



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
DECEMBER 15, 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 from the Regular Meeting of November 17, 2022.
- 4. OLD BUSINESS**
 - 4.1 **HDC 2021-0031 - TINA SMITH, 1107 SOMERUELUS STREET**
Amendment to previously approved Certificate of Approval (COA) to add window on rear wall, change railing to Wild Hog railing, extend roof to cover existing patio and change paint color to exterior body. *(Quasi-Judicial)*
- 5. NEW BUSINESS**
 - 5.1 **HDC 2022-0074 - BENDER & ASSOCIATES ARCHITECTS, AGENT FOR PAUL MURZYN, 127 N. 3RD STREET**
Certificate of Approval (COA) to construct a 1-story single family residence. *(Quasi-Judicial)*
 - 5.2 **HDC 2022-0075 - BENDER & ASSOCIATES ARCHITECTS, AGENT FOR PAUL MURZYN, 121 N. 3RD STREET**
Certificate of Approval (COA) for renovation of exterior structure, construction of two additions, demolition of non-contributing garage and construction of a new 330 sq ft. accessory structure. *(Quasi-Judicial)*
- 6. BOARD BUSINESS**
 - 6.1 PORT MASTER PLAN PUBLIC MEETING (MEMBER KOSACK)
- 7. STAFF REPORT**
 - 7.1 STAFF CERTIFICATES OF APPROVAL FOR NOVEMBER 2022
 - 7.2 CERTIFIED LOCAL GOVERNMENT (CLG) 2021-2022 ANNUAL REPORT
 - 7.3 HISTORIC DISTRICT COUNCIL 2022 YEAR END BOARD MEMBER SURVEY

7.4 ANNUAL HDC JOINT MEETING WITH PRESERVATION PARTNERS - WEDNESDAY
JANUARY 25, 2023 - 5PM CITY HALL COMMISSION CHAMBERS

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR JANUARY 19, 2023

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
NOVEMBER 17, 2022
5:00 PM
CITY HALL COMMISSION CHAMBERS**

1. CALL TO ORDER 5:02 PM

ROLL CALL / DETERMINATION OF QUORUM

Members Present: James Pozzetta, Member O'Donnell, Froilan Esclusa, Michael Spino, Tammi Kosack, Tim Poynter, Arlene Filkoff

Member Absent:

Others Present: Salvatore Cumella, Preservation Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Chair Spino welcomed new Board Member Arlene Filkoff and asked that member disclosed ex parte communications. Member Poynter disclosed discussion about 1 case, Member Kosack disclosed communications with Staff regarding HDC case V2022-0003, Vice-Chair Esclusa disclosed communications with Staff regarding the Standard Marine case, Chair Spino disclosed communications with Staff and Jose Miranda. No other members disclosed any ex parte communications.

Ms. Bach explained the Quasi-Judicial procedures and the variance voting process regarding approval and denial.

Ms. McCann administered the oath to parties that wished to give testimony.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of October 20, 2022.

Member Kosack noted 2 corrections, the first being in Old Business item 5.1 to change the name Ryan Poynter to Brian Poynter, and the second correction for New Business item 6.1 to note that a discussion ensued regarding identifying the structure as a 2-story garage and not a 2-story ADU. Member Pozzetta noted a correction in Old Business item 5.1 Motion to add the word landscape in regard to the east side buffer.

ACTION TAKEN: A motion was made by Member Kosack seconded by Member Pozzetta to approve the Minutes with the noted correction.

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

4. OLD BUSINESS

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4.1 HDC 2021-0045 - MICHAEL STAUFFER, AGENT FOR FYRE HOLDINGS II LLC, 227 S. 7TH STREET

Amendment to a previously approved Certificate of Approval (COA) to reduce the number of stories to construct a 1-story accessory structure. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Chair Spino asked if the photographs and documents were received by Staff. Mr. Cumella answered in the negative.

Michael Stauffer, 422 S. 6th Street, spoke about the scope of the amendment, he asked for an additional modification to eliminate the west side window from the garage. All Board Members agreed to the change.

Member Kosack asked about the height of the new structure compared to the existing one. Chair Spino asked about the siding being wood. He also asked Mr. Stauffer to make sure to provide photographic documents to Staff.

Member Pozzetta spoke of the discussions currently taking place with the PAB regarding LDC language changes to address encroachment of roof eaves into setbacks.

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

Board Discussion was opened and closed.

ACTION TAKEN: A motion was made by Member Kosack seconded by Member Pozzetta to approve the amendment to HDC case 2021-0045 as presented with the following conditions: that the window on west elevation is eliminated (approval received) and that the photo documentation and as-built drawings (if existing) be provided to the City for documentation; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0045, 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 final approval at this time.

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

4.2 HDCV2022-0003 - MIRANDA ARCHITECT, AGENT FOR I P HOLDINGS GROUP LLC, 101 N. 2ND STREET

Variance request from LDC Sections 7.01.01(A) and 7.01.01(E)(b), Access and Driveway Design Requirements, and LDC Section 8.01.03(A)(6), Signage. (*Quasi-Judicial*)

Mr. Cumella presented the first portion of the case regarding a variance from LDC Sections 7.01.01(A) and 7.01.01(E)(b) for access and driveway. He noted that this project also received a 1st round of review comments at the TRC meeting of October 27, 2022, which Minutes are included within this agenda packet. Since the requested action did not meet all 6 criteria, Staff recommended denial.

Member Pozzetta asked about Section 7.01.01 (E)(b) and the request from the applicant being an additional access point instead of an increase in "maximum feet" allowance. Mr. Cumella explained the distinction between ADA space vs. access point.

Jose Miranda, Miranda Architect, 309 ½ Centre Street, expanded on the issues between access points, entry points, and the ADA space. He emphasized that this building is a special building thus making this a special project with difficult conditions and noted that the variance approval process by the HDC Board vs. the regular Board of Adjustment process involve a different perspective and analysis to these criteria.

Member Kosack clarified that the two access points would be specifically an ADA parking and a rear loading

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zone access.

Chair Spino spoke about the City Engineer's support of this request during a recent TRC meeting.

Board Discussion was opened. Vice-Chair Esclusa expressed his argument according to a historic preservation perspective. Member Filkoff expressed her desire to save this building but by making sure to follow the LDC as best as possible, although sometimes the priority is to salvage a property looking at the Preservation aspect.

Ms. Cumella presented the second portion of the case regarding a variance from LDC Section 8.01.03(A)(6) regarding signage. Since the requested action did not meet all 6 criteria, Staff recommended denial.

Member Kosack asked Staff if he knew when the stucco was applied to the building. Staff answered in the negative.

Member Poynter asked if this variance request only applied to this legacy sign. Mr. Cumella answered in the affirmative, that the approval of this variance would still allow the applicant 2 allowable signs.

Jose Miranda, Miranda Architect, 309 ½ Centre Street, spoke about the history of the sign and the timeframe when the stucco was applied to the building. He also presented the dilemma between the repainting of the original sign and its related impact from the scope of the building repairs. Board members asked about the scope of the work and how the sign is impacted by stucco and brick repairs. Member Kosack asked if the applicant would consider using a fire brick red color as background to the lettering of the signage.

Jenny Schaffer, 154 S. Fletcher Avenue, confirmed that she would be amiable to the request of using the fire brick red color.

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

Board discussion was opened. Member Poynter commented that legacy signs provide insight on what once was. Member Kosack mentioned that these original signs are important because they show context, history and the evolution of our city.

ACTION TAKEN: A motion was made by Member Poynter seconded by Member Kosack to approve amendment to HDC case V2022-0003 as presented with the conditions listed in the August 31, 2022 and October 27, 2022 letters by Miranda Architect explaining and justifying the fulfillment of all 6 required criteria, and that for the variance regarding signage, the following conditions apply: that the lettering remains in the original font and in white color, with Fire Brick Red background color to be approved by Staff; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case V2022-0003, as presented, is substantially compliant with the Comprehensive Plan and the Land Development Code to warrant approval at this time.

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

5. NEW BUSINESS

5.1 HDC 2022-0072 - MIRANDA ARCHITECT, AGENT FOR I P HOLDINGS GROUP LLC, 101 N. 2ND STREET

Certificate of Approval (COA) to adaptively rehabilitate CH Huot Building for use as a cafe/market, restaurant/bar, hotel, and event venue. (*Quasi-Judicial*)

Mr. Cumella presented the case and noted that Conceptual Approval was granted on this project on February 17th, 2022, and that there are minor changes mostly related to a small dining area addition in the rear. He recommended final approval.

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Jose Miranda, Miranda Architect, 309 ½ Centre Street, spoke about the changes including the addition of the dining area. He noted that the applicant will be working with Staff about the color scheme.

Member Esclusa asked about the difference in material with the new addition. Mr. Miranda explained his challenges with materials in regard to the impact of the flood line. Member Esclusa also asked about the stairways. Mr. Miranda stated that the stairways are open air with a rooftop.

Member Kosack asked about potential fencing. Mr. Miranda confirmed that there will be fencing and pointed to a picture of wrought iron fencing within the agenda packet.

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

Board Discussion was opened.

ACTION TAKEN: A motion was made by Member Esclusa seconded by Member Poynter to approve HDC case 2022-0072 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0072, 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 and being all ayes, carried.

5.2 HDC 2022-0073 - ANTHONY DIBUONO, AGENT FOR RACHRIDGE LLC, 115 CENTRE STREET

After-the-Fact Certificate of Approval (COA) to remove metal cornice and replace with custom replica.
(*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Anthony DiBuono, 117 Centre Street, was present for questions.

Member Kosack asked about the material use for the replica. Mr. DiBuono confirmed that it was mainly aluminum.

ACTION TAKEN: A motion was made by Member Pozzetta seconded by Member Poynter to approve After-the-Fact HDC case 2022-0073 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0073, 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 and being all ayes, carried.

6. BOARD BUSINESS

6.1 Alternate Member #2 - Scheduled for November 15, 2022 City Commission Meeting

6.2 HDC Member Reappointment - Tammi Kosack Scheduled for December 6, 2022 City Commission Meeting

6.3 Chair and Vice-Chair Election - December 15, 2022

Chair Spino voiced interest at remaining Chair at the pleasure of the Board Members.

7. STAFF REPORT

7.1 Staff Certificates of Approval - October 2022

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8. PUBLIC COMMENT

9. ADJOURNMENT 6:34 PM

Sylvie McCann, Recording Secretary

Michael Spino, Chair



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2021-0031 AMENDMENT
DECEMBER 15, 2022

Owner/Applicant:	Tina Smith & James Marty, owners
Property Address:	1107 Someruelus Street (Old Town)
Parcel ID #	00-00-31-1580-0016-0100
Current zoning:	OT-2
FLUM land use category:	High Density Residential
Existing uses on the site:	Vacant
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	Amendment to a previously approved Certificate of Approval (COA) to include: exterior color change to body (<i>Drift of Mist</i> SW9166); addition of window at west elevation; change in roofline to central patio, and changing railing material to Wild Hog brand 4x4 welded wire 6GA panels.

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



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

This new single-family residence project received Final Approval at the Historic District Council's Regular Meeting held on **September 16, 2021**. This parcel consists of one peonia. Access to the rear of the property provided by a recorded 24' easement off New Street.

The applicant is seeking approval to make the following modifications to those plans:

1. Change exterior color of body of home to *Drift of Mist* SW9166;
2. Add a window at west elevation;
3. Change in roofline to central patio to cover previously open patio; and
4. Change the railing material to Wild Hog brand 4x4 welded wire 6GA panels.

APPLICABLE GUIDELINES:

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

[OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES](#)

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

ANALYSIS:

Staff finds that the proposed changes are compatible with Old Town in terms of materials, scale, proportions, roof forms, and orientation.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation and Development Guidelines.

Staff recommends:

APPROVAL of this amendment to HDC 2021-0031

MOTION TO CONSIDER:

I move to **approve or deny** this amendment to case number HDC 2021-0031 **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 HDC 2021-0031, as presented, **is or is not** 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.

