlay supersede the requirements for the underlying zoning district. Specific site design requirements that are not covered by the overlay shall follow the standards of the underlying zoning district.

D. Properties located within the CRA abutting the Amelia River Waterfront are subject to the following standards:

1. All new construction that is a water dependent, water enhanced, or water related use is exempt from Section 3.01.03(J) and Section 3.03.03(B) 1.
2. Building height shall be measured from the Base Flood Elevation (BFE) to the top of the roof, rather than from the finished grade, as established in 4.02.03(C). The maximum height of all structures shall not exceed thirty (30) feet in height above the BFE. Permissible roof forms shall be in compliance with the adopted CRA Design Guidelines.
3. Properties that have obtained the Waterfront Mixed Use Future Land Use designation are eligible for land uses in addition to those permitted in the Waterfront Industrial zoning and are specified in Tables 2.03.02 and 2.03.03. Floor area ratio shall not exceed 0.75. The floor area ratio shall be calculated based on the developable land area and shall include portions of the site which remain submerged. Residential units are permitted if the property has a FLUM category of WMU and the units are located above a non-residential use. Stand-alone residential units are prohibited.
4. Residential uses must provide two spaces per dwelling unit on-site, and are not eligible for the fee in lieu of providing parking.
5. Front and rear yard setbacks are not required. In order to preserve view corridors and pedestrian access to the Amelia River, side yard setbacks and breaks between structures shall be provided as follows:

A. View Corridors

1. A 15-foot side yard setback on each side yard is required for water lots located to the north of Centre Street (water lots 1 through 9). These locations provide for alignment with existing east-west rights-of-ways at Alachua, Broome and Calhoun Streets.
2. Water lots to the south of Centre Street (water lots 25 through 40) shall provide a 30-foot minimum view corridor between buildings.
3. These view corridors shall remain open to the sky and shall not include any parking areas, accessory structures or mechanical equipment.

B. Pedestrian Access

Publicly accessible pedestrian access to the water shall be integrated into the project's site design. These accessways shall provide a minimum width of ten (10) feet and shall occur at the view corridor locations. Access ways may vary in size and design as necessary to complement

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the overall project design. To encourage architectural variety and visual interest, certain encroachments and structural elements may be permitted within the accessways subject to compliance with the adopted CRA Design Guidelines. These accessways may be dedicated to public use through easements or dedication of right-of-way, or they may be retained under private ownership. In either case, these accessways shall remain open to and accessible by the public. If deemed necessary for security purposes, accessway closures may be permitted based on the posted operational hours of City beach access parking (exclusive of Main Beach or Seaside Parks).

- E. Properties located within the CRA east of Front Street are subject to the following standards:
1. Facades up to thirty (30) feet in height shall have a front yard setback no more than ten (10) feet.
 2. Facades up to forty-five (45) feet in height shall be recessed from the first thirty (30) feet of façade a minimum of ten (10) feet. Awnings, pergolas, or covered balconies may encroach into this setback, but shall not extend beyond the first thirty (30) feet of facade. Elements utilized to cover balconies shall not be a part of the main roof structure. Balcony enclosures (i.e., sun rooms, screened enclosures) shall be prohibited.
 3. CRA properties located on the east side of North 2nd Street which share a property line with residentially-zoned, non-CRA properties shall meet the following standards:
 - a. Building height shall be limited to thirty-five (35) feet, including the parapet for flat roofed structures.
 - b. Buildings shall provide a front yard setback of no more than ten (10) feet. Facade elements above thirty (30) feet shall not be required to be recessed as provided in (2) above.
 - c. Non-residential and mixed-use projects shall provide a buffer along the shared property line which meets the requirements of a Buffer Type C as provided in Table 4.05.0512(B).
 - d. All projects shall maintain a twenty (20) foot rear yard setback for principal structures.
 4. Flat roofs are permitted but must provide a parapet up to 42 inches high in order to hide mechanical equipment.
 5. Floor area ratio and density are established in the underlying zoning district.
 6. Only one primary structure is permitted per lot of record.
 7. Accessory structures must comply with the standards of the underlying zoning district as well as Section 5.01.00 of this LDC.
 8. Side yard setbacks are not required.

Developers of Office, Retail, or other Commercial uses may pay a fee in lieu of providing the required parking, as established in Table 7.01.04(A.) The fee shall be set annually by the City commission and shall be based on the average cost of constructing a parking space in the City. The fee shall be a one-time payment, to be placed in a trust fund for downtown parking improvements which serve the CRA properties. Residential uses must provide one space per dwelling unit on-site, and are not eligible for the fee in lieu of providing parking. Parking is not permitted in the front yard, but is permitted in the side or rear yard. Parking is also permitted beneath structures.
 9. ~~CRA properties located east of Front Street which carry the Central Business District future land use designation/C-3 zoning, and are not within the Coastal High Hazard Area (CHHA) are eligible to participate in a Density Bonus Incentive~~

Commented [SC4]: Corrects to reflect proper reference

Commented [SC5]: Density Bonus Incentive was eliminated when density in C-3 zoning district was increased to 34 units/acre

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~~Program as described in Section 4.01.02.~~

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8.01.02 Signage in the Historic Districts and Community Redevelopment Area

In an effort to protect the Historic District designations within the City of Fernandina Beach, the specific provisions in this article shall take precedence where conflicts arise in this sign code.

- A. Two (2) permanent on-site signs per business, are permissible, limited to projecting, wall, awning, or freestanding signs, and subject to the following standards:
1. Signs shall not project more than five (5) feet from the face of the building;
 2. Projecting signs may project over sidewalk or pedestrian areas only at no less than seven and one half (7 ½) feet above sidewalk level;
 3. The top of a projecting sign shall be not more than sixteen (16) feet above the sidewalk level;
 4. A projecting sign shall not be closer than two (2) feet to a vertical line extending upward from the curb;
 5. A projecting sign shall not exceed twelve (12) square feet (ft²) in area.
 6. A wall sign may be horizontal or vertical and shall not exceed one square foot in area for each linear foot of business frontage, to a maximum of twenty-five (25) square feet. One side of the sign may be no more than two (2) feet in height or width.
 7. Awning sign lettering is limited to one square foot per linear foot of the awning or canopy, up to a maximum of ten (10) square feet.
 8. Freestanding, ground or pole signs are permissible only for properties with a minimum front or side yard setback of eight (8) feet. Freestanding, ground and pole signs are limited to a maximum of twenty (20) square feet in sign face area and six (6) feet in height.
- B. Permanent window lettering is permissible in addition to permanent signage and sandwich boards/easel signs shall not exceed an aggregate area equal to twenty-five percent (25%) of the glass area on which the signage is placed.
- C. Sandwich boards or easel signs are permissible in addition to window lettering and permanent signage and are subject to the following standards:
1. Limited to one (1) sandwich board or easel sign per business;
 2. The sandwich board sign shall comply with standards set forth in 5.03.10(E), and shall not utilize plastic or vinyl changeable copy.
 3. Easels displaying signs may be no more than 4' 6" high and the sign face may not exceed 6 square feet. Top of sign may not project above top of easel or 4'6" above the ground.
 4. The sign shall be placed between the store front and the edge of curb with a minimum five (5) feet of sidewalk left for pedestrian travel.
 5. The sign shall require a Certificate of Approval and the approval of the Historic District Council.
- D. Multi-Tenant Signs (reserved)
- ~~E. Side Street Business Location Signs, private under public control located within public rights of way at street intersections, are subject to the following:~~
- ~~1. Limited to one directional intersection (1) sign per business where a valid local business tax receipt has been obtained except as exempted by Florida Statute 205.192 and Municipal Code Section 74-92;~~
 - ~~2. Must be located at the nearest intersection to the location of the business on existing directional intersection signage posts;~~
 - ~~3. Side Street Business Location signs are allocated on a 1st come 1st served basis and may not exceed seven (7) signs located at existing signage posts;~~
 - ~~4. Signs are limited to 5 inches tall by 28 inches wide (5"x28");~~
 - ~~5. Signs are limited to a green background with white writing;~~
 - ~~6. Must apply for a sign permit as set forth in 5.03.03; and~~
 - ~~7. Must be removed when business ceases operation and/or closes.~~

Commented [SC6]: Side Street Business Signage program is being sunsetted and replaced with Downtown Wayfinding program in late fall 2019.

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E. Downtown Wayfinding Signage (reserved)

- F. Signs shall use stone, brick, wood, or metal, or modern materials that have the appearance of these materials. No plastic or vinyl shall be utilized to create the signs, with the exception of plastic or vinyl used for lettering or graphics on permanent, non-changeable copy signs.
- G. All permanent signs affixed to private property shall require a Certificate of Approval and the approval of the Historic District Council, except for temporary special event signs, exempt signs, public directional or information signs, street number signs, and temporary signage placed on scaffolding during construction.
- H. Wall graphics are prohibited in the Downtown Historic District. Legacy signs are permissible.
- I. Signs shall be mounted in such a way to minimize damage to historic materials. On masonry buildings, bolts should extend through mortar joints and not through masonry units. On frame buildings, mounting brackets and bolts should be the minimal amount necessary to assure adherence to the surface and prevent excessive wood penetration. Signs shall not be placed upon a structure in any manner so as to disfigure or conceal any window opening, door or significant architectural feature or detail of any building, or in such a manner that requires changes to building materials.
- J. External lighting of signs through gooseneck lamps is permitted.
- K. In addition to signs prohibited within City limits as defined in LDC Section 5.03.05, the following signs are not permitted in the historic districts or CRA:
 - 1. Signs with fluorescent or day-glow coloring.
 - 2. Neon signs, or LED signs that mimic neon signs, over two (2) square feet in size.
 - 3. Pixelated LED signs.
 - 4. Internally lit signs.
 - 5. Changeable copy signs with plastic or vinyl lettering or graphics, including sandwich board and easel signs.
 - 6. Signs painted on or attached to trees, shrubbery, lamp posts, hydrants, traffic signs, stairways, benches, refuse containers, landscape planters, or telephone or utility poles.

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8.03.00 Application Process for Certificate of Approval

- A. A Certificate of Approval is required before a permit is issued for work on a historic landmark or site, any property in a historic district (either contributing or noncontributing), or any property in the CRA Overlay.
- ~~1. Structures are deemed contributing or noncontributing based on the most recent historic structures survey completed by the City.~~
 1. The City shall maintain an official inventory of resources. The inventory will include a structure's status as either contributing or non-contributing to the Historic District. This list shall be based upon the most recent historic structures survey completed by the city and amended, as appropriate, by the Historic District Council.
 2. Properties that are partially within the Historic District Overlay shall only receive HDC approval for projects that fall within the portion of the property in the Historic District Overlay. If the proposed project crosses the History District boundary line, then HDC approval shall be required. Proposed projects on the property wholly outside of the boundary line shall not require HDC approval.
 3. For improvements as listed within the Certificate of Approval Matrix ("Matrix") (Table 8.03.03(B)) under staff approval, the City Manager may issue a Certificate of Approval after a review of the application determines the improvement is in compliance with approved guidelines.
 4. For improvements as listed within the Matrix (Table 8.03.03(B)) under HDC approval, the HDC may issue a Certificate of Approval after a review of the application and a public hearing determines the improvement is in compliance with approved guidelines.
 5. The City reserves the right to refer specific items to the HDC for its review.
 6. Decisions of the City Manager regarding Certificate of Approval applications may be appealed to the HDC and applicable fees shall apply.
 7. Any applicant may request referral to the HDC rather than staff approval and applicable fees shall apply.
 8. Any application referred by the City Manager or by an applicant will be considered in accordance with the application review schedule contained in this section.

- B. Improvements to properties are subject to either staff or HDC approval as set forth in Table 8.03.03(B), the Certificate of Approval Matrix:

Table 8.03.03 (B). Certificate of Approval Matrix

ACTION	CONTRIBUTING		NON-CONTRIBUTING	
	STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS		X		X
ADDITIONS				
1. Not visible from the street AND 20% or less of the existing building's square footage		X	X	
2. All other additions		X		X
CANVAS AWNINGS	X		X	
CARPORTS (ADDITION OR ENCLOSURE)		X	X	
CHANGES TO BOARD-APPROVED PLANS		X		X
DECK, PATIOS, PERGOLAS				
1. With a structure		X	X	
2. Without a structure		X	X	
3. Not visible from right-of-way (with or without structure)	X		X	
DEMOLITIONS				
1. 10% or less of non-historic addition	X		X	
2. All other demolitions		X		X
DOORS + GARAGE DOORS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade		X	X	
DRIVEWAYS + SIDEWALKS	X		X	
GARAGES (ATTACHED OR DETACHED)		X		X
EXTENSION OF CERTIFICATE OF APPROVAL	X		X	
EXTERIOR WALL FINISH				
1. Removal of non-historic vinyl/aluminum/asbestos siding (if original surface is salvageable or if replacement material matches structure's original exterior finish)	X		X	
2. All other finishes (including painting of originally unpainted surface)		X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)	X		X	
FENCES + WALLS	X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)	X		X	
PAINTING	X		X	
POOLS, POOL ENCLOSURES, IN-GROUND HOT TUBS		X		X
PORCHES				
1. Open an enclosed porch		X	X	

ACTION	CONTRIBUTING		NON-CONTRIBUTING	
	STAFF	HDC	STAFF	HDC
2. Enclose a porch on the main façade		X		X
3. Enclose a porch on a secondary façade		X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS		X		X
RELOCATION		X		X
REPAIRS + MAINTENANCE (MATCH EXISTING)	X		X	
ROOF				
1. Same material and shape	X		X	
2. Change in material	X		X	
3. Change in shape and/or height		X		X
SCREEN DOORS				
1. Primary Entrance		X	X	
2. Secondary Entrance	X		X	
SIGNAGE	X		X	
SHEDS (up to 150 square feet)				
1. Custom-designed	X		X	
2. Pre-fabricated		X	X	
SHUTTERS (including temporary storm shutters/awnings)	X		X	
SKYLIGHTS		X	X	
SOLAR COLLECTORS		X		X
STORM WINDOWS AND DOORS	X		X	
VARIANCES		X		X
WIND GENERATORS		X		X
WINDOWS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade	X		X	
	STAFF		BOARD	
NEW CONSTRUCTION			X	
LANDSCAPING (NEW CONSTRUCTION ONLY)	X			
LIGHTING (NEW CONSTRUCTION ONLY)	X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)	X			

- C. Prior to undertaking an improvement to any property in a historic district, or the CRA, an application shall be submitted to the City for a Certificate of Approval. A Certificate of Approval shall be obtained even when a building permit is not required for the proposed work, unless the work falls under conditions outlined in Section 8.03.03(L). The City Manager shall advise any applicant if the subject property or work will require a Certificate of Approval. If no Certificate of Approval is received prior to beginning the work, after-the-fact application fees shall be required. Fees are adopted annually through the Master Fee Schedule. the certificate application fees required shall be doubled.

Commented [SC7]: Removes reference to double fees for after the fact applications. Fees are based on the Master Fee Schedule, which is adopted by the City Commission annually.

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- D. In addition to the application requirements set forth in Section 11.01.03, the applicant shall provide:
1. Scale drawings of the proposed work;
 2. Photographs of the existing structure or site and adjacent properties; and
 3. Information about the building materials to be used;
 4. The HDC or City Manager may request additional information to be included with the application.

