



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
MARCH 24, 2022
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING MINUTES**
 - 3.1 Approval of Minutes for the February 17, 2022
- 4. PRESENTATIONS**
 - 4.1 **PRESENTATION - PECK CENTER BRICK REHABILITATION UPDATE** - Lorelei Jacobs
- 5. OLD BUSINESS**
 - 5.1 **2021-0023 - TODD KEMP, 511 ASH STREET**
Amendment to a previously approved Certificate of Approval (COA) to construct a single-story accessory dwelling. (*Quasi-Judicial*)
- 6. NEW BUSINESS**
 - 6.1 **2022-0052 - TODD KEMP, 511 ASH STREET**
Variance from LDC Section 5.01.04(A)(3) to construct an accessory dwelling within the front-yard setback. (*Quasi-Judicial*)
 - 6.2 **HDC 2022-0053 - PAMELA BROWN, 116 N. 4TH STREET**
Certificate of Approval (COA) to construct a swimming pool in the rear yard. (*Quasi-Judicial*)
- 7. BOARD BUSINESS**
- 8. STAFF REPORT**
 - 8.1 Staff Certificate of Approval (COA) - February 2022
 - 8.2 [The Alliance Review. Quarterly Journal of the National Alliance of Preservation Commissions. 2021 No. 4.](#)
 - 8.3 National Park Service [Historic Preservation Fund FY 2021 Annual Report](#)

8.4 THURSDAY MAY 19, 2022 3:00PM - 4:30PM

HDC Workshop: Annual joint meeting of the Historic District Council, Fernandina Beach Main Street, Amelia Island Museum of History, and the Amelia Island Fernandina Restoration Foundation.

9. PUBLIC COMMENT

10. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR APRIL 21, 2022

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.



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
FEBRUARY 17, 2022**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT

James Pozzetta

Michael Spino (Chair)

Michael Harrison

Froilan Esclusa (Vice-Chair)

Tammi Kosack

Michael O'Donnell (Alt 2)

MEMBERS ABSENT:

Tim Poynter (Alt 1)

OTHERS PRESENT:

Tammi Bach, City Attorney

Sal Cumella, Historic Preservation Planner

Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Member Harrison stated that he previously owned the property at 902 Someruelus Street. Chair Spino disclosed ex parte communications with staff, Commissioner Ross, and Jose Miranda. Member Kosack disclosed ex parte communications with staff and applicant Jenny Schaffer. Vice-chair Esclusa disclosed an ex parte communication with staff. No other members disclosed ex parte communications.

City Attorney Tammi Bach explained the Quasi-Judicial hearing procedures.

Ms. Hartmann administered the oath for all parties that would be giving testimony.

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the January 20, 2022, Regular Meeting.

Member Kosack inquired about whether more of the Board conversation towards the end of meetings should be captured in the minutes. Ms. Bach stated that current meeting minutes go far beyond the legal requirements. Chair Spino requested that Member Kosack draft up a brief paragraph of the details she would like to include for the record of the January meeting.

Member Pozzetta stated that under Item 6.1 that striking "superior" and replacing it with "more appropriate" is more consistent with his intent.

ACTION TAKEN: A motion was made by Member Harrison, seconded by Member Kosack to approve the minutes with the noted amendments.

Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. OLD BUSINESS

5.1 HDC 2021-0022 - COTNER ASSOCIATES, INC., AGENT FOR STEVEN BUGG, 117 N. 3RD STREET

Final Certificate of Approval (COA) to demolish old additions, replace existing decks in the same location, new metal roof, repair/replace siding, repair/replace windows, add 336 sq. ft. carriage house. . (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Vice-chair Esclusa confirmed that the exterior stairs are going to be removed as part of the proposed project.

Anne Pittman, agent for the applicant, was present to answer any questions.

Vice-chair Esclusa inquired about the proposed railing material. Ms. Pittman confirmed that they will be stainless cable rails.

Public Hearing was opened and closed with no parties wishing to speak.

Member Kosack stated that the proposed project has a massing and scale that is very consistent with the LDC and Historic District Guidelines.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Pozzetta to approve HDC case 2021-0022 with the condition that upon determination that a front railing is required per the building code, Staff can review for approval; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0022, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

6. NEW BUSINESS

6.1 HDC 2021-0042 - LANCE YOUNG, 902 SOMERUELUS STREET

Certificate of Approval (COA) to construct an 1800 sq. ft. primary structure and 300 sq. ft. accessory dwelling unit. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Member Kosack noted that the Staff report Summary shows Lots 10 and 11 and it should be corrected to show Lots 11 and 12.

The applicant was not present to answer questions.

Member Pozzetta inquired about the number of trees being removed and how the applicant can plant back the required number of inches to mitigate the tree removal.

Mr. Cumella confirmed that the applicant will have to present a landscape plan, to be reviewed by the City Arborist, to demonstrate the ability to meet the tree mitigation requirements.

Member Kosack noted that a recent LDC Text Amendment, passed by the City Commission, provides property owners with the option to apply for an Administrative Waiver to relax setback standards in order to preserve protected trees.

Public Hearing was opened.

Jennifer Harrison, 800 Someruelus Street, spoke about many of the trees possibly being located in the right-of-way. She also inquired about how the applicant intends to set the garage and driveway because of the steep topography.

Public Hearing was closed.

Member Kosack and Vice-chair Esclusa both commended the detail of the submitted plans and how the applicant clearly identified key Old Town Design Guidelines.

ACTION TAKEN: A motion was made by Member Harrison, seconded by Member Kosack to approve HDC case 2021-0042 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0042, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation Design Guidelines to warrant approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

6.2 HDC 2022-0048 - JOSE MIRANDA, AGENT FOR, JENNY SCHAFFER, 101 N. 2ND STREET
Conceptual Certificate of Approval (COA) for Adaptive Re-Use and Addition to the C.H. Huot Building (Standard Marine). (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended CONCEPTUAL approval.

Member Kosack asked about the process and flow of approval from conceptual approval. Mr. Cumella stated that after this conceptual approval it would be presented to the TRC process before returning to the Historic District Council.

Vice-chair Esclusa stated that he had previously asked Mr. Cumella about limitations on flagpole heights and Mr. Cumella confirmed that flagpole height is not regulated.

Member Kosack asked about how binding is the Conceptual Approval process in terms of changes that could be requested at a later review.

Member Kosack and Chair Spino both commented on the amount of roadwork and various right-of-way improvements currently taking place in the vicinity of the proposed project.

Member Harrison stated that he believes the role of the HDC is to focus on design more than the rail, roadway systems, and traffic.

Vice-chair Esclusa asked whether the parking located directly in front of the building entrance is required per the LDC. Mr. Cumella stated that this parking is on street public parking and not required.

Jose Miranda, 309 ½ Centre Street, first confirmed that he is actively working with the City to ensure that parallel parking spaces and sidewalks all work together. He also stated that the intent is to restore the exterior to its historic character, but the poor condition of the interior will require all new structural configurations. He also spoke Mr. Miranda spoke about the roof top footprint, the first floor components regarding restaurant, bar and kitchen, and second floor as a boutique hotel.

Vice-chair Esclusa commended the applicant on maintaining the integrity of the original building. He also stated that he was hoping the proposed new addition would help frame the historic structure and not blend in as much.

Member Kosack inquired about the type of flood proofing that would be in place to protect the structure. Mr. Miranda indicated that historic structures are exempt from the flood protection requirements but not on the addition. However, they are exploring their options. He also stated that they had received an engineering assessment regarding the exterior brick structure.

Member Pozzetta asked if any assessment had been done on the condition of the existing windows. Mr. Miranda stated that the intent is to restore every window wherever possible.

Member Kosack and Chair Spino both commented on the importance of being able to fully screen all rooftop mechanical equipment.

Member O'Donnell inquired about the screening of the exterior stairwell. Mr. Miranda stated that it would be a metal material to keep in line with the industrial aesthetic.

Chair Spino brought up the need for space for truck unloading of deliveries. Member Kosack inquired about the keeping of the Standard Marine sign on the structure. Mr. Miranda stated that they are working with the City in order to salvage and restore the old signage on the west side of the building.

Jenny Schaffer, 342 N. Fletcher Avenue, provided the Board with a presentation outlining the proposed style of the interior which is French Industrial.

Public hearing was opened and closed with no parties wishing to speak.

ACTION TAKEN: A motion was made by Member Harrison, seconded by Member Kosack to CONCEPTUALLY approve HDC case 2022-0048 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0048, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

6.3 HDC 2022-0049 - MIKE STAUFFER, AGENT FOR, DAVID & GINA BARRY, 310 S. 6TH STREET

CONCEPTUAL Certificate of Approval (COA) to enclose a portion of the rear porch, eliminate solid paneling, install a new roof, and relocate existing windows. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended CONCEPTUAL approval.

Member Kosack asked how the importance for a structure's historic significance to enclose windows and a porch, even in the rear of the structure.

Mike Stauffer, 1417 Sadler Road, agent for the applicant, stated that the current porch roof is in poor condition and was not originally constructed very well. He also mentioned that replacement siding will not be Hardi but will match the existing wood siding. Mr. Stauffer stated that although they have not done an engineering study yet, the bricks piers look in pretty good shape.

Member Pozzetta commented that perhaps a piece of vertical siding would be a positive way to differentiate the original structure from the newer addition.

Public Hearing was opened and closed with no parties wishing to speak.

ACTION TAKEN: A motion was made by Member Esclusa, seconded by Member Pozzetta to CONCEPTUALLY approve HDC case 2022-0049 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0049, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

6.4 HDC 2022-0050 - MIKE STAUFFER, AGENT FOR MCDOWELL SOUTH, LLC., 224 S. 7TH STREET

Conceptual Certificate of Approval (COA) to enclose the existing porch and NE corner of the building, enclose the existing deck to be a screened porch, and build a new brick fireplace and chimney. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended CONCEPTUAL approval.

Mike Stauffer, 1417 Sadler Road, agent for the applicant, stated that the proposed addition is nearly unseen from the front of the property. He also stated that the current exterior siding is asbestos, and the proposed plan is to replace that with Hardie siding.

Public Hearing was opened and closed with no parties wishing to speak.

Member Harrison inquired about the possibility of any original wood siding under the asbestos.

Member Pozzetta pointed out that there might be a way to salvage any original wood siding found while removing the asbestos.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Kosack to CONCEPTUALLY approve HDC case 2022-0050 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0050, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.

7. BOARD BUSINESS

There were no Board Business items to discuss.

8. STAFF REPORT

8.1 Certificate of Approval (COA) - January 2022

Member Esclusa inquired about the removal of asphalt shingles at property next to the French restaurant.

8.2 American Planning Association Florida - Equity, Diversity, and Inclusion Committee 2022 Black History Month Series: *Florida Main Street and Historically Black Communities*.

Mr. Cumella let members know that there are a number of great topics and webinars available to the public.

8.3 Annual Report on the Economic Impact of the Federal Historic Tax Credits for Fiscal Year 2020.

Mr. Cumella provided the Board with an update on the status of state and federal tax credits.

Member Kosack mentioned that there have recently been a number of cruise ships coming into the port and using large charter busses.

Commissioner Ross stated that a letter from the HDC expressing concerns to Westrock regarding downtown traffic of charter busses from cruise ship visitors may help with a solution. Chair Spino voiced that he would think about how to address this matter.

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 6:40

Taylor Hartmann, Recording Secretary

Mike Spino, Chair



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2021-0023 AMENDMENT
MARCH 24, 2022

Owner/Applicant:	Todd C Kemp Living Trust & Brian K Boyer Living Trust
Property Address:	511 Ash Street – Lot 9 of Block 29
Parcel ID #:	00-00-31-1800-0029-0070
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Single-Family Residence
FL Master Site File #	8NA01106
Year Built:	2022
Contributing Status:	Non-Contributing
Requested action:	Amendment to a previously approved Certificate of Approval (COA) to construct a single-story accessory dwelling. (Quasi-Judicial)

All required application materials have been received. All fees have been paid. All required notices have been made.



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking an amendment to previously approved COA to construct an accessory dwelling unit (ADU). A previous design was approved on July 15, 2021 as a single-family residence. The proposed structure is intended to be an accessory structure to complement the primary structure that was approved by the HDC in October 2020 (HDC 2020-21) and has recently completed constructed at 511 Ash Street.

As the proposed accessory structure is located forward of the rear yard of the primary structure, a variance application (HDC 2022-0053) is being considered concurrently with this amendment.

APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)

[DOWNTOWN HISTORIC DISTRICT GUIDELINES](#)

[SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION](#)

Number	Secretary of the Interior's Standards for Rehabilitation	Findings		
		Complies	Does not Comply	N/A
1	<i>A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.</i>	☒	☐	☐
2	<i>The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.</i>	☐	☐	☒
3	<i>Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.</i>	☐	☐	☒
4	<i>Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.</i>	☐	☐	☒
5	<i>Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.</i>	☐	☐	☒
6	<i>Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.</i>	☐	☐	☒
7	<i>Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.</i>	☐	☐	☒
8	<i>Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.</i>	☒	☐	☐
9	<i>New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.</i>	☒	☐	☐
10	<i>New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.</i>	☒	☐	☐

ANALYSIS:

The proposed accessory dwelling unit is in keeping with the character of the Downtown Historic District and is designed to compliment the primary structure.

The front porch of the primary structure is sited approximately 34' from the front property line. Protection of the 72" DBH Live Oak tree at the front of the property was a key factor in the siting of the primary structure. The home was constructed on the rear portion of the lot to avoid impacts to the dripline of the tree. Due to the fact that the home is pushed back on the lot, and that the lot is 200' in width, the applicant is proposing to

site the accessory dwelling unit in the side yard. The Land Development Code section 5.01.04(A)3 requires that “a detached accessory dwelling unit shall be located only within a rear yard as established by Section 4.02.03.”

Rear yard is defined as “a yard extending across the full width of the lot and measured between the rear line of the lot and rear line of the main building” (LDC 1.07.00(B) Glossary of Terms).

As such, a variance will be required to allow the ADU to be located in the side yard.

The design of the ADU is in keeping with the character of the neighborhood and the downtown historic district as a whole. It complies with guidelines for scale, orientation and site coverage, form and detail, proportions, and roof forms. It will utilize modern materials to replicate traditional materials commonly seen in the district.

The request also includes the construction of 4’ black aluminum fencing and brick columns to complete the existing fencing that currently exists on the property.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is substantially consistent with the Land Development Code, the Secretary of the Interior’s Standards, and the Downtown Historic District Guidelines.

Staff recommends:

APPROVAL of this amendment to HDC 2021-0023 with the following conditions:

1. Approval of Variance HDC 2022-0053 is required as a prerequisite to approval of this case.

MOTION TO CONSIDER:

I move to approve or deny this amendment to HDC case number 2021-0023 with or without conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That this amendment to HDC case 2021-0023, as presented, is or is not substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior’s Standards, and the Downtown Historic District Guidelines to warrant approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC 2021-0023 Amendment Application and Backup Materials
EXHIBIT 2 Plans & Elevations

Respectfully Submitted,



Salvatore J. Cumella
Historic Preservation Planner

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #8528

Date Submitted: 1/3/2022

HISTORIC DISTRICT COUNCIL (HDC): CERTIFICATE OF APPROVAL (COA) APPLICATION

USE THIS FORM TO Apply for approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA). Projects may require either a Board-level review or a Staff-level review.