LIST OF EXHIBITS:

- EXHIBIT 1 Application & Backup Materials
- EXHIBIT 2 Plans and Elevations
- EXHIBIT 3 Revision Animation

Respectfully Submitted,



Salvatore J. Cumella
Historic Preservation Planner

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #10155

Date Submitted: 11/2/2022

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 | ☐ Demolition of a Primary Structure â€œ Contributing \$7,500 |
| ☒ Certificate of Approval (COA): Board Review - Residential Single Family) \$250 | ☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100 |
| ☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400 | ☐ After-the-Fact Certificate of Approval (COA): Board Review \$1,500 |
| ☐ Demolition of a Primary Structure â€œ Non-Contributing \$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?*

10/28/2022

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*

Old Town

Site Address*

Lot 10 Block 16 Someruelus ST

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1580-0016-0100

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Tina

Last Name*

Smith

Mailing Address*

PO Box 695

City*

Fernandina Beach

State*

Florida

Zip Code*

32035

Telephone Number*

704-589-1965

E-mail Address*

Tina@sellingnassau.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*

Exterior Color Change to Drift of Mist, Add small window on back exterior wall, Change railing to Wild Hog Railing, Extend roof to cover existing patio. Drift of Mist by Sherwin Williams - Exterior Body (Not Blue)

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 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
Same as House	Vinyl Window - Same as House Include FL Product Approval # for Windows and Doors	White (Name/Number)

ROOFING

Manufacturer	Product Description	Color
Owens Corning	Asphalt Shingles	Black (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	Upload 2	Upload 3	Upload 4
Choose File No file selected	Choose File No file selected	Choose File No file selected	Choose File No file selected

Upload 5	Upload 6	Upload 7	Upload 8
Choose File No file selected	Choose File No file selected	Choose File No file selected	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*

Applicant Last Name*

Today's Date*



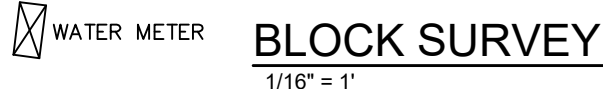
DEPARTMENT OF PLANNING & CONSERVATION

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

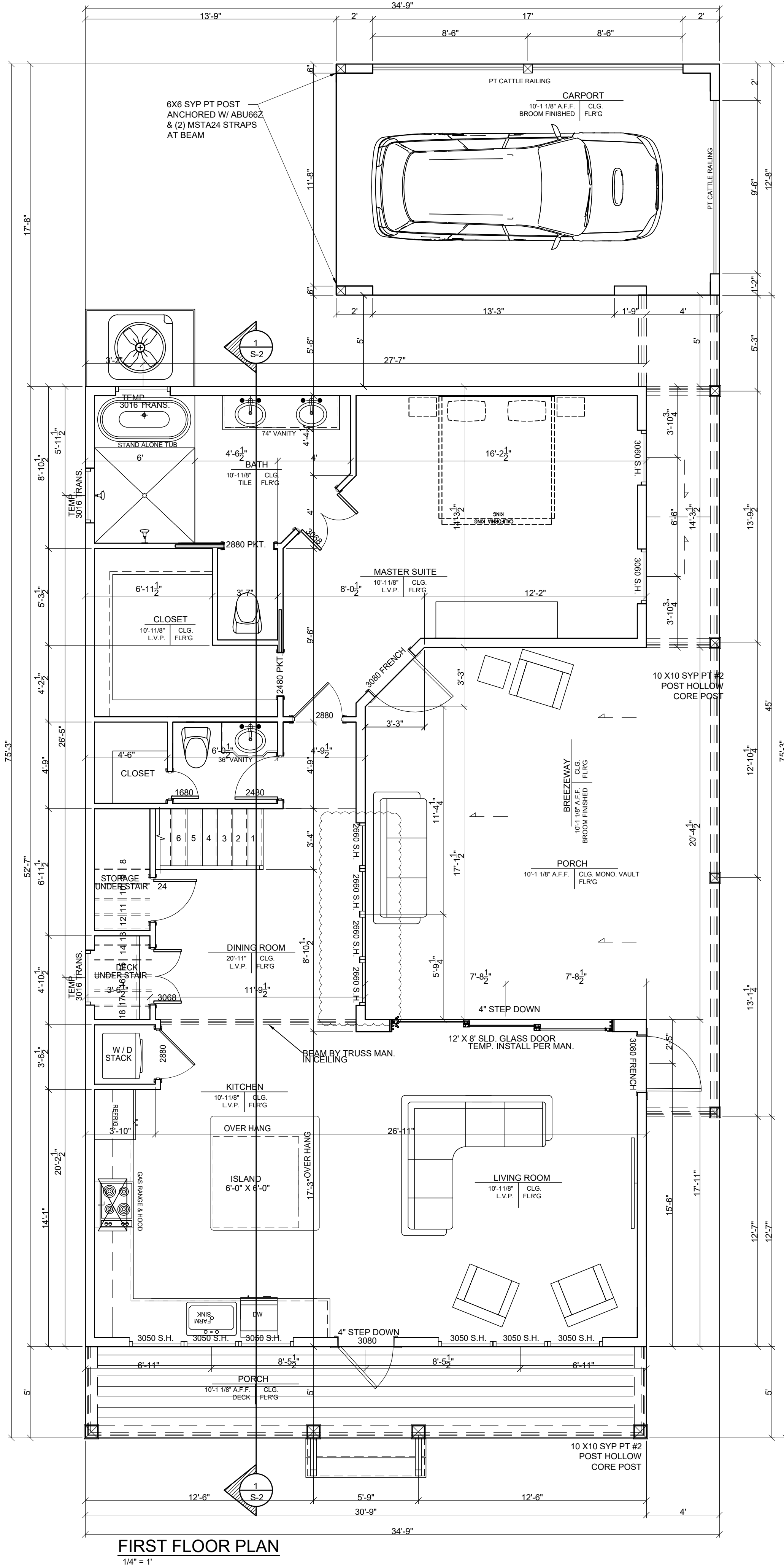
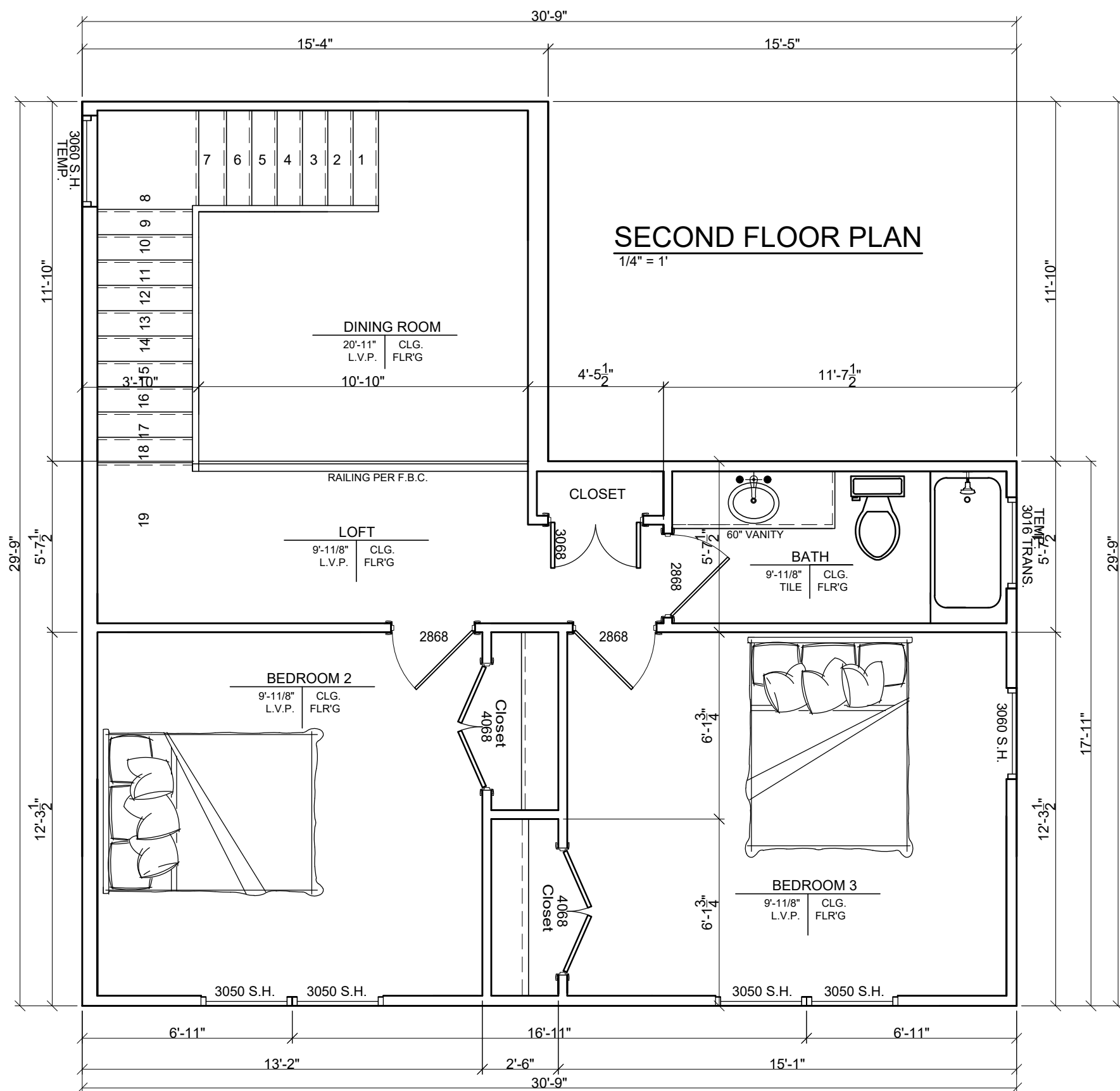
Please make sure to disable pop-up blocker in order to submit.







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**GARAGE FIRE SEPARATION REQUIREMENTS**

1. THE PRIVATE GARAGE SHALL BE SEPARATED FROM THE DWELLING UNIT AND ITS ATTIC AREA BY A MIN. 1/2" GYPSUM BOARD APPLIED TO THE GARAGE SIDE. GARAGES BENEATH HABITABLE ROOM SHALL BE SEPARATED BY A MIN. 5/8" TYPE X GYPSUM BOARD OR EQUIVALENT. DOOR OPENING BETWEEN A PRIVATE GARAGE AND THE DWELLING UNIT SHALL SELF CLOSING AND HAVE A MIN. 20 MINUTE FIRE RATING.
2. DUCTS IN A PRIVATE GARAGE AND DUCTS PENETRATING THE WALLS OR CEILINGS SEPARATING THE DWELLING UNIT FROM THE GARAGE SHALL BE CONSTRUCTED OF A MIN. 0.019-INCH (0.48MM) SHEET STEEL AND SHALL HAVE NO OPENINGS INTO THE GARAGE.
3. WHEN INSTALLING AN ATTIC ACCESS OR PULL DOWN STAIR IN THE GARAGE, DEVICE SHALL HAVE A 20 MINUTE FIRE RATING.

TYPICAL CONSTRUCTION NOTES:

1. NEW INTERIOR PARTITIONS ARE 1/2" G.W.B. ON EACH SIDE OF 2X4 WOOD STUDS, UNLESS NOTED OTHERWISE (U.N.O.).
2. OPENINGS IN STUD WALLS ARE DIMENSIONED TO CENTERLINE OF OPENING. COORDINATE ROUGH OPENING SIZE WITH REQUIREMENTS OF DOOR OR WINDOW MANUFACTURER.
3. NEW EXTERIOR WALLS ARE 5 1/2" WITH 7/16" SHEETING STUD WALLS AND 3/4" G.W.B. ON INTERIOR SIDE.
4. ALL INTERIOR DIMENSIONS ARE TO FACE OF STUD UNLESS NOTED OTHERWISE (IF APPLICABLE).
5. INSTALL FIREBLOCKING IN STUD PARTITIONS PER FBC 2305.1.4
6. APPLY SEALANT AROUND ALL WINDOWS PER MANUFACTURER'S RECOMMENDATIONS.
7. ALL SIMPSON (OR EQUAL) CONNECTORS SHALL BE FASTENED PER THE MANUFACTURER'S INSTRUCTIONS, REFER TO CATALOG FOR FASTENER TYPE, QUANTITY, AND LOCATION
8. CONTRACTOR SHALL SELECT TRUSS MANUFACTURER WITH ENGINEERING CAPABILITY TO DESIGN TRUSSES, FOOTINGS, AND SHEAR-BEARING WALLS.
9. SEE ENGINEERING DRAWINGS BY PRE-ENGINEERED TRUSS MANUFACTURER FOR ROOF TRUSSES, CONNECTIONS, AND SHEAR-BEARING WALL DESIGNS AND UPLIFT RESISTANCE.
10. ALL WOOD IN CONTACT WITH CONCRETE SHALL BE PRESSURE TREATED
11. CONTRACTOR SHALL SELECT EXTERIOR BUILDING PRODUCTS APPROVED BY THE FLORIDA BUILDING COMMISSION AND BEARING PRODUCT APPROVAL NUMBERS FOR PANEL WALLS, EXTERIOR DOORS, ROOFING PRODUCTS, SKYLIGHTS, WINDOWS, SHUTTERS, STRUCTURAL COMPONENTS, AND BUILDING ENVELOPE PRODUCTS OF NEW TECHNOLOGY.
12. VERIFY LOCATIONS OF UNDERGROUND UTILITIES BEFORE EXCAVATING.
13. AT ALL SHOWERS, PROVIDE A SHOWER PAN AND SLOPE FLOOR FOR DRAINAGE. COORDINATE WITH STRUCTURAL FOR SLOPES AND TOP OF SLAB ELEVATIONS.
14. CONTRACTOR SHALL DELIVER TO OWNER UPON PROJECT CLOSEOUT A BUILDING OR SPACE THOROUGHLY CLEANED AND WITH ALL CONTRACTOR-INSTALLED COMPONENTS FUNCTIONING AS NEW. ANY EXISTING COMPONENTS (FOR RENOVATION OR ADDITION PROJECTS) SHALL BE IN CLEAN, WORKING CONDITION AS VERIFIED BY CONTRACTOR AND OWNER. ANY EXISTING COMPONENT DETERMINED TO BE INOPERATIVE SHALL BE REPLACED BY CONTRACTOR. WHERE ANY COMPONENT WAS REMOVED AND A BREAK IN THE FINISH IS REVEALED, THE CONTRACTOR SHALL PATCH THE FINISH AND SUBSTRATE AS NEEDED TO LEAVE NO EVIDENCE OF THE REMOVED COMPONENT.
15. GUARDS AND RAILING SHALL BE IN ACCORDANCE WITH F.B.C. R312.1.1
16. GLAZING IN AREAS LISTED IN F.B.C. R308.4 SHALL BE SAFETY GLASS PROTECTED
17. STAIRS SHALL COMPLY WITH F.B.C. 311.7

BEDROOM WINDOWS

EMERGENCY AND ESCAPE RESCUE OPENINGS SHALL HAVE A NET CLEAR OPENING OF NOT LESS THAN 5.0 SQ. FT. AND 5.7 SQ. FT. FOR SECOND FLOOR

SMOKE ALARMS

- SMOKE ALARMS SHALL BE INSTALLED IN THE FOLLOWING LOCATIONS
1. IN EACH SLEEPING AREA
 2. OUTSIDE EACH SLEEPING AREA IN THE IMMEDIATE VICINITY OF EACH BEDROOM

SQUARE FOOT INFO.