8.03.03.01 Requirements for Demolition Applications

- A. Application requirements. Application for a Certificate of Approval for any demolition of a primary building or structure (contributing or noncontributing) located within a locally designated historic district or the CRA shall be submitted by the property owner to the HDC. No building or structure in a locally designated historic district or the CRA shall be demolished without approval by the HDC, unless by a superseding order of a government agency or a court of competent jurisdiction.
- B. Public hearings and notice requirements. Certificate of Approvals for demolition applications are to be heard in accordance with HDC hearing requirements for Certificate of Approval applications and noticed in accordance with City requirements for public hearings.
- C. Review criteria for demolition applications. In evaluating applications for a Certificate of Approval for demolition, the HDC shall consider the following:
1. Whether the structure or site would meet national, state, or local criteria for designation;
 2. Whether the structure or site is a contributing structure or site to a locally designated or National Register historic district;
 3. Whether loss of the structure or site would deteriorate the quality or continuity of the historic district, or the surrounding neighborhood;
 4. Whether the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense;
 5. Whether the structure or site is one of the last remaining examples of its kind in the neighborhood, county or region, or is a distinctive example of an architectural or design style which contributes to the character of the district;
 6. Whether removal of the structure or site would destroy the historic relationship between structures or open space;
Whether retention of the structure or site promotes the general welfare of the City by providing an opportunity for study of local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture and heritage;
 7. Whether the applicant has made good faith efforts to pursue alternatives to demolition;
 8. Whether the applicant will be denied a reasonable return on his or her investment;
 9. Whether there is economic hardship for the applicant as demonstrated by requirements in Section 8.03.06;
 10. Whether the Code Enforcement and Appeals Board has recommended demolition of the structure.
- D. Written evidence. The HDC may request the following written evidence be submitted as part of an application for a Certificate of Approval for demolition:

1. A report from a certified property appraiser stating that such structure as it exists will not earn a reasonable economic return for the owner.
 2. A report from a certified property appraiser as to the estimated market value of the property both in its current condition and after completion of the proposed demolition or removal.
 3. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the structure and its suitability for rehabilitation and/or relocation.
 4. An estimate from an architect, developer, real estate consultant, or appraiser experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure in its current location or in any proposed new location.
- E Demolition delay period. The HDC may grant a Certificate of Approval for demolition as requested by a property owner which may provide for a delayed effective date. The effective date of the certificate will be determined by the HDC based on the relative significance of the structure and the probable time required to arrange a possible alternative to demolition. The HDC may delay the demolition of contributing buildings within locally designated historic districts for up to six months, and for non-contributing buildings within locally designated historic districts for up to three months. During the delay period, the HDC may take such steps as it deems necessary to preserve the structure requested to be demolished and ensure that the structure is secured and stabilized. Such steps may include, but are not limited to, consultation with community groups, public agencies, and interested citizens; recommendations for acquisition of property by public or private bodies or agencies; and exploration of the possibility of moving the structure to a new location.

F. Waiting period for certain demolition permits.

1. Permits to demolish structures which are 50 years of age or older shall not be issued until the expiration of 90 days from the date of the permit application. The purpose of this restriction shall be to enable the Historic District Council to pursue alternatives to demolition and to assemble and document information pertaining to the appearance and history of the structure prior to its demolition. Upon the filing with the city manager or designee of an application to demolish a structure which is 50 years of age or older, the city manager or designee shall immediately notify the historic preservation planner.
2. A demolition permit for a structure that is 50 years of age or older may not be issued prior to the expiration of 90 days from the date of the demolition permit application unless the city historic preservation planner finds no cause to refer the permit application to the Historic District Council based on the following standards:
The structure:
 - a. Is not, in the opinion of the historic preservation planner, a "landmark" structure in that it is not designed in an architectural "high style" or a recognized vernacular building pattern, and it does not have historic events or persons associated with it; or
 - b. The structure has been substantially burned or damaged by an event not within the landowner's control with more than 50 percent of the structure affected.
 - c. If the demolition request does not meet the above standards and the delay is imposed, the application will be referred by the historic preservation planner to the Historic District Council for consideration, and the applicant will be notified by mail of the delay and the date of the next regularly scheduled Historic District Council meeting not less than ten days after the referral, and the process for appeal due to

Commented [SC8]: This section created in order to ensure review of any structure 50 years or older before a demolition permit is issued. This LDC change reinforces **Comprehensive Plan Policy 11.03.11**. The City recognizes the importance of structures constructed in the last fifty years, and encourages efforts to protect significant examples of these structures as illustrative of the community's recent heritage.

economic hardship. The Historic District Council and its authorized designees shall be permitted access to the premises and to the subject structure during the 90-day period at reasonable times by appointment with the owner or proprietor for the purpose of photographing, measuring, and documenting information concerning the structure or site.

- d. At the next regularly scheduled meeting not less than ten days after the referral is received, the Historic District Council may waive the demolition delay if the applicant can demonstrate economic hardship, as outlined in Section 8.03.06, with consideration given to the economic impact of the delay on the applicant and the reasonableness of the applicant carrying out the decision of the board.
- e. After invoking a demolition delay, the historic preservation planner shall post the subject property with a sign notifying the public of the owner's intent to demolish the structure in order to allow interested parties to come forward and move the structure upon consent of the owner.

FG. Special requests precedent to demolition. The HDC may, with the consent of the property owner and at the property owner's expense, request that the owner salvage and preserve building materials, architectural details and ornamentation, fixtures and the like for reuse in the restoration of other historic properties. At the HDC's discretion, and with the property owner's consent, the HDC, Amelia Island Museum of History, or other local historical organizations at their expense, may salvage and preserve building materials, architectural details and ornamentation, fixtures, and the like. The HDC may, with the consent of the property owner and at the property owner's expense, recommend recording the architectural details for archival purposes prior to demolition. This recording may include, but is not limited to, photographs, videotaping, historical background information, and scaled architectural drawings.

GH. Denial of Certificate of Approval for demolition. The HDC's refusal to grant a Certificate of Approval for demolition requested by a property owner shall be supported by a written statement describing the public interest that the HDC seeks to preserve.

HL. Requirement of development plans. No contributing building or structure on a property located within a locally designated historic district or the CRA shall be totally demolished without first receiving at the minimum conceptual approval by the HDC for new construction. The requirement of a certificate of Approval for new construction may be waived by the HDC upon a showing of good cause that such requirement would be unduly harsh or would result in a substantial hardship to the property owner. A showing of good cause may include, but is not limited to, evidence that the property owner is unable to comply with the requirement for new construction due to advanced age, infirmity, physical or other handicap, or economic hardship. In the event economic hardship is claimed, the applicant must demonstrate the requirements in Section 8.03.06. Property owners seeking demolition of an unsafe structure based upon recommendation of the Code Enforcement and Appeals Board or the Building Official are exempt from ~~this~~the requirement to first receive conceptual approval for the new construction. In the event an emergency repair or demolition is required, procedures for expedited approval are outlined in Section 8.03.08. Upon approval by the HDC of a Certificate of Approval for demolition, the demolition permit shall not be issued until all demolition and new construction plans for the property have received all other required governmental approvals.

U. Structures not in historic districts or the CRA. Upon receipt of a demolition permit application for properties not in the historic districts or the CRA, the Building Department shall notify the ~~Planning~~Department of Planning & Conservation. During the permit application review period, the ~~Planning~~Department of Planning & Conservation shall

Commented [SC9]: Clarifies that the exemption is for conceptual approval review only and references emergency repair or demolition procedures to be followed.

Commented [SC10]: Corrects name of department to reflect change to Department of Planning & Conservation

record the property through photographic documentation for archival purposes. The City may seek permission from the property owner to enter the building to take photographs prior to demolition.

8.03.04 Emergency Actions

A. Emergency Repair Procedure

1. When any property within the historic districts or CRA requires immediate repair to preserve its continued habitability and/or the health and safety of its occupants or others, emergency repairs may be performed in accordance with applicable construction codes immediately upon approval of the Building Official, who shall certify that a bona fide emergency of the type referenced herein exists, without first obtaining a Certificate of Approval from the Historic District Council.
2. The procedures outlined in this section should be strictly limited to those circumstances which, in the opinion of the Building Official, meet the definition of an emergency as defined in Chapter 1 of the Land Development Code. No work in addition to the emergency repairs shall be performed until an appropriate request for approval has been received by the City Manager or his/her designee and the Historic District Council pursuant to the procedures set forth in this article.
3. If the Building Official or Fire Marshal determines that a building or structure in a local historic district or the CRA poses an immediate threat to persons or property, such official may order or conduct emergency repairs necessary to make the building or structure safe without the requirement of a Certificate of Approval. Under such circumstances, the repairs performed shall be only such as are necessary to preserve the continued habitability of the building or structure and/or the health and safety of its occupants or others and to prevent further damage. Where feasible, these temporary measures should be reversible without damage to the building or structure. Once such temporary repairs have been completed, no further work may be done on the building or structure until a Certificate of Approval is obtained.
4. Within 48 hours after the repairs are made, the Building Official making or ordering such authorized temporary repairs shall notify the Historic District Council Chair or staff. If any work intended to be permanent was performed, or is to be performed, the property owner must apply for a Certificate of Approval within 90 days after the emergency work is conducted in accordance with COA procedures, and the Historic District Council action shall supersede the emergency approval.

B. Emergency Demolition Procedures

1. The Building Official shall immediately notify the ~~Community Development Director~~ Director of The Department of Planning & Conservation of cases where there are emergency conditions dangerous to life, health or property affecting a building or structure in a historic district or a building or structure that has been listed individually or deemed eligible for individual listing in the National Register, or a building over 45 years old. Notification to the ~~Community Development~~ Director of The Department of Planning & Conservation shall consist of a written report from a Building or Code Enforcement Inspector describing the dangerous conditions, and any other documentation that the ~~Community Development~~ Director of the Department of Planning & Conservation shall require. The ~~Community Development~~ Director of the Department of Planning & Conservation shall consult with Historic District Council staff and the Historic

District Council Chair or HDC designee upon receipt of the statement or as soon as is practicably possible. The Director, staff, and the HDC Chair or HDC designee shall determine whether any additional information or documentation is needed. If so, the documentation or information shall be obtained by the Building Official. If not, or when requested information is received and approved by staff and the HDC Chair or designee, an emergency Certificate of Approval (COA) will be issued by staff and the HDC Chair ~~the Building Official may order the dangerous conditions abated without a Certificate of Approval and~~ without approval of the full HDC.

Commented [SC11]: Requires an expedited emergency COA to be issued with Staff and HDC Chair's signature.

ORDINANCE 2020-__

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING CHAPTER 74, ARTICLE V, OF THE CODE OF ORDINANCES, AMENDING SECTION 74-152, TAX EXEMPTION FOR IMPROVEMENTS TO QUALIFIED HISTORIC PROPERTIES; AMENDING SECTION 74-155, APPLICATION AND REVIEW PROCESS; AMENDING SECTION 74-167, ISSUANCE OF OTHER PERMITS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on May 4, 2010 the City Commission of the City of Fernandina Beach passed Ordinance 2010-14, which provides for a municipal ad valorem tax exemption for rehabilitation, renovation and restoration of qualified historic properties pursuant to F.S. §§ 196.1997 – 196.1998; and

WHEREAS, on February 18, 2020 the Historic District Council voted to increase the amount of time allowed for the completion of work on qualifying improvement projects from two (2) years to five (5) years; and

WHEREAS, Ordinance 2010-14 references the Historic District Council's *Certificate of Appropriateness*, which was renamed the *Certificate of Approval* in 2012; and

WHEREAS, Ordinance 2010-14 references the City of Fernandina Beach Community Development Department, which was dissolved in 2019.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. That Article V, Section 74-152 of the Code of Ordinances of the City of Fernandina Beach, Florida is hereby amended to read as follows:

Sec. 74-152. Tax exemption for improvements to qualified historic properties.

(a) *Generally.* Pursuant to the authorization of Section 3, Article VII of the State Constitution, and the provisions of F.S. §§ 196.1997-196.1998, the City hereby grants provision for an ad valorem tax exemption of one hundred percent (100%) of the assessed value of qualifying improvements made to qualifying historic structures located in the City.

(b) *Definitions.* For the purposes of this Article, the following words shall have the following meanings:

Applicant means the owner(s) of record of a qualifying property or their authorized agent.

Assessed value means the total value of a tax parcel, excluding the value of the land, as determined by the Property Appraiser, and shown on the property tax bill sent to the owner(s) of record.

Certificate of ~~appropriateness~~-approval means a document issued by the Council or City approving a proposal to make specified alterations or changes to a structure or property located in either the Downtown Historic District, the Old Town Historic District, or the Community Redevelopment Area after review of the proposal pursuant to procedures in the City of Fernandina Beach Land Development Code.

City staff means the City of Fernandina Beach ~~Community Development Department~~ staff as designated by the City Manager, serving as the local historic preservation office.

Commission means the City of Fernandina Beach City Commission.

Contributing structure or property means a building, site, structure, or object which adds to the historical architectural qualities, historic associations, or archaeological values for which a district is significant because: (a) it was present during the period of significance of the district, and possesses historic integrity reflecting its character at that time, (b) it is capable of yielding important information about the period, or (c) it independently meets the National Register of Historic Places criteria for evaluation.

Council means the City of Fernandina Beach Historic District Council.

Government or nonprofit purpose means at least sixty-five percent (65%) of the useable space of the qualifying property is occupied or used by an agency of the federal, state or local government or nonprofit corporation whose articles of incorporation have been filed in accordance with F.S. § 617.0125.

Historic preservation exemption covenant means the Historic Preservation Property Tax Exemption Covenant, in a form which complies with the applicable Florida Statutes and accompanying rules, indicating that the owner agrees to maintain and repair the property so as to preserve the architectural, historical, or archaeological integrity of the property during the exemption period.

Renovation or rehabilitation means the act or process of returning a historic property or portion thereof that is of historical or architectural significance to a state of utility through repair or alteration which makes possible a contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, cultural and archaeological values. For historic properties or portions thereof that are of archaeological significance or are severely deteriorated, *renovation or rehabilitation* means the act or process of applying measures designed to sustain and protect the existing form and integrity of a property, or reestablish the stability of an unsafe or deteriorated property while maintaining the essential form of the property as it presently exists.

Restoration means the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of the later work or by the replacement of missing earlier work.

Qualifying improvement means any change in the condition of qualifying property brought about by the expenditure of money on labor or materials for the restoration, renovation or rehabilitation of such property. Expenditures for interior or exterior work, including construction of additions or accessory structures, shall be included in the meaning of improvement for purposes of this Article.

Qualifying improvement project means a project for which the property owner can document to the satisfaction of the City that the total expenditure on the project within the ~~two (2)~~ five (5) years prior to the date of submission of the final application: (1) equals or exceeds at least twenty-five percent (25%) of the total assessed value of the property before the improvement or ten thousand dollars (\$10,000.00), whichever is less; and (2) at least twenty-five percent (25%) of the valuation

of the proposed improvements must be for work to the exterior of the structure.

Qualifying property. The following real property in the City of Fernandina Beach is eligible for the tax exemption under this Section, provided it meets such criteria on the date this Section is approved by the Commission. Property is qualified for the exemption under this Section if:

- 1) At the time the exemption is granted, the property:
 - i. Is individually listed in the National Register of Historic Places pursuant to the National Historic Preservation Act of 1966, as amended, or
 - ii. Is a contributing property to a National Register-listed District, or
 - iii. Is designated as a contributing property to a historic district, under the terms of City ordinances; and
- 2) City staff has certified to the Commission that the property for which an exemption is requested satisfies subsection 74-152(b)(1) above.

SECTION 2. That Article V, Section 74-155 of the Code of Ordinances of the City of Fernandina Beach, Florida is hereby amended to read as follows:

Section 74-155. Application and review.