Fees

☐ Certificate of Approval (COA): Staff Review \$25

☐ Certificate of Approval (COA): Board Review - Residential Single Family \$250

☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400

☐ Demolition of a Primary Structure “ Non-Contributing \$1,500

☐ Demolition of a Primary Structure “ Contributing \$7,500

☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100

☐ After-the-Fact Certificate of Approval (COA): Board Review \$1,500

☐ Amendment to Previously Approved COA - First Amendment Free, Subsequent Amendments = 1/2 cost of original fees

Basis for Review

All applications, whether Staff or Board review, are reviewed for consistency with the City of Fernandina Beach Comprehensive Plan, Land Development Code, and applicable guidelines such as the Downtown Historic District Design Guidelines, Old Town Fernandina Preservation and Development Guidelines, and the Community Redevelopment Area (CRA) Design Guidelines. Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior’s Standards for Rehabilitation.

hdc 2022



IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you™ need to meet with the Preservation Planner prior to submitting your application. This should be done at least 45 days prior to your anticipated submittal date to allow time for review. Staff approval applications are accepted on a rolling basis and are generally completed in 3-5 days. Please note that projects can only begin after receiving a Certificate of Approval (COA) and a building, sign, or zoning permit (if required).

Application Requirements

- | | |
|--|---|
| ☐ A complete/ signed application; | ☐ Photographs; |
| ☐ Proof of Ownership (copy of deed or tax statement); | ☐ Any additional backup materials, as necessary; |
| ☐ A current survey of the property, for new construction and any change to existing footprint. (no older than two years); | ☐ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application; |
| ☐ Scaled elevations & plans; | ☐ For window replacement, a Window Survey must be completed. |

Please see the Land Development Code (LDC) for detailed information:

- ☐ Historic District Overlays " see LDC Section 8.01.01
- ☐ Specific Requirements within the OT-1 and OT-2 Zoning Districts " see LDC Section 8.01.01.02
- ☐ Amelia River Waterfront Community Redevelopment Area " see LDC Section 8.01.02
- ☐ Application Process for Certificate of Approval " see LDC Section 8.03.03
- ☐ Signage in the Historic Districts and Community Redevelopment Area " see LDC Section 8.01.03
- ☐ Requirements for Demolition Applications " see LDC Section 8.03.03.01
- ☐ Appeals - see LDC Section 8.03.09

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

An applicant may appeal the HDC's decision for variances to a court of record as outlined in LDC Section 10.02.04(D). The petition shall be presented to within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

PROJECT TYPE*

Amendment to Previously Approved COA ▼

APPROVAL TYPE*

Board Approval: Final ▼

See [Certificate of Approval Matrix](#) for details

Previously Approved Case

HDC 2021-0023

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

4/20/2021

Please apply for a required pre-application meeting using the following link:

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's website â†’ Map Search](#)

Historic District*

Downtown

Site Address*

515 Ash Street

City*

Fernandina beach

State*

fl

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0029-0070

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Todd

Last Name*

Kemp

Mailing Address*

PO Box 527

City*

Key West

State*

Fl

Zip Code*

33041

Telephone Number*

904 910-1072

E-mail Address*

tkempjax@gmail.com

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included

Is there an agent other than the owner representing this project?*

No

First Name*

Last Name*

Company (if applicable)

Street Address

City

State

Zip

Telephone Number

E-mail Address

Project Description*

This is a modification to the designed that was reviewed and approved at the 7/15/21 HRC Regular Meeting. The former design was larger than needed and has proven to be cost prohibitive to build. The revised design is for an accessory building / guest cottage to 511 Ash St. The design is for a 625 Sq FT single story cottage. The cottage has one bedroom, one bathroom, a living room and kitchen. The cottage is for the owner's mother and is designed to be elder friendly. The cottage will be built at 515 Ash St.; there are no existing structures on the lot. The cottage will be inside the fencing that was approved with the 511 Ash St. project, so the combined space will look like a main house with a cottage. Also, parking that was approved with the 511 Ash St. property will be utilized. The design of the cottage is consistent with the main house with a mass and scale that is consistent with the structures on the surrounding streets. Construction materials include white hardy board and batten siding, Black Anderson windows, Five "V" galvanized aluminum roof and black exterior shutters. The house is positioned close to 6th street in order to leave space for a potential swimming pool between the buildings in the future. We had previously funded and installed a water meter and obtained an address for this property. We would like to have the cottage on a separate electric and water meter.

Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

Design Vision Statement*

For New Construction: Please write a brief design statement explaining the architectural style of your project; what its design draws inspiration from; and how it is architecturally compatible with the surrounding historic neighborhood.

Requirements for Demolition Applications

Per LDC 8.03.03.01

1. Does the structure or site meet national, state, or local criteria for designation?

NY

2. Is the structure or site a contributing structure or site to a locally designated or National Register historic district?

3. Would the loss of the structure or site deteriorate the quality or continuity of the historic district, or the surrounding neighborhood?
-
4. Is the structure or site is of such design, crafts manship, or material that it could be reproduced only with great difficulty and/or expense?
-
5. Is the structure or site 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. Would the removal of the structure or site destroy the historic relationship between structures or open space?
-
7. Would 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?
-
8. Have the applicants made good faith efforts to pursue alternatives to demolition?
-
9. Will the applicant be denied a reasonable return on his or her investment
-
10. Is there an economic hardship for the applicant as demonstrated by requirements in Section 8.03.06?
-
11. Has the Code Enforcement and Appeals Board has recommended demolition of the structure?
-

MATERIALS

List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
Hardy	Board & Batten	Sherwin Williams Extra White (Name/Number)

DOORS

Manufacturer	Product Description	Color
	Same as 511 Ash St Include FL Product Approval # for Windows and Doors	Brown / Wood Tone (Name/Number)

WINDOWS

Manufacturer	Product Description	Color
Anderson	400 Series - Same as 511 Ash St Include FL Product Approval # for Windows and Doors	Black (Name/Number)

ROOFING

Manufacturer	Product Description	Color
	Five "V" galvanized metal roof	(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
Hardy		Sherwin Williams Extra White (Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
	Concrete - Same as 511 Ash	(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
	Composite Louver - Type and Color same as Ash St	Black (Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
		(Name/Number)

FENCING

Manufacturer	Product Description
	Alumnium - Included in 511 Ash St. Approval

Color

Black

(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer

Product Description

Color

(Name/Number)

SIGNAGE

Manufacturer

Product Description

N/A

Color

(Name/Number)

OTHER

Manufacturer

Product Description

Color

(Name/Number)

Please upload supplemental documentation and all product brochures, paint color samples, etc.

Upload 1

Kemp 4.1 220103
HDC.pdf

Upload 2

Kemp 1.1 220103 HDC-
1.pdf

Upload 3

FB Warranty Deed
Ash.pdf

Upload 4

Choose File

No file selected

Upload 5

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No file selected

Upload 6

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Upload 7

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Upload 8

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No file selected

Certification*



By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.



I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.

2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.

3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City’s website approximately one week before the Historic District Council meeting.

5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).

6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.

7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

Applicant First Name*

Charles Todd

Applicant Last Name*

Kemp

Today's Date*

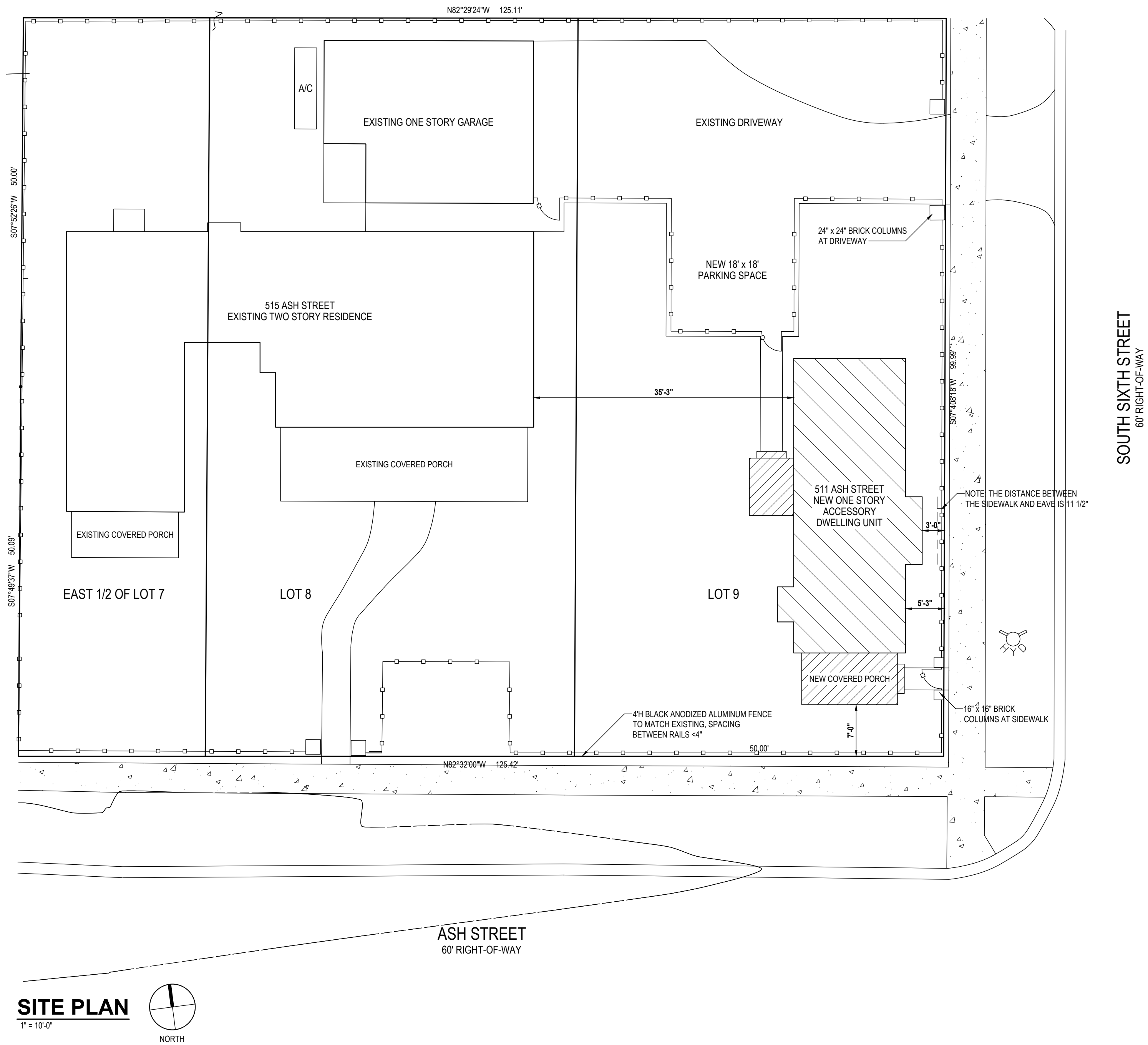
1/3/2022



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

Please make sure to disable pop-up blocker in order to submit.



MICHELLE RAWLS AR96253

FLORIDA SEAL
This item has been electronically signed and sealed by Michelle Rawls, Architect AR 96253 on the date/ time stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

REVISIONS DATE

DATE:
1/3/2022
DRAWING FILE:
KEMP 1.1 SITE

ACCESSORY DWELLING UNIT

TODD KEMP

511 ASH STREET
FERNANDINA BEACH, FLORIDA

SITE PLAN

1.1



EAST ELEVATION

1/4" = 1'-0"



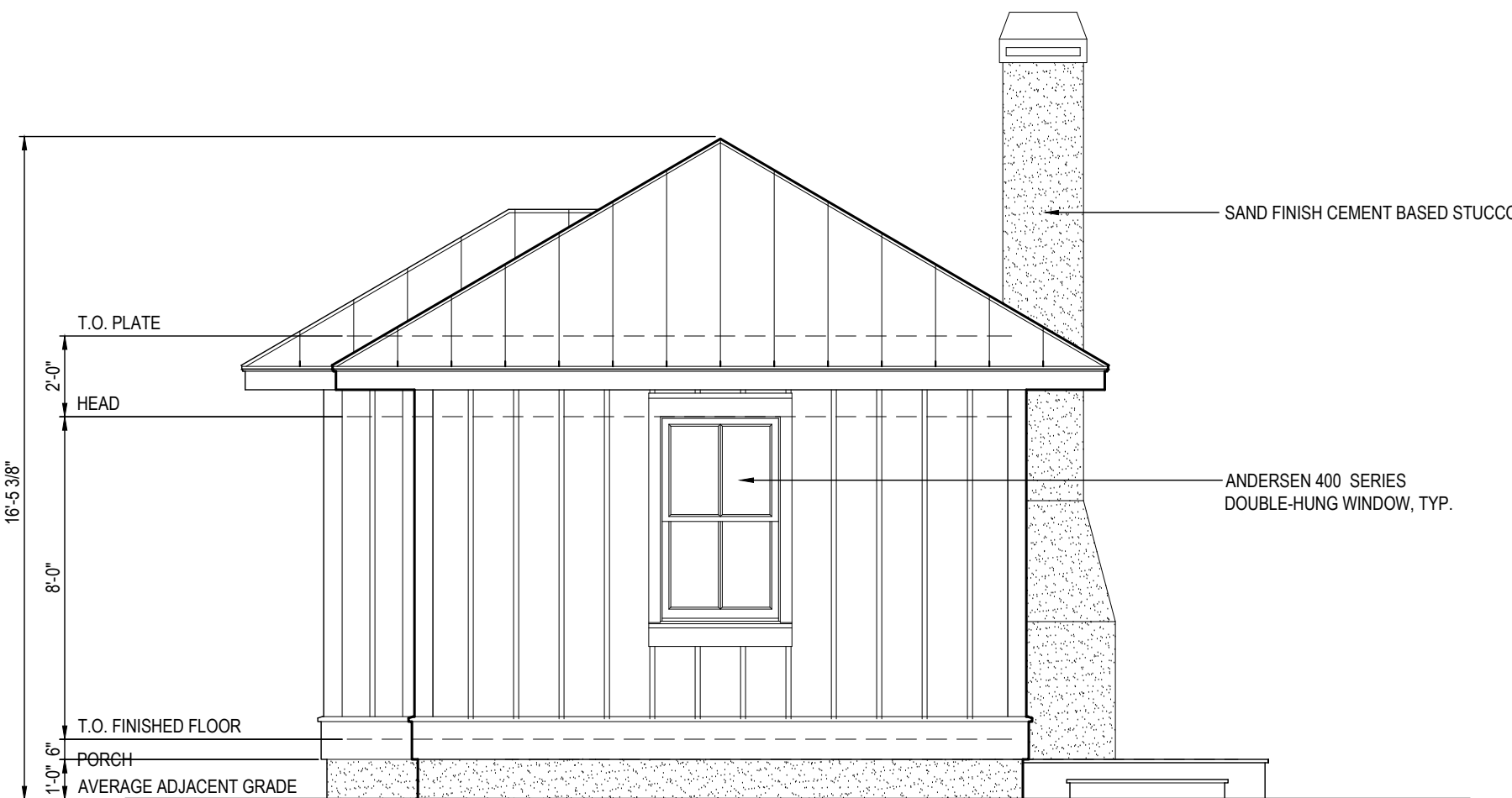
WEST ELEVATION

1/4" = 1'-0"