FIRST FLOOR CONDITIONED	1,309 SF
SECOND FLOOR CONDITIONED	550 SF
BREEZEWAY	22 SF
FRONT PORCH AREA	148 SF
CARPORT AREA	265 SF
SIDE PORCH AREA	455 SF
TOTAL AREA	2,747 SF

THESE PLANS HAVE BEEN DRAWN UNDER CONTRACT BY THE HOME OWNER OR BUILDER. THE DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY SIMILARITIES TO ANY DRAWINGS, RENDERINGS, BLUEPRINTS, ETC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THAT ALL DIMENSIONS ARE CORRECT AND THAT THESE PLANS MEET ALL DESIGN CRITERIA REQUIRED BY THE STATE OF FLORIDA. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THAT ALL THE INFORMATION IS CORRECT BEFORE CONSTRUCTION BEGINS

CALLAHAN DRAFTING, INC.

541669 US.1 CALLAHAN FL. 32011
904 575 0181 ethan@scaffbuilders.com

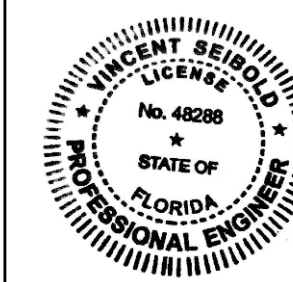
TINA SMITH

SOMERUELUS STREET
FERNANDINA BEACH, FL. 32034

ENGINEER INFO

VINCENT SEIBOLD PE 48288
105 ATLANTIC BLVD. #19
ATLANTIC BEACH, FL. 32233

SIGNATURE/SEAL



SHEET

FLOOR PLANS

A-2



THESE PLANS HAVE BEEN DRAWN UNDER CONTRACT BY THE HOME OWNER OR BUILDER. THE DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY SIMILARITIES TO ANY DRAWINGS, RENDERINGS, BLUEPRINTS, OR ANY OTHER DOCUMENTS. THE DESIGNER DOES NOT WARRANT THAT THE DIMENSIONS ARE CORRECT AND THAT THESE PLANS MEET ALL DESIGN CRITERIA REQUIRED BY THE STATE OF FLORIDA. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THAT ALL THE INFORMATION IS CORRECT BEFORE CONSTRUCTION BEGINS.

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541669 US-1 CALLAHAN FL. 32011
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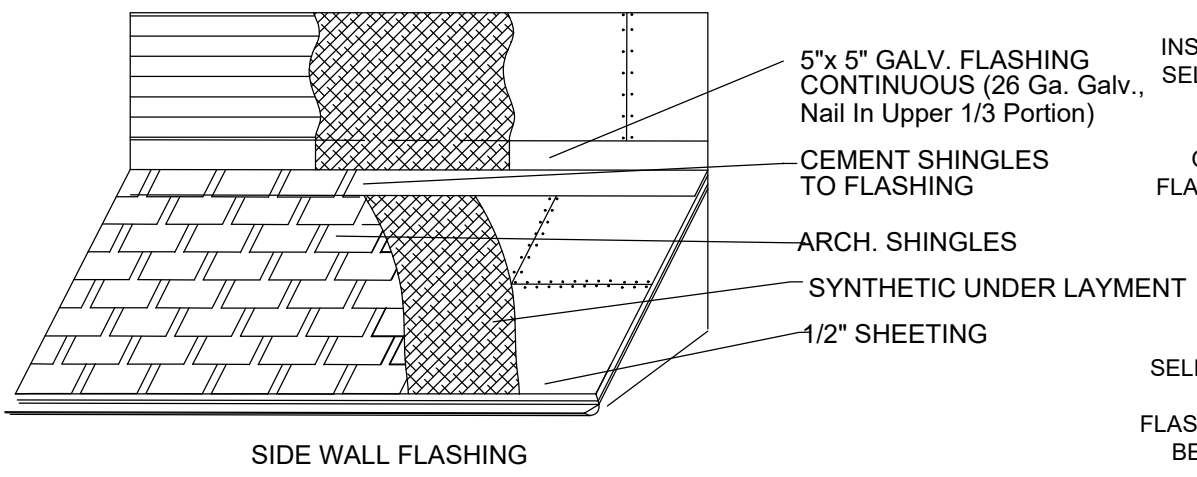
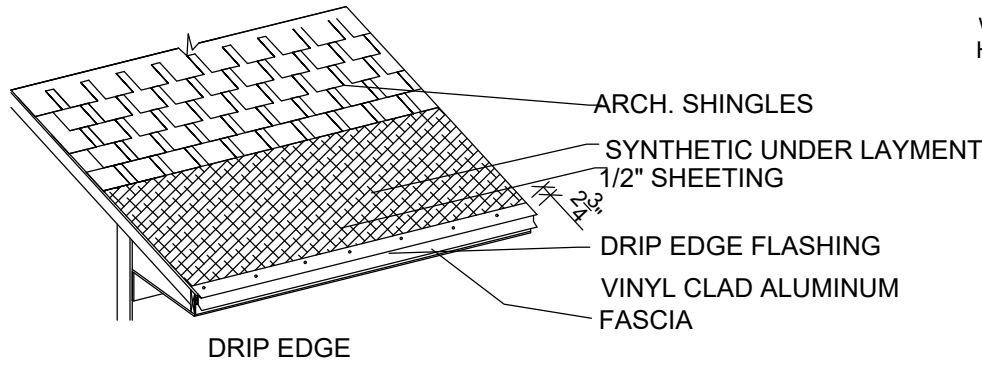
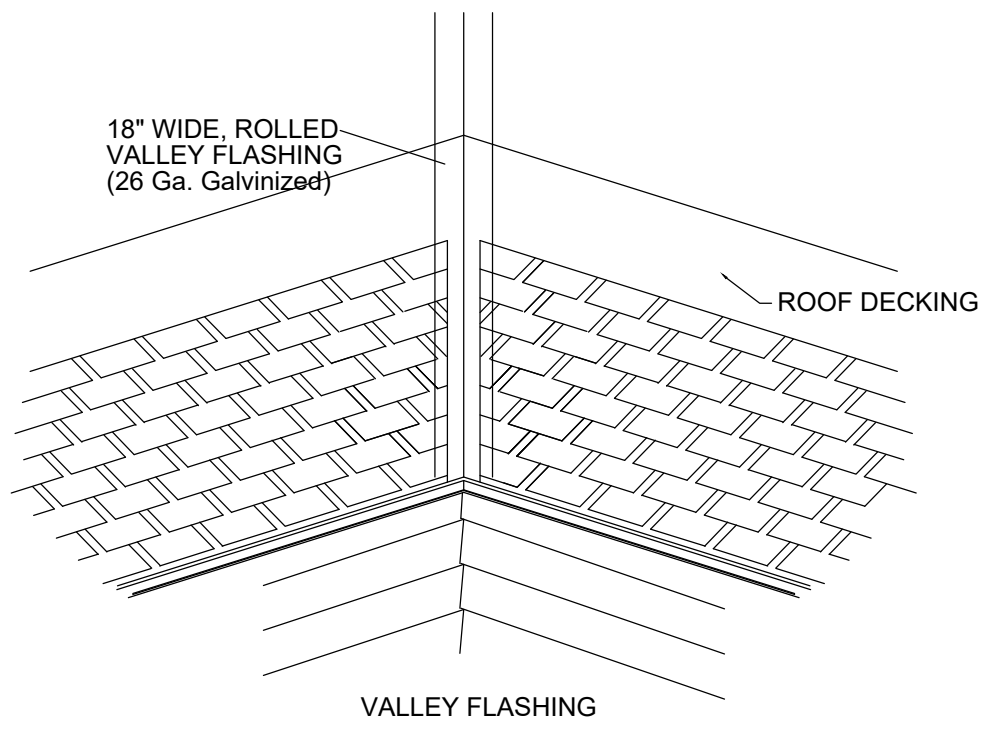
TINA SMITH
SOMERUELUS STREET
FERNANDINA BEACH, FL. 32034

ENGINEER INFO
VINCENT SEIBOLD PE 48288
105 ATLANTIC BLVD. #18
ATLANTIC BEACH, FL. 32233
SIGNATURE/SEAL

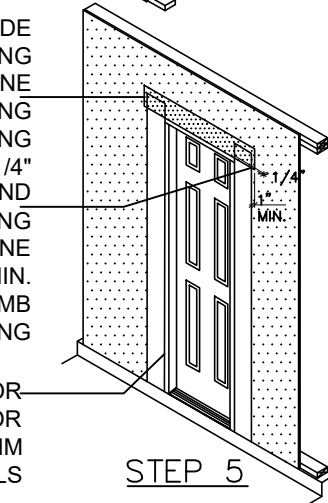
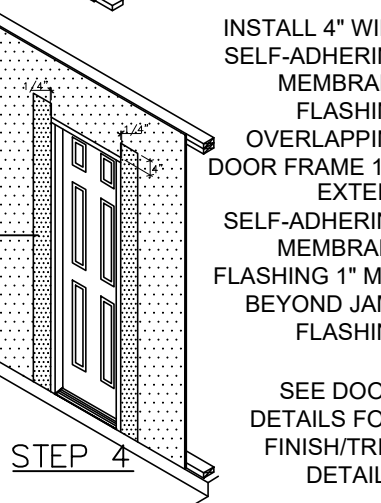
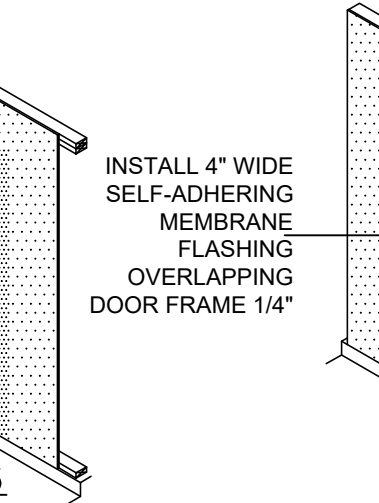
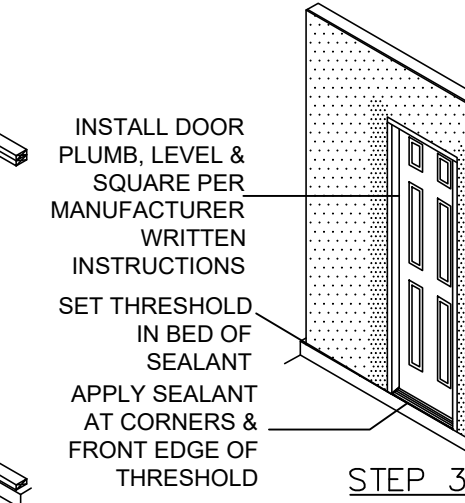
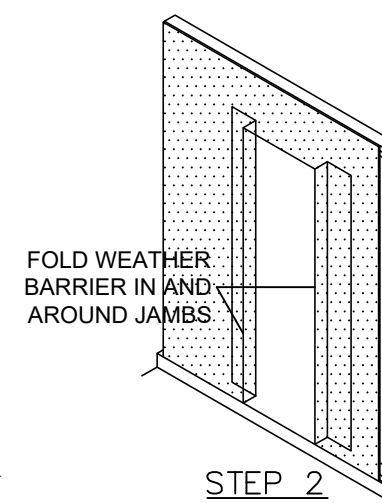
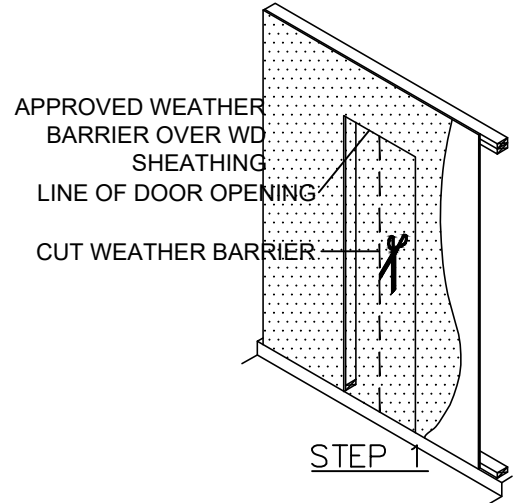
VINCENT SEIBOLD
No. 48288
FLORIDA
PROFESSIONAL ENGINEER

SHEET
ELEVATIONS

A-3



DOOR FLASHING INSTALLATION DETAIL



1 DRIP EDGE FLASHING

DRIP EDGE FLASHING: DRIP EDGE SHALL BE PROVIDED AT EAVES AND GABLES OF SHINGLED ROOFS, AND OVERLAPPED A MINIMUM OF 2". EAVE DRIP EDGES SHALL EXTEND 1/2" BELOW SHEATHING AND EXTEND BACK ON THE ROOF A MINIMUM OF 3". DRIP EDGE SHALL BE MECHANICALLY FASTENED A MAXIMUM OF 12" O.C. DRIP EDGE AT EAVES SHALL BE PERMITTED TO BE INSTALLED EITHER OVER OR UNDER THE UNDERLAYMENT. IF INSTALLED OVER THE UNDERLAYMENT, THERE SHALL BE A MINIMUM 3" WIDTH OF ROOF CEMENT INSTALLED OVER THE DRIP EDGE FLANGE.