Application procedures shall be followed in accordance with F.S. §196.1997(8) and F.A.C. Chapter 1A-38.003:

(a) *Application generally.*

- 1) Application for the tax exemption under this Section shall be made on the appropriate form provided by the City. The application form shall contain all the information required in the tax exemption application form provided by the Division of Historical Resources, Florida Department of State, and promulgated in accordance with F.A.C. Chapter 1A-38, but shall also contain such additional information, including documentation of the cost of the proposed renovation, rehabilitation or restoration, as determined necessary by the City. Application forms and summaries of deadlines and application procedures shall be maintained by the City and shall be made available to the public.
- 2) Each applicant shall also be provided a copy of the historic preservation exemption covenant, and an explanation of the covenant requirements.
- 3) A final application shall be submitted to the City upon completion of the qualifying improvement project, and every final application shall be accompanied by a copy of the historic preservation exemption covenant signed by every property owner of record.
- 4) Only expenditures made to contributing properties after the effective date of this Section shall be reviewed by the City for approval.
- 5) The Commission may set fees by resolution for the preconstruction application and/or the final application.

(b) *Preconstruction application.* A preconstruction application shall be filed on the appropriate form

provided by the City before the qualifying improvement project is initiated. The preconstruction application form shall be accompanied by information sufficient to allow City staff to determine whether the proposed renovation, rehabilitation or restoration project involves a qualifying property and a qualifying improvement project, and will comply with the review standards contained in Section 74-156. It shall also contain information concerning the proposed cost of the qualifying improvement project and be accompanied by a copy of the most recent tax bill sent out by the Property Appraiser.

(c) *Preconstruction application review.*

- 1) City staff shall contact the applicant within ten (10) days following submission of a properly completed preconstruction application. City staff shall indicate to the applicant whether:
 - i. the property is a qualifying property;
 - ii. the proposed work is a qualifying improvement project; and
 - iii. whether the work as proposed is in compliance with the review standards contained in Section 74-156.

If City staff determines that the work is a qualifying improvement project and that the work as proposed is in compliance with the review standards contained in Section 74-156, the preconstruction application shall be approved by the City and issued to the applicant.

- 2) If City staff determines that the work as proposed is either not a qualifying improvement project, or not in compliance with the review standards contained in Section 74-156, the applicant shall be so advised, and City staff shall make recommendations to the applicant concerning changes to the proposed work necessary to make it a qualifying improvement project and bring it into compliance with the review standards. The applicant shall have fourteen (14) days following receipt of a written summary of the recommendations by City staff to resubmit the preconstruction application. This time period may be extended for an additional fourteen (14) days by City staff if practical difficulties make it impossible for the applicant to revise the preconstruction application within the initial fourteen (14) day period.

- (d) *Work requiring a certificate of ~~appropriateness~~ approval.* If all or part of the proposed work involves exterior work requiring a certificate of appropriateness pursuant to the City of Fernandina Beach Land Development Code, the exterior portion of the work shall be reviewed in accordance with the Land Development Code. The preconstruction application process may be conducted simultaneously with the process for issuance of a certificate of appropriateness, but no preconstruction application shall be approved by City staff and issued to the applicant until the process for issuance of a certificate of appropriateness has been completed.

- (e) *Completion of work.* An applicant must complete all work within ~~two (2)~~ five (5) years following the date of approval of a preconstruction application. A preconstruction application approval shall automatically be considered revoked if the property owner has not submitted a final application within ~~two (2)~~ five (5) years following the date of approval of a preconstruction application.
- (f) *Final application for review of completed work.*
- 1) Final application shall be made on a form provided by the City and accompanied by documentation that the total cost of the work qualifies it as qualifying improvement project. Appropriate documentation may include paid contractor's bills, canceled checks, an approved building permit application listing cost of work to be performed, or other information as determined to be sufficient by City staff.
 - 2) City staff shall contact the applicant within ten (10) days following submission of a properly completed final application. City staff shall indicate to the applicant whether the completed work is a qualifying improvement project and whether the work as completed is in compliance with the review standards contained in Section 74-156. If City staff determines that the work is a qualifying improvement project and is in compliance with the review standards contained in Section 74-156, final application shall be approved by City staff and issued to the applicant.
 - 3) If City staff determines that the work as completed is either not a qualifying improvement project or is not in compliance with the review standards contained in Section 74-156, the applicant shall be advised that the final application has been denied, and City staff shall provide a written summary of the reasons for that determination, including recommendations to the applicant concerning changes necessary to make it a qualifying improvement project and bring it into compliance with the review standards. Upon submission of evidence that the applicant intends to undertake the work necessary to comply with the recommendations by City staff, the denial of the final application may be continued by City staff for a reasonable period of time not to exceed sixty (60) days, while the applicant demonstrates a good faith effort to comply with City staff recommendations.
- (g) *Interior inspection.* Upon receipt of a preconstruction or final application involving a qualifying improvement project in which some or all of the work is in the interior of the property, City staff shall arrange with the applicant for an interior inspection. The purpose of the interior inspection is to ascertain compliance of the qualifying improvement project with the standards for review set forth in Section 74-156.
- (h) *Federal historic preservation tax credits.* When the applicant is applying jointly for the tax exemption under this Section and for federal historic preservation tax credits, the applicant shall complete the National Park Service federal tax credit application and the City preconstruction application and submit both to the City simultaneously. The City shall defer action on the applications until the National Park Service has rendered a determination. In the event the National Park Service approves the federal tax

credit application, the preconstruction application shall be amended to reflect any conditions issued by the National Park Service. The City shall then proceed with the application process as outlined in this Section. A denial by the National Park Service may cause the City to deny the ad valorem tax exemption.

SECTION 3. That Article V, Section 74-166 of the Code of Ordinances of the City of Fernandina Beach, Florida is hereby amended to read as follows:

Section 74-166. Annual report.

City staff shall prepare an annual report to the Commission concerning the historic rehabilitation tax exemption detailed in this Article. The report shall be filed in January of each calendar year, and shall summarize the activities of the City related to the historic rehabilitation tax exemption program during the previous calendar year. The information contained in the annual report shall include, but not be limited to, the following items:

- (a) A list of the properties for which preconstruction applications and final applications were made during the preceding year;
- (b) Explanation of the disposition of each of the applications;
- (c) The total expenditure on each approved qualifying improvement project during the preceding year;
- (d) The total number of properties currently participating in the historic rehabilitation tax exemption program as of the end of the previous year;
- (e) The total expenditure on all qualifying improvement projects currently participating in the program; and
- (f) Any other information requested by the Commission, or considered significant by the City.

SECTION 4. That Article V, Section 74-167 of the Code of Ordinances of the City of Fernandina Beach, Florida is hereby amended to read as follows:

Section 74-167. Issuance of other permits.

No building permit, or other required permit, shall be issued by the City until the required certificate of ~~appropriateness approval~~ and/or preconstruction application has been approved and all appeal proceedings have been completed.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 6. EFFECTIVE DATE. This Ordinance shall be deemed effective after its passage and approval upon second and final reading.

ADOPTED this _th day of _____, 2020.

CITY OF FERNANDINA BEACH

John A. Miller
Commissioner – Mayor

ATTEST:

Caroline Best
City Clerk

APPROVED AS TO FORM:

Tammi E. Bach
City Attorney

Date of First Reading:
Date of Advertisement:
Date of Final Reading and
Public Hearing:

ADMINISTRATIVE PROCEDURES
Historic District Council
City of Fernandina Beach

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ADMINISTRATIVE PROCEDURES

Historic District Council

City of Fernandina Beach

I. INTRODUCTION

The Historic District Council (HDC) of the City of Fernandina Beach, FL, was established to be the City's primary agency responsible for furthering historic preservation within the city. It is responsible at the local level for ensuring compliance with the Secretary of the Interior's Standards for Rehabilitation. There are five (5) regular members and two (2) alternate members, all appointed by the City Commission, acting upon recommendations of the Historic District Council. The term of office is three (3) years. Members serve at the pleasure of the City Commission.

The Council functions to protect sites of historical and architectural significance by acting as a design-review board for exterior alterations, repairs, moving or demolition of structures or historic landscape features as well as new construction within the city's local historic districts and within the City's Community Redevelopment Area (CRA). The purpose of the review process is to ensure that any proposed construction or changes are compatible with existing historic features and/or design guidelines in terms of design, texture, material, siting and location.

The members of the Historic District Council are city residents whose interests, backgrounds and experience provide the City with expert advice on matters pertaining to the preservation of districts and specific buildings of the City that reflect elements of its cultural, social, economic, political and architectural history.

II. MISSION AND GOALS

The mission of the Historic District Council is to preserve and protect the cultural and architectural heritage of the City of Fernandina Beach as set forth in the City's Charter and Land Development Code.

The goals of the Historic District Council:

- Safeguarding the City's historic architectural resources by applying *The Secretary of Interior's Standards for Rehabilitation*, the City's land development code and applicable design guidelines fairly and consistently in reviewing applications for Certificates of Appropriateness;
- Seeking or assisting others seeking National Register listing for historic properties;
- Monitoring the health of the City's historic districts through periodic re-surveys;
- Recommending administrative changes as required to strengthen code and guidelines for dealing with matters that affect the preservation of historic properties, districts and sites and other cultural and archaeological resources; and
- Fostering and encouraging the preservation of private and public historic, cultural, and archaeological resources through public education.

III. ROLES AND RESPONSIBILITIES OF THE HISTORIC DISTRICT COUNCIL

(City of Fernandina Beach Land Development Code, Chapter 9.03.0402)

A. Identify, study, and recommend sites, structures, buildings, improvements, artifacts, and areas for designation as historic landmarks, historic sites, or historic districts.

ADMINISTRATIVE PROCEDURES
Historic District Council
City of Fernandina Beach

B. Maintain and update the historic properties survey as an inventory of historic landmarks, historic sites, and properties in historic districts. All inventories shall be compatible with the Florida Master Site File, which exemplifies the format used for statewide comprehensive historic preservation planning, and kept current and regularly provided to the state historic preservation officer for incorporation in the Florida Master Site File.

C. Review and approve or deny applications for a certificate of appropriateness for construction, alteration, demolition, or removal of historic landmarks, historic sites, or properties in historic districts and the CRA Overlay based upon interpretation of *The Secretary of Interior's Standards for Rehabilitation*, locally adopted design guidelines and the City's Land Development Code.

D. Review and make recommendations on National Register nominations for structures and sites located in the city.

E. Make recommendations to the City Commission concerning the assignment of development rights or façade easements, or the imposition of other restrictions.

F. Hear applications for variances within the Historic District Overlay and the CRA Overlay.

G. Increase public awareness of the value of historic, architectural, and cultural preservation by developing and participating in public preservation information programs, and by updating such programs and public information documents.

H. Make recommendations to the City Commission concerning the solicitation of grants from federal and state agencies, private groups, and individuals, and promote the preservation of historic or architecturally significant landmarks, sites, or properties in historic districts.

I. Promulgate standards for architectural review.

J. Evaluate and comment upon proposals pending before other public agencies affecting the physical development and land use patterns in or around historic landmarks, sites, or districts.

K. Make recommendations to the City Commission on the purchase of historic landmarks, historic sites, or properties in historic districts where private preservation is not feasible.

L. Perform any other functions that may be designated by resolution or ordinance of the City Commission.

IV. APPOINTMENT GUIDELINES

A. Applications for membership may be submitted at any time to the City Clerk.

B. Applications will be kept on file for a period of two years. Applicants will be contacted to ensure their continued interest in serving on the HDC before submittal to the City Commission for appointment.

ADMINISTRATIVE PROCEDURES
Historic District Council
City of Fernandina Beach

- C. In recommending applicants for appointment, the HDC will look for individuals whose credentials are directly related to the mission and work of the HDC and who bring strengths in the areas of historic preservation, including architecture, design, history, construction, archaeology and anthropology.
- D. Per LDC Section 9.01.01, a member of the HDC who is seeking re-appointment shall continue to be a voting member for two (2) months to allow for the finalization of the re-appointment by the City Commission.

V. EXPECTATIONS FOR HDC MEMBERS

- A. As representatives of the City of Fernandina Beach in their appointed roles, all members will conduct themselves in a manner that demonstrates respect, integrity, teamwork, and competence.
- B. Members will regularly attend all meetings. Members will notify the staff liaison and/or Chair of planned absences prior to meetings.
- C. Members will adhere to all "Florida Sunshine Law" requirements in all communications and interpersonal dealings.
- D. Members will familiarize themselves with all applicable and adopted guidelines, requirements, and ordinances relating to the City's historic preservation efforts.
- E. Members will prepare themselves in advance for meetings and will be willing to take on special assignments if requested by the Historic District Council or its Chair.
- F. Members will recuse themselves from cases that present a conflict of interest (see Appendix E).
- G. Members will consider input from citizens interested in an issue or parties impacted by actions of the body prior to making a final determination on an issue.
- H. Members will apply all rules, regulations, policies, procedures and guidelines equally to all applicants during quasi-judicial hearings.
- I. Members will treat each other and City staff with fairness and respect. Interactions between HDC members and City staff not meeting this standard should be brought to the attention of the City Manager immediately.
- J. Members will promptly file the annual Financial Disclosure Statement with the County Supervisor of Elections as required by law (see Appendix E).

VI. OFFICERS; SELECTION AND DUTIES

- A. Selection of a Chair and Vice-chair: Annually during the first regular meeting following the City's reorganization meeting, the HDC shall select a Chair and a Vice-chair to serve one-year terms. Officers shall not serve more than two (2) consecutive terms in the same office.

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B. Duties of the Chair:

1. Preside at all regular and special meetings. Conduct meetings in an efficient manner, focusing on the issues relevant to the functions and mission.
2. Regulate and facilitate discussion among board members to ensure that all viewpoints are represented. Give each member the opportunity to express ideas and/or concerns on issues that are being considered by the board or commission.
3. As necessary, appoint alternates to serve in lieu of regular members; appoint member to serve in the absence of the Vice-chair.
4. Assist in orienting new board members about the function, role and mission of the HDC.
5. Assist in mediating conflicts or disputes between board/commission members.
6. Represent the HDC in appearing before the City Commission as required.
7. Serve as primary contact with City staff.
8. Appoint members to serve on committees.
9. Foster compliance with the "Florida Sunshine Law."
10. Sign Certificates of Approval for variances, approved minutes, and Findings of Fact. *(Staff signs Certificates of Approval for non-variance cases on behalf of the Chair.)*

C. Duties of the Vice-chair:

1. Serve in the absence of the Chair.
2. Accept special assignments from the Chair.
3. Sign approved minutes and Findings of Fact.

VII. ATTENDANCE, QUORUM AND VOTING REQUIREMENTS

A. Any member who has been absent for three (3) regular meetings in one (1) year shall be subject to removal. When a member has been absent for three (3) or more consecutive meetings (or 25% of the annual meetings), such absences and the reasons therefore shall be communicated to the City Manager and the City Commission. The City Commission may elect to treat such absences as the member's resignation. Resignations shall be effective when accepted by the HDC and/or the City Commission.

B. A majority of the members of the HDC shall constitute a quorum for the transaction of business.

C. Approval of actions, other than variances, requires an affirmative vote of the majority of the members present. Approval of a variance requires an affirmative vote of four (4) members.

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VIII. PUBLIC INPUT AND PARTICIPATION

A. All meetings of the HDC are open to the public. Citizens shall be provided reasonable opportunity to address the HDC on any agenda item or any public matter in which the HDC has jurisdiction or authority. However, except in the case of quasi-judicial matters, public input is at the discretion of the chair upon a general consensus of the members. In the case of public input on non-agenda items, citizens may be directed to staff who shall attempt to resolve an issue outside of the context of the HDC meeting.