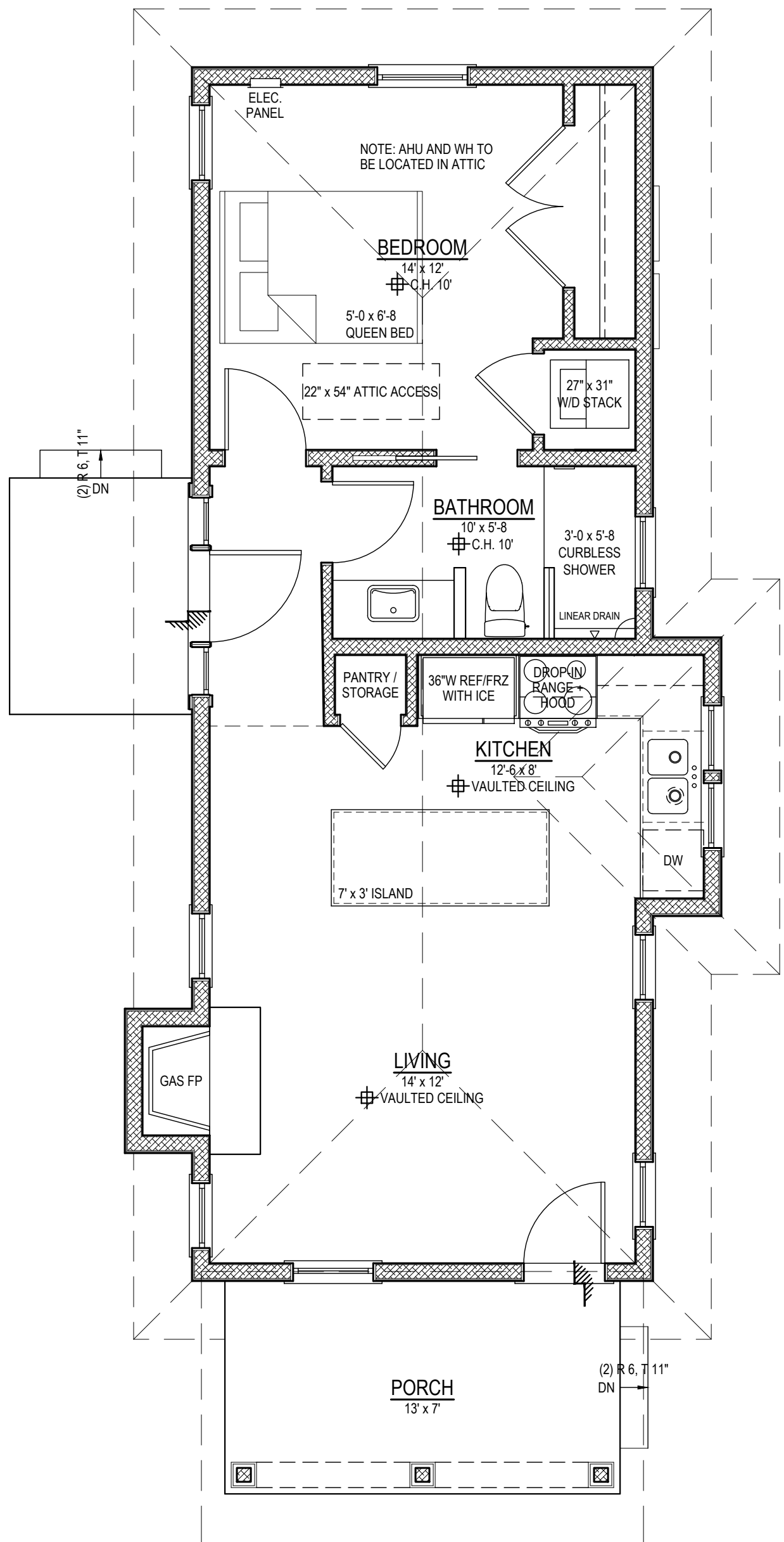
SOUTH ELEVATION

1/4" = 1'-0"



NORTH ELEVATION

1/4" = 1'-0"



FLOOR PLAN

1/4" = 1'-0"

MICHELLE RAWLS AR96253

FLORIDA SEAL
This item has been electronically signed and sealed by Michelle Rawls, Architect AR 96253 on the date/ time stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

REVISIONS DATE

DATE:
1/3/2022
DRAWING FILE:
KEMP 4.1 ELEV

ACCESSORY DWELLING UNIT

TODD KEMP

511 ASH STREET
FERNANDINA BEACH, FLORIDA

FLOOR PLAN
ELEVATIONS



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2022-0052
MARCH 24, 2022

Owner/Applicant:	Todd C Kemp Living Trust & Brian K Boyer Living Trust
Property Address:	511 Ash Street – Lot 9 of Block 29
Parcel ID #	00-00-31-1800-0029-0070
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Single-Family Residence
FL Master Site File #	8NA01106
Year Built:	2022
Contributing Status:	Non-Contributing
Requested action:	Variance from LDC Section 5.01.04(A)(3) to construct an accessory dwelling within the front-yard setback. (Quasi-Judicial)

All required application materials have been received. All fees have been paid. All required notices have been made.



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting a variance from Land Development Code Section 5.01.04(A)3, which requires that “a detached accessory dwelling unit shall be located only within a rear yard as established by Section 4.02.03.”

APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)

ANALYSIS:

Criteria	Applicant Response	Staff Analysis	Meets Criteria
1. Special Conditions Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district. Special conditions or circumstances do not result from actions of the applicant and are not based on a desire to reduce development costs	<i>“The prior News-Leader building (511 Ash St.) was demolished and replaced with a new construction residence with C-3 zoning in 2020 / 2021. Great care was taken to place the new structure 25' from the historic Oak Tree on the property. The proper distance to place the building was determined by a licensed Arborist. Additionally, a prior asphalt parking lot was carefully removed from around the tree and the tree has been professionally pruned and treated; this care has greatly improved the health of the historic tree. The placement of the house to protect the historic tree has created a special condition regarding the placement of an accessory cottage. The placement of the main house does not allow space for an accessory structure in the rear of the main building (5.01.5 - A3). However, the property has sufficient space on the eastern part of the lot (recognized as a separate lot) and we are seeking a variance to place the accessory structure on this portion of the lot. The proposed cottage is designed for my 81 year old parent to live in and age in place. The cottage is a single story and is designed with future accessibility requirements in mind. The accessory cottage is placed on the lot along with the shared driveway and a proposed parking pad. The proposed parking pad was located specifically to provide space for my elderly parent to turn around and avoid the need to back out onto South 6th St. With parking spaces on both sides of the driveway on S. 6th St., it is difficult to back out onto the street. The proposed parking pad also provides parking for the accessory cottage.”</i>	Staff agrees that the 72”DBH Oak tree creates a special condition on this property. This condition was not a result of the applicants actions and is not based on a desire to reduce development costs.	YES

<u>2. Special Privilege</u> Granting the variance does not confer upon the applicant a special privilege that is denied by the Land Development Code to other lands, structures, or buildings in the same zoning district	<i>"A special privilege that would apply to other structures is not being requested. This request is due to a unique circumstance with this lot due to the location of the Historic Oak Tree.."</i>	Staff agrees that granting the variance would not confer a special privilege upon the applicant which is denied by the LDC to other lands, structures or buildings in this zoning district.	YES
<u>3. Literal Interpretation</u> Literal interpretation of the provisions of the Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district.	<i>"The literal interpretation of 5.01.04 - A3 would prohibit this property from having an accessory building as a result of the careful efforts of placing the main building at the optimum location to protect the historic tree. The property has sufficient space on the lot to accommodate the accessory building and parking with a design complements the main structure."</i>	Staff agrees that literal interpretation of the LDC would deprive the applicant of rights commonly enjoyed by other properties in this zoning district.	YES
<u>4. Minimum Variance</u> The variance requested is the minimum variance needed that will make possible the reasonable use of the land, structure, or building.	<i>"The variance request is limited to the location as defined in 05.01.04. All other accessory structure and zoning requirements are being met."</i>	Staff agrees that this is the minimum variance to make possible the reasonable use of the land, structure, or building.	YES
<u>5. General Harmony</u> Granting the variance will be in harmony with the general intent and purpose of the Land Development Code and Comprehensive Plan.	<i>"The design and location of the proposed accessory cottage creates a large amount of visual green space on a highly visible portion of Ash St. The cottage design complements the main home creating a prominent presence similar to other residences to the east on Ash St. This plan aligns with the objectives of the Land Development Code and substantially contributes to the neighborhood. There is a significant contrast between this structure and the former building and parking lot. The key Land Development Objectives this proposal support include: B. Foster and preserve public health, safety, comfort, and welfare, and aid in the harmonious, orderly, aesthetically pleasing, and socially beneficial development of the City in accordance with the comprehensive plan; C. Conserve the value of land, buildings, and resources, and protect landowners from adverse impacts of adjoining developments; D. Protect the character and maintain the stability of residential, business, industrial, recreation, and public areas, and enhance property values, stabilize older neighborhoods and business centers, and increase the economic benefits to the City arising out of its cultural resources."</i>	Granting the variance is in harmony with the intent of the LDC, Comprehensive Plan, and Downtown Historic District Guidelines.	YES

6. Public Interest Granting the variance is compatible with surrounding properties, will not cause injury to the area involved, or otherwise be detrimental to the public health, safety, welfare or environment.	<i>"Granting of this variance is compatible with the surrounding properties. The surrounding properties will be enhanced by the additional landscaped space and visibility due to have a smaller structure on the east side of the main house.."</i>	Granting this variance is compatible with the surrounding properties the downtown historic district and will not cause injury to the surrounding area or be detrimental to the public health, safety, welfare, or environment.	YES
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10.02.03 Additional Criteria for Findings for a Grant of a Variance in the Historic Districts or Community Redevelopment Area

In acting on variance requests in the Historic District Overlays or the Community Redevelopment Area Overlay, the Historic District Council (HDC) may take into account the following criteria in addition to the criteria above.

APPENDIX A CRITERIA

1. PUBLIC INTEREST: A variance would not be contrary to the public interest, safety, or welfare.

"Granting this variance and completing the new construction Main House and Guest Cottage (accessory building) project at 511/ 515 Ash St. will enhance the property and the surrounding neighborhood. The new structures replace the former News -Leader building and parking lot. The new structures follow the Historic District design guidelines and are consistent and contribute to the surrounding neighborhood. Additionally, the these structures were placed on the lot with significant consideration for protecting a Historic Oak Tree that is along the Ash St. sidewalk. The placement of the structures to protect the tree has created the need for the variance request. The preservation of the tree is a benefit of the public and neighborhood."

2. SPECIAL CONDITIONS: Special conditions and circumstances exist, because of the historic setting, location, nature, or character of the land, structure, appurtenance, sign, or building involved, which are not applicable to other lands, structures, appurtenances, signs, or buildings in the same zoning district, which have not been designated as historic sites or a historic district nor listed on the Local Register of Historic Places.

"Special Conditions exist due the Historic Oak Tree along Ash St. The new construction home was placed 25' from the base of the tree in order to protect the tree. Additionally, the surrounding asphalt was removed and the tree has been professionally trimmed, fed and treated in order to improve the health. The 25' set back from the tree was determined by a licensed arborist. The placement of the house to protect a tree is a special condition associated with this property. However, the house placement has limited the amount of space in the rear of the property; the accessory building cannot be accommodated on the rear of the lot. The proposed plan is to place the accessory building on the East side of the lot. The building has been designed to complement the main house."

3. LITERAL INTERPRETATION: Literal interpretation of the provisions of existing ordinances would alter the historic character of the historic district. or historic site to such an extent that it would not be feasible to preserve the historic character, of the historic district or historic site.

"The literal interpretation of 5.01.04 - A3 would prohibit this property from having an accessory building as a result of the careful efforts of placing the main building at the optimum location to protect the historic tree. The property has sufficient space on the lot to accommodate the accessory building and the design complements the main structure."

4. MINIMUM VARIANCE: The variance requested is the minimum necessary to preserve the historic character of a historic site or of a historic district.

"The variance request is limited to the location as defined in 05.01.04. All other accessory structure and

zoning requirements are being met.”

- 5. ALTERATION:** *In the case of the alteration of an existing building, the proposed design would incorporate materials, details, or other elements not permitted by the Land Development Code but which can be documented by photographs, architectural or archaeological research or other suitable evidence to have been used on other buildings of a similar vintage and style in the Historic District in which the building is located, provided that the project will not destroy significant architectural features on the building.*

“There are no alterations to existing buildings. The proposed building replaces the former private asphalt parking lot with a new building that is consistent with Historic design and material guidelines. The accessory building is designed to complement the main house next door and similar construction materials will be used. The accessory building will be inside the same fencing as the main house.”

- 6. NEW CONSTRUCTION:** *In the case of new construction, the proposed design incorporates materials, details, setbacks, massing or other elements that are not permitted by the Land Development Code but which would enhance the quality of the design for the new building or structure, provided that said new building or structure otherwise complies with the criteria for new construction in the Historic District in which the building or structure is proposed to be located and provided further that it would also have a beneficial effect on the historic character of the visually related area.*

“The proposed structure meets the design, material, setback and other elements of the Land Development Code and Historic Guidelines. The variance is limited to the location of the structure on the lot.”

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, does meet all 6 criteria, and recommends approval.

Staff recommends: **APPROVAL of HDC 2022-0052**

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number HDC 2022-0052 **with or without** conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That HDC case HDC 2022-0052, as presented, **is or is not** substantially compliant with the City’s Land Development Code and Comprehensive Plan, to warrant approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **HDC 2022-0052 Application and Backup Materials**
EXHIBIT 2 **Letter of Intent**

Respectfully Submitted,



Salvatore J. Cumella
Historic Preservation Planner

Print

Historic District Council (HDC) Variance Application - Submission #8662

Date Submitted: 2/2/2022

HISTORIC DISTRICT COUNCIL (HDC) VARIANCE APPLICATION

USE THIS FORM TO Apply for a variance from requirements in the Land Development Code (LDC). Variances are demonstrations of hardship as to why a project cannot meet the requirements.

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

☒ Residential \$2,500

☐ Non-Residential/ Multi-Family/ 2 or more Residential Units/ Mixed Use \$5,000



IMPORTANT NOTES

Application Requirements

- ☐ A complete application filed at least thirty (45) days before the date of the Board of Adjustment's public hearing;
- ☐ A current signed, sealed, scaled survey of the property (no older than two years from date of application);
- ☐ Proof of ownership (copy of deed or tax statement)
- ☐ If applying as an agent, Owner's Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- ☐ A detailed letter stating the reasons for the request
- ☐ Materials as needed to illustrate the nature of the request, including but not limited to, site plans, architectural drawings, photographs, etc. (Any site plans or drawings must be dimensioned and to

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with the applicable planner prior to submitting your application. Completed Board applications are due approximately 45 days prior to the meeting date. Cases in the historic districts or Community Redevelopment Area are heard by the Historic District Council, please use the HDC Variance Application. Cases in all other areas of the City are heard by the Board of Adjustment.

Appeals

An applicant aggrieved by any decision of the HDC may appeal to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in LDC Section 10.02.04(D). The petition shall be presented to the City Commission within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

Please see the Land Development Code (LDC) for detailed information:

- ☐ Procedures for Variances – see LDC Section 10.02.04.