2 VALLEY FLASHING

VALLEY LININGS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S INSTALLATION INSTRUCTIONS BEFORE APPLYING SHINGLES. VALLEY LININGS OF THE FOLLOWING TYPES SHALL BE PERMITTED: 1. FOR OPEN VALLEY (VALLEY LINING EXPOSED) LINED WITH METAL, THE VALLEY LINING SHALL BE AT LEAST 16" WIDE AND OF ANY OF CORROSION-RESISTANT METAL. 2. FOR OPEN VALLEYS, VALLEY LINING OF TWO PLIES OF MINERAL SURFACE ROLL ROOFING, SHALL BE PERMITTED. THE BOTTOM LAYER SHALL BE 18" AND THE TOP LAYER A MINIMUM OF 36" WIDE. 3. FOR CLOSED VALLEYS (VALLEY COVERED WITH SHINGLES), THE VALLEY LINING SHALL BE AT LEAST 16" WIDE AND OF ANY OF CORROSION-RESISTANT METAL.

3 RIDGE FLASHING

THE UNDERLAYMENT SHALL BE INSTALLED IN WATER SHEDDING FASHION. THE LAST LAYER APPLIED AT THE RIDGE SHALL BE FOLDED OVER THE RIDGE AND MECHANICALLY FASTENED, AT 36" O.C. MAXIMUM TO THE OPPOSING SIDE OF THE ROOF. REPEAT PROCEDURE FOR OPPOSING SIDE OF ROOF. WHEN COMPLETED THERE WILL BE TWO LAYERS OF UNDERLAYMENT OVERLAPPING THE RIDGE

4 BASE AND COUNTER FLASHING

BASE AND COUNTER FLASHING SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S INSTALLATION INSTRUCTIONS, OR A CONTINUOUS METAL "L" FLASHING SHALL BE SET IN APPROVED FLASHING CEMENT AND SET FLUSH TO BASE OF WALL AND OVER THE UNDERLAYMENT. BOTH HORIZONTAL AND VERTICAL METAL FLANGES SHALL BE FASTENED 6" ON CENTER WITH APPROVED FASTENERS. ALL LAPS SHALL BE A MINIMUM OF 4" FULLY SEALED IN APPROVED FLASHING CEMENT. FLASHING SHALL START AT THE LOWER PORTION OF ROOF TO ENSURE WATER-SHEDDING CAPABILITIES OF ALL METAL LAPS. THE ENTIRE EDGE OF THE HORIZONTAL FLANGE SHALL BE SEALED COVERING ALL NAIL PENETRATIONS WITH APPROVED FLASHING CEMENT AND MEMBRANE. SHINGLES SHALL OVERLAP THE HORIZONTAL FLANGE AND SHALL BE SET IN APPROVED FLASHING CEMENT. BASE FLASHING SHALL BE OF EITHER CORROSION-RESISTANT METAL OR MINERAL SURFACE ROLL ROOFING WEIGHING A MINIMUM OF 77 POUNDS PER 100 SQUARE FEET. COUNTER FLASHING SHALL BE CORROSION-RESISTANT METAL

5 CEMENT FIBER BOARD FLASHING

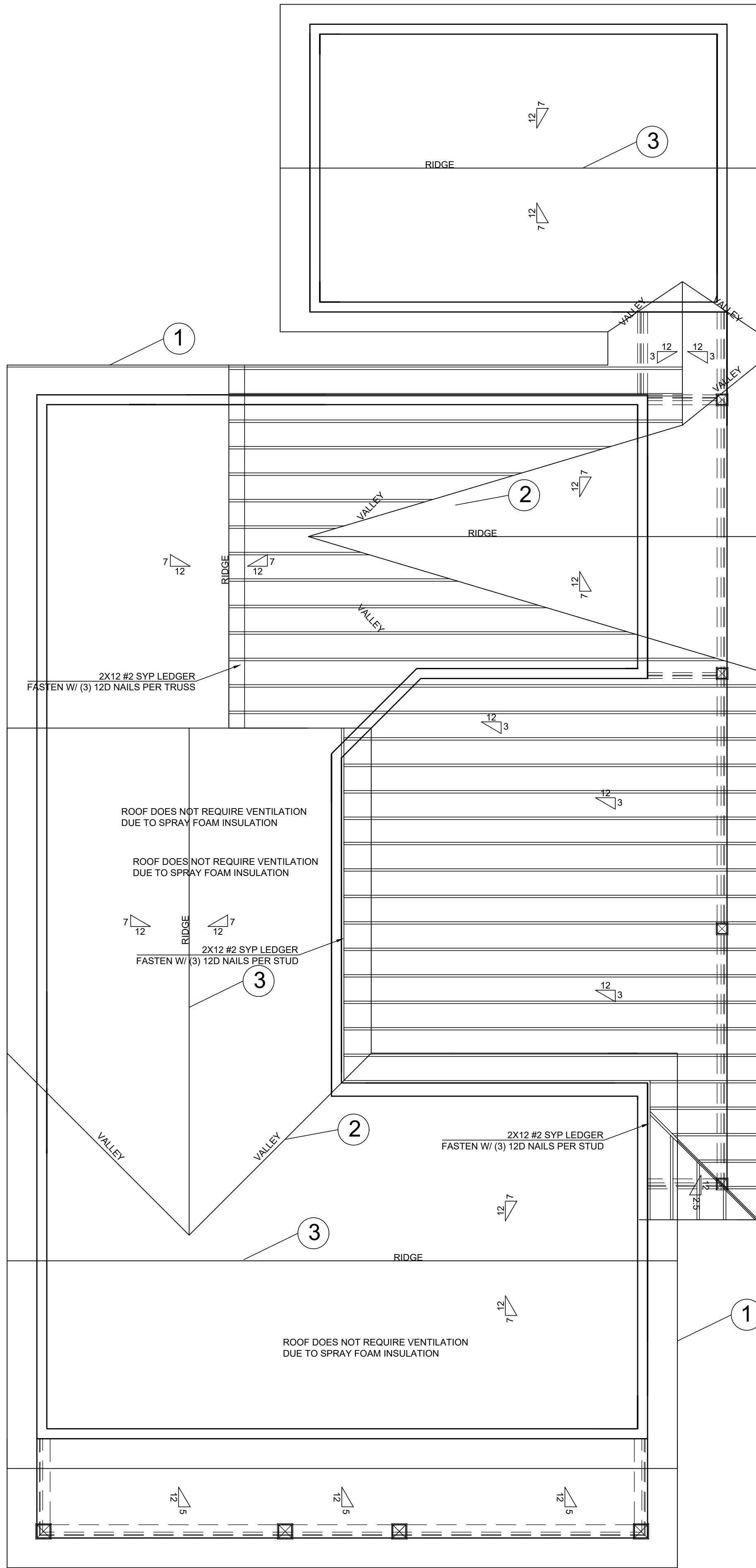
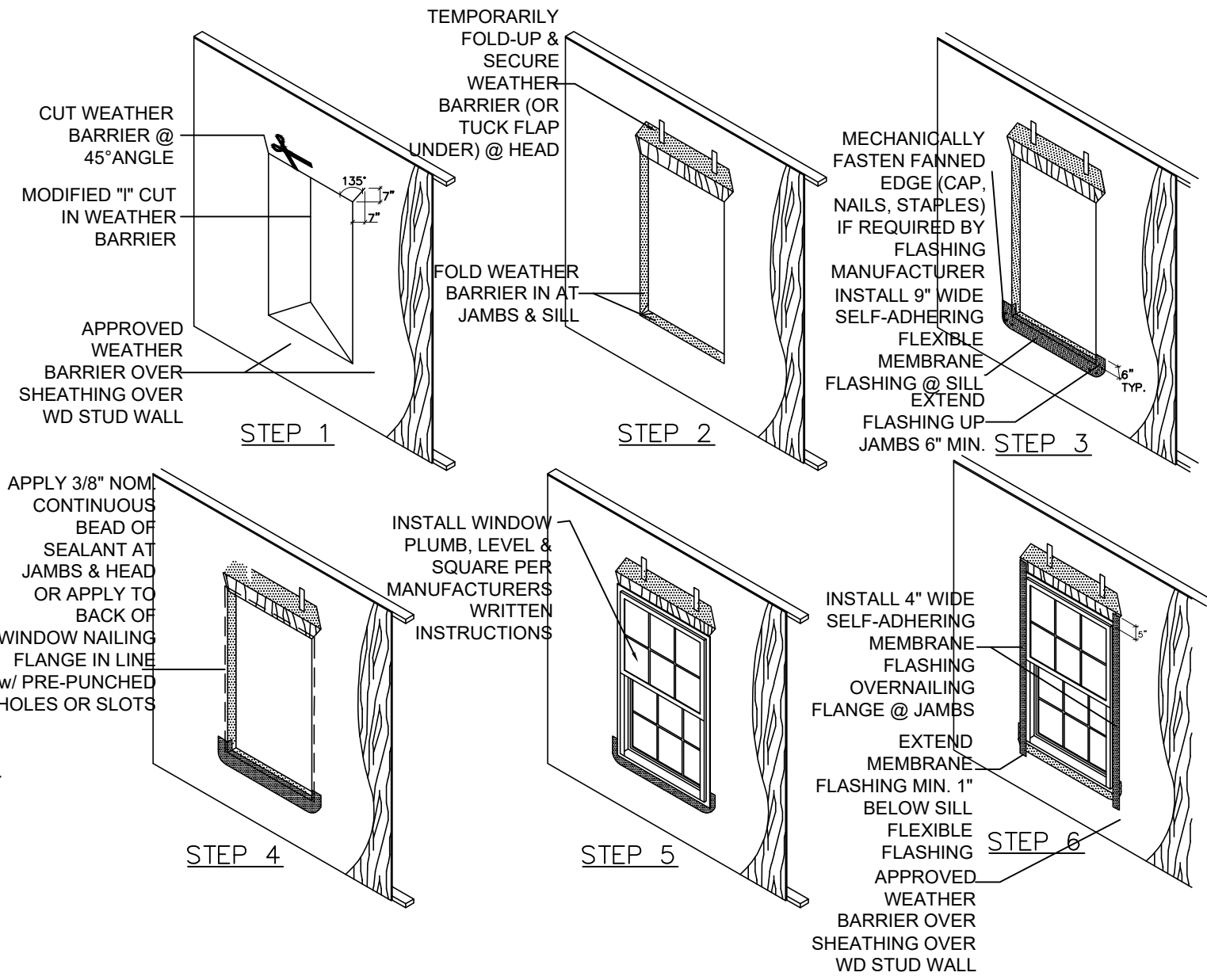
PANEL SIDING: PANELS SHALL BE INSTALLED WITH THE LONG DIMENSION PARALLEL TO FRAMING. VERTICAL JOINTS SHALL OCCUR OVER FRAMING MEMBERS AND SHALL BE SEALED WITH CAULKING OR COVERED WITH BATTENS. HORIZONTAL JOINTS SHALL BE FLASHED WITH "Z-FLASHING" AND BLOCKED WITH SOLID WOOD FRAMING.

HORIZONTAL LAP SIDING: LAP SIDING SHALL BE LAPPED A MINIMUM OF 1 1/4" AND SHALL HAVE THE ENDS SEALED WITH CAULKING, COVERED WITH AN H-SECTION JOINT COVER, OR LOCATED OVER A STRIP OF FLASHING. LAP SIDING COURSES MAY BE INSTALLED WITH THE FASTENER HEADS EXPOSED OR CONCEALED, ACCORDING TO APPROVED MANUFACTURER'S INSTALLATION INSTRUCTIONS.

UNDERLAYMENT INSTALL REQUIREMENTS

Synthetic underlayment shall be installed as follows: Apply a strip of synthetic underlayment that is half the width of a full sheet parallel to and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, apply full sheets of reinforced synthetic underlayment, overlapping successive sheets half the width of a full sheet plus the width of the manufacturer's single-ply overlap. End laps shall be 6 inches and shall be offset by 6 feet. Synthetic underlayment shall be attached to a nailable deck with corrosion-resistant fasteners with a maximum fastener spacing, measured horizontally and vertically, of 12 inches (305 mm) o.c. between side laps, and one row at the end and side laps fastened 6 inches (152 mm) o.c. Synthetic underlayment shall be attached using annular ring or deformed shank nails with metal or plastic caps with a nominal cap diameter of not less than 1 inch. Metal caps are required where the ultimate design wind speed, Vult, equals or exceeds 170 mph.

WINDOW FLASHING INSTALLATION DETAIL



SMOKE DETECTORS
SMOKE ALARMS SHALL BE INSTALLED IN THE FOLLOWING LOCATIONS
1. IN EACH SLEEPING AREA
2. OUTSIDE EACH SLEEPING AREA IN THE IMMEDIATE VICINITY OF EACH BEDROOM

CARBON MONOXIDE DETECTOR
EVERY SEPARATE BUILDING OR AN ADDITION TO EXISTING BUILDING FOR WHICH A PERMIT FOR NEW CONSTRUCTION IS ISSUED AND HAVING A FOSSIL FUEL - BURNING HEATER OR APPLIANCE, A FIRE PLACE, AN ATTACHED GARAGE, OR OTHER FEATURE, FIXTURE, OR ELEMENT THAT EMITS CARBON MONOXIDE AS A BY PRODUCT OF COMBUSTION SHALL HAVE AN OPERATIONAL CARBON MONOXIDE ALARM INSTALLED WITHIN 10 FEET OF EACH ROOM USED FOR SLEEPING PURPOSES.