B. Quasi-judicial proceedings must provide an opportunity for participation in the process by an aggrieved or adversely affected party, allowing a reasonable time for the party to prepare and present a case. The process must provide an opportunity for the disclosure of witnesses and exhibits prior to hearing and an opportunity for the depositions of witnesses to be taken. At the hearing, all parties must have the opportunity to respond, to present evidence and argument on all issues involved, and to conduct cross-examination and submit rebuttal evidence. Public testimony must be allowed (see Appendix C).

C. When a group of persons wishes to address the HDC on the same subject matter, the chair may request that a spokesperson be chosen by the group to address the HDC and to limit the number of persons addressing the HDC on the same matter to avoid unnecessary repetition.

D. Any person making offensive, insulting, threatening, insolent, slanderous or obscene remarks or who becomes boisterous or who makes threats against any person or against public order and security while in the meeting room shall be forthwith removed at the direction of the Chair from further audience at the meeting, unless permission to continue is granted by the majority vote of the HDC members present.

IX. MEETING PROCEDURE; ORDER OF BUSINESS; QUASI-JUDICIAL HEARING PROCEDURE AND RULES

Meetings of the Historic District Council are conducted in substantial conformance with *Roberts Rules of Order* (See Appendix F).

1. CALL TO ORDER

The Chair will call the meeting to order at the scheduled time, making sure that members, attorney, staff and recording equipment are ready. The Chair welcomes the public.

2. ROLL CALL / DETERMINATION OF A QUORUM

The chair will direct the secretary to call the roll, and make a quorum determination.

1. If there is not a quorum present within fifteen (15) minutes following the scheduled starting time of the HDC meeting, the Chair can call the meeting to order, announce the absence of a quorum and adjourn the meeting. The Chair can also call the meeting to order and then entertain a motion to adjourn, to fix the time to adjourn, to recess, or take measures to obtain a quorum.

2. The chair will recommend seating alternates in place of absent members and will designate a member to act as Vice-chair, should the Vice-chair be absent.

3. If there is a quorum present but because of the nature of the business, any motion to approve would require a unanimous vote, applicants should be so advised and be given the opportunity to reschedule their cases for the next regular meeting with no additional charges or fees.

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4. Any member who has a conflict of interest (see Appendix E) in hearing any case on the agenda should recuse himself or herself at this time and announce the reason for recusal for the record.

3. APPROVAL OF MINUTES

Chair calls for approval of minutes (may be done by voice vote). Chair and Vice Chair sign approved minutes.

4. QUASI-JUDICIAL HEARINGS: PROCEDURE AND RULES.

The Chair asks the Board Attorney to explain nature of quasi-judicial hearings (see Appendix C), which include the following points:

1. If the applicant or his agent or attorney does not desire to present evidence and rely on the application and the staff comments, they may do so, reserving their right to address any evidence against the application.

2. Those who present evidence for or against will be sworn in. All those who present evidence should be prepared to present evidence that specifically addresses the criteria in the case, the land development code, appropriate guidelines adopted by the city and/or *The Secretary of Interior's Standards for Rehabilitation*.

3. The applicant will have the opportunity to present evidence for the application and present any witnesses. The applicant may also call staff members that are present as a witness and ask them questions. The applicant has a right to cross-examine witnesses.

4. Each person presenting evidence will address the HDC from the podium, and if there are documents or photos they must be presented when the particular individual is testifying. All documents will become part of the record.

5. At a quasi-judicial hearing, the number of individuals for or against a particular item cannot and will not be a factor for decision-making purposes.

6. Since the meeting is being taped, all persons speaking to the HDC must identify themselves by name and address at the podium before speaking. There cannot be any applause or outbursts or talking except by those appearing at the podium, as it will distort the recording.

7. All persons desiring to speak must address the HDC, not the applicant or other speakers.

The City Attorney will answer audience questions on procedures to be followed.

B. Chair calls for disclosure of ex-parte communications by HDC members.

If there have been oral, written, or electronic ex-parte communications between HDC members and City staff or applicants, each member should give a brief description of those communications and the

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parties involved. If a board member made a site visit s/he should indicate the number of visits and approximate dates.

C. Chair asks clerk to swear in all who plan to give testimony on any scheduled case.

5. OLD / NEW BUSINESS

Prior to calling cases, the Chair will verify the order and/or need to table or postpone cases. If an applicant does not appear when his/her case is called, the HDC will table the case to the end of New Business. If the applicant fails to appear by the end of New Business, the HDC will postpone the case until its next Regular meeting. The Chair will advise the applicants and the public of the following:

- All applicants and persons desiring to be heard on cases will be permitted to address the HDC.
- Anyone desiring to speak must have been sworn in and must speak from the podium.
- All speakers must identify themselves by name and address.
- Speakers must direct comments and questions to the HDC, unless cross-examining witnesses.
- No public outbursts or applause will be permitted.
- The audience will be advised to silence electronic devices.
- Persons speaking for or against a case should limit comments to the matter at hand and avoid repetition.
- The Chair reserves the right to limit public input on any case to one appearance per presenter and three (3) minutes per presentation.
- The Chair may exercise discretion to cut off public input if s/he determines that the speakers' comments are repetitive or not relevant.

6. ORDER OF PRESENTATION

Chair calls cases in order listed in agenda, absent requests to change order. For each case:

1. Brief synopsis by City Staff describing the nature of the application to be heard. Staff introduction of exhibits, including staff qualifications, all staff reports and recommendations. Staff orally summarizes issues and recommendations.

2. Presentation of evidence by applicant; cross-examination by other affected parties and HDC members. NOTE: Applicants may waive their right to present evidence and stand on the report or recommendation of staff, but still reserve their right to offer rebuttal and/or final presentation.

3. Chair opens public hearing.

4. Presentation of evidence by other affected parties in support of the application; cross-examination of same.

5. Presentation of evidence by other affected parties who oppose the application or who have questions of concern; cross-examination of same.

6. Chair closes public hearing.

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7. Final presentation by applicant.

8. Final comments from City staff.

9. Deliberations by Historic District Council. NOTE: HDC members may ask questions of staff and/or applicant at any time during proceeding.

10. Historic District Council action. The Chair will entertain a motion. Any seated member, other than the Chair, may move to approve or deny a request for a variance or a certificate of appropriateness. The form of the motion includes the case number and the reason for approval or denial. Examples:

a. **Approval as submitted:** I move to approve HDC case number 20xx-xx for approval of the proposed changes to the *[insert information]*; AND I move that the HDC make the following findings of fact and conclusions of law part of the record; that HDC case 20xx-xx, as presented is substantially compliant with the Land Development Code, the *[insert applicable design guidelines]*, and the Secretary of Interior's Standards to warrant approval at this time.

b. **Approval with modifications from original submission:** I move to approve HDC Case 20xx-xx for approval of the *[insert information]* with the following modifications: *[insert specific modifications]*; AND I move that the HDC make the following findings of fact and conclusions of law part of the record; that HDC case 20xx-xx, as presented and modified is substantially compliant with the Land Development Code, *[insert applicable design guidelines]*, and the Secretary of Interior's Standards to warrant approval at this time.

c. **Denial:** I move to deny HDC Case 20xx-xx because the proposed *[insert work]* *[insert explanation, referencing applicable guidelines as appropriate]*.

d. **Postpone:** If during the proceedings new evidence is presented that requires more investigation or study, or if the applicant introduces significant changes to the original application which require additional public notice, the Chair will entertain a motion to postpone the hearing indefinitely or to a time certain.

Any seated HDC member except the Chair must second the motion. If the motion does not receive a second, it dies. If the motion is seconded, the Chair calls for final discussion from HDC members. Following discussion, the Chair asks the secretary to call the roll. The Chair then announces the result of the vote.

a. **For approvals:** The Chair signs the Certificate of Approval and presents to the applicant. (When approval has been conditioned upon modifications, the applicant is instructed to pick up the modified Certificate of Approval from the Community Development Department the following business day.)

b. **For denials:** The Chair advises the applicant regarding a new application or appeal process.

c. **For postponements:** The Chair sets the next hearing date and advises the applicant to consult with City staff on additional information needs for the case.

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7. STAFF APPROVED CERTIFICATES OF APPROVAL

The Chair will invite HDC members to raise any questions or concerns regarding staff approvals listed on the agenda for informational purposes. Note: The HDC has delegated to staff authority to approve certain types of actions, if the applicant's request falls within certain HDC approved parameters. (See Appendix G for a list of actions that may, under routine circumstances, be approved by staff.)

8. REQUESTS FROM THE AUDIENCE TO BE HEARD ON ITEMS NOT ON THE AGENDA

At the conclusion of the business portion of the meeting, the Chair will invite members of the public to address the HDC on matters of concern not on the agenda. The Chair may limit each speaker to three (3) minutes. The HDC is not required to respond, but speakers may be referred to City staff for assistance or to be put on a future agenda.

9. BOARD BUSINESS

The Chair will report and take reports from HDC members; hold discussion among HDC members and staff on administrative or procedural matters; conduct elections. All members, whether seated or alternate, may vote on matters raised under this heading.

10. BOARD REPORTS

Each member of the HDC may report on items of interest to the entire Board, including but not limited to items regarding historic preservation or cultural resource activities in the area, training opportunities, or news and informational items regarding historic preservation.

11. STAFF REPORT

City staff will report on new and emerging issues relating to historic preservation and the CRA. City staff will advise the HDC where assistance or leadership may be required. City staff will advise the HDC on any administrative or housekeeping matters requiring attention.

12. ADJOURNMENT

The Chair may adjourn the meeting at his/her prerogative independent of a motion.

X. PREPARATION OF MINUTES AND RECORD KEEPING REQUIREMENTS

A City staff member will serve as HDC secretary. The secretary will record the HDC meetings and cause minutes to be produced for approval, generally at the next Regular HDC meeting. Minutes are available through request to the Community Development Department. All HDC case files will be retained in the Community Development Department for a period of two (2) years, at which time they are transferred to City archives.

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XI. BOARD RULES AND POLICIES

A. Appearances before the City Commission. The Chair or his/her designee is the HDC spokesperson in all presentations or official appearances before the City Commission.

B. Media relations. HDC members may respond to press inquiries with individual opinions only and not represent the opinion of the HDC as a body. Only the Chair or his/her designee may articulate a position for the entire HDC, assuming that the HDC has taken such a position as a body.

XII. HISTORIC DISTRICT COUNCIL STAFF

A. Generally. HDC Staff shall consist of one planner to serve as liaison to the HDC and one administrative staff member to serve as secretary to the HDC. The City shall make all efforts to hire a planner with an academic or professional background in historic preservation.

B. Planner Duties. The HDC planner shall be responsible for the following duties, including but not limited to:

- Consult with the public and applicants regarding the HDC application process.
- Provide staff reports regarding HDC applications to the HDC in advance of the monthly meeting.
- Coordinate with the HDC secretary to produce the monthly meeting agenda and legal notices.
- Process staff-level certificate of approval applications as directed by the LDC.
- Review LDC and Comprehensive Plan policies regarding historic preservation and draft revisions in conjunction with the HDC when needed.
- Maintain the HDC Action Plan detailing HDC goals and objectives.
- Assist in completing Certified Local Government reporting requirements, including annual reporting regarding HDC activity.
- Participate in Technical Review Committee meetings regarding properties in the Historic Districts.
- Promote the public outreach and educational component of the HDC, including partnering with local non-profit and community organizations.
- Coordinate with the Grants Administrator regarding grant opportunities for preservation activities in the City.
- Assist the HDC with various activities and programming.

C. Continuing Education. Where feasible, HDC staff shall participate in educational opportunities and training regarding historic preservation and cultural resource protection.

D. Public Outreach. HDC Staff shall be responsible for creating educational publications on historic preservation and for coordinating updates to the Historic Districts and HDC websites.

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APPENDIX A – FERNANDINA BEACH LAND DEVELOPMENT CODE, SECTION 9.01.00

9.01.00 REQUIREMENTS FOR ALL BOARDS AND COMMISSIONS

9.01.01 Appointment, Term of Office, and General Membership Requirements

- A. All members and alternate members shall be appointed by the City Commission.
- B. Each Board shall have the opportunity to review each applicant's resume and make a recommendation on the appointment.
- C. All members shall reside within the City Limits.
- D. Elected officials and employees of the City shall not be eligible to serve on City boards or commissions, unless otherwise provided herein.
- E. Each member serves at the pleasure of the City Commission.
- F. The term of office for all regular board or commission members shall be three (3) years.
- G. A member of a Board who is seeking re-appointment shall continue to be a voting member for two (2) months to allow for the finalization of the re-appointment by the City Commission.

9.01.02 Attendance

Each appointed member shall attend all regular and called meetings.

9.01.03 Officers and Committees

- H. Each board or commission shall have a chairperson and a vice-chairperson.
- I. The chairperson and vice-chairperson shall serve one (1) year terms. Officers shall not serve more than two (2) consecutive terms.
- J. A board or commission may create whatever committees it deems necessary to carry out its purposes. The chairperson of the board or commission shall appoint the membership of each committee from the members of that board or commission.

9.01.04 Removal and Vacancies

- A. When a position on a board or commission becomes vacant before the end of the term, an alternate member shall fill the vacancy.
- B. When no alternate member is available to fill a vacancy, the City Commission shall appoint a member to fill the vacancy for the duration of the term.
- C. When the unexpired term is two (2) months or less, the City Commission may appoint a new member to fill the unexpired term and the following full term.
- D. A member who moves outside the City or no longer meets eligibility requirements for membership shall be removed immediately.
- E. Any member who has been absent for three (3) regular meetings in one (1) calendar year shall be subject to removal.

9.01.05 Public Meetings, Hearings, and Records

- A. All meetings and hearings of boards or commissions shall be open to the public.
- B. Each board or commission shall keep minutes of its proceedings, indicating the attendance of each member and the decision of each member on every question. The minutes shall be signed by the chairperson and filed with the City Clerk.
- C. A record shall be made of all resolutions, transactions, findings, recommendations, and decisions, which record shall be a public record on file in the office of the City Clerk.

9.01.06 Quorum and Voting

- A. For the purpose of transacting business at any meeting or hearing, a majority of the board or commission members shall constitute a quorum.

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- B. Approval of actions, other than variances, before the board or commission requires an affirmative vote of a majority of the members. Approval of a variance requires an affirmative vote of four (4) members of the HDC or the Board of Adjustment.
- C. An alternate shall be seated in the following situations:
 - 1. When a regular member is absent;
 - 2. When a regular member abstains from a vote; or
 - 3. When a regular member is disqualified from a vote as provided for in Section 9.01.12.

9.01.07 By-laws

- A. Each board or commission shall enact by-laws to govern its operation and procedures.
- B. By-laws shall not conflict with the requirements of this LDC. In the event of any conflict between the provisions of this LDC and the by-laws, the provisions of this LDC shall control.
- C. The following topics may be included in the by-laws:
 - 1. The designation of officers;
 - 2. The specific duties of officers;
 - 3. The creation of committees;
 - 4. Code of conduct;
 - 5. Voting procedures;
 - 6. Scheduling of meetings;
 - 7. Order of business; and
 - 8. Preparation of minutes.

9.01.08 Parliamentary Authority

All meetings shall be conducted in accordance with parliamentary procedure as set forth and explained in the latest revised edition of Robert's Rules of Order, which shall serve as the official rules of procedure.

9.01.09 Legal Representation

The City Commission may appoint legal counsel to represent a board or commission.

9.01.10 Compensation

Members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

9.01.11 Funding

The City Commission may appropriate funds at its discretion for expenses necessary in the conduct of the duties of appointed boards and commissions.