The LDC is available for review at

<http://www.fbfl.us/LDC>

Limitations on the Grant of a Variance

The following limitations on the grant of a variance apply:

- ☐ 1. A variance shall not be granted which authorizes a use that is not permissible in the zoning district in which the property subject to the variance is located.
- ☐ 2. A variance shall not be granted which authorizes any use or standard that is prohibited by the City's Comprehensive Plan.
- ☐ 3. No nonconforming use of adjacent lands, structures, or buildings in the same zoning district, and no permitted use of land, structures, or buildings in other zoning districts, shall be considered g
- ☐ 4. A variance shall not change the requirements for concurrency.
- ☐ 5. A variance shall not be granted to permit the use of a single media peonia for the construction of a dwelling unit.
- ☐ 6. A variance shall not be granted if the evidence submitted by an applicant is solely a demonstration of financial hardship or economic considerations.
- ☐ 7. A variance shall not be granted for procedure or process components of this Land Development Code.
- ☐ 8. A variance shall not be granted to deviate from LDC section 4.02.02 to combine two (2) or more lots which would result in a lot width greater than 100 feet for lots or parcels that abut Ocean Avenue
- ☐ 9. A variance will not be granted which authorizes the filling of wetlands prohibited by Land Development Code Section 3.03.03(A)
- ☐ 10. No variance shall be granted to exceed the maximum building height of 35 feet for a building on any lot within 800 feet of the mean highwater line of the Atlantic Ocean under LDC Section 4.02.03(D)
- ☐ 11. A variance shall not be granted for any residential or residential mixed-use structure to exceed the maximum building height requirements contained in Table 4.02.03(E).
- ☐ 12. A variance shall not be granted to exceed the minimum side yard setbacks listed in Table 4.02.03(E) for any building within 800 feet of the mean high-water mark of the Atlantic Ocean.

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's Website's Map Search](#)

Historic District*

Downtown

Site Address*

511 / 515 Ash St.

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID#(s)*

00-00-31-1800-0029-0070

Zoning District*

C-3

Future Land Use Designation*

Low Density Residential

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Todd

Last Name*

Kemp

Company (if applicable)

Mailing Address*

PO Box 527

City*

Key West

State*

FL

Zip*

33040

Telephone Number*

904 910-1072

E-mail Address*

tkempjax@gmail.com

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner’s Authorization For Agent Representation form must be included.

First Name

Last Name

Company (if applicable)

Mailing Address

City

State

Zip

Telephone Number

E-mail Address

PROJECT INFORMATION

Variance requested from LDC section(s):*

5.01.04 - A3 - Detached accessory dwelling unit shall be located only within a rear yard as established by section 4.02.03

Summary of Request (more detailed information to be provided in required letter of intent)*

Proposing to build a 625 SF detached accessory dwelling on the east side of the new home at 511 Ash St. The intent is to build a cottage for an elderly parent to occupy and age in place on the property. The 511 Ash St. home was placed 25' from Ash St. in order to protect the Historic Oak Tree along Ash St. A licensed Arborist designated that no structure should be built within 25' of the base of the Oak Tree (letter attached). The 511 Ash St. home was placed 25' from the tree. This placement creates a hardship relative to the accessory building placement as the main house set back from the tree results in limited rear lot space. The backyard space cannot accommodate an accessory dwelling. The proposed plan is to build the accessory building on the side of the main house. The proposed plan meets all other accessory structure requirements and the design is consistent with the new construction home at 511 Ash St.

REQUIRED FINDINGS FOR A GRANT OF A VARIANCE

In order for an application for a variance to be approved or approved with conditions, the HDC must make a positive finding with regard to each of the provisions below. The applicant has the burden of proof of demonstrating that the application for a variance complies with each of the requirements. Please explain in detail how your case meets the following requirements:

1. Special Conditions: Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district. Special conditions or circumstances do not result from actions of the applicant and are not based on a desire to reduce development costs.*

Applicant Response: The prior News-Leader building (511 Ash St.) was demolished and replaced with a new construction residence with C-3 zoning in 2020 / 2021. Great care was taken to place the new structure 25' from the historic Oak Tree on the property. The proper distance to place the building was determined by a licensed Arborist. Additionally, a prior asphalt parking lot was carefully removed from around the tree and the tree has been professionally pruned and treated; this care has greatly improved the health of the historic tree. The placement of the house to protect the historic tree has created a special condition regarding the placement of an accessory cottage. The placement of the main house does not allow space for an accessory structure in the rear of the main building (5.01.5 - A3). However, the property has sufficient space on the eastern part of the lot (recognized as a separate lot) and we are seeking a variance to place the accessory structure on this portion of the lot. The proposed cottage is designed for my 81 year old parent to live in and age in place. The cottage is a single story and is designed with future accessibility requirements in mind. The accessory cottage is placed on the lot along with the shared driveway and a proposed parking pad. The proposed parking pad was located specifically to provide space for my elderly parent to turn around and avoid the need to back out onto South 6th St. With parking spaces on both sides of the driveway on S. 6th St., it is difficult to back out onto the street. The proposed parking pad also provides parking for the accessory cottage.

2. Special Privilege: Granting the variance does not confer upon the applicant a special privilege that is denied by the Land Development Code to other lands, structures, or buildings in the same zoning district.*

Applicant Response: A special privilege that would apply to other structures is not being requested. This request is due to a unique circumstance with this lot due to the location of the Historic Oak Tree.

3. Literal Interpretation: Literal interpretation of the provisions of the Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district.*

Applicant Response: The literal interpretation of 5.01.04 - A3 would prohibit this property from having an accessory building as a result of the careful efforts of placing the main building at the optimum location to protect the historic tree. The property has sufficient space on the lot to accommodate the accessory building and parking with a design complements the main structure.

4. Minimum Variance: The variance requested is the minimum variance needed that will make possible the reasonable use of the land, structure, or building.*

Applicant Response: The variance request is limited to the location as defined in 05.01.04. All other accessory structure and zoning requirements are being met.

5. General Harmony: Granting the variance will be in harmony with the general intent and purpose of the Land Development Code and Comprehensive Plan.*

Applicant Response: The design and location of the proposed accessory cottage creates a large amount of visual green space on a highly visible portion of Ash St. The cottage design complements the main home creating a prominent presence similar to other residences to the east on Ash St. This plan aligns with the objectives of the Land Development Code and substantially contributes to the neighborhood. There is a significant contrast between this structure and the former building and parking lot. The key Land Development Objectives this proposal support include: B. Foster and preserve public health, safety, comfort, and welfare, and aid in the harmonious, orderly, aesthetically pleasing, and socially beneficial development of the City in accordance with the comprehensive plan; C. Conserve the value of land, buildings, and resources, and protect landowners from adverse impacts of adjoining developments; D. Protect the character and maintain the stability of residential, business, industrial, recreation, and public areas, and enhance property values, stabilize older neighborhoods and business centers, and increase the economic benefits to the City arising out of its cultural resources

6. Public Interest: Granting the variance is compatible with surrounding properties, will not cause injury to the area involved, or otherwise be detrimental to the public health, safety, welfare or environment.*

Applicant Response: Granting of this variance is compatible with the surrounding properties. The surrounding properties will be enhanced by the additional landscaped space and visibility due to have a smaller structure on the east side of the main house.

ADDITIONAL CRITERIA FOR FINDING FOR A VARIANCE IN THE HISTORIC DISTRICT OR COMMUNITY REDEVELOPMENT AREA

In acting on variance requests in the Historic District Overlays or the Community Redevelopment Area Overlay, the Historic District Council may be guided by the following in addition to the criteria in LDC Section 10.02.02(A): That a variance is necessary to maintain the historic character of property through demonstrating that:

1. A variance would not be contrary to the public interest, safety, or welfare.

Granting this variance and completing the new construction Main House and Guest Cottage (accessory building) project at 511 / 515 Ash St. will enhance the property and the surrounding neighborhood. The new structures replace the former News -Leader building and parking lot. The new structures follow the Historic District design guidelines and are consistent and contribute to the surrounding neighborhood. Additionally, the these structures were placed on the lot with significant consideration for protecting a Historic Oak Tree that is along the Ash St. sidewalk. The placement of the structures to protect the tree has created the need for the variance request. The preservation of the tree is a benefit of the public and neighborhood.

2. Special conditions and circumstances exist, because of the historic setting, location, nature, or character of the land, structure, appurtenance, sign, or building involved, which are not applicable to other lands, structures, appurtenances, signs, or buildings in the same zoning district, which have not been designated as historic sites or a historic district nor listed on the Local Register of Historic Places.

Special Conditions exist due the the Historic Oak Tree along Ash St. The new construction home was placed 25' from the base of the tree in order to protect the tree. Additionally, the surrounding asphalt was removed and the tree has been professionally trimmed, fed and treated in order to improve the health. The 25' set back from the tree was determined by a licensed arborist. The placement of the house to protect a tree is a special condition associated with this property. However, the house placement has limited the amount of space in the rear of the property; the accessory building cannot be accommodated on the rear of the lot. The proposed plan is to place the accessory building on the East side of the lot. The building has been designed to complement the main house.

3. Literal interpretation of the provisions of existing ordinances would alter the historic character of the historic district, or historic site to such an extent that it would not be feasible to preserve the historic character, of the historic district or historic site.

The literal interpretation of 5.01.04 - A3 would prohibit this property from having an accessory building as a result of the careful efforts of placing the main building at the optimum location to protect the historic tree. The property has sufficient space on the lot to accommodate the accessory building and the design complements the main structure.

4. The variance requested is the minimum necessary to preserve the historic character of a historic site or of a historic district.

The variance request is limited to the location as defined in 05.01.04. All other accessory structure and zoning requirements are being met.

5. In the case of the alteration of an existing building, the proposed design would incorporate materials, details, or other elements not permitted by the Land Development Code but which can be documented by photographs, architectural or archaeological research or other suitable evidence to have been used on other buildings of a similar vintage and style in the Historic District in which the building is located, provided that the project will not destroy significant architectural features on the building.

There are no alterations to existing buildings. The proposed building replaces the former private asphalt parking lot with a new building that is consistent with Historic design and material guidelines. The accessory building is designed to complement the main house next door and similar construction materials will be used. The accessory building will be inside the same fencing as the main house.

6. In the case of new construction, the proposed design incorporates materials, details, setbacks, massing or other elements that are not permitted by the Land Development Code but which would enhance the quality of the design for the new building or structure, provided that said new building or structure otherwise complies with the criteria for new construction in the Historic District in which the building or structure is proposed to be located and provided further that it would also have a beneficial effect on the historic character of the visually related area.

The proposed structure meets the design, material, setback and other elements of the Land Development Code and Historic Guidelines. The variance is limited to the location of the structure on the lot.

Or, as an alternative, that a variance is necessary to accommodate an appropriate adaptive reuse of a structure within a Historic District or upon a Historic Site through demonstrating that:

1. A variance would not be contrary to the public interest, safety, or welfare.

n/a

2. The variance would not significantly diminish the historic character of the Historic District or Site.

n/a

3. That the variance requested is the minimum necessary to affect the adaptive reuse of an existing structure or site.

n/a

4. The proposed design would incorporate materials, details, or other elements not permitted by the Land Development Code but which can be documented by photographs, architectural or archaeological research or other suitable evidence to have been used on other buildings of a similar vintage and style in the Historic District in which the building is located, provided that the project will not destroy significant architectural features on the building.

n/a

Certification*



By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.



I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant's First Name*

Charles Todd

Applicant's Last Name*

Kemp

Today's Date*

2/2/2022



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

Upload Supplemental Materials

Report for Todd Kemp.pdf

Upload 2

Ash Variance Letter
2.1.docx

Upload 3

Final Survey(1).pdf

Please make sure to disable pop-up blocker in order to submit.

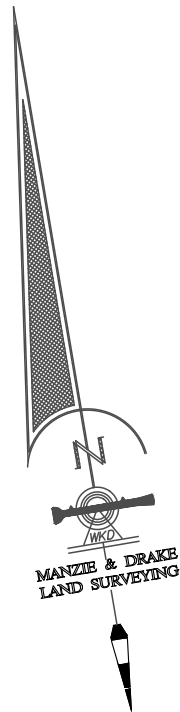
MAP OF BOUNDARY SURVEY

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH, (FORMERLY NAMED FERNANDINA), COUNTY OF NASSAU AND STATE OF FLORIDA AND BEING FURTHER KNOWN AND DESCRIBED ACCORDING TO THE OFFICIAL PLAT OR MAP OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD CO. IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA RAILROAD CO. IN 1887 AND 1901 AS:

THE EAST 1/2 OF LOT SEVEN (7), LOT EIGHT (8) & LOT NINE (9) BLOCK TWENTY-NINE (29).

CERTIFIED TO:
C. TODD KEMP & BRIAN C. BOYER

PROPERTY ADDRESS:
511 ASH STREET

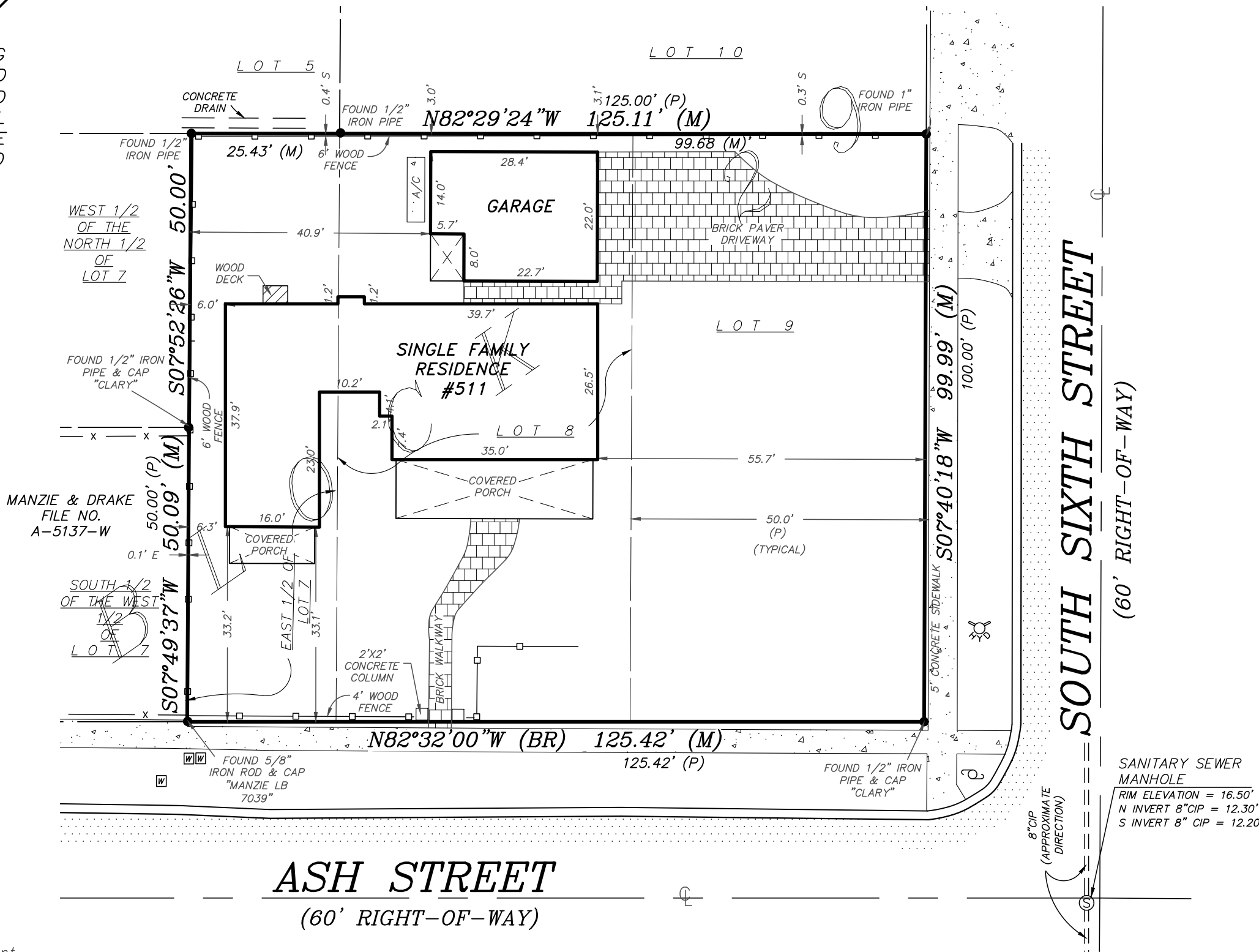


LEGEND

- ℄ = CENTERLINE
- A/C = AIR CONDITIONER
- ▨ = CONCRETE FLATWORK
- ▩ = COVERED AREA
- ⊕ = FIRE HYDRANT
- ⊙ = SEWER MANHOLE
- ⊞ = WATER METER
- ⊡ = WOOD POWER POLE
- ⊠ = GAS METER
- (P) = PLAT
- (M) = MEASURED
- ⊕ = STORM MANHOLE
- CIP = CAST-IRON PIPE