AFCI
BRANCH CIRCUITS THAT SUPPLY 120-VOLT, SINGLE PHASE, 15 AND 20 AMPERE OUTLETS INSTALLED IN KITCHENS, FAMILY ROOMS, DINING ROOMS, LIVING ROOMS, PARLORS, LIBRARIES, DEN'S, BEDROOMS, SUN ROOMS, RECREATION ROOMS, CLOSETS, HALLWAYS, LAUNDRY ROOMS, AND SIMILAR ROOMS OR AREAS SHALL BE PROTECTED BY A LISTED AFCI, COMBINATION TYPE, INSTALLED TO PROVIDE PROTECTION OF THE BRANCH CIRCUIT.

ALL EXTERIOR & INTERIOR PERMANENT LIGHT FIXTURES USE CFL/LED LAMPS
FOR ATTICS, PROVIDE AT LEAST ONE LIGHTING OUTLET CONTAINING A SWITCH OR CONTROLLED BY A WALL SWITCH SHALL BE INSTALLED. AT LEAST ONE POINT OF CONTROL, SHALL BE AT THE USUAL POINT OF ENTRY TO THESE SPACES NEC 210.70(A) (3)

DISH WASHER BRANCH CIRCUIT IS GFCI PROTECTED PER FBC R E3901 E3902, 10 E4002 AND NEC 210.8(D)
ALL OUTLETS IN ISLAND & WALLS IN KITCHEN COMPLIANCE WITH NEC 210.52(C) & 210.52(C)(2) AND BE GFI PROTECTED NEC 210.8(A)(6)

THIS PLAN IS FOR PERMITTING PURPOSE AND LAYOUT OF OUTLETS, SWITCHES AND FIXTURES MAY BE MOVED TO ACCOMMODATE FRAMING MEMBERS OR CONVENIENCE FOR THE OWNERS, WITHIN THE LIMITS OF THE 2020 FBC AND THE N.E.C.

ELECTRIC PANEL, ELECTRIC METER & GROUNDING ROD LOCATED AS PER CONTRACTOR

ELECTRICAL LEGEND:

	DUPLEX 110V OUTLET		FLUORESCENT LIGHT
	OUTLET WITH GROUND FAULT CIRCUIT INTERRUPT		WALL SWITCH
	WEATHERPROOF DUPLEX 110V OUTLET		WALL SWITCH - DIMMER
	220V OUTLET		SMOKE / CARBON MONOXIDE DETECTOR
	MOTION & LIGHT SENSITIVE SECURITY FLOOD LIGHT		CABLE TV OUTLET
	RECESSED OR CAN LIGHT SELECTION BY OWNER		TELEPHONE/DATA OUTLET
	PENDENT LIGHT SELECTION BY OWNER		DOOR BELL
	CEILING MOUNT LIGHT SELECTION BY OWNER		DOOR BELL CHIME
	CHANDELIER LIGHT SELECTION BY OWNER		THERMOSTAT (BY A/C CONTRACTOR)
	WALL MOUNTED LIGHT, FIXTURE SELECTION BY OWNER		EXHAUST FAN
	ELEC. PANEL		CEILING FAN & LIGHT
	COMPRESSOR		

SECOND FLOOR ELECTRICAL PLAN

1/4" = 1'

FIRST FLOOR ELECTRICAL PLAN

1/4" = 1'

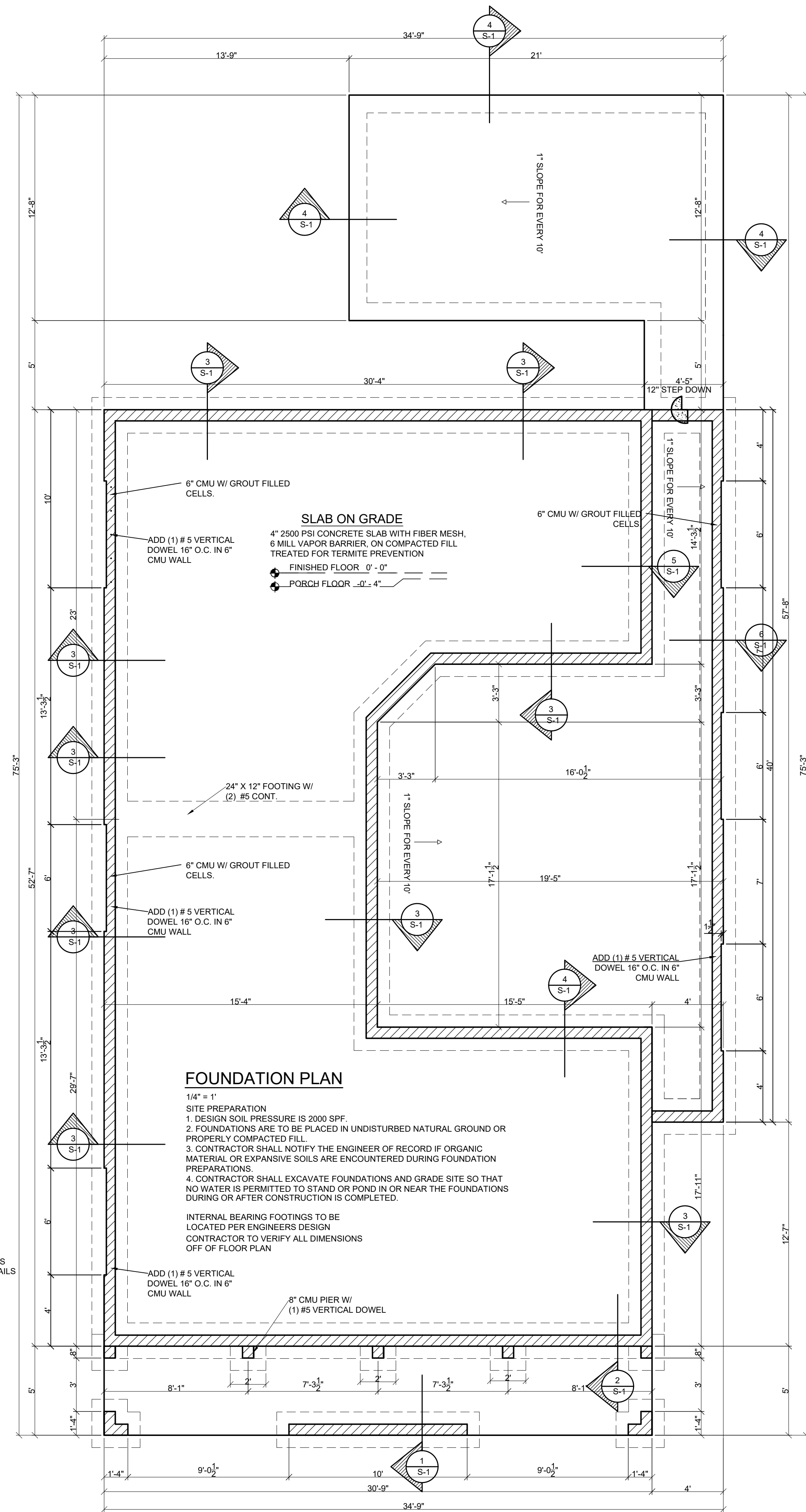
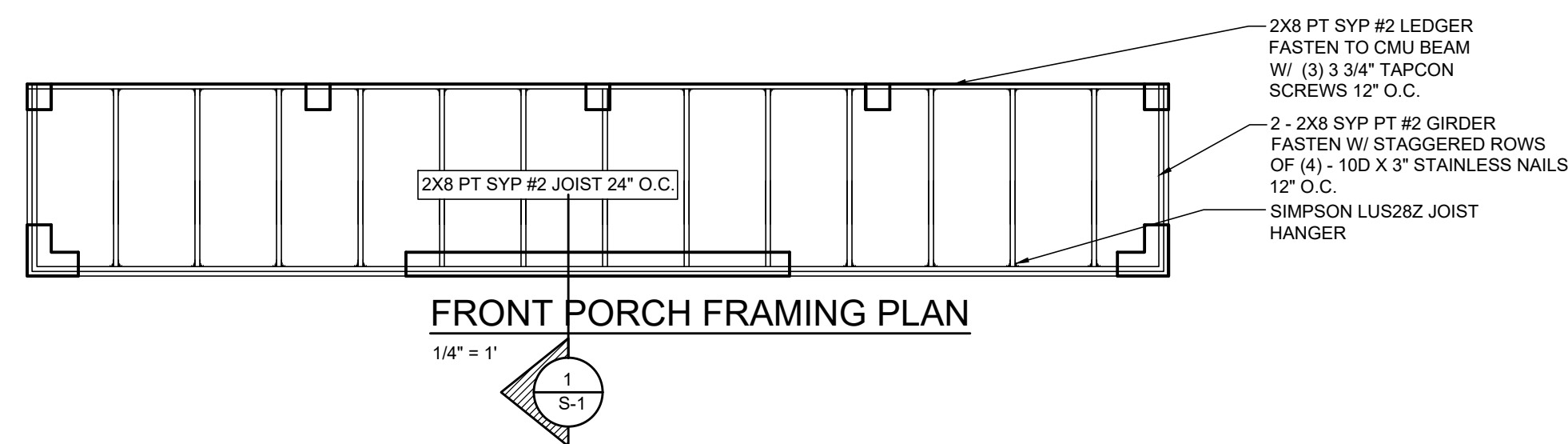
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CALLAHAN DRAFTING, INC.
541669 US.1 CALLAHAN FL. 32011
904 575 0181 ethan@scaffbuilders.com

TINA SMITH
SOMERUELUS STREET
FERNANDINA BEACH, FL. 32034

SHEET
ELECTRICAL &
NOTES

E-1

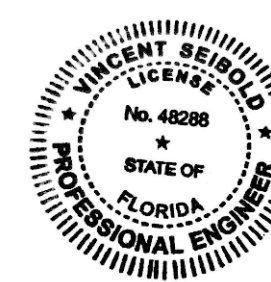


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TINA SMITH
SOMERUELUS STREET
FERNANDINA BEACH, FL. 32034

ENGINEER INFO
VINCENT SEIBOLD PE 48288
1015 ATLANTIC BLVD. #128
ATLANTIC BEACH, FL. 32233

SIGNATURE/SEAL



SHEET
FOUNDATION
PLAN & DETAILS

S-I





HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2022-0074
DECEMBER 15, 2022

Owner/Applicant:	Bender & Associates Architects, agent for Paul Murzyn
Property Address:	127 N. 3 rd Street
Parcel ID #	00-00-31-1800-0009-0160
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Vacant
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	Non-Contributing
Requested action:	Certificate of Approval (COA) to construct a 1-story single family residence. (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 seeks approval to construct a one-story residential structure. The proposed primary structure is designed to have detailing intended to compliment the adjacent contributing structure at 121 N. 3rd Street, which is under the same ownership.

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:

Staff finds that the proposed new construction is compatible with the Downtown Historic District and meets requirements including, height, scale, massing, setbacks, and materials.

SITE PLAN

- **Housing Type** – Single-family detached homes are a permissible housing type in R-2 Zoning District.
- **Impervious Surface Ratio** – impervious surfaces account for approximately 25% of the site, which is under the 60% maximum allowable per LDC Table 4.02.01(J).
- **Mechanical** – Per LDC 4.02.03(A)7, “Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.” The site plan provides location of AC equipment as consistent with dimensional standards.
- **Setbacks** – meets setbacks on all sides.
- **Parking** – The required two onsite parking spaces are being accommodated in the proposed gravel

driveway.

- **Orientation** – All primary structures are required to front the street. The proposed primary structure is sited to front N. 3rd Street, which is appropriate.

ELEVATIONS

- **Scale** – The building is appropriately scaled and in proportion with existing development in the Downtown Historic District.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). The total height of the structure is 20' 11", which is under the maximum allowable.
- **Materials** – The structure is to feature wood lap siding (white). Roofing will be cedar shakes. All trim and detailing is to be painted white to compliment adjacent contributing structure at 121 N. 3rd Street.
- **Foundation** – The project will be constructed on a pier foundation. Piers will have a stucco finish and be painted white.
- **Windows** – Windows are to be Jeld-Wen Custom Collection wood windows in 6/6 lite double-hung and 9-lite casement (white).
- **Doors** – Exterior doors are to be custom wood full-lite doors painted white.

STAFF RECOMMENDATION:

Staff recommends:

Approval of HDC 2022-0074

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2022-0074 **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 2022-0074, 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 Plans & Elevations

Respectfully Submitted,



Salvatore J. Cumella
Historic Preservation Planner

Historic District Council (HDC) Certificate of Approval (COA) Application
- Submission #10100

Date Submitted: 10/26/2022

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*

New Construction

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?*

9/6/2022

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*

Old Town

Site Address*

127 North 3rd Street

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0009-0160

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Paul

Last Name*

Murzyn

Mailing Address*

16213 CHERRY TREE RD

City*

NOBLESVILLE

State*

Indiana

Zip Code*

46062

Telephone Number*

317-496-3732

E-mail Address*

pmurzyn@hotmail.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?*

Yes

First Name*

Haven

Last Name*

Burkee

Company (if applicable)

Bender & Associates Architects

Street Address

410 Angela St

City

Key West

State

FL

Zip

33040

Telephone Number

305-296-1347

E-mail Address

hburkee@benderarchitects.com

Project Description*

New Single Family Residence. See Architectural Plans for detailed scope of work.