9.01.12 Conflict of Interest

- A. A member shall abstain from voting on a particular issue, or may be disqualified by majority vote of the remaining members present, if any of the following circumstances apply:
 - 1. The member has a direct financial interest in the outcome of the matter at issue;
 - 2. The matter at issue involves the member's own official conduct;
 - 3. Participation in the matter violates the member's code of professional responsibility;
 - 4. The member has such close personal ties to a person involved with the issue that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
 - 5. Other applicable law.
- B. If a member owns a property within the area entitled to receive mailed notice of the hearing, that board member may voluntarily abstain from voting if the board member believes that the proximity of the project will interfere with his or her ability to be a decision maker in the case.

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- C. An abstaining or disqualified member of a board or commission shall not be counted for purposes of forming a quorum.
- D. A member who takes a position on the issue based upon personal interest may do so only by abstaining from voting on the proposal, vacating the seat on the board or commission, physically joining the audience, and making full disclosure of his status and position at the time of addressing the board or commission.
- E. A member who votes on a matter shall not address the City Commission on that matter.

9.01.13 General Powers

A board or commission may request information from any official, staff member, or department of the City, which is necessary in order to carry out specific roles and responsibilities.

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APPENDIX B – FERNANDINA BEACH LAND DEVELOPMENT CODE, SECTION 9.03.00

9.03.00 HISTORIC DISTRICT COUNCIL

9.03.01 Historic District Council created and established

A. Establishment

There is hereby established the Historic District Council (HDC). The HDC is intended to be the City's primary agency responsible for furthering historic preservation within the City.

B. Membership

1. There shall be five (5) regular members of the HDC.
2. There shall be two (2) alternate members of the HDC.
3. Where possible, members shall include, to the extent such individuals are available in the community and willing to serve, one (1) registered architect, and professionals from the disciplines of architecture, construction, design, history, architectural history, archaeology, or other historic-related fields such as urban planning, American studies, cultural geography or cultural anthropology. Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines such as law, real estate, land development, or construction shall make up the remainder of the HDC membership. Current resumes of HDC members shall be kept by the City as a public record.

C. Authority to Seek Professional Expertise

1. With City Commission approval, the HDC may obtain the services of qualified persons to direct, advise, and assist it.
2. The HDC may request equipment, supplies, and other materials necessary for its effective operation.
3. When the HDC considers National Register nomination proposals and other actions which are normally evaluated by a professional in a specific discipline, and that discipline is not represented on the HDC, it may seek professional expertise in this area before rendering a decision. City Commission approval is required for any such professional contracts.

9.03.02 Historic District Council roles and responsibilities

The HDC shall have the duty and responsibility to:

- A. Identify, study, and recommend sites, structures, buildings, improvements, artifacts, and areas for designation as historic landmarks, historic sites, or historic districts.
- B. Maintain and update the historic properties survey as an inventory of historic landmarks, historic sites, and properties in historic districts. All inventories shall be compatible with the Florida Master Site File, which exemplifies the format used for statewide comprehensive historic preservation planning, and kept current and regularly provided to the state historic preservation officer for incorporation in the Florida Master Site File.
- C. Review and approve or deny applications for a certificate of Approval for construction, alteration, demolition, or removal of historic landmarks, historic sites, archaeological sites, properties in historic districts, or properties in the CRA Overlay.
- D. Review and make recommendations on National Register nominations within its jurisdiction.
- E. Make recommendations to the City Commission concerning the assignment of development rights or facade easements, or the imposition of other restrictions.
- F. Hear applications for variances within the Historic District Overlay or the CRA Overlay.

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- G. Increase public awareness of the value of historic, architectural, and cultural preservation by developing and participating in public preservation information programs, and by updating such programs and public information documents.
- H. Make recommendations to the City Commission concerning the solicitation of grants from federal and State agencies, private groups, and individuals, and promote the preservation of historic or architecturally significant landmarks, sites, or properties in historic districts.
- I. Promulgate standards for architectural review.
- J. Evaluate and comment upon proposals pending before other public agencies affecting the physical development and land use patterns in or around historic landmarks, sites, or districts.
- K. Make recommendations to the City Commission on the purchase of historic landmarks, historic sites, or properties in historic districts where private preservation is not feasible.
- L. Perform any other functions which may be designated by resolution or motion by the City Commission.

9.03.03 Historic District Council policy and procedure statements

The HDC may formulate and publish such policy and procedure statements as it deem reasonably necessary and appropriate to:

- A. Explain the format of information to be provided in the application for a Certificate of Approval.
- B. Explain the criteria and basis for HDC evaluation and ruling upon applications for a Certificate of Approval.
- C. Designate items to be subject to final staff approval without need for a hearing before the HDC.

9.03.04 Historic District Council staff roles and responsibilities

- A. The City Manager shall provide professional staff in the City Planning Department to support the HDC in carrying out its responsibilities under this Chapter. Where possible, staff should have a background in historic preservation or a related field.
- B. Staff shall not sit as officer or board member of local preservation-related organizations, and shall act in an impartial manner in all matters involving the HDC.

9.03.05 Certified Local Government program

In order to comply with the Department of State, Division of Historic Resources, "certified local government" requirements, the HDC shall take the following actions:

- A. A copy of all duplicate inventory materials will be provided to the SHPO. This will include any new or revised resumes of the HDC members or staff.
- B. The SHPO shall be provided with thirty (30) days prior notice of all HDC meetings. In the event of a special meeting, reasonable notice shall be given.
- C. Minutes of all HDC meetings shall be submitted to the SHPO. These minutes shall include a record of attendance of council members, the public, and any change in council membership.
- D. The SHPO shall be notified immediately of all new historic designations or alterations to existing designations.
- E. Proposed amendments to the LDC pertaining to the Historic District Overlay shall be sent to the SHPO for review and comment thirty (30) days prior to the scheduled adoption hearing.
- F. Objections by property owners that are notarized and filed with the HDC shall be submitted to the SHPO in order to prevent involuntary nomination to the National Register.
- G. The HDC shall submit an annual report to the SHPO on or before November 1 of each year covering the previous October 1 through September 30 period. The annual report shall include:
 - 1. Any changes or amendments to HDC rules of procedure;

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2. The number of proposals and applications reviewed by the HDC;
3. New historic designations or alterations to existing designations;
4. Changes to the HDC;
5. New or revised resumes of HDC members or staff;
6. Changes or requested changes to the Historic District Overlay regulations;
7. Review of the survey and inventory activities with a description of the system used; and
8. A program report on each grant-assisted activity.

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APPENDIX C – QUASI-JUDICIAL HEARINGS: PROCEDURES AND RULES

11.04.00 QUASI-JUDICIAL HEARINGS

11.04.01 Generally

- A. A quasi-judicial hearing shall be scheduled when all required reports and procedures have been completed. A quasi-judicial hearing shall not be scheduled until an applicant has paid all outstanding amounts.
- B. A quorum of the decision-making entity shall be present.
- C. The hearing shall be conducted in a manner to protect the due process rights of the applicant and affected parties.
- D. All testimony presented by the applicant, any affected party; any witness for a party, or the staff (other than legal advice given by the City attorney) shall be given under oath.
- E. The applicant, any affected party, and the staff may cross-examine any person presenting information at the hearing.
- F. An electronic record shall be made of the hearing.
- G. A member of a decision-making entity shall not willfully participate in an ex parte communication regarding a pending application. All ex parte communications are presumed prejudicial, unless the approximate date and general substance of the ex parte communication is disclosed at the beginning of the quasi-judicial hearing at which the decision-making entity considers the pending application. The City may rebut the presumption of prejudice by demonstrating the absence of any actual prejudice to any party challenging the validity of a decision-making entity's decision on the basis of ex parte communications.
- H. Members of the general public may provide comment during the hearing. If a member of the general public desires his or her testimony to be considered as potential competent substantial evidence, such person shall be placed under oath and subject to cross-examination.
- I. The decision-making entity may question the applicant, other parties, witnesses, and the City staff at any time during the hearing.
- J. The decision-making entity may approve, approve with conditions, or deny the matters under consideration. The decision shall be based upon competent substantial evidence presented during the hearing.
- K. The decision-making entity shall enter a written order which contains findings of fact and conclusions of law in support of its decision.
- L. The decision-making entity's written order shall be transmitted and filed with the City Clerk as part of the official records of the City.

11.04.02 Conduct of Quasi-Judicial Hearings

All quasi-judicial hearings shall be conducted in the following order:

- A. The chairperson of the decision-making entity shall call the hearing to order at the time specified on the public notice.
- B. The City Manager shall confirm that the notice requirements were met.
- C. Each member of the decision-making entity shall disclose the existence and general substance of any conflicts and ex parte contacts.
- D. The City Manager shall present the compliance report regarding the pending application.
- E. The applicant shall present evidence supporting the application and shall bear the burden of demonstrating that the application should be granted.
- F. An affected party is entitled to present evidence opposing the application.
- G. Public comment.

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- H. Rebuttal by the City Manager, any affected party, and the applicant.
- I. Conclusion of the evidentiary portion of the hearing.
- J. Closing arguments by the City Manager, any affected party, and the applicant.
- K. Deliberation by the decision-making entity.

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APPENDIX D – FLORIDA SUNSHINE LAW

Florida's Government in the Sunshine Law provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed Boards and Commissions, and has been applied to any gathering of two (2) or more members of the same Board to discuss some matter which will foreseeably come before that Board for action. There are three basic requirements of §286.011, Florida Statutes:

1. Meetings of public Boards and Commissions must be open to the public;
2. Reasonable notice of such meetings must be given; and
3. Minutes of the meetings must be taken.

The law applies to elected and appointed Boards, Commissions, Committees and Authorities of any government agency in the state of Florida. It equally binds advisory boards whose powers are limited to making recommendations to a public agency and which possess no authority to bind that agency.

Even though an Advisory Board, Committee or Commission must submit their recommendations for review by an elected body it does not exempt them from the provisions of this law.

Meetings are defined as any gathering whether formal or casual of two (2) or more members of the same Board, Committee or Commission to discuss some matter on which foreseeable action will be taken by the public board or commission. This rule extends to telephone conversations and e-mail communication, and even instant messaging conversations, whether on personal or public devices. This can extend further to a casual lunch between 2 members of a Committee – if they discuss some issue that the appointed body to which they belong, that lunch becomes a public meeting and is subject to all of the provisions of the *Sunshine Law*.

While this may seem very restrictive, it is not the case. Appointed members of Boards, Committees and Commissions must remain aware of with whom they are communicating and what is being discussed. The safest course of action is to avoid discussion about matters that will come before the advisory body, with other members of your advisory body, except when attending a meeting of that body. Should you have any questions about this law, contact City staff with your concern or visit the Florida Attorney General's website (myfloridalegal.com).

ADMINISTRATIVE PROCEDURES
Historic District Council
City of Fernandina Beach

APPENDIX E – CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

Section 112.3143(3)(a), F.S., prohibits a county, municipal, or other local public officer from voting on any measure which inures to his or her special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal or parent organization or subsidiary of a corporate principal, other than a public agency, by whom he or she is retained; or which the officer knows would inure to the special private gain or loss of a relative or business associate of the officer. An exception exists for a commissioner of a community redevelopment agency created or designated pursuant to s. 163.356, F.S., or s. 163.357, F.S., or an officer of an independent special tax district elected on a one-acre, one-vote basis. Section 112.3143(3)(b), F.S.

CONFLICT OF INTEREST

Generally, a conflict of interest exists when a board member has the potential to influence a decision of the board that will materially affect the board member's financial interest. Questions involving conflicts of interest are each unique unto themselves, and each potential conflict must be considered individually in order for proper legal guidance to be given.

Florida law requires that all persons appointed to boards or committees must abstain from participating in any matters before their board or committee that may have an impact on their financial interest. In effect, if a board or committee member does business with a person or business coming before the board or committee, it is essential for that the members not participate in the proceedings, or the individual will be in violation of the law. In addition, members of boards and committees are required to abstain from voting when a conflict of interest is involved. This means that they may not vote on any matter that may have an impact on themselves, a family member, or someone who retains their services.

When an individual abstains from voting, a voting conflict form provided by the City, must be completed and returned within fifteen (15) days after the vote occurs. This form must be attached to the official minutes of the meeting during which the conflict occurred. Any member who has a question concerning a potential conflict of interest should contact the City Attorney's office or a private attorney before taking any official action on the matter where the conflict may exist.

FINANCIAL DISCLOSURE

Florida law requires that all persons appointed to boards or committees disclose any financial interests they have by filing disclosure forms and must abstain from participating in any matters before their board or committee that may have an impact on their financial interest.

Statement of Financial Interest (Form 1) must be filed with the County Supervisor of Elections within 30 days of appointment and by July 1 of each year thereafter. Copies of the form may be obtained from the Supervisor of Elections or downloaded from the worldwide web at the following URL: <http://www.ethics.state.fl.us/ethics/forms.html>.

A failure to make any required disclosure constitutes grounds for and may be punished by removal from office, reprimand and/or a civil penalty not exceeding \$10,000. [Section 112.317 Florida Statutes]. Also, if the annual form is not filed by September 1st, a fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. [Section 112.3145 F.S.].

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DEFINITIONS

In considering whether a conflict of interest may exist, the following definitions may prove helpful:

Breach of the public trust: A violation of a provision of the State Constitution or Florida Statutes which establishes a standard of ethical conduct, a disclosure requirement, or a prohibition applicable to public officers or employees in order to avoid conflicts between public duties and private interests.

Business Associate: Any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

Material interest: A direct or indirect ownership of more than five (5) percent of the total assets or capital stock of any business entity. For the purposes of this act, indirect ownership does not include ownership by a spouse or minor child.

Public Officer: Any person elected or appointed to hold office in any agency, including an advisory body.

Relative: An individual who is related to the HDC member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, or wife.

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APPENDIX F -- MEETING PROCEDURE

A. **POINTS OF ORDER.** HDC meetings are conducted in substantial accordance with *Roberts Rules of Order*. Under these rules, the following points are always in order:

1. **Point of Order:** a question about process, or objection and suggestion of alternative process. May include a request for the chair to rule on process.
2. **Point of Information:** a request for information on a specific question, either about process or about the content of a motion. This is not a way to get the floor to say something you think people should know.
3. **Point of Personal Privilege:** a comment addressing a personal need - a direct response to a comment defaming one's character, a plea to open the windows, etc.

B. **MOTIONS.** All motions must be seconded, and are adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. Motions are in order of precedence: motions may be made only if no motion of equal or higher precedence is on the floor (i.e., do not do **move to end debate** (#5) when the body is discussing a **move to suspend rules** (#4).

1. **Motion to Adjourn:** not debatable; goes to immediate majority vote.
2. **Motion to Recess:** not debatable. May be for a specific time.
3. **Motion to Appeal the Chair's Decision:** Not debatable; goes to immediate vote, and allows the body to overrule a decision made by the chair.
4. **Motion to Suspend the Rules:** suspends formal process for dealing with a specific question. Debatable; requires simple majority vote.
5. **Motion to End Debate and Vote or Call the Question:** applies only to the motion on the floor. Not debatable; requires simple majority vote.
6. **Motion to Extend Debate:** can be general, or for a specific time or number of speakers. Not debatable.
7. **Motion to Study:** applies only to the main motion. Refers question to a specific group with a specific time and charge.
8. **Motion to Amend:** must be voted for by a majority to be considered and by a simple majority to be passed. If amendment is accepted as "friendly" by the proposer of the amendment then many bodies will allow it to be accepted without a formal vote; this is a way of including a consensus-building process into procedure without endless debate over amendments to amendments. Strictly speaking, however, once the main motion is made it is the property of the body to amend.
9. **Main Motion:** what it is you're debating and amending.
10. **Voice Vote:** The form of voting on a motion by which the chairman asks those in favor to respond to the motion in question by saying "aye" and then asks those opposed to the motion to say "no". If the "ayes" have the majority the chairman will state that the motion has passed. If the prevailing side is negative, the chairman will state that the motion is denied.