SURVEY NOTES:

- 1) The "Legal Description" hereon is in accord with the description provided by the client
- 2) Underground Improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings shown hereon are based on the assumed bearing of N82°32'00"W for the northerly right-of-way line of Ash Street. The bearing reference line is indicated as thus (BR).
- 5) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel "12089C 0237 G", Dated "08/02/2017". Flood Zone information listed above and shown on this survey is provided as a courtesy and is approximate at best. All data should be verified by Nassau County Building Department for accuracy. We assume no liability for its accuracy. Flood Zone information is not covered by the certification hereon and is not required to be shown per Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
- 6) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
- 7) The Reference Benchmark is 872 0030 TIDAL 36. (Elevation = 12.36' N.A.V.D. 1988)



THE INFORMATION SHOWN HEREON MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

MANZIE & DRAKE LAND SURVEYING

117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

"OUR SIGHTS ARE ON THE FUTURE,
SET YOUR SITES ON US."

SCALE: 1"=20' JOB NO: 20899 DATE: 10/05/2021 CADD: LP

F.B. NO: X-346 PAGE NO: 58 FIELD CREW: JM FILE NO: A-5137-E

MICHAEL A. MANZIE, P.L.S. 4069



McCall Tree Health and Consulting, LLC

2883 Breakers Ct.
Fernandina Beach, FL 32034

www.mccalltree.com
(904) 557-3951

September 10, 2020

Property Owners:

Todd Kemp and Brian Boyer
511 Ash St.
Fernandina Beach, FL 32034

Subject: Inspection of large live oak tree at 511 Ash St. as of September 1, 2020

I was asked to inspect the tree at 511 Ash St. for health and to make comments on the plans to help protect the tree.

The tree was a live oak approximately 50" diameter at breast height (dbh) (Photo #1). The diameter was an approximation with a ruler as there were too many vines on the stem to be able to get an accurate measurement with a forestry diameter tape. The crown full at the base and there was no apparent damage to the stem of the tree. From the other side of the tree standing in the parking lot, it was apparent that there was some dieback in the very top of the tree (Photo #2). Dieback in the very top is typical of a tree that has lost root growth because it is surrounded by largely impervious surfaces (Photos #3 and #4). Live oaks are unique in that they can tolerate such circumstances and slowly adapt to this altered environment.

The site plan for the proposed residence given to me by Mr. Kemp shows the asphalt parking lot still in place (Figure #1). It is my understanding that this will be subdivided into a separate parcel east of the vertical dot/dash line in the middle of the drawing and bordering 6th St. Mr. Kemp said that they intend to take up the asphalt parking even with the front porch where I have inserted a dotted red line. This would certainly improve the root system function of the tree if done in such a way as to minimize damage to the root system by not digging too deep. I have also recommended to Mr. Kemp that the sidewalk be curved away from the tree to give it more room. Before, there appeared to be only about 2 feet between the sidewalk and the tree.

I believe there was some discussion about moving the house forward and how far was too far. This would not harm the tree. However if it was moved too far forward, it could result in the house being under some of the crown. Generally, it would be best for any trenching to be done at a radius of at least six times the diameter of a tree. In this case, that would be $50 \times 6 = 300''$ or 25 feet. Having a sidewalk closer than that does not adversely impact the tree because that is far less impactful to the tree. However, I do

suggest construction of the sidewalk at least 7-10 feet from the tree to keep from damaging the sidewalk over time.

I do not see any advantage or disadvantage of moving the house forward on the lot as long as the house does not end up under the crown of the tree and it is 25 feet or more from the tree.

Kindest regards,
Early McCall



ISA Certified Arborist FL-6200A
ISA Tree Risk Assessment Qualified





Photo #1. This tree was approximately 50" dbh. The tree had so many vines that it was impossible to measure exactly with a forestry diameter tape.



Photo #2. From the parking lot, the tree had some dieback in the very top. The foliage was healthier on the bottom half of the crown which is typical of top dieback from root loss.



Photo #3. The tree was very close to the sidewalk in the front along Ash St. and was probably responsible for some breaking of the sidewalk. The sidewalk did not appear to be raised enough to be a trip hazard.



Photo #4. Between the building, the parking lot and Ash St., the feeder root system of the tree was almost completely covered.

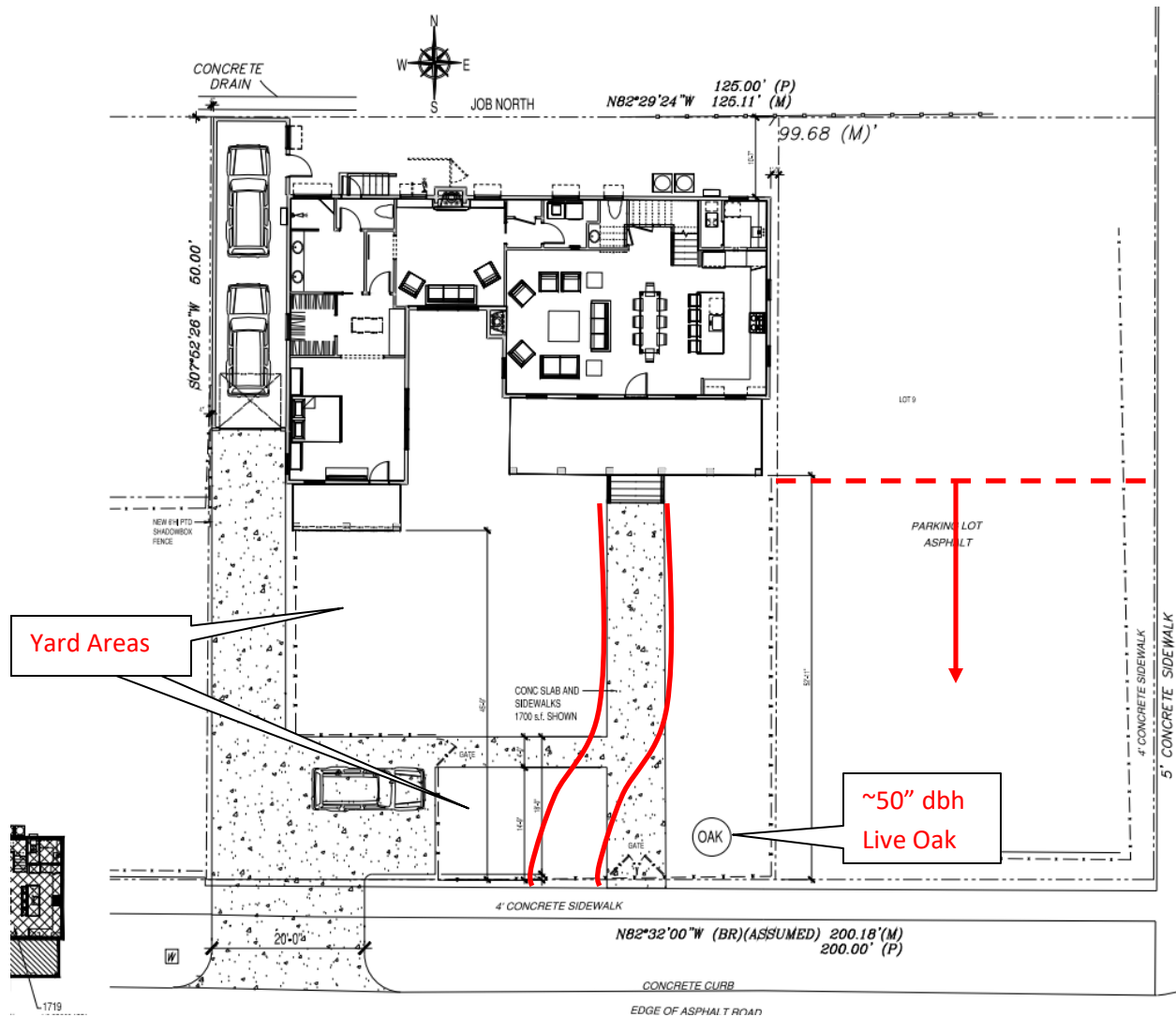


Figure 1. Site Plan for Kemp and Boyer – My understanding is that the asphalt parking lot would be removed from the dotted line to the south which would certainly be beneficial to the tree. As drawn, there would only be about 2 feet between the tree and the sidewalk according to the scale on the plan. I recommend that the sidewalk be curved to give the tree and root system of the tree more room.

2/1/2022

To: HDC Land Development Code (LDC) Variance Review Committee

RE: Request for variance to 5.01.04 – A3 - Detached accessory dwelling unit shall be located only within a rear yard as established by section 4.02.03

In 2020 we purchased the former Nassau County News-leader Property located at 511 Ash St. We have subsequently worked with the HDC to remove the former building and parking lot. The property has C-3 zoning: A new residential structure has been built at 511 Ash St. and the easterly lot (formerly a parking lot that is recognized as a separate lot) is vacant.

Our proposal is to build a 625 cottage on the property as an accessory building to the main house. The cottage is to provide independent living space on the property for an 81 year old parent. Our intention is to have the parent age in place and live in the cottage as long as possible; the cottage has been designed as a single story structure with wheelchair accessibility for this purpose.

We are requesting a variance to LDC 5.01.04-A3 as we are proposing to locate the cottage on the easterly vacant lot. The design of the cottage complements the main house, the materials are similar and both structures will be inside a single fence and share a common driveway.

The variance is required due the placement of the new main house. The main house is located over 25' from the base of a prominent Historic Oak Tree in the front yard in effort to protect the tree. The 25' setback was determined by an arborist. We consulted an arborist about the tree, and he advised that any buildings should be 25' away from the trunk (a report is attached to the application).

The new house was located 25' from the trunk of the tree. This placed the house toward the rear of the property and there is not sufficient room in the rear of the house to accommodate an accessory building (as required by 5.01.04 – A3). Additional efforts to protect the tree include the removal of the asphalt pavement from the former parking lot that was paved up to the trunk of the tree. We also had the tree pruned, fertilized, and provided irrigation. The tree appears to be responding well to the care.

We are requesting this variance so that the accessory cottage can be built on the lot that was the former parking lot. The variance is needed since our efforts to save the tree positioned the main house in a way that we cannot place the cottage in the rear yard.

The proposed design complements the main house and provides a good bit of green space along Ash St. The design and placement are included with the application.

The driveway has a proposed parking pad to provide two additional parking spaces for the cottage. The parking pad is specifically located to provide space for the elderly parent to turn a car around and avoid the need to back out onto South 6th St. With parking spaces on both sides of the driveway (on S. 6th St), it is difficult to back out onto the street and the pad provides an additional level of safety.

We appreciate your consideration of this variance. We believe the proposed design and placement of the cottage will enhance the appearance of the property from the street. It also provides more yard space around the preserved tree to help accentuate the view of the tree from the street.

Sincerely,

C. Todd Kemp



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2022-0053
MARCH 24, 2022

Owner/Applicant:	Pamela Brown, owner
Property Address:	116 N 4 th Street (Phelan-Verot House)
Parcel ID #	00-00-31-1800-0022-0030
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single-Family Residence
FL Master Site File #	8NA00295
Year Built:	1866 (FMSF)
Contributing Status:	Contributing
Requested action:	Certificate of Approval (COA) to construct a swimming pool in the rear yard. (Quasi-Judicial)

All required application materials have been received. All fees have been paid. All required notices have been made.



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

"On February 5, 1875, Jean-Pierre Augustin Verot, Bishop of Saint Augustine, purchased this cottage from Sarah Phelan. The Sisters of Saint Joseph lived here in the year 1877, when a devastating epidemic of yellow fever swept over the Amelia Island community. From this place, for three weeks as the epidemic raged, the small coterie of sisters risked their lives, night and day, as they nursed the stricken of every race, Catholic, non-Catholic, rich and poor. They offered comfort and prayers for the sick and dying, and even helped bury the dead. Grateful citizens thereafter called them "Angels of Mercy." Mother Celenie and Sister de Sales, young French nuns far from their motherhouse in LePuy, France, died of the fever. They rest in Bosque Bello Cemetery, their graves marked with simple stone crosses bearing the date 1877." - FL Historical Marker

The applicant is seeking approval to construct a 25' x 14' swimming pool with travertine decking in the rear yard.

APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)

[DOWNTOWN HISTORIC DISTRICT GUIDELINES](#)

[SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION](#)

Number	Secretary of the Interior's Standards for Rehabilitation	Findings		
		Complies	Does not Comply	N/A
1	A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.	☒	☐	☐
2	The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.	☒	☐	☐
3	Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.	☒	☐	☐
4	Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.	☒	☐	☐
5	Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.	☒	☐	☐
6	Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.	☒	☐	☐
7	Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.	☐	☐	☒
8	Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.	☒	☐	☐
9	New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.	☒	☐	☐
10	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.	☒	☐	☐

ANALYSIS:

Staff finds that the proposed swimming pool addition will not be highly visible from the right-of-way due to its siting at the rear of the 100' deep lot. The pool meets all setback requirements, and the mechanical equipment will be screened from view by the primary structure.

STAFF RECOMMENDATION:

Staff recommends:

Approval of HDC 2022-0053

MOTION TO CONSIDER:

I move to approve or deny HDC case number 2022-0053 with or without conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That HDC case 2022-0053, as presented, is or is not substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

- EXHIBIT 1 Application & Backup Materials
- EXHIBIT 2 Site Plan & Rendering
- EXHIBIT 3 FL Master Site File 8NA00295

Respectfully Submitted,



Salvatore J. Cumella
Historic Preservation Planner

Historic District Council (HDC) Certificate of Approval (COA) Application
- Submission #8758

Date Submitted: 2/23/2022

HISTORIC DISTRICT COUNCIL (HDC):
CERTIFICATE OF APPROVAL (COA)
APPLICATION

USE THIS FORM TO Apply for approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA). Projects may require either a Board-level review or a Staff-level review.