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

Design Vision Statement*

The design objective of this single family residence is to create a structure that is aesthetically compatible with the adjacent historic structure located at 121 N. 3rd Street.

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, 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
		(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	Upload 2	Upload 3	Upload 4
Completed Owners Authorization for Agent Representation.pdf	127 N 3rd St.pdf	Choose File No file selected	Choose File No file selected
Upload 5	Upload 6	Upload 7	Upload 8
Choose File No file selected	Choose File No file selected	Choose File No file selected	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*

Applicant Last Name*

Today's Date*



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.



**OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION**

I /WE PAUL MURZYN
(print name of property owner(s))

hereby authorize: HAVEN BULLICE (BEEDER & ASSOCIATES)
(print name of agent)

to represent me/us in processing an application for: HDC CERTIFICATE OF APPROVAL
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

[Signature]
(Signature of owner)

(Signature of owner)

PAUL MURZYN
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 2nd day
of September, 2022, by Paul Murzyn

D. Kaye Howard
Notary Public

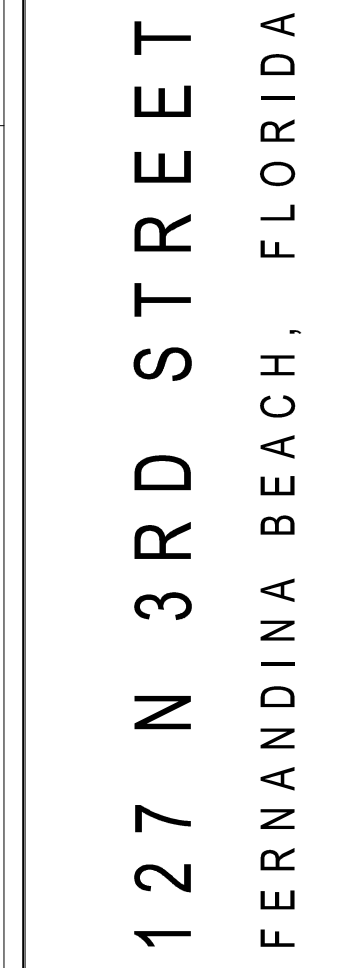
D. Kaye Howard
Printed Name

11-15-29
My Commission Expires

Personally Known ☒ OR Produced Identification ☐ ID Produced: ☐



Fernandina Beach, Florida 32034



410 Angela Street
Key West, Florida 33040
Telephone (305) 296-1347
Facsimile (305) 296-2727
Florida License AAC002022

Bender & Associates
ARCHITECTS
p.a.

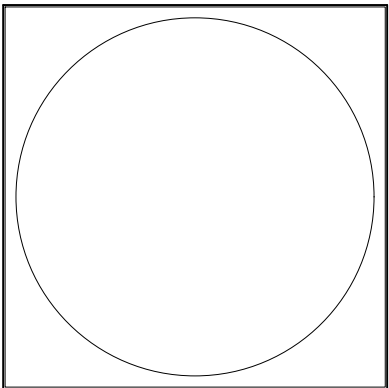
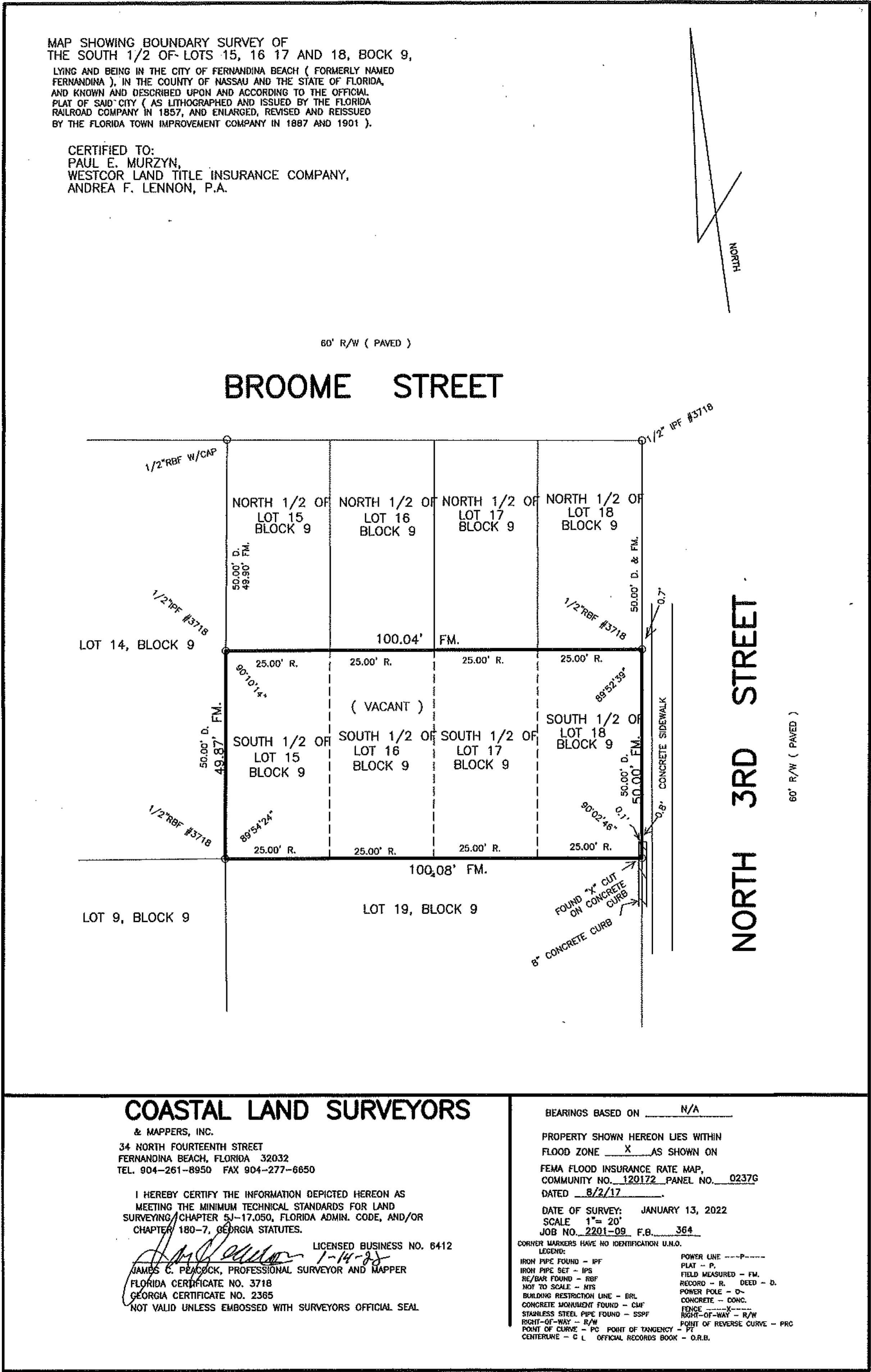
Project N^o : 2134

Date: 09/22/2022

C



2
S
EXISTING STREET VIEW OF 127 N 3RD ST.

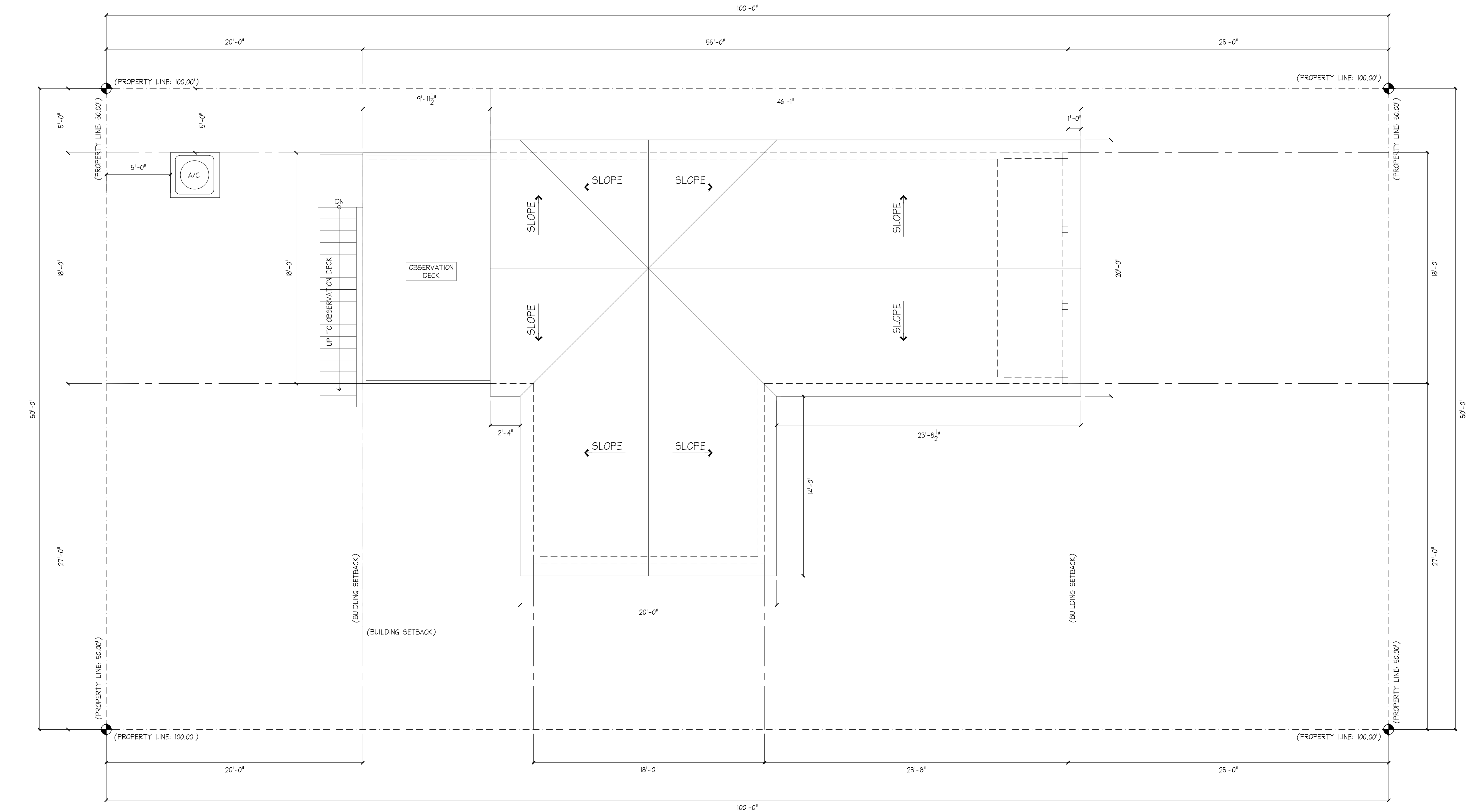


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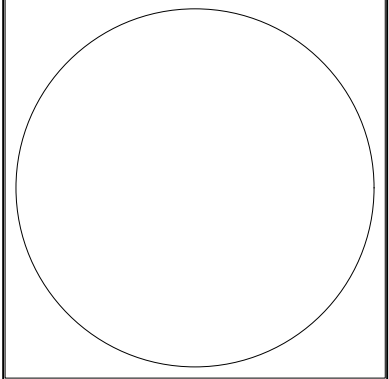
PROJECT STATISTICS (127 NORTH 3RD STREET)			
FEMA FLOOD ZONE	ZONE 'X'		
ZONING DESIGNATION	R2		
LOT SIZE	5,000 S.F.		
OCCUPANCY	SINGLE FAMILY		
	REQUIRED	EXISTING	PROPOSED
MAXIMUM FLOOR AREA RATIO 5,000 S.F. X 50%	2,500 S.F. MAX.	0 S.F.	984 S.F.
IMPERVIOUS SURFACE 5,000 S.F. X 60%	3,000 S.F. MAX.	0 S.F.	1,225 S.F.
FRONT SETBACK (STREET)	25'-0" MIN.	0'-0"	25'-0"
SIDE SETBACK (NORTH)	10% X 50' = 5'-0"	0'-0"	5'-0"
SIDE SETBACK (SOUTH)	10% X 50' = 5'-0"	0'-0"	13'-0"
REAR SETBACK	20'-0" MIN.	0'-0"	20'-0"
MAXIMUM HEIGHT	35'-0"	0'-0"	19'-6"