ADMINISTRATIVE PROCEDURES
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11. Roll Call Vote: The form of voting on a motion by which the chair directs the clerk to call the roll. Each member answers as their name is called and the clerk records their vote. Upon completion of the roll the clerk reads the names of those who voted in the affirmative and then the names of those who voted in the negative. The total is then given to the chair who announces the result. An entry must be made in the minutes of each member and how they voted. This method of voting must used for quasi-judicial hearings.

12. Motion to Reconsider: A motion to reconsider an item already voted upon may be made by any member who voted in the majority on that decision, provided that the motion is made no later than the next regular meeting.

13. Motion to Table. The motion to Lay on the Table is undebatable and cannot have any subsidiary motion applied to it. A motion to table may not extend beyond the end of the meeting in which the motion is approved; to consider an item that has been tabled, there must be a motion to remove the item from the table for action.

14. Motion to Postpone. The motion to Postpone to a Certain Time (or Postpone Indefinitely) allows for limited debate which must not go into the merits of the main question any more than is necessary to enable the assembly to determine the propriety of the postponement.

ADMINISTRATIVE PROCEDURES
Historic District Council
City of Fernandina Beach

APPENDIX G: ACTIONS APPROVABLE BY CITY STAFF IN LIEU OF HDC HEARING

PER LDC TABLE 8.03.03 (B) – Certificate of Approval Matrix:

ACTION	CONTRIBUTING		NON-CONTRIBUTING	
	STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS		X		X
ADDITIONS				
1. Not visible from the street AND 20% or less of the existing building's square footage		X	X	
2. All other additions		X		X
CANVAS AWNINGS	X		X	
CARPORTS (ADDITION OR ENCLOSURE)		X	X	
CHANGES TO BOARD-APPROVED PLANS		X		X
DECK, PATIOS, PERGOLAS				
1. With a structure		X	X	
2. Without a structure		X	X	
3. Not visible from right-of-way (with or without structure)	X		X	
DEMOLITIONS				
1. 10% or less of non-historic addition	X		X	
2. All other demolitions		X		X
DOORS + GARAGE DOORS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade		X	X	
DRIVEWAYS + SIDEWALKS	X		X	
GARAGES (ATTACHED OR DETACHED)		X		X
EXTENSION OF CERTIFICATE OF APPROVAL	X		X	
EXTERIOR WALL FINISH				
1. Removal of non-historic vinyl/aluminum siding (if original surface is salvageable or if replacement material matches structure's original exterior finish)	X		X	
2. All other finishes (including painting of originally unpainted surface)		X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)	X		X	
FENCES + WALLS	X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)	X		X	
PAINTING	X		X	
POOLS + POOL ENCLOSURES		X		X
PORCHES				
1. Open an enclosed porch		X	X	

ADMINISTRATIVE PROCEDURES
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	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
2. Enclose a porch on the main façade		X		X
3. Enclose a porch on a secondary façade		X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS		X		X
RAIN BARRELS	X		X	
RELOCATION		X		X
REPAIRS + MAINTENANCE (MATCH EXISTING)	X		X	
ROOF				
1. Same material and shape	X		X	
2. Change in material	X		X	
3. Change in shape and/or height		X		X
SCREEN DOORS				
1. Primary Entrance		X	X	
2. Secondary Entrance	X		X	
SIGNAGE	X		X	
SHEDS (up to 150 square feet)				
1. Custom-designed	X		X	
2. Pre-fabricated		X	X	
SHUTTERS				
1. Removable shutters	X		X	
2. Permanent shutters visible from right-of-way		X	X	
3. Permanent shutters not visible from right-of-way	X		X	
SKYLIGHTS		X	X	
SOLAR COLLECTORS		X		X
STORM WINDOWS AND DOORS	X		X	
VARIANCES		X		X
WIND GENERATORS		X		X
WINDOWS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade	X		X	
	STAFF		BOARD	
NEW CONSTRUCTION			X	
LANDSCAPING (NEW CONSTRUCTION ONLY)	X			
LIGHTING (NEW CONSTRUCTION ONLY)	X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)	X			

FERNANDINA BEACH CITY HALL: HISTORY IN PHOTOS



Prepared by the City of Fernandina Beach Department of Planning & Conservation

204 Ash Street Fernandina Beach | 904.310.3480



Why is this property significant?

- Built to replace an earlier City Hall that was located on N. 2nd St. that was destroyed in the 1876 Fire.
- Constructed in 1904, this building has served as the hub of civic life in Fernandina for 116 years. It originally housed all local government function including Police, Fire, Public Works, and the City Managers offices.
- The building has significant cultural value in that it served an important function during our National Register listed downtown's period of significance.



2nd Street looking north from Centre Street
before the great fire of 1876

Amelia Island Museum of History
2001.002.107



Nearly 40 buildings were destroyed by the fire
March 23, 1876 including the Post Office, City
Offices, the Probate and County Clerks Office,
Offices of the Charleston Steamship Company,
and the Observer printing office.

Amelia Island Museum of History
2001.002.109

Current Concerns

- The building was significantly altered in 1956, in an effort to “modernize” the structure. The new design removed and obscured the original design of the structure in favor of a mid-century modern design, which was the architectural style chosen for all Fernandina Beach’s civic buildings, such as the Atlantic Rec Center.
- As a number of the later additions were of poorer quality and materials than the original portion of the building, they have begun to deteriorate and fail.
- Between the failing additions and the space constraints that challenge housing a growing city staff, actions will need to be taken soon.
- Development pressure is high for downtown, as developers are seeking land downtown to construct residential projects. This parcel consists of 8 underlying platted lots of record.
- As the historic nature of the structure has been obscured for over a generation, many people lack an understanding of the history and significance of this site. This is concerning, because when people understand and are invested in the history of a site, there is more will to rehabilitate and maintain these structures.

1904 - Dedicated (cost unknown)

- Originally housed all City departments including Police, Fire, and Public Works.
- First City Council Meeting held at City Hall July 6, 1904.
- Facility included the Public Works Garage, City Jail, and the City Commission Chambers.
- Fire House was equipped with a state of the art Gamewell fire alarm system
- Throughout the mid-1900s, various City Departments were moved from the building, including the Police Station, Public Works Department, and, in later years, the City Commission Chambers.



City Hall under construction. 1904

City of Fernandina Beach Collection



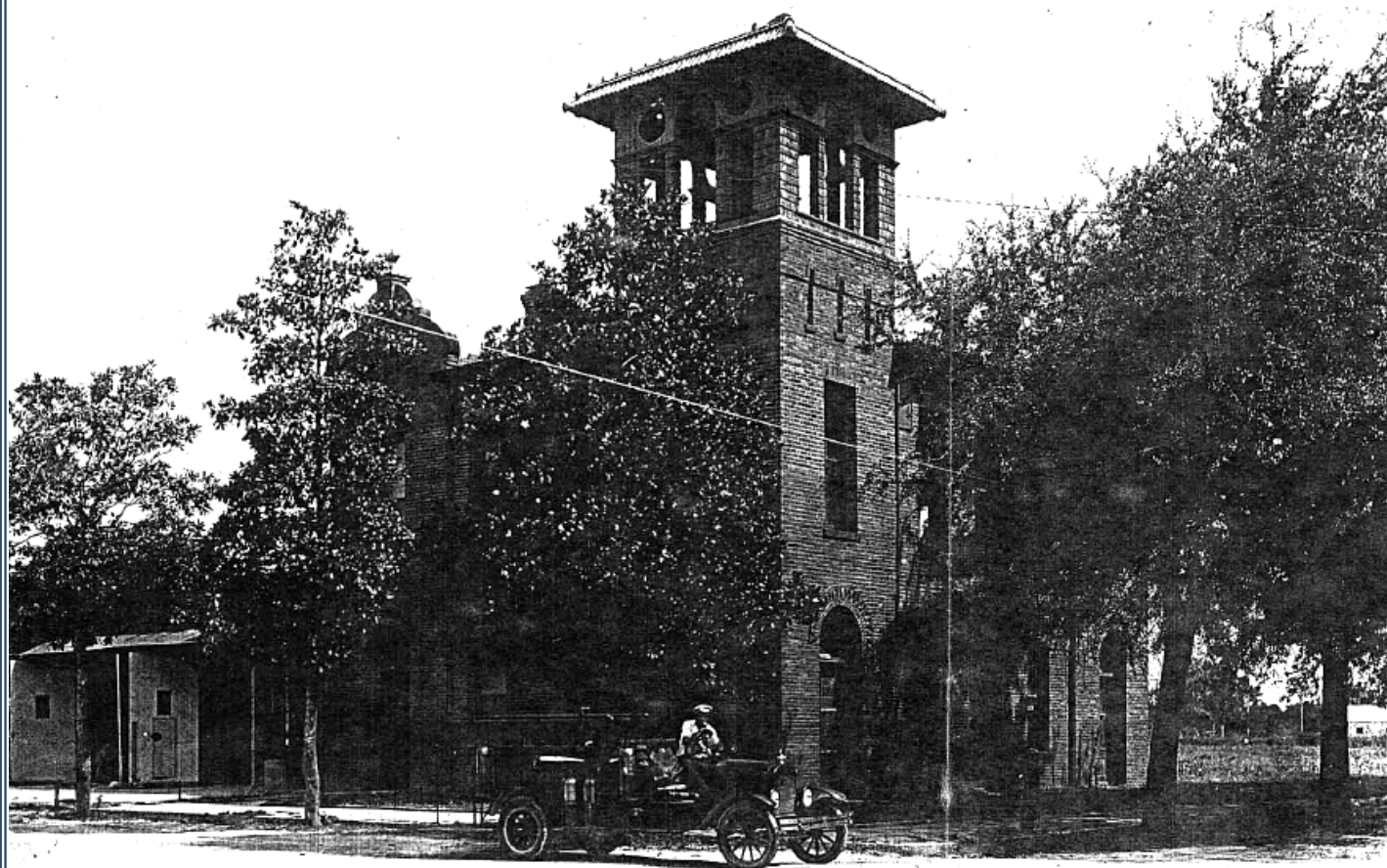
City Hall and Fire Station

Amelia Island Museum of History 2017.059.125



City Hall and Fire Station 1915

Amelia Island Museum of History 1991.053.012



Fernandina City Hall. Date Unknown.

City of Fernandina Beach Collection



Photograph taken at City Hall in the late 20s or early 30s.

Back row, left to right: Prewitt, Cricket; Livingston, Henry; Goldstein, Louis; Bruni, Joe; Ozmer, Tom; Mr. Russel (?) City Manager; Ferreira, Johnny; Lohman, Harry.

Front row, left to right: Ray, Florence; Mr. Goodwin; Partin, Dave; Ward, Dorothy.

Amelia Island Museum of History 1997.008.001



City of Fernandina Fire Engines parked in front of City Hall/ Fire Station on Ash Street. Presumably, volunteer fire fighters sitting in and standing around the Fire Engines. From left to right: Carl Klotz, Tom Hernandez, Clement Rutishauser, Al Rinck, Pete Nagel, Herbert Youngblood, Chief Frank Surency, and Lewis Nolan. 1930s.

City of Fernandina Beach Collection



City of Fernandina Maintenance Truck at City Hall, 1940s

City of Fernandina Collection Beach



Fernandina City Hall 1945

Amelia Island Museum of History 1995.017.004



Boy scouts touring City Hall in 1950.

Amelia Island Museum of History 2018.026.045



Fernandina City Officials and Businessmen sitting around conference table. Man third from left is Exteen Corbett (Pogy Plant Manager). Man third from right is Hymie Fishler.

City of Fernandina Beach Collection

1956 Renovation – (cost =\$19,572)

- New wing constructed on the west elevation;
- Building altered to remove archways, towers, and chimneys;
- Brick resurfaced with stucco;
- Windows replaced;
- Re-roofed;
- Courtroom remodeled to serve as Courtroom/ Commission Chambers.
- Vault installed for City records, which had previously been kept in the attic.



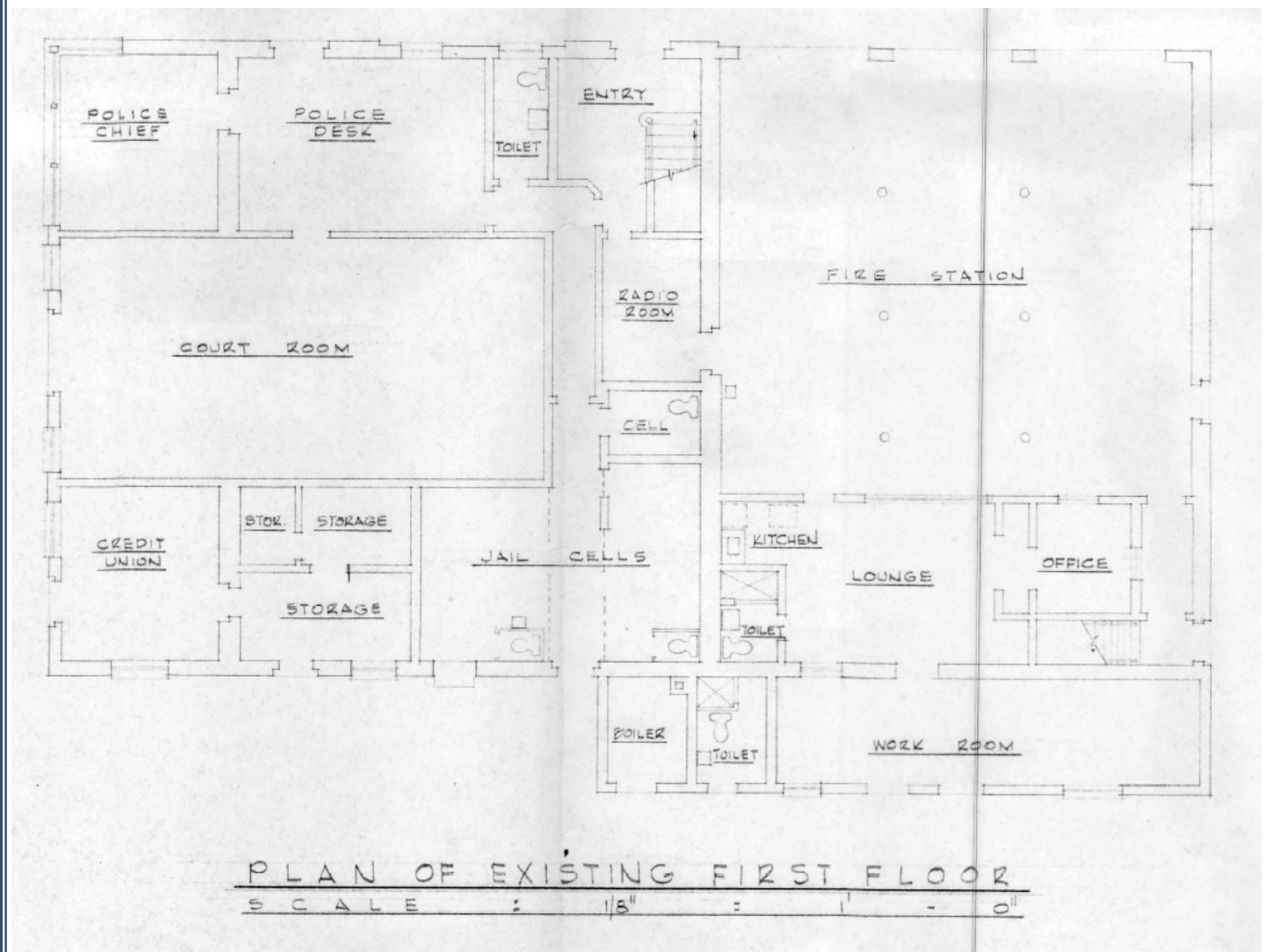
City Hall 1950s

City of Fernandina Beach Collection



Boy Scouts sitting around table in Fernandina City Manager's conference room. Scouts take over the function of city management for the day. Scouts are from Troop 212 (Herb McKendree scoutmaster - not pictured) and Troop 89. From left forefront, clockwise around the table: John Griffin, Dennis (last name unknown), Marion Clark, Jack D'Amato, Frank Barnhart, City Manager's Secretary (name unknown), Unknown scout, Thomas Gordon Hall Jr., Floyd Glisson (City Manager), Bill Melton, Unknown City Official, E. J. Smith, Bill Crane and Bud Rice (sitting against wall), unknown scout leaning forward in profile, Wayne Tyner and Charlie McKendree (sitting against wall), Dan Pipkin (sitting extreme right) and Joel (unknown last name) sitting at front end of table.