Fees

☐ Certificate of Approval (COA): Staff Review \$25

☒ Certificate of Approval (COA): Board Review - Residential Single Family \$250

☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400

☐ Demolition of a Primary Structure â€œ Non-Contributing \$1,500

☐ Demolition of a Primary Structure â€œ Contributing \$7,500

☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100

☐ After-the-Fact Certificate of Approval (COA): Board Review \$1,500

☐ Amendment to Previously Approved COA - First Amendment Free, Subsequent Amendments = 1/2 cost of original fees

Basis for Review

All applications, whether Staff or Board review, are reviewed for consistency with the City of Fernandina Beach Comprehensive Plan, Land Development Code, and applicable guidelines such as the Downtown Historic District Design Guidelines, Old Town Fernandina Preservation and Development Guidelines, and the Community Redevelopment Area (CRA) Design Guidelines. Guidelines for the Historic Districts are based on the U.S. Secretary of the Interiorâ€™s Standards for Rehabilitation.

hdc 2022



IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you™ need to meet with the Preservation Planner prior to submitting your application. This should be done at least 45 days prior to your anticipated submittal date to allow time for review. Staff approval applications are accepted on a rolling basis and are generally completed in 3-5 days. Please note that projects can only begin after receiving a Certificate of Approval (COA) and a building, sign, or zoning permit (if required).

Application Requirements

- | | |
|---|---|
| ☒ A complete/ signed application; | ☒ Photographs; |
| ☒ Proof of Ownership (copy of deed or tax statement); | ☐ Any additional backup materials, as necessary; |
| ☒ A current survey of the property, for new construction and any change to existing footprint. (no older than two years); | ☐ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application; |
| ☐ Scaled elevations & plans; | ☐ For window replacement, a Window Survey must be completed. |

Please see the Land Development Code (LDC) for detailed information:

- ☐ Historic District Overlays " see LDC Section 8.01.01
- ☐ Specific Requirements within the OT-1 and OT-2 Zoning Districts " see LDC Section 8.01.01.02
- ☐ Amelia River Waterfront Community Redevelopment Area " see LDC Section 8.01.02
- ☐ Application Process for Certificate of Approval " see LDC Section 8.03.03
- ☐ Signage in the Historic Districts and Community Redevelopment Area " see LDC Section 8.01.03
- ☐ Requirements for Demolition Applications " see LDC Section 8.03.03.01
- ☐ Appeals - see LDC Section 8.03.09

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

An applicant may appeal the HDC's decision for variances to a court of record as outlined in LDC Section 10.02.04(D). The petition shall be presented to within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

PROJECT TYPE*

Alteration

APPROVAL TYPE*

Board Approval: Final

See [Certificate of Approval Matrix](#) for details

Previously Approved Case

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

2/22/2022

Please apply for a required pre-application meeting using the following link:

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's website â†’ Map Search](#)

Historic District*

Downtown

Site Address*

116 N 4th St

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0022-0030

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Pamela

Last Name*

Brown

Mailing Address*

116 N 4th St

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

9042062500

E-mail Address*

Dave.Austin@fnf.com

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included

Is there an agent other than the owner representing this project?*

No

First Name*

Last Name*

Company (if applicable)

Street Address

City

State

Zip

Telephone Number

E-mail Address

Project Description*

Addition of swimming pool 25 long by 14 wide in back yard with travertine decking.

Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

Design Vision Statement*

For New Construction: Please write a brief design statement explaining the architectural style of your project; what its design draws inspiration from; and how it is architecturally compatible with the surrounding historic neighborhood.

Requirements for Demolition Applications

Per LDC 8.03.03.01

1. Does the structure or site meet national, state, or local criteria for designation?

2. Is the structure or site a contributing structure or site to a locally designated or National Register historic district?

3. Would the loss of the structure or site deteriorate the quality or continuity of the historic district, or the surrounding neighborhood?

4. Is the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense?

5. Is the structure or site 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. Would the removal of the structure or site destroy the historic relationship between structures or open space?

7. Would 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?

8. Have the applicants made good faith efforts to pursue alternatives to demolition?

9. Will the applicant be denied a reasonable return on his or her investment

10. Is there an economic hardship for the applicant as demonstrated by requirements in Section 8.03.06?

11. Has the Code Enforcement and Appeals Board has recommended demolition of the structure?

MATERIALS

List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
		(Name/Number)

DOORS

Manufacturer	Product Description	Color
	Include FL Product Approval # for Windows and Doors	(Name/Number)

WINDOWS

Manufacturer	Product Description	Color
	Include FL Product Approval # for Windows and Doors	(Name/Number)

ROOFING

Manufacturer	Product Description	Color
		 (Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
		 (Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
		 (Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
		 (Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
		 (Name/Number)

FENCING

Manufacturer	Product Description	Color
		 (Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer	Product Description	Color
		 (Name/Number)

SIGNAGE

Manufacturer	Product Description	Color
		(Name/Number)

OTHER

Manufacturer	Product Description	Color
		(Name/Number)

Please upload supplemental documentation and all product brochures, paint color samples, etc.

Upload 1 2021 Property Tax Brown Austin.pdf	Upload 2 Brown.pdf	Upload 3 Brown Austin Survey.pdf	Upload 4 Choose File No file selected
Upload 5 Choose File No file selected	Upload 6 Choose File No file selected	Upload 7 Choose File No file selected	Upload 8 Choose File No file selected

Certification*

☒

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☒

I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City’s website approximately one week before the Historic District Council meeting.
5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).

6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.

7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

Applicant First Name*

Pamela

Applicant Last Name*

Brown

Today's Date*

2/23/2022



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | 904 310-3480 | www.fbfl.us/planning

Please make sure to disable pop-up blocker in order to submit.



JOHN M. DREW, CFC • Nassau County Tax Collector

www.nassautaxes.com

2021 REAL ESTATE

Notice of Ad Valorem and Non-Ad Valorem Assessments



SCAN TO PAY

TAX YEAR	ACCOUNT NUMBER	ALT KEY	MILLAGE CODE	ESCROW CODE
2021	00-00-31-1800-0022-0030	11340	002	

R
BROWN PAMELA S &
AUSTIN DAVID A (JT/RS)
116 N 4TH ST
FERNANDINA BEACH, FL 32034

Property Address and Legal Description:

116 4TH N
FERNANDINA BEACH 32034

BLOCK 22 LOTS 3 & 4 IN OR 2062/650 CITY OF FDNA BEACH

Exemptions:
AMENDMENT ONE
HOMESTEAD

AD VALOREM TAXES

TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION AMOUNT	TAXABLE VALUE	TAXES LEVIED
BOARD OF COUNTY COMMISSIONERS					
GENERAL FUND	6.7336	318,647	50,000	268,647	1,808.96
TRANSPORTATION	0.5902	318,647	50,000	268,647	158.56
AI BEACH RENOURISHMENT MSTU	0.0960	318,647	50,000	268,647	25.79
SCHOOL BOARD					
BASIC DISCRETIONARY	0.7480	318,647	25,000	293,647	219.65
CAPITAL OUTLAY	1.5000	318,647	25,000	293,647	440.47
SCHOOL BOARD LOCAL EFFORT	3.6320	318,647	25,000	293,647	1,066.53
ST JOHNS RIVER MGMT DIST	0.2189	318,647	50,000	268,647	58.81
FL INLAND NAVIGATION DIST	0.0320	318,647	50,000	268,647	8.60
MOSQUITO CONTROL DISTRICT	0.1277	318,647	50,000	268,647	34.31
CITY OF FERNANDINA BEACH					
FERNANDINA BEACH	5.3330	318,647	50,000	268,647	1,432.69
VOTER APPROVED DEBT		318,647	50,000	268,647	
TOTAL MILLAGE		19.0114	TOTAL AD VALOREM TAXES		\$5,254.37

NON-AD VALOREM ASSESSMENTS

TAXING AUTHORITY	PHONE	RATE	AMOUNT
TOTAL NON-AD VALOREM TAXES			\$0.00

TOTAL COMBINED TAXES AND ASSESSMENTS

\$5,254.37

AMOUNT DUE IF PAID BY	Nov 30, 2021 \$ 5,044.20	Dec 31, 2021 \$ 5,096.74	Jan 31, 2022 \$ 5,149.28	Feb 28, 2022 \$ 5,201.83	Mar 31, 2022 \$ 5,254.37
--------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

RETAIN FOR YOUR RECORDS

2021 REAL ESTATE

DETACH HERE AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER	ALT KEY
00-00-31-1800-0022-0030	11340
PROPERTY ADDRESS	
116 4TH N	

Make checks payable to:
JOHN M. DREW, CFC
Nassau County Tax Collector
86130 License Rd, Ste 3, Fernandina Beach, FL 32034
[Pay online at www.nassautaxes.com](http://www.nassautaxes.com)

Payments in U.S. funds from a U.S. bank

PAY ONLY ONE AMOUNT

IF PAID BY NOVEMBER 30, 2021

☐ \$ 5,044.20

IF PAID BY DECEMBER 31, 2021

☐ \$ 5,096.74

IF PAID BY JANUARY 31, 2022

☐ \$ 5,149.28

IF PAID BY FEBRUARY 28, 2022

☐ \$ 5,201.83

IF PAID BY MARCH 31, 2022

☐ \$ 5,254.37

DO NOT FOLD, STAPLE, OR MUTILATE

RETURN WITH PAYMENT



24
6-6969

BROWN PAMELA S &
AUSTIN DAVID A (JT/RS)
116 N 4TH ST
FERNANDINA BEACH FL 32034-4126

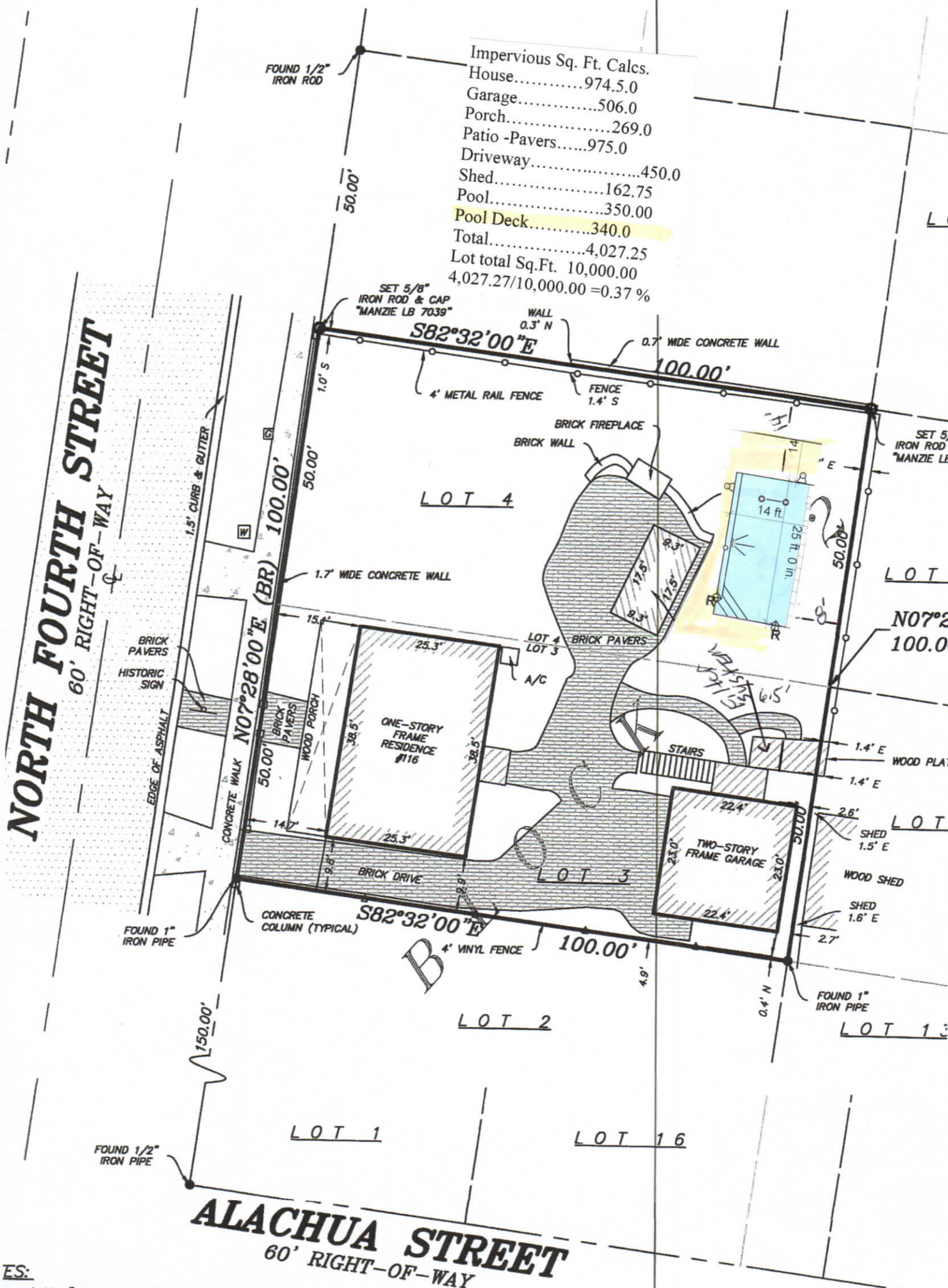


1 0011340 2021 0



CERTIFIED
DAVID AL

PROPERTY A
116 NORTH FOUR
FERNANDINA BEAC



LEGEND

RENDERING

February 23, 2022

Swimming Pool Proposal For:

Client Name: Dave Austin & Pamela Brown

Address: 116 N 4th St, Fernandina (Nassau County)

Phone Number: 904.206.2500

Email Address: Dave.Austin@FNF.com



Pool/Decking Specifications-Option 2

Pool Size:	300sf Pool Surface, 74lf Perimeter, 14ft max width, 25ft max length
Shape:	Custom Geometrical
Depth:	3'6" to 5'6"
Structural:	#3 Rebar at 12" on centers – Pneumatically Applied Concrete
Steps:	(3) Entry Steps per plans
Tile:	6" x 6" Standard choices from showroom \$6 sf allowance
Sunshelf:	Included per plans
Step Tile:	Optional
Interior Finish:	CLI Sunstone Pearl series pebble finish
Pool Coping:	Concrete Paver Coping with Bullnose Edge-standard colors
Pool Decking:	170sf concrete Pavers-standard colors and styles
Lanai:	0 sf concrete Pavers-standard colors and styles
Deck Drain:	Yes - as needed for proper drainage
Footers:	None
Retaining Wall	None
Filter:	Hayward 150 sf cartridge filter
Pool Pump:	Hayward TriStar VS900 Variable speed pump (expert line 4 yr warranty)
Lights:	(3) Hayward Nicheless LED color lights includes 12V transformer
Plumbing:	All Schedule 40 PVC piping by licensed plumber
Drains:	(2) Main Bottom Drains
Skimmers:	(1) To remove floating debris
Wall Returns:	(4) Circulation returns placed in pool wall or as needed
Floor Returns:	None
Benches:	Underwater bench 18" wide x 18" deep per plans
Cleaner:	None
Sanitation System:	Hayward Aqua Rite salt chlorination system 40K gal. cell
Heater:	None
Automation:	Hayward Aqua Plus with optional handheld remote
Electrical Hook-up:	Electrical hook-up by licensed electrician Included
Auto Fill:	Yes – controls proper water levels automatically
Elevation:	Level with Existing deck
Water Feature(s):	(1) 24" Sheer Descent Waterfall and (2) 6" Sheer Descent Waterfalls
Raised/Deck or Wall:	25' of raised wall, 18" high with paver coping, tile (or optional stone) finish and (2)30" columns with paver coping
Maintenance Equipment:	Vac head, wall brush, test kit, pole, vac hose, leaf net Included



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00295
Recorder # 146
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) 116 North 4th 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
116	North	4th	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 1.5
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) >> Clapboard
Other Exterior Fabric(s)
Roof Type(s) >> Gable
Other Roof Type(s)
Roof Material(s) >> Composition shingles
Other Roof Material(s)
Roof Secondary Structure(s) (dormers etc) >> Gable dormer
Other Roof Secondary Structure(s)
Number of Chimneys 1
Chimney Material Brick
Other Chimney Material(s)
Chimney Location(s) east slope

HISTORICAL STRUCTURE FORM

BNA00295

DESCRIPTION (continued)

Window Descriptions 2/2

Main Entrance Description (stylistic details)

Porches: #open 1 #closed #incised Location(s) west

Porch Roof Types(s) shed

Exterior Ornament

Interior Plan

Other Interior Plan

Condition Good

Structure Surroundings

Commercial: Residential: MOSTly this category

Institutional: Undeveloped:

Ancillary Features (Number / type of outbuildings, major landscape features) garage apartment

Archaeological Remains (describe): none

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

Narrative Description (optional)

HISTORY

Construction year 1866

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; 1866;

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?