1 PROPOSED SITE PLAN
A1 SCALE: 1/4"=1'-0"



127 N 3RD STREET
FERNANDINA BEACH, FLORIDA



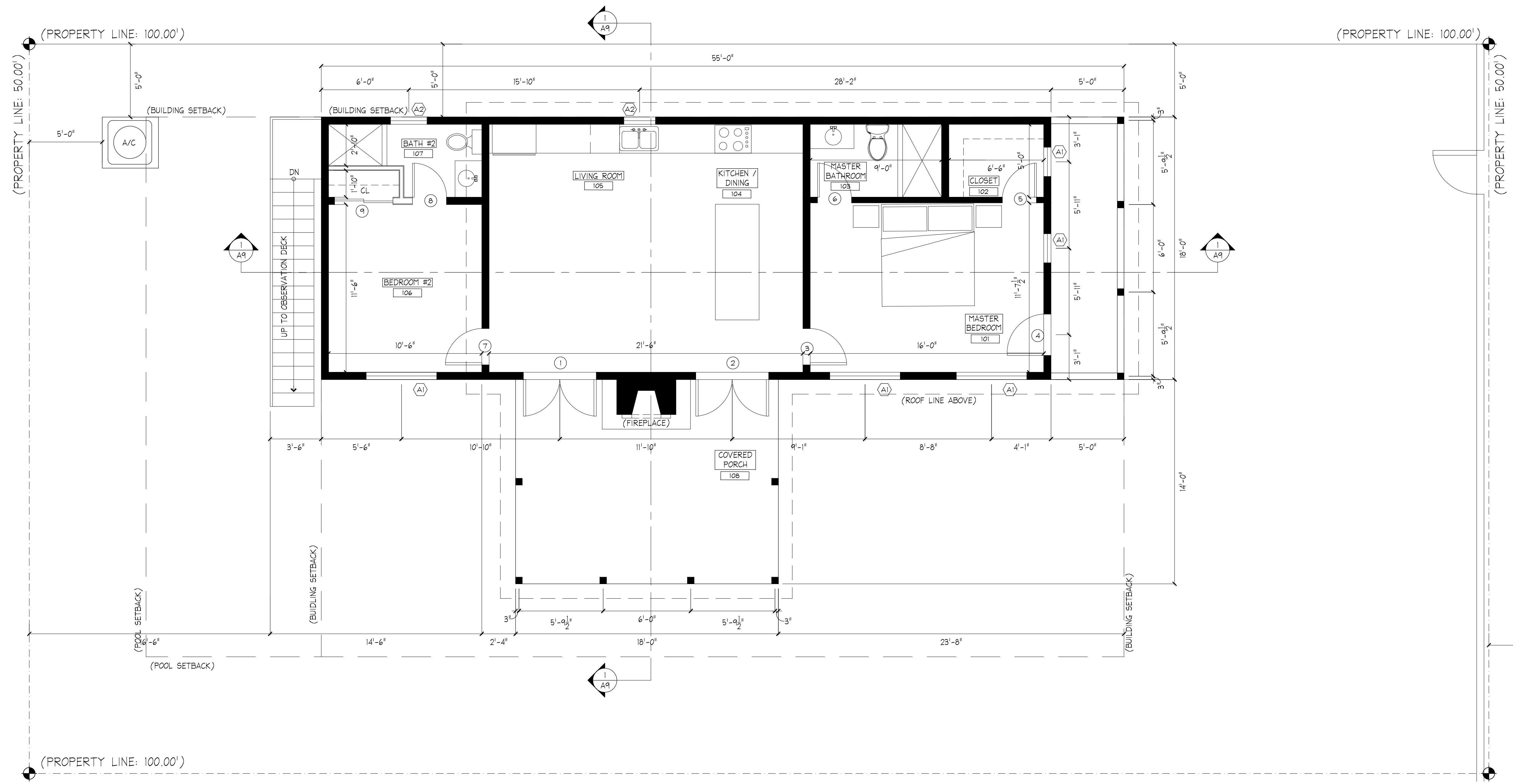
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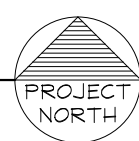
Project N° : 2134
Date: 09/22/2022

A1

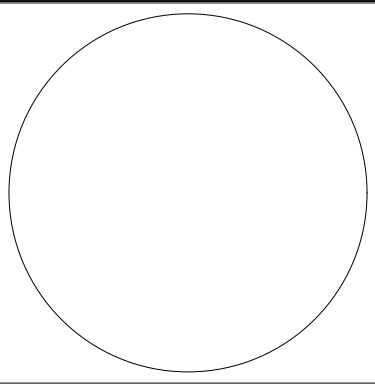




1
A2 PROPOSED FLOOR PLAN
SCALE: 1/4"=1'-0"



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A2



4 PROPOSED WEST ELEVATION
A3 SCALE: 1/4"=1'-0"



3 PROPOSED EAST ELEVATION
A3 SCALE: 1/4"=1'-0"

ELEVATION / MATERIAL NOTES

- 1 ALL EXPOSED FOUNDATION PIERS TO BE STUCCOED & PAINTED WHITE.
- 2 ALL NEW WINDOWS ARE TO BE WOOD, IMPACT RATED AND PAINTED WHITE.
- 3 ALL SIDING TO BE WOOD LAP-SIDING PAINTED WHITE (MATCH 121 N 3RD STREET).
- 4 NEW BUILDING TO BE DETAILED SIMILAR TO 121 N 3RD STREET.
- 5 ALL ROOFING TO BE CEDAR SHAKES.
- 6 ALL HANDRAILS AND COLUMNS ARE TO BE PAINTED WHITE (MATCH 121 N 3RD STREET)



2 PROPOSED NORTH ELEVATION
A3 SCALE: 1/4"=1'-0"



1 PROPOSED SOUTH ELEVATION
A3 SCALE: 1/4"=1'-0"

127 N 3RD STREET
FERNANDINA BEACH, FLORIDA

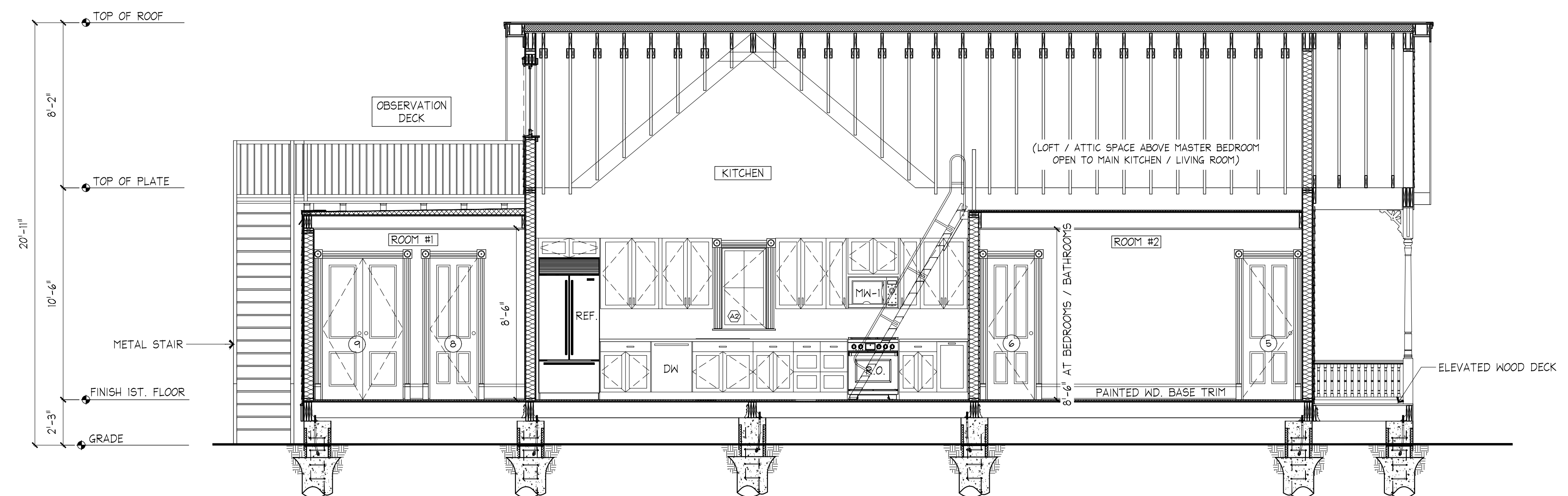
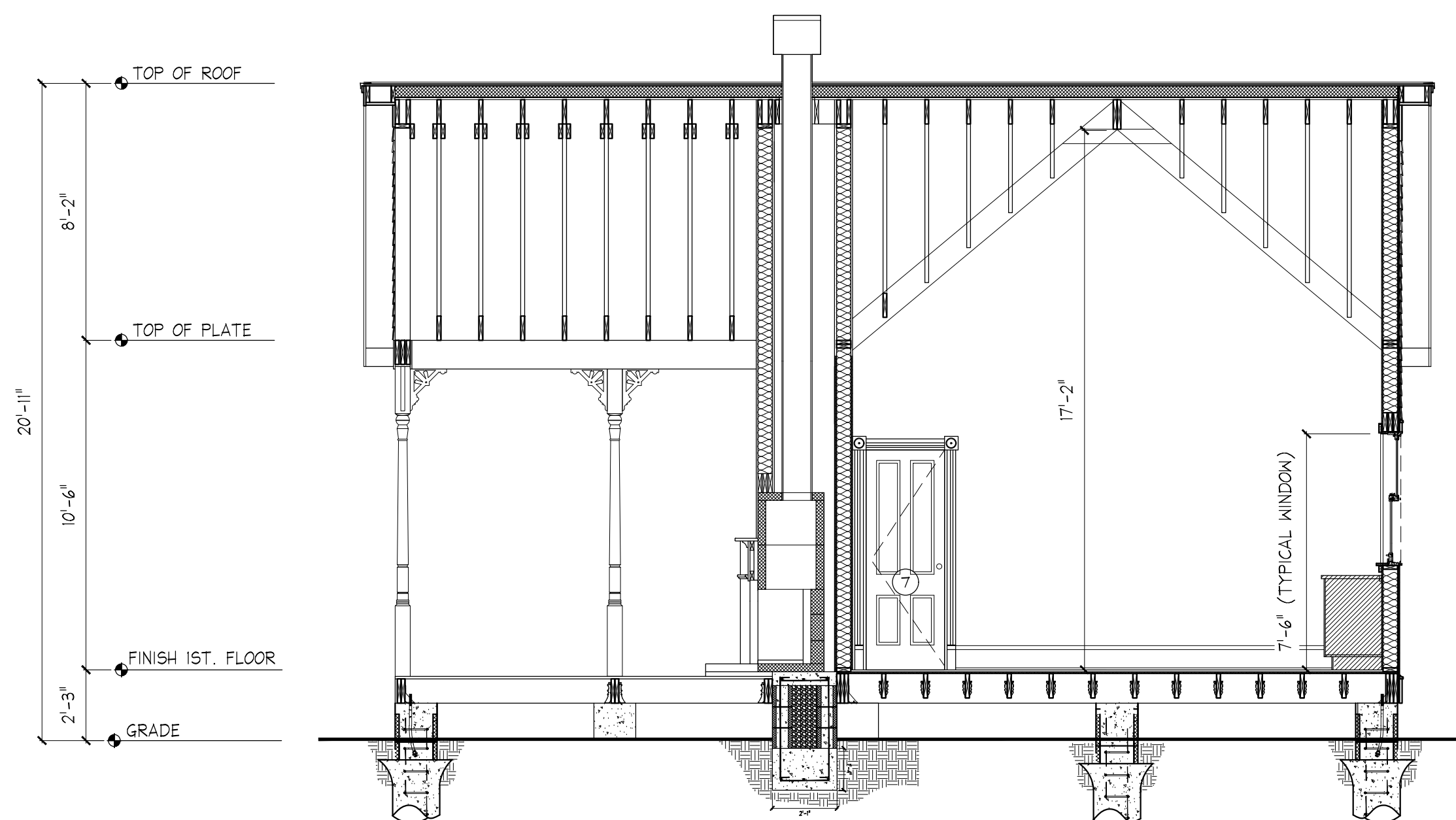
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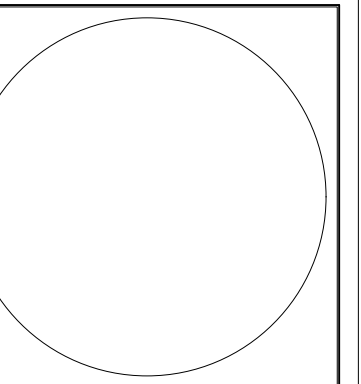
Date: 09/22/2022