City of Fernandina Beach Collection



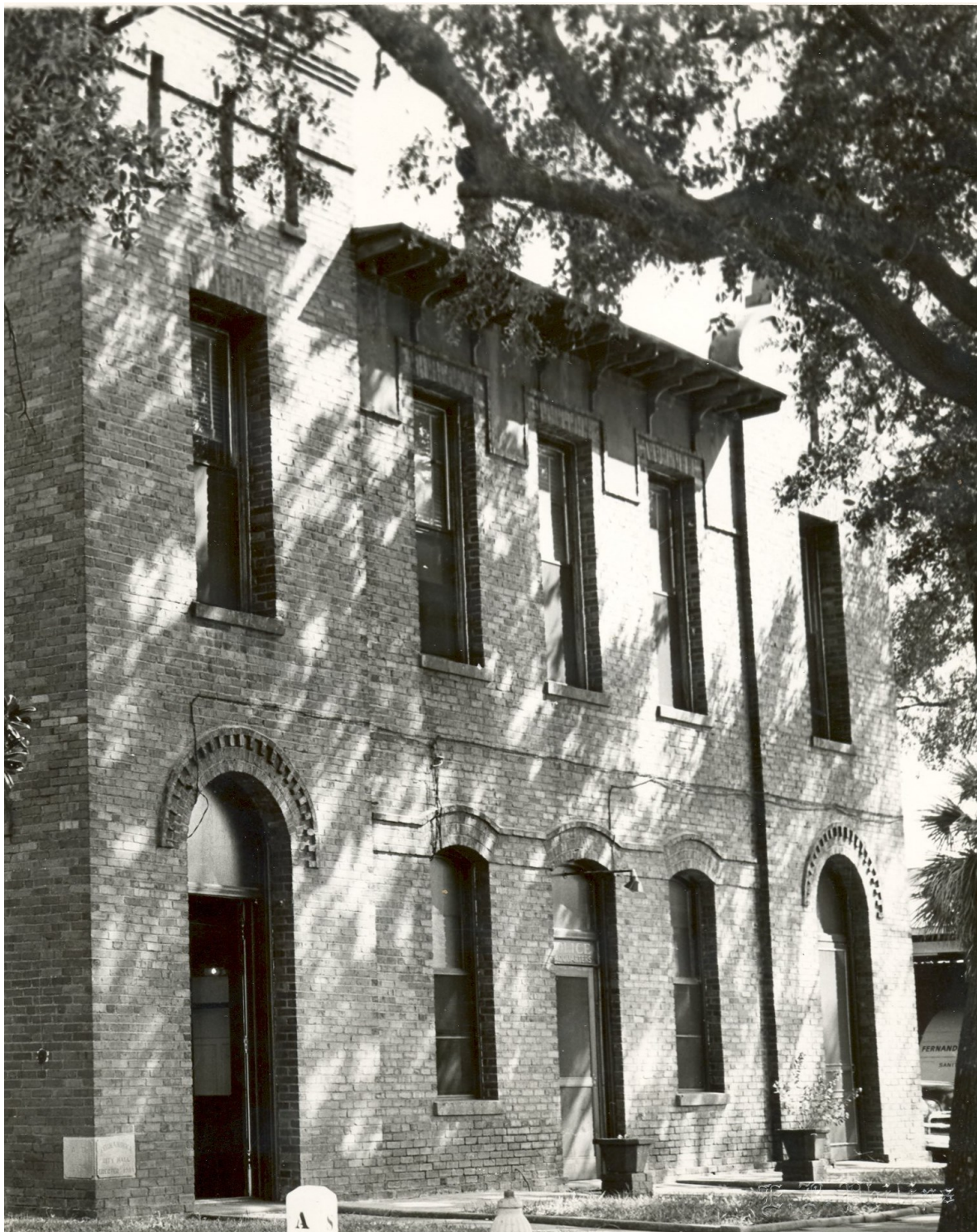
City Hall and Fire Station Floorplan (after 1956 addition to west elevation)

Amelia Island Museum of History 2017.059.125



City Hall (1951 -1952). Original single story section of the west (left) has been remodeled to include a 2nd story with white stucco exterior.

City of Fernandina Beach Collection



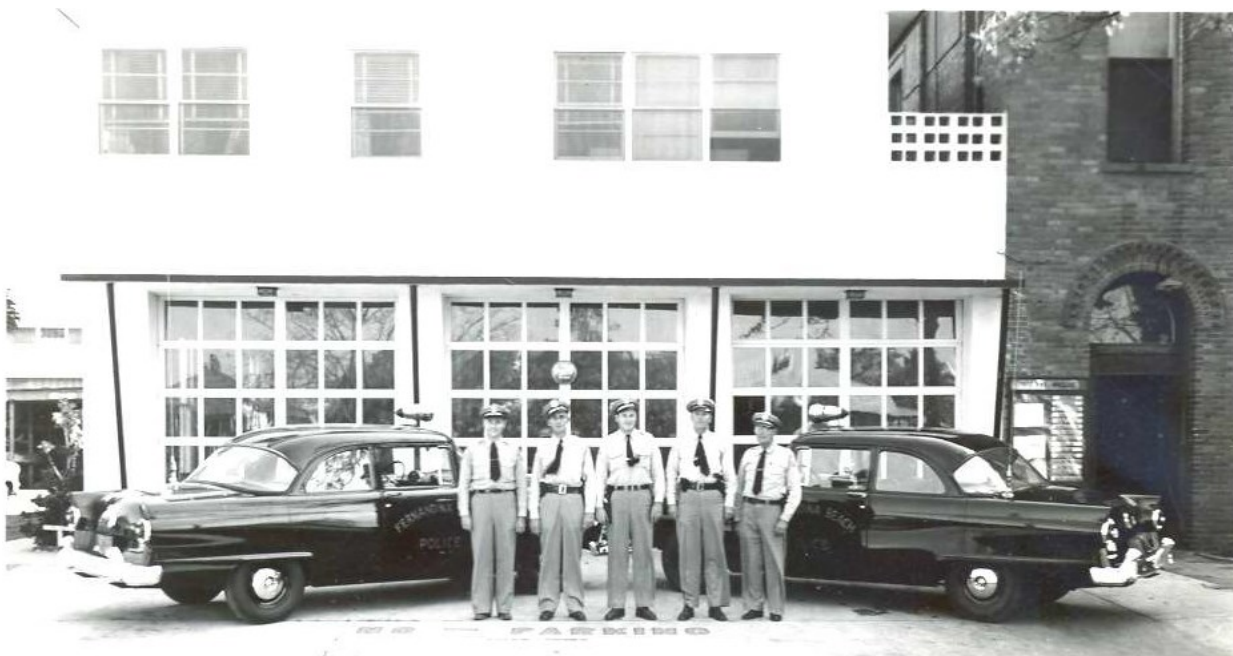
City Hall West Elevation (1951 -1952). Note cornerstone and bronze geodetic benchmark disc.

City of Fernandina Beach Collection



City of Fernandina Police Outside City Hall

City of Fernandina Beach Collection





Boy Scouts visiting City Hall. 1953.

Amelia Island Museum of History 2018.026.017



City Hall 1950s.

Amelia Island Museum of History 2018.026.006

1971 renovation – (cost unknown)

- East wing added to the building to accommodate the Rescue unit and provide an office for the Fire Chief.
- Relocated a number of times throughout the building, City Commission Chambers moved to the Police Station across the street in 1972.



City of Fernandina Beach Fire Station/ City Hall

City of Fernandina Beach Collection



City Hall. Late 1980s– Early 1990s.

City of Fernandina Beach Collection



- City approves relocation of Fire Department to new Fire Station #1 on 14th Street. This allowed for the reunification of City Commission Chambers with City Hall

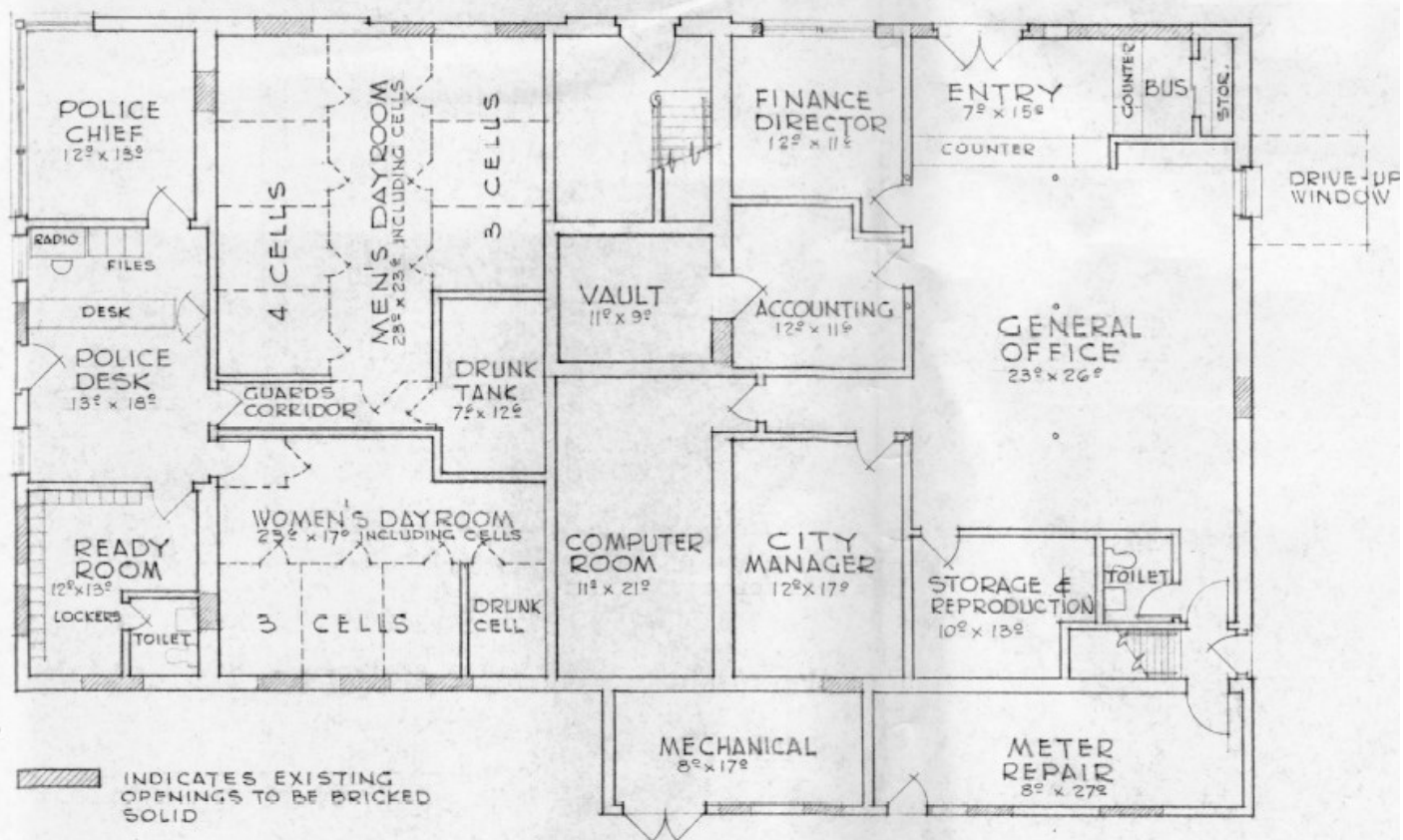
-

23



City Hall Before Fire Department Bays Converted to Commission Chambers. July 20, 1995

City of Fernandina Beach Collection



PLAN OF PROPOSED FIRST FLOOR

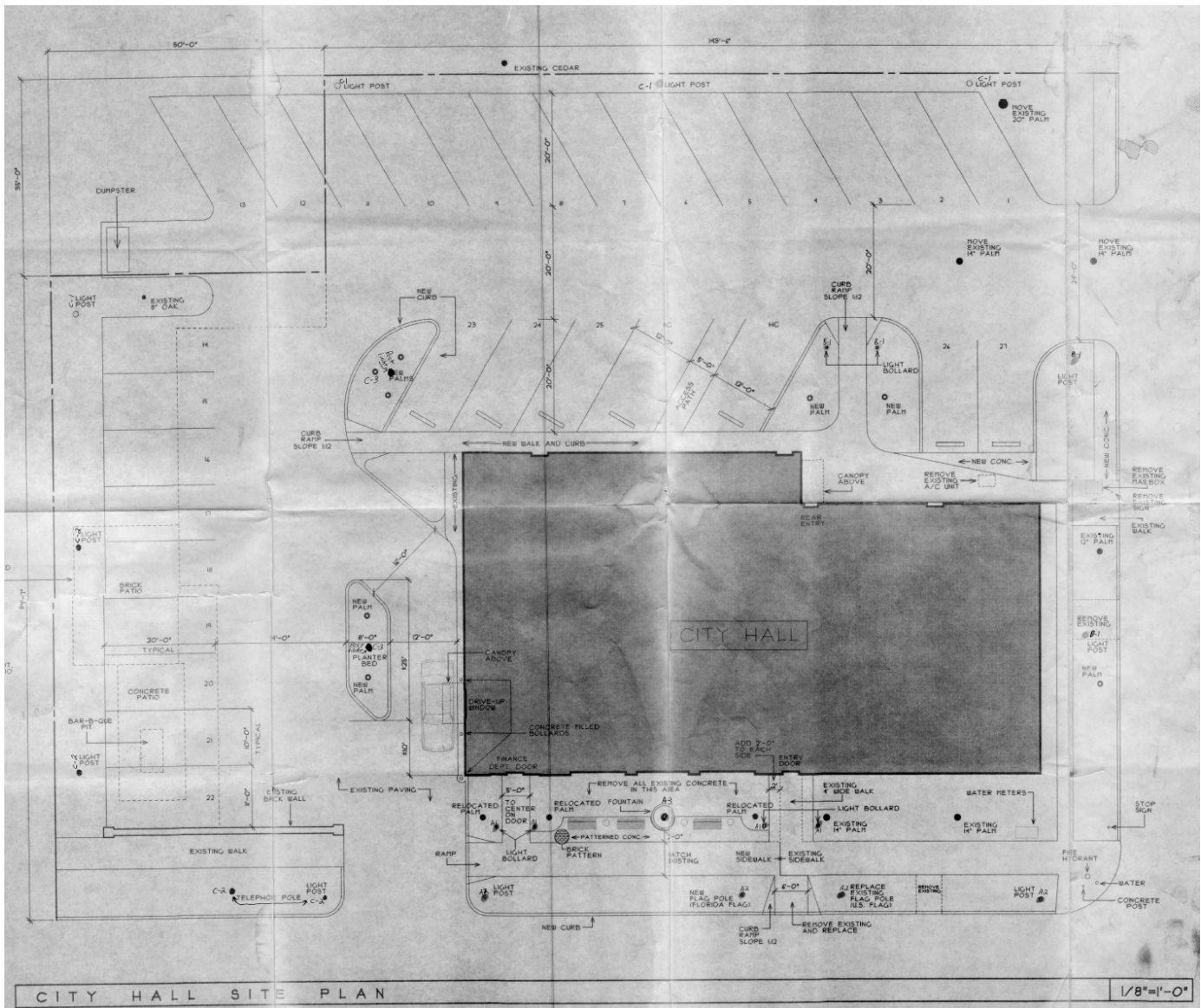
SCALE: 1/8" = 1'-0"

Early Concept Drawings for City Hall Remodel Keeping Police Station in City Hall. Undated.