Name of Local Register if Eligible

Individually Eligible for National Register?

NO

Potential Contributor to NR District?

YES

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

8NA00295

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

FMSF Staffer: _____

Computer Entry Date: 5/15/2007

SHPO's Evaluation of Resource

Date _____

Form Comments: _____

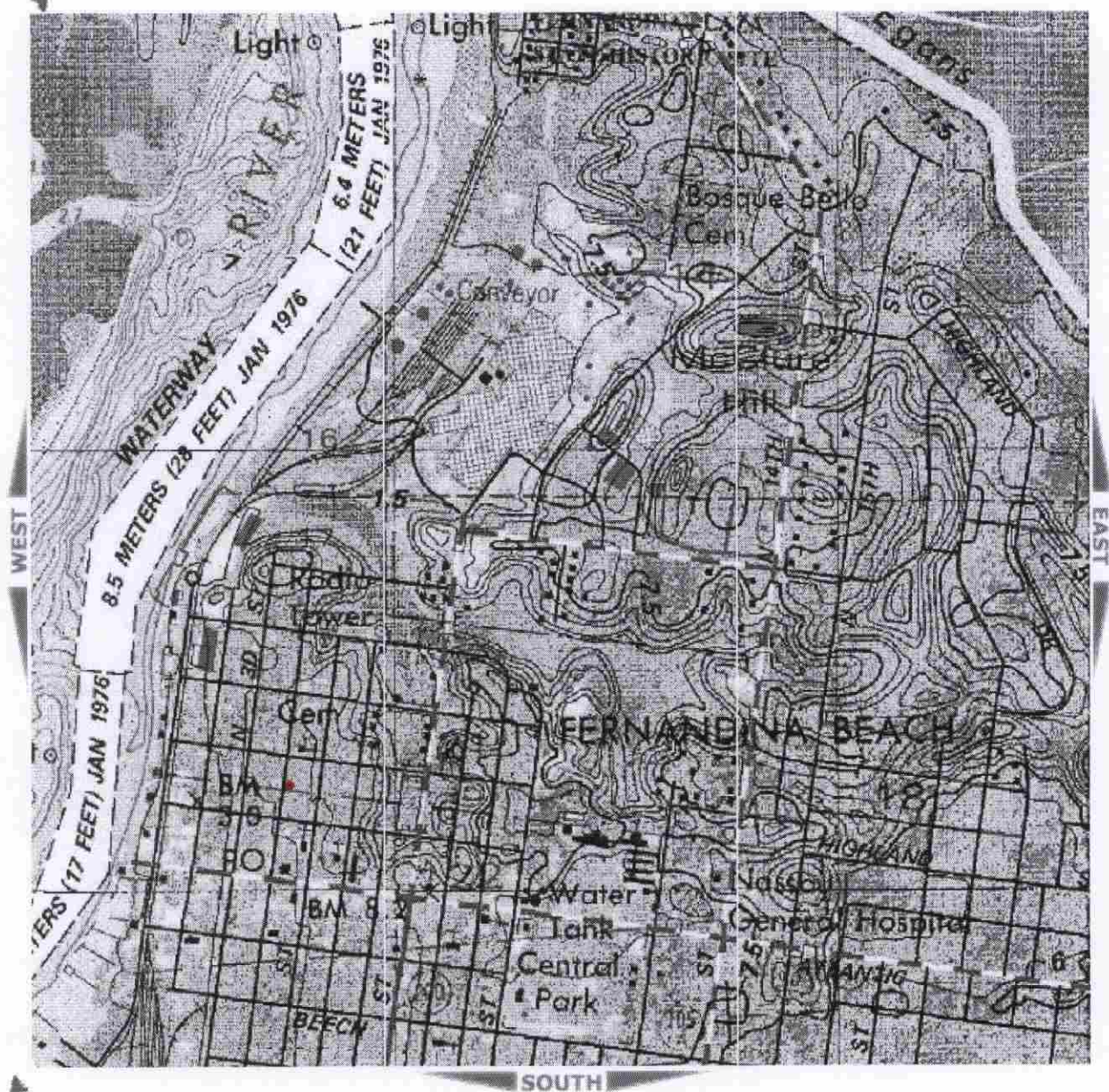
REQUIRED PAPER ATTACHMENTS

- (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"

NA00295-200703

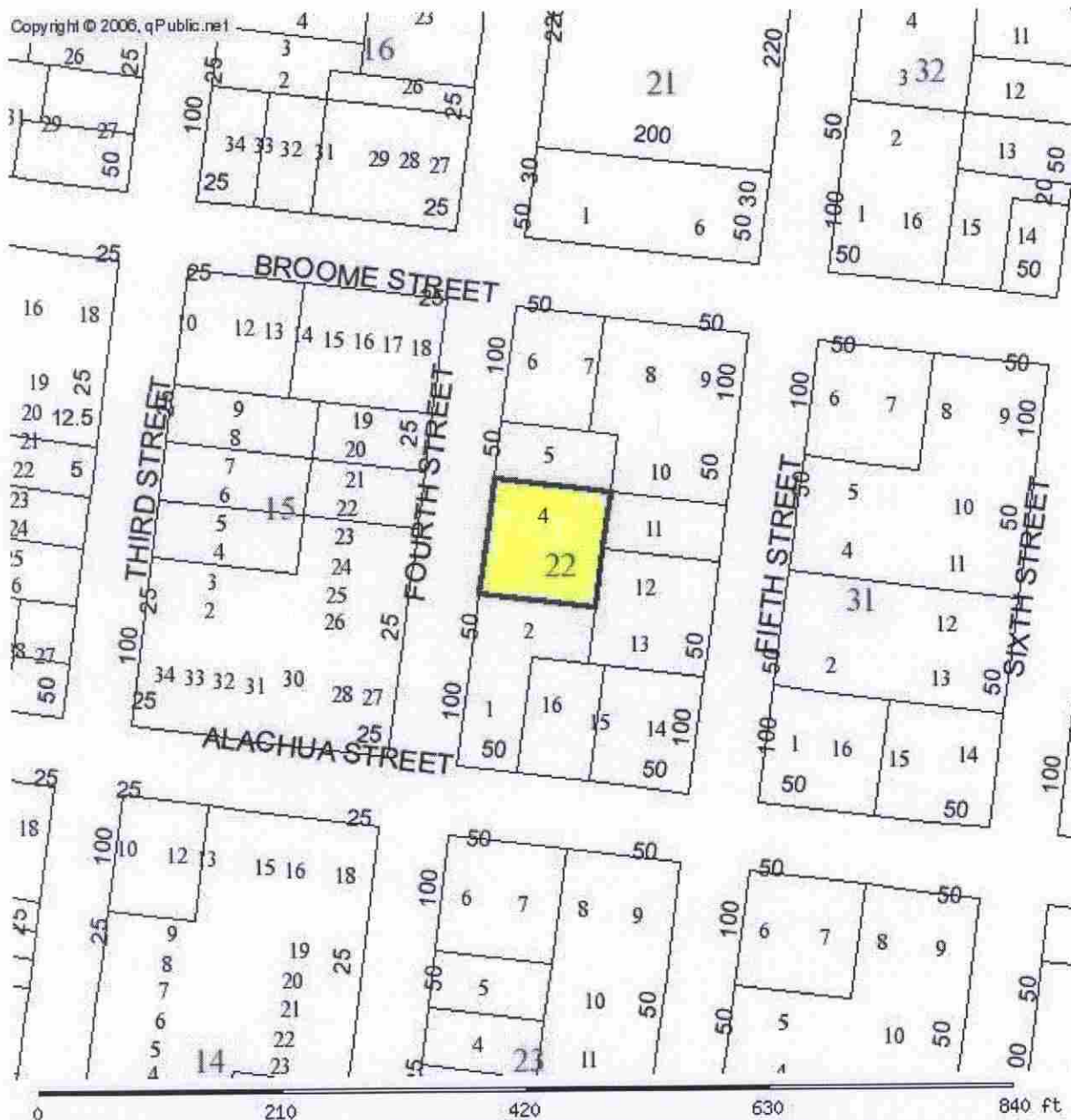
Supplementary Printout

- > **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:**
Clapboard
- > **Roof types:**
Gable
- > **Roof materials:**
Composition shingles
- > **Roof secondary structures (dormers etc):**
Gable dormer
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1866;
- > **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)]:**



NA295

146



PARCEL INFORMATION TABLE

Selected Parcel	00-00-31-1800-0022-0030
GIS CALCULATED ACREAGE	0.23
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	BROWN PAMELA &
Mailing Address	TALLMAN BRADFORD J (W&H) 116 NORTH 4TH STREET; FERNANDINA BEACH, FL 32034
Situs/Physical Address	116 NORTH 4TH ST
2006 PROPOSED VALUES	
Land Value	120,000

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site #8 **NA00295**
 Field Date 2-2-2018
 Form Date 2-2-2018
 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) 116 N. 4th 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

Address: 116 N 4th Street 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 # 00-00-31-1800-0022-0030 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: 1866 ☒ 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 _____
 Additions: ☐ yes ☒ no ☐ unknown Date: _____ Nature _____
 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 Rectangular Number of Stories 1.5
 Exterior Fabric(s) 1. Weatherboard 2. _____ 3. _____
 Roof Type(s) 1. Gable 2. _____ 3. _____
 Roof Material(s) 1. Sheet metal: 5V crimp 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. Gable dormer 2. _____
 Windows (types, materials, etc.) 2/2 Dhs

Distinguishing Architectural Features (exterior or interior ornaments) Central hall plan; jig saw cut decoration

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) Modern 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</i> 15, p. 2)

DESCRIPTION (continued)

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

Porch Descriptions (types, locations, roof types, etc.) Entry/W, partially incised, open, shed, chamfered supports, wood railing, jig saw cut decoration

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.





Brockington
CULTURAL RESOURCES CONSULTING

**Fernandina Beach
Survey Update 2018**

○ Historic Resource

0 50 100 Feet

* All numbers start with NA****.







CERTIFICATE OF APPROVAL (COA) HDCSA2021-0080 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 06/10/2021
Work Class: HDC Staff Review	District: Default	Exp Date: 07/12/2021
Status: Approved	Square Feet: 0.00	Completed: 06/11/2021
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval Expire Date: 06/13/2022

Description: Certificate of Approval (COA) to repaint exterior of structure
Body - SW7615 "Sea Serpent"
Trim - SW7006 "Extra White"
Porch Ceiling - SW6498 "Byte Blue"
Front Door - SW7592 "Crabby Apple"

**Amendment - 2/24/2022: Request to change paint colors
Body: SW Green
Doors, porch/Deck: Minwax Stain, Dark Walnut
Trim: Benjamin Moore, Swiss Coffee OC-45

Parcel: 00-00-31-1800-0026-0010 Main	Address: 402 Beech St Fernandina Beach, FL 32034	Zone: R-2(Medium Density Residential)
---	--	--

Applicant Paul Gibbs 603 S. Fletcher Avenue Fernandina Beach, FL 32034 Business: 9046968550 Mobile: 9043345694	Owner Vining Park LLC 402 BEECH ST FERNANDINA BEACH, FL 32034
---	---

Activity Type	Activity Number	Name	User	Created On
Final Decision	DEC-001331-2021		Salvatore Cumella	06/11/2021

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00014643	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00014643		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0152 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 01/21/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 02/22/2022
Status: Approved	Square Feet: 0.00	Completed: 02/03/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval
Description: Certificate of Approval (COA) to enclose portion of existing side porch for use as meeting rooms. Exterior door replacement.		Expire Date: 02/03/2023

Parcel: 00-00-31-1800-0036-0010 Main	Address: 601 Centre St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
---	--	---

Agent Jose Miranda 309 1/2 Centre Street Suite 206 Fernandina Beach, FL 32034 Business: 904-261-4586	Applicant Jose Miranda 309 1/2 CENTRE Suite 206 FERNANDINA BEACH, FL 32034 Business: 9042613472 Mobile: 9047533099	Owner Memorial United Methodist Church Inc. 601 Centre ST Fernandina Beach, FL 32034
--	---	---

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00019392	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00019392		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0153 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 01/24/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 02/23/2022
Status: Approved	Square Feet: 0.00	Completed: 02/08/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval
Description: Certificate of Approval (COA) for a wood chalkboard sandwich board sign, black (17" x 13.5")		Expire Date: 02/08/2023

Parcel: 00-00-31-1800-0030-0150 Main	Address: 503 Centre St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
---	--	---

Owner 503 Centre Street LLC P.O. Box 17529 Fernandina Beach, FL 32034	Applicant Remi Realty, LLC 3955 Riverside Avenue Riverside Jacksonville, FL 32205 Business: 9043078798
--	---

Note	Created By	Date and Time Created
1. emailed applicant for sign specs. 1/24/22	Taylor Hartmann	01/24/2022

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00019397	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00019397		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0154 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 02/08/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 03/10/2022
Status: Approved	Square Feet: 0.00	Completed: 02/16/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval
Description: After-the-fact - Certificate of Approval (COA) to replace front entry doors with mahogany doors of same design.		Expire Date: 02/16/2023

Parcel: 00-00-31-1800-0001-0180 Main	Address: 31 N 2Nd St Fernandina Beach, FL 32034 Main	Zone: C-2(General Commercial)
---	--	--------------------------------------

Applicant Jon Michael Anderson 2744 N Ocean Oaks DR Fernandina Beach, FL 32034 Business: 9044911411 Mobile: 9042615899	Owner 31 N 2ND ST LLC 24 S 5TH ST FERNANDINA BEACH, FL 32034	Applicant Jon Anderson 24 S 5TH ST FERNANDINA BEACH, FL 32034 Business: 9044911411	Applicant Kerrington Group, Inc., The 24 5th ST S Fernandina Beach, FL 32034 Home: 9042615899 Business: 9044911411
Applicant Arte Pizza 24 S 5th St. Fernandina Beach, FL 32034 Business: 9044911411			