City of Fernandina Beach Collection

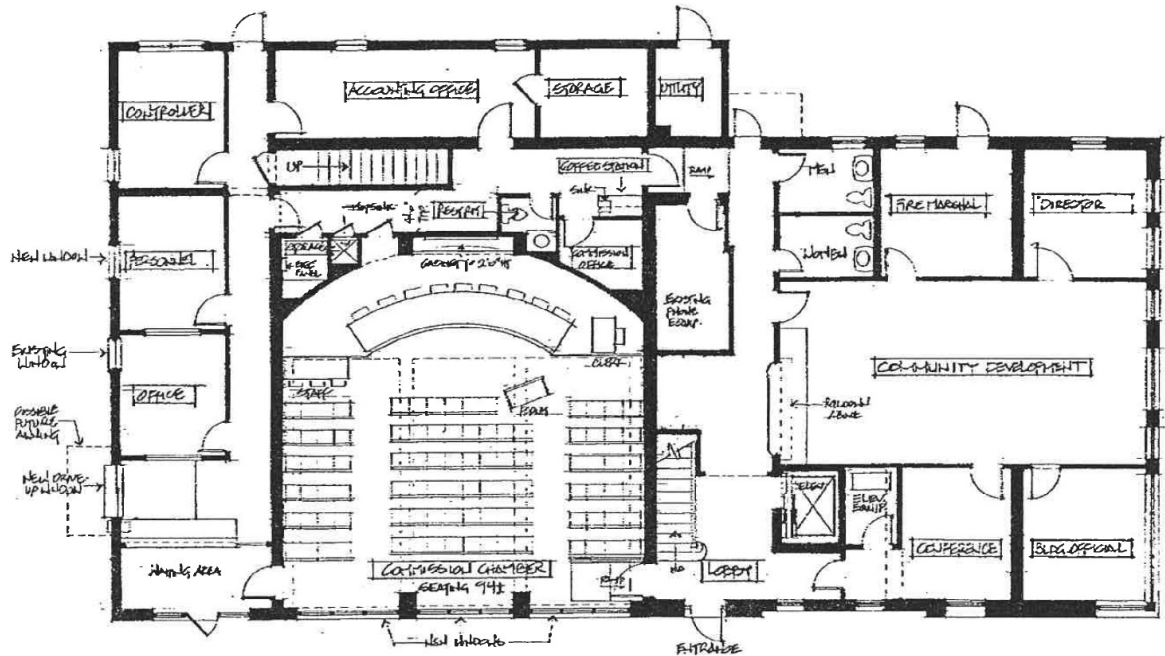
"At the June 30, 1995 City Commission Retreat, the Commission expressed support for retaining City Hall at its present location..."

From a planning perspective, the existing City Hall is properly located. It is located in the downtown area and the heart of the community, and it is near the historic district. It is appropriate and desirable to locate major public facilities such as a Post Office, Police Station, City Hall, and Courthouse and private facilities such as banks and Chamber of Commerce in the downtown area. Just as a Courthouse belongs downtown, so does a City Hall." - Memo from Interim City Manager Zachary Zoul dated July 4, 1995



City Hall Renovation Site Plans Showing New Parking Area, Landscaping, and Site Features. Undated.

City of Fernandina Beach Collection



FIRST FLOOR PLAN

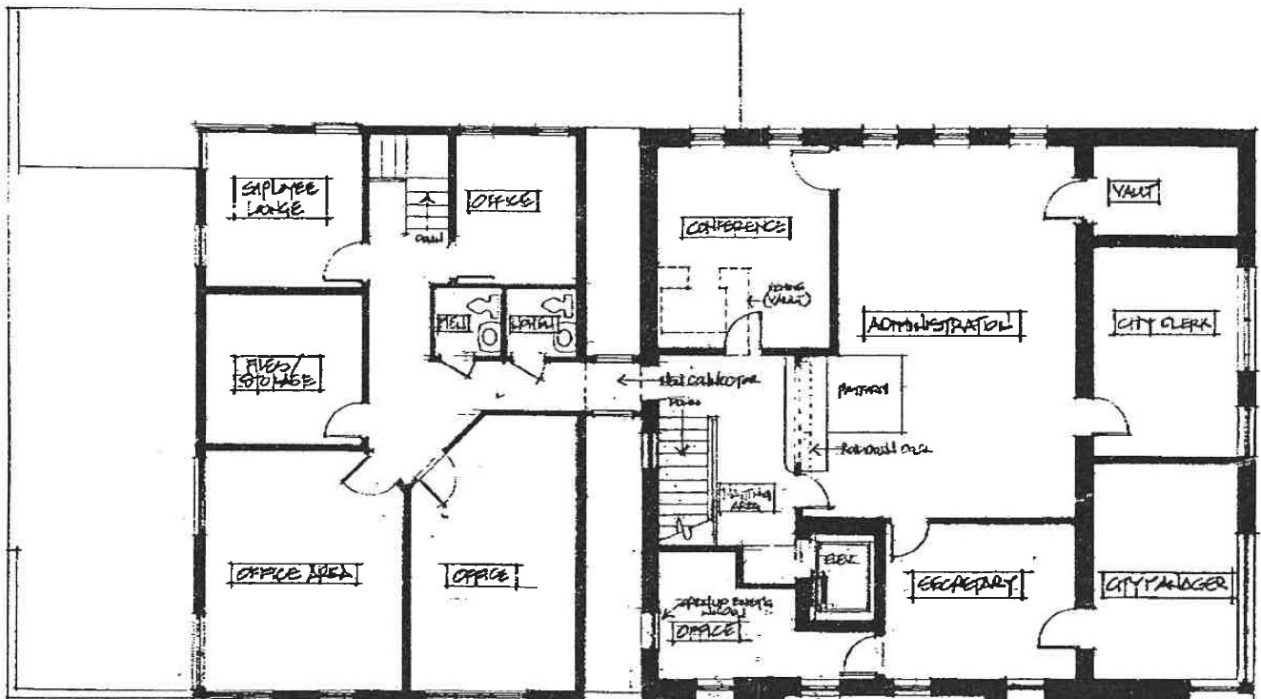
CITY HALL - FERNANDINA BEACH, FLORIDA

1" = 10'

AUGUST 8, 1995
REVISED 3/17/96
REVISED 4/30/96

City Hall Renovation Floorplans. April 30, 1996. Beer Stauffer & Associates.

City of Fernandina Beach Collection



SECOND FLOOR PLAN

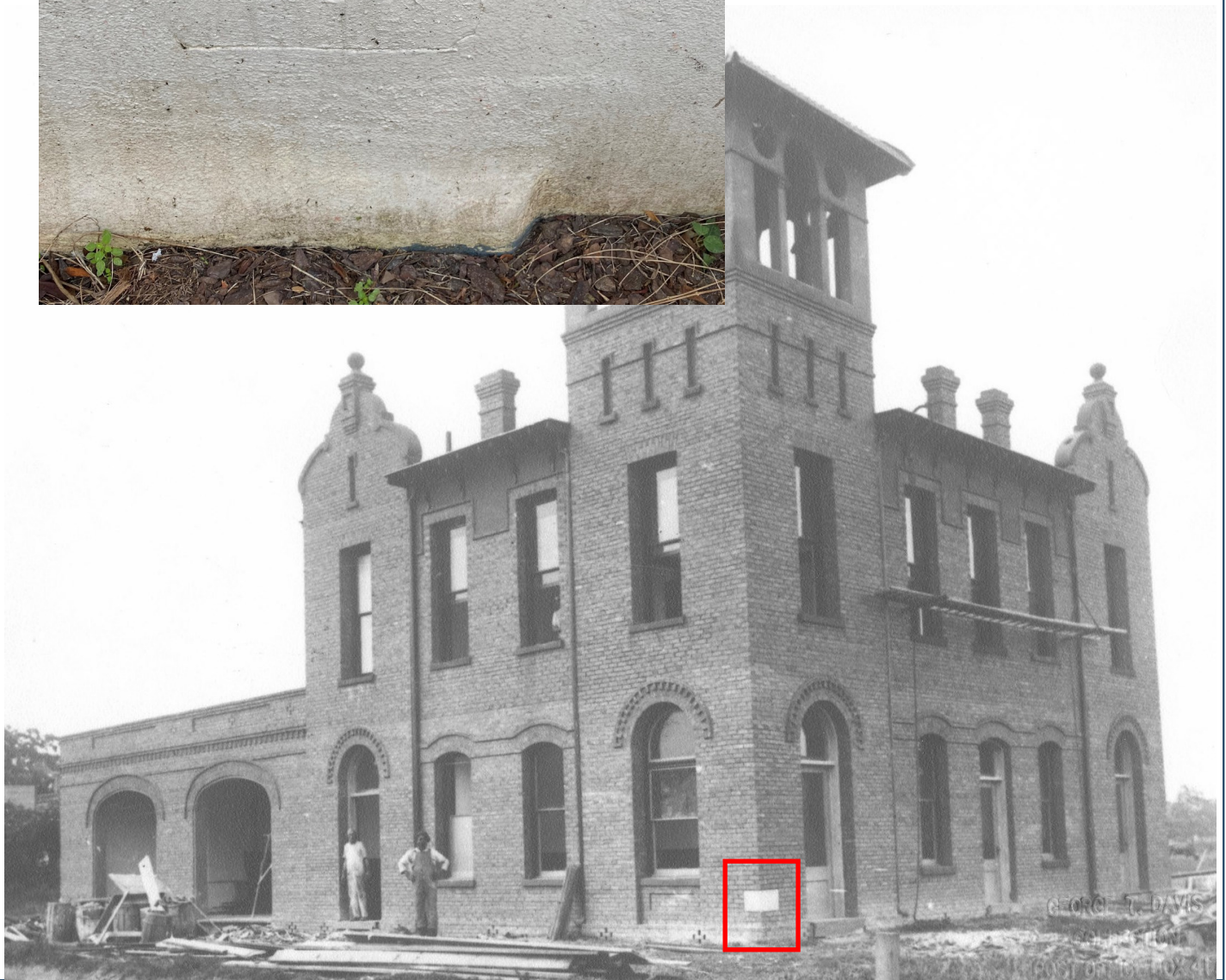
CITY HALL - FERNANDINA BEACH, FLORIDA

1" = 10'

AUGUST 8, 1995
REVISED 4/30/96

Character Defining Features

- **North face of original cornerstone laid in 1904.** West face is currently obscured by the 1956 addition.



Character Defining Features

- Geodetic Survey Benchmark — Installed 1923
 - Set vertically in the north face of City Hall at the corner of Ash and Second Street, 29.5 feet east of the east curb of Second Street, 24.7 feet south of the south curb of Ash Street, 15.0 feet east of the northwest corner, 2.2 FEET west of the west entrance into City Hall, about 4 feet above the level of the ground.
 - “NOAA’s National Geodetic Survey (NGS) defines, maintains, and provides access to the National Spatial Reference System (NSRS) — a consistent coordinate system that defines latitude, longitude, height, scale, gravity, orientation, and shoreline throughout the United States and is designed to meet our nation’s economic, social, and environmental needs. For 200 years, NGS and its predecessor agencies have collaborated with public and private organizations to establish reference stations at precisely determined locations. Traditionally, these locations have been identified by setting a survey mark —usually a brass, bronze, or aluminum disk.”
www.geodesy.noaa.gov



National Geodetic Survey, Retrieval Date = JANUARY 4, 2020	
BC0160	*****
BC0160	TIDAL BM - This is a Tidal Bench Mark.
BC0160	DESIGNATION - 872 0030 TIDAL 36
BC0160	PID - BC0160
BC0160	STATE/COUNTY- FL/NASSAU
BC0160	COUNTRY - US
BC0160	USGS QUAD - FERNANDINA BEACH (1992)



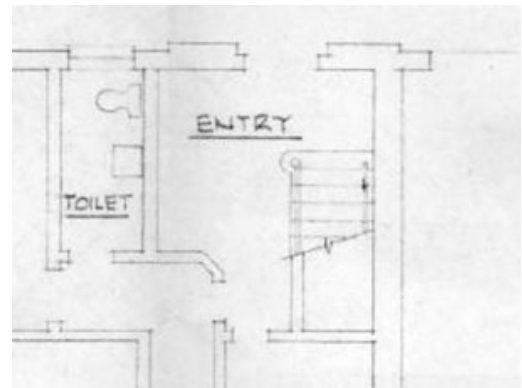
Character Defining Features

- As the building evolved and expanded, many of the original doorways and windows were sealed off. Many of the built in bookcases throughout the building were constructed to fill in these openings and were designed to be reversible.



Character Defining Features

- Entry staircase - original to the 1904 design.
- Wood paneling is a character defining feature of the 1956 renovation.



Character Defining Features

- The building retains a number of its original doors trimwork



City of Fernandina Beach Comprehensive Plan

Related Policies

Policy 11.03.08. The City shall continue the use of historic buildings for governmental purposes and shall consider the acquisition of historic buildings for adaptive reuse for municipal purpose when additional space is required. Any building fifty (50) or more years old considered for surplus by the City shall be submitted prior to sale for review by the applicable review board. Any such building determined to have historic or architectural significance, if considered surplus, shall be sold or otherwise conveyed by the City with protective covenants to ensure its preservation and proper rehabilitation.

Policy 11.03.14. The City shall continue to monitor and seek support from state and federal programs related to historic preservation, and shall pursue grant funding where feasible to complete projects in the City related to historic, cultural and archaeological resource protection.

Policy 11.03.19. The City shall encourage retention of essential public services, such as a post office, library and other government functions, in the historic downtown district, and encourage reuse of historic buildings for these functions where feasible.

Policy 11.07.02. The City shall provide for the interpretation of City-owned historic resources, including but not limited to, media outreach, interpretive kiosks or plaques, and staff outreach.

Policy 11.09.01. The City shall encourage historic preservation as a sustainable building practice that encourages reuse of existing resources and helps reduce energy consumed and waste created as part of the demolition and building process.

Policy 11.09.02. The City shall review the Land Development Code for regulations that encourage teardowns of existing structures and make recommendations to the City Commission regarding changes or alterations to the Land Development Code that will assist in prevention of teardowns and retention of existing structures, including identifying incentives such as tax exemptions, expedited permitting, or reduced fees, to promote reuse of existing structures.

Resources

- Amelia Island Museum of History Digital Archive
- City of Fernandina Beach Photo Collection
- *Annual Report of City of Fernandina Beach, Florida: 1955*
- Undated *News Leader* Article Announcing Bid Acceptance for City Hall Renovation. 1956
- *Budget Message FY 1995-96*. Page 19
- *City Hall Rededication Program*. October 29, 1996.
- “New Annex to Be Completed May 1 on Fernandina City Hall.” *Fernandina Beach News Leader*. 1952.
- ORDINANCE NO. 95-12 “An Ordinance of the City of Fernandina Beach, Florida, Expanding the Boundaries of the Historic District to Include City Hall”
- *City of Fernandina Beach Building Permit 9684B*. March 19, 1996.
- Historic District Council HDC96-42 Staff Report.