Note	Created By	Date and Time Created
1. Applicant provided photos showing replaced doors 2/15/2022. Photographic evidence shows left-hand door not matching right hand door, which matches original set of doors to the left of the front facade. replaced doors had also been repositioned further back in new frame than originally constructed.	Salvatore Cumella	02/16/2022

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00019614	COA - Staff Residential Fee	\$100.00	\$100.00
Total for Invoice INV-00019614		\$100.00	\$100.00
Grand Total for Plan		\$100.00	\$100.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0156 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 02/15/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 03/17/2022
Status: Approved	Square Feet: 0.00	Completed: 02/16/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval
Description: Certificate of Approval (COA) to replace rotten wood window infill on the south and west elevations with Hardie-lap siding and paint to match existing exterior.		Expire Date: 02/16/2023

Parcel: 00-00-31-1800-0001-0180 Main	Address: 31 N 2Nd St Fernandina Beach, FL 32034 Main	Zone: C-2(General Commercial)
---	--	--------------------------------------

Applicant Jon Anderson 24 S 5th Street S. 5th Street Fernandina Beach, FL 32034 Mobile: 904-468-9893	Owner 31 N 2ND ST LLC 24 S 5TH ST FERNANDINA BEACH, FL 32034
---	---

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00019738	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00019738		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0157 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 02/16/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 03/18/2022
Status: Approved	Square Feet: 0.00	Completed: 02/23/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval
Description: Certificate of Approval (COA) to raise height of 1 door and replace/relocate location of one window (Andersen 400 DH) on secondary facade		Expire Date: 02/23/2023

Parcel: 00-00-31-1800-0023-0060 Main	Address: 28 N 4Th St Fernandina Beach, FL 32034 Main	Zone: R-2(Medium Density Residential)
---	--	--

Applicant Jose Miranda 309 1/2 CENTRE Suite 206 FERNANDINA BEACH, FL 32034 Business: 9042613472 Mobile: 9047533099	Agent Jose Miranda 309 1/2 Centre Street Suite 206 Fernandina Beach, FL 32034 Business: 904-261-4586	Owner David & Cynthia Jacoby 28 S N 4TH ST Mobile: 404-408-0067
---	--	---

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00019751	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00019751		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0158 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 02/21/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 03/23/2022
Status: Approved	Square Feet: 0.00	Completed: 02/25/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval
Description: Certificate of Approval (COA) to reroof using 30 year GAF shingles (charcoal)		Expire Date: 02/27/2023

Parcel: 00-00-31-1800-0026-0162 Main	Address: 406 Beech St Fernandina Beach, FL 32034 Main	Zone: R-2(Medium Density Residential)
---	---	--

Owner Taina Christner 406 Beech ST Fernandina Beach, FL 32034	Contractor Recovery Roofing Inc. 441 Lane Ave N Jacksonville, FL 32254
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Note	Created By	Date and Time Created
1. Spoke w/ Paul Gibbs and he states that this house has already been reroofed. He will contact "recoveryroofing19@gmail.com" who has been in contact w/ bldg dept. re: this COA application	Taylor Hartmann	02/24/2022
2. emailed invoice to Recovery roofing 2/25	Sylvie McCann	02/25/2022

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00019779	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00019779		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



Historic Preservation Fund Annual Report

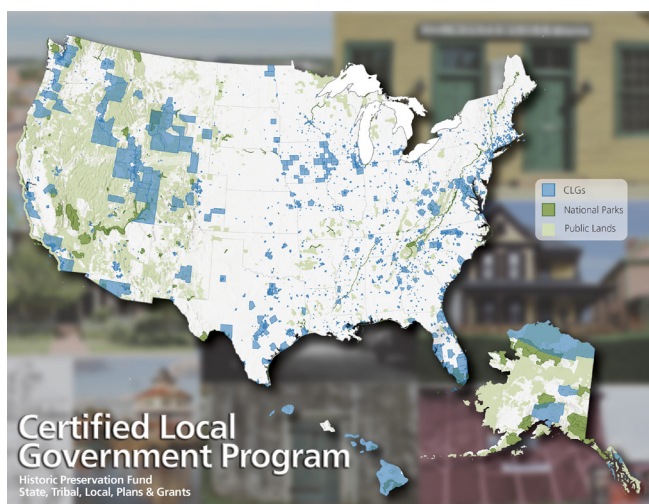
FY
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The National Park Service (NPS) administers the Historic Preservation Fund (HPF) on behalf of the Secretary of the Interior, and uses annually appropriated funds to provide grants to State and Tribal Historic Preservation Offices (THPO) to assist in their efforts to protect and preserve their historic resources. Each State Historic Preservation Officer (SHPO), appointed by the Governor for each state, manages this annual appropriation to perform the Federal preservation responsibilities required by the National Historic Preservation Act. Preservation activities may be carried out directly by States, who are required to pass through 10% to Certified Local Governments (CLG), and provide a 40% match to their HPF funds. HPF grants to THPOs, which do not require a match, help them undertake preservation activities and assume SHPO responsibilities on Tribal land if desired.

Distribution of FY 2021 HPF

State Historic Preservation Offices	\$55,675,000
Tribal Preservation Offices and Heritage Grants	\$15,000,000
African American Civil Rights	\$16,750,000
Historically Black Colleges and Universities	\$10,000,000
History of Equal Rights	\$3,375,000
Paul Bruhn Historic Revitalization Program	\$7,500,000
Save America's Treasures	\$25,000,000
Semiquincentennial	\$10,000,000
Underrepresented Communities	\$1,000,000
Total	\$144,300,000

CLG Gateway Application



Map of Certified Local Governments as of February 2022.

The Certified Local Government Gateway application is designed to connect local governments with their federal partners, like National Parks. Access at www.nps.gov/stlpg under "HPF In Action."

Did you know that over 85% of CLGs are gateway communities to National Parks?

\$144.3 million

Amount appropriated in FY2021 by the US Congress from the HPF for historic preservation

Competitive HPF Grants

Competitive grants from the Historic Preservation Fund can be apportioned by Congress for specific grant programs. These programs address different types of preservation needs across the country and fund a variety of work including: physical preservation work, surveys and inventories, National Register nominations, education, documentation, and preservation planning.

FY2021 Programs funded at \$73,625,000

- African American Civil Rights
- Historically Black Colleges and Universities
- History of Equal Rights
- Paul Bruhn Historic Revitalization Subgrant Program
- Save America's Treasures
- Semiquincentennial
- Tribal Heritage Grants
- Underrepresented Communities

Want to keep up with HPF Grant Opportunities?

[Sign up for the STLPG Bulletin!](http://go.nps.gov/bulletin)
(go.nps.gov/bulletin)

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Competitive HPF Programs



African American Civil Rights (AACR) grant program awarded \$15.5 million from FY2020 to 53 history and preservation projects that tell the story of the African American struggle for equality. 142 applications requested almost \$40 million. \$16.75 million in FY2021 funding under review for award by September 2022.

Rehabilitation of the Americus Colored Hospital in Americus, Georgia. From 1923-1953 this hospital provided health and medical care to African Americans but also provided medical training for medical professionals of color.

Photo courtesy of Americus-Sumter County Movement Remembered Committee, Inc.



Historically Black Colleges and Universities (HBCU) grant program awarded \$10 million from FY2020 to 20 projects for rehabilitation of National Register listed buildings on HBCU historic campuses. 18 applications requested over \$8 million. \$10 million in FY2021 funding under review for award by September 2022.

Benedict College received HPF funding through the HBCU program to fund repairs to the building envelope and interior building systems. Built in 1925, Duckett Hall, pictured here, is one of five buildings in the College's historic district. *Photo courtesy of Benedict College*



Paul Bruhn Historic Revitalization subgrant program awarded \$7.5 million from FY2020 for 11 block grants to organizations to create subgrant programs that will fund preservation projects in rural communities under 50,000 in population. 35 eligible applications requested almost \$23 million. \$7.5 million in FY2021 funding under review for award by September 2022.

Johnson Hall, in Gardiner, Maine, received subgrant funding for window and masonry repairs through the Paul Bruhn Historic Revitalization Grants Program.

Photo courtesy of Maine Development Foundation



Save America's Treasures (SAT) grant program awarded \$16 million from FY2020 to 49 projects for nationally significant collections and preservation projects. 94 eligible applications requested over \$34 million. \$25 million in FY2021 funding under review for award by September 2022.

The P.T. Barnum Museum, located in Bridgeport, CT, received SAT funds to enable window repair and preservation. *Photo courtesy of NPS*



Tribal Heritage grant program awarded \$569,086 for 12 projects to Indian Tribes, Alaska Native Groups, and Native Hawaiian Organizations from repurposed THPO FY2020 funding. 28 applications requested nearly \$1.4 million. \$570,000 in FY2021 funding under review for award by September 2022.

The Afognak Native Corporation and Alutiiq Museum of Kodiak, AK received a Tribal Heritage Grant to conduct a survey of Afognak lands. One of the finds is this Ulu fish cleaning tool. *Photo: Courtesy Patrick Saltonstall & Alutiiq Museum*



Underrepresented Communities grant program awarded \$750,000 from FY2020 to 17 projects for survey and nominations to the National Register of Historic Places. \$1 million in FY2021 funding under review for award by September 2022.

The City of Portland, OR, received funding to complete a survey of the history of Portland's LGBTQ+ community. The Other Inn, pictured here, is one of Portland's earliest gay venues. *Photo courtesy of Don Horn*

History of Equal Rights

grant program awarded \$2.4 million from FY2020 to 6 projects to preserve sites related to the struggle of all Americans to gain equal rights. 14 applications requested nearly \$10 million. \$3.27 million in FY2021 under review for award by September 2022.



The historic headquarters of the League of Women for Community Service, Boston, MA, received funding repair the roof, windows, and exterior walls to stabilize the building for reuse as the League's headquarters again. *Photo by SSV Architects, 2019*

	SHPO	THPO
New listings to the National Register of Historic Places	1167	23
cumulative total listings	97,198	total contributing resources 1.9 million
Properties nominated to Tribal Registers	n/a	6,924
Approx. acres surveyed for cultural resources	8.5 million	164,000
Federal undertakings reviewed	124,300	148,000
National Register eligibility opinions provided	89,600	3,500

Diverse Communities Benefit from HPF Funding



The Grandstands at Historic Hamtramck Stadium used planning funds from an HPF African American Civil Rights grant in 2016 to guide the work needed to preserve one of only five Negro League ballparks still in existence. In 2019, Charter County of Wayne, Michigan, applied and received another grant for \$490,000 to implement Phase 1 of the planned rehabilitation of the canopy and the grandstand. Hamtramck Stadium was home to the Detroit Stars and Detroit Wolves of the Major Negro Leagues in the 1930s, and recently the field was named for Norman “Turkey” Stearnes, inductee to the National Baseball Hall of Fame in 2020.

The Kokoma School House is a significant building to the Forest County Potawatomi Community as a physical representation of the Tribe’s response to removal of their children to remote government boarding schools. A Tribal Heritage Grant awarded in 2021 will develop a

restoration plan for the preservation of the school, enabling the Tribe to prominently feature the school in its original setting and continue to tell this difficult history.

The Leona Tate Foundation for Change secured two HPF grants from the African American Civil Rights and Save America’s Treasures programs in 2019, totaling \$1 million. The mission was to preserve McDonough 19 Elementary School in the Lower 9th Ward of New Orleans, the site of the first school desegregation in Louisiana on November 14, 1960, when three six-year old girls were escorted to school by US Marshals. Those three girls, now women, formed a nonprofit to purchase the school, and with HPF funds spent much of FY2021



rehabilitating it into an interpretive center and affordable housing for seniors, leveraging an additional \$1.2 million in match. The project was also featured on the *Today Show* on March 20, 2022.

Photos Courtesy of NPS

5 statewide historic preservation plans approved
Required under the National Historic Preservation Act, these state plans identify social, economic, and environmental trends that influence preservation practice, with public participation to set statewide goals and objectives for historic preservation.

31 new CLG communities
in **18 States**
totals **2,064**
participating communities

In FY2021, the NPS and SHPOs certified 31 new communities as CLGs willing to commit to historic preservation and protect what makes their communities special. CLG partners have special access each year to ten percent of the annual HPF funding allocated to each State. In addition, they can apply for the competitive grant programs from the HPF. Featured are two new CLGs and NPS will share more throughout 2022, through a [#CLGMonday](#) post. Please join us in sharing your CLG stories too!



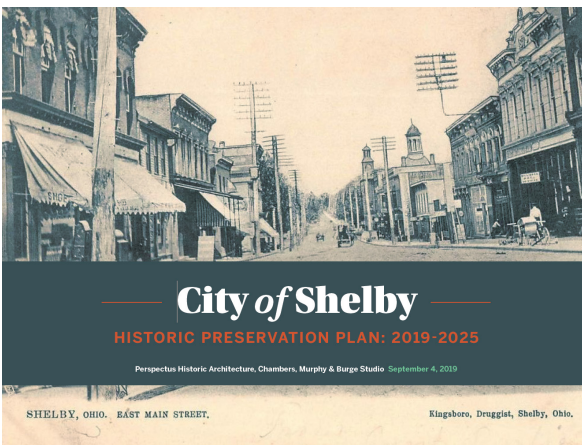
A railroad town from the 1860s, Sweetwater, Tennessee, was the hub for the East Tennessee & Georgia Railroad, which later became the Southern Railway in 1894. Sweetwater is also a gateway community to the Great Smokey Mountain National Park.

Batavia, founded in 1833, is the oldest city in Kane County, Illinois. This community became known as the “Windmill City” for their notable production and sale of windmills around the world. These windmills continue to represent Batavia’s proud history of manufacturing in the city’s windmill logo.



Local Governments Certified FY2021

- Montgomery and Prattville, Alabama
- Cañon City, Fort Morgan, and Lyons, Colorado
- Madison, Connecticut
- Davie and Martin County, Florida
- Winterville and Woodbury, Georgia
- Batavia and Kendall County Illinois
- Crawfordsville, Hobart, and West Lafayette, Indiana
- Ringgold County, Iowa
- Nantucket, Massachusetts
- Evart, Michigan
- Dassel, Minnesota
- Swansboro, North Carolina
- Bowling Green, Ohio
- Grants Pass and Ontario, Oregon
- Erie, Milford, and Sewickley, Pennsylvania
- Cumberland Gap, Jellico, and Sweetwater, Tennessee
- Santaquin, Utah
- St. Albans, Vermont



The City of Shelby Historic Preservation Plan: 2019-2025 is an example of a local preservation plan that was funded by an HPF Certified Local Government subgrant from the Ohio State Historic Preservation Office.

Integrated Resource Management Applications (IRMA)

The National Park Service’s Integrated Resource Management Applications (IRMA) catalogs model Historic Preservation Fund (HPF) grant products. Since 2016, more than 2,000 HPF products have been uploaded to IRMA. The focus of these grant funded products include historic resource documentation, interpretation, and planning.

View all products at go.nps.gov/HPF_IRMA. Categories of interest include “Preservation Plans & Reports” which includes almost 200 past and present State Historic Preservation Plans, and over 35 local preservation plans. Also view a selection of economic impact studies, design guidelines, interpretive and tourism plans, and past versions of this HPF Annual Report.