A3



127 N 3RD STREET
FERNANDINA BEACH, FLORIDA

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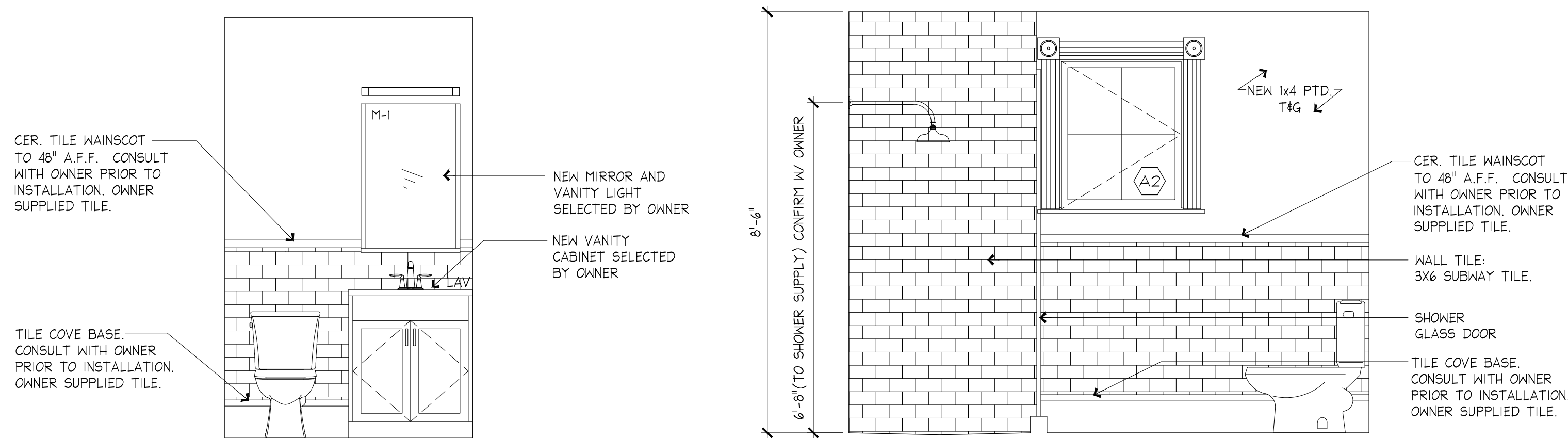
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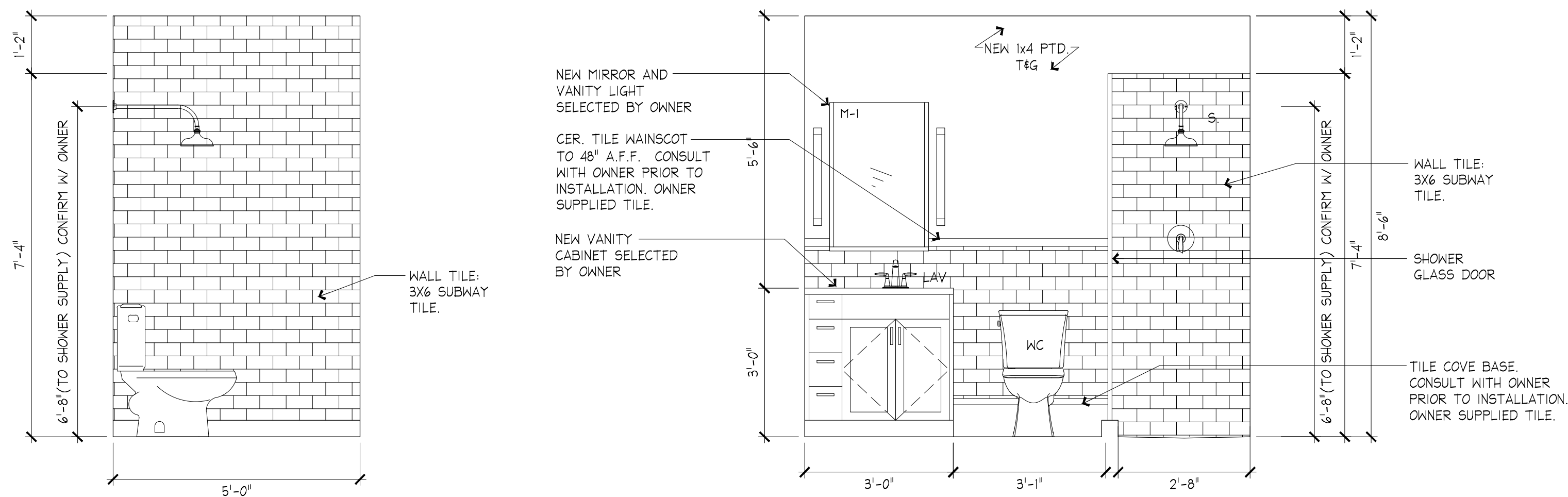
09/22/2022

A4



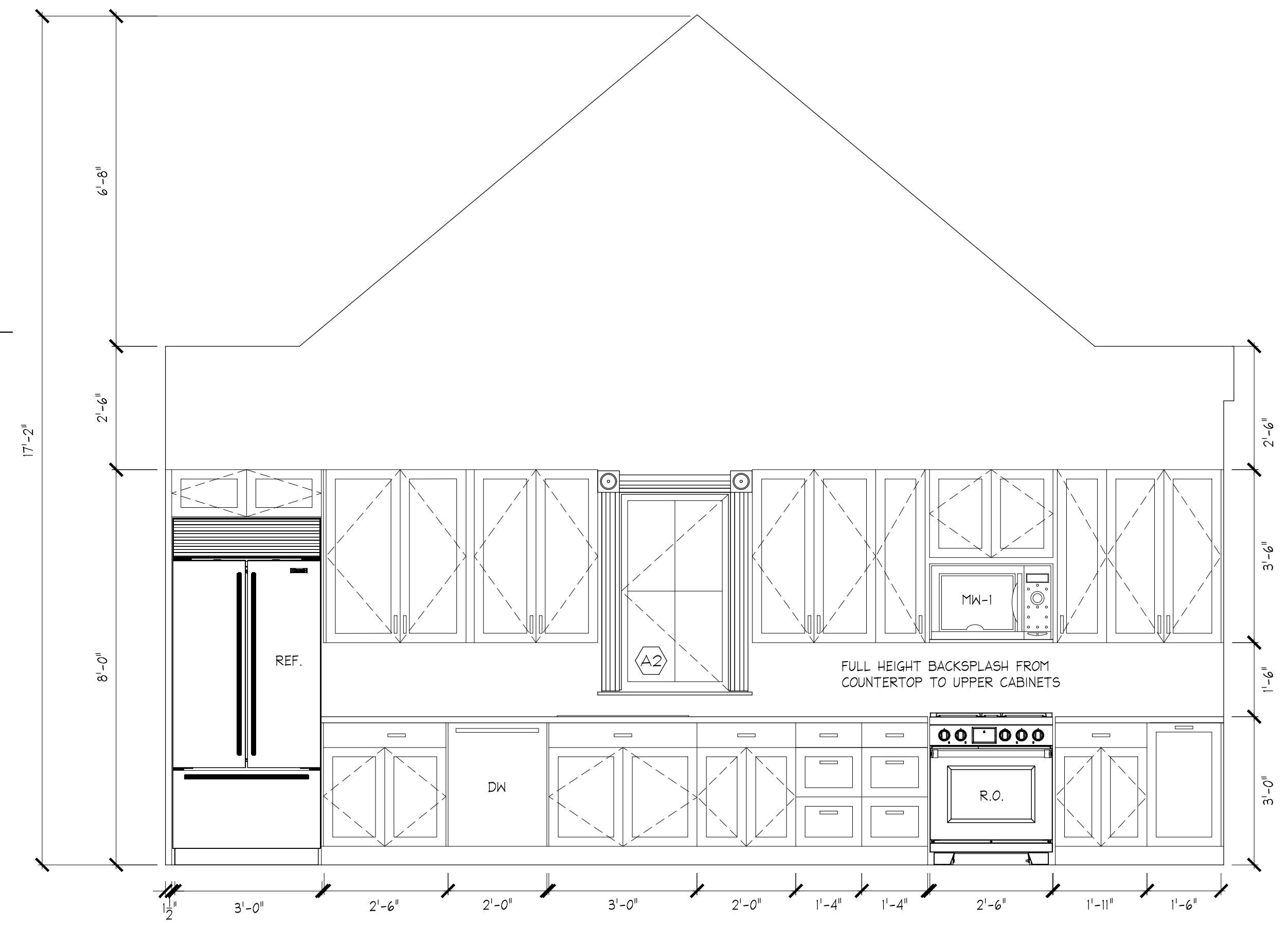
BATH #2 EAST INTERIOR ELEVATION
 A5 SCALE: 1/2"=1'-0"

BATH #2 NORTH INTERIOR ELEVATION
 A5 SCALE: 1/2"=1'-0"



MASTER BATH EAST INTERIOR ELEVATION
 A5 SCALE: 1/2"=1'-0"

MASTER BATH NORTH INTERIOR ELEVATION
 A5 SCALE: 1/2"=1'-0"



KITCHEN NORTH ELEVATION - GUEST HOUSE
 A5 SCALE: 1/2"=1'-0"

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 p.a.

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 Date: 09/22/2022

A5

DOOR SCHEDULE -GUEST HOUSE

NO.	TYPE	SIZE			MATERIAL	FINISH	GLAZING	FRAMES		DETAILS	REMARKS	HARDWARE (SEE SCHEDULE)
		W.	H.	T.				MATERIAL	FINISH			
1	A	5'-0"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	ENTRY DOOR	NOTE #3
2	A	5'-0"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	ENTRY DOOR	
3	B	5'-0"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
4	A	2'-4"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
5	B	2'-6"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
6	B	5'-6"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
7	B	2'-8"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
8	B	9'-0"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	--	
9	C	9'-0"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	CLOSET DOOR	

SEE SCHEDULE

SEE SCHEDULE

SEE SCHEDULE

SEE SCHEDULE

DOOR NOTES:
1. CONFIRM DOOR ORDER WITH OWNER AND ARCHITECT PRIOR TO ORDERING.
2. CONFIRM ALL EXISTING ROUGH OPENING SIZES PRIOR TO ORDERING.
3. OWNER TO SELECT ALL HARDWARE.

WINDOW SCHEDULE

MARK	SIZE		MANUFACTURER	CATALOG NO.	MATERIAL	FINISH	REMARKS
	WIDTH	HEIGHT					
A1	2'-4"	5'-0"	JELD-WEN (DOUBLE HUNG)	--	WOOD	WHITE	1. COMPLY WITH ALL FLORIDA PRODUCT APPROVAL AND NOA INSTALLATION SPECIFICATIONS. INSTALL "WINDOW WRAP" AT ALL EXTERIOR OPENINGS PRIOR TO INSTALLATION.
A2	2'-2"	4'-0"	JELD-WEN (CASEMENT)	--	WOOD	WHITE	
A2	2'-5"	3'-0"	JELD-WEN (CASEMENT)	--	WOOD	WHITE	2. CONFIRM ALL SELECTIONS WITH OWNER & ARCHITECT PRIOR TO ORDERING.

SEE SCHEDULE

SEE SCHEDULE

LIGHTING FIXTURE SCHEDULE

CONFIRM SELECTIONS WITH OWNER / ARCHITECT PRIOR TO ORDERING.

TYPE	DESCRIPTION	MANUFACTURER AND CATALOG NUMBER	LAMPS	REMARKS
A	RECESSED LED	HALO H991CAT 4" INSULATED 'AIR-TIGHT' RECESSED HOUSING WITH HALO RL460WH927PK LED INSERTS.		TRIM OPTIONS SELECTED BY OWNER. UL WET LISTED TRIM REQUIRED AT WET LOCATIONS AND AT EXTERIOR.
B	WALL MOUNTED			SELECTED BY OWNER. UL WET LISTED TRIM REQUIRED AT WET LOCATIONS AND AT EXTERIOR.
C	CEILING FAN			SELECTED BY OWNER
D	CEILING MOUNTED			SELECTED BY OWNER
EH	EXHAUST FAN			SELECTED BY OWNER
F	LED STRIP LIGHT			SELECTED BY OWNER

PLUMBING FIXTURES SCHEDULE

NOTES: CONTRACTOR TO INSTALL ALL OWNER PROVIDED FIXTURES. PLOMERY CONTRACTOR TO PROVIDED REQ'D VALVES.

MARK	FIXTURE	MFR./CATALOG NO.	REMARKS
S-1	SHOWER HEAD	ALL PLUMBING FIXTURES SELECTED BY OWNER	-
S-1	VALVE SHOWER		-
S-2	SHOWER HEAD		-
S-2	VALVE SHOWER		-
LAV-1	SINK		-
LAV-1	FAUCET SINK		-
LAV-2	SINK		-
LAV-2	FAUCET SINK		-
WC-1	WATER CLOSET		-
WC-2	WATER CLOSET		-
KS-1	SINK		-
KS-1	SINK FAUCET		-

ROOM FINISH SCHEDULE

(CONFIRM ALL SELECTION W/ OWNER PRIOR TO ORDERING)

NO.	ROOM NAME	FLOOR	BASE	WALLS				CEILING	CLG. HT.	REMARKS
				NORTH	EAST	SOUTH	WEST			
101	MASTER BEDROOM	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	8'-6"	ALL FINISHES SELECTED BY OWNER
102	MASTER CLOSET	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	8'-6"	
103	MASTER BATHROOM	HEART PINE / TILE	PAINTED WOOD	TILE / IX4 T&G	TILE / IX4 T&G	TILE	IX4 PTD T&G	NEW PAINTED IX4 T&G.	8'-6"	
104	KITCHEN / DINING	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	17'-2"±	
105	LIVING ROOM	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	17'-2"±	
106	BEDROOM #2	HEART PINE	PAINTED WOOD	TILE / IX4 T&G	IX4 PTD T&G	TILE / IX4 T&G	TILE	NEW PAINTED IX4 T&G.	8'-6"	
107	BATHROOM #2	HEART PINE / TILE	PAINTED WOOD	TILE / IX4 T&G	IX4 PTD T&G	TILE / IX4 T&G	TILE	NEW PAINTED IX4 T&G.	8'-6"	
108	COVERED PORCH	HEART PINE	N/A	IX4 PTD T&G	N/A	N/A	N/A	NEW PAINTED IX4 T&G.	9'-9"	

ROOM FINISH NOTES
1 FLOOR AND WALLS AT SHOWER LOCATION TO BE TILE SELECTED BY OWNER, OVER 1/2" CEMENTITIOUS BOARD.

APPLIANCE SCHEDULE

(CONFIRM ALL SELECTION W/ OWNER PRIOR TO ORDERING)

MARK	APPLIANCE	MANUFACTURER	MODEL	DIMENSIONS			COLOR	REMARKS
				H	W	D		
REF	REFRIGERATOR/FREEZER							ALL APPLIANCES SELECTED BY OWNER
RO	30" RANGE							
DW	DISHWASHER							
MW	DRAWER MICROWAVE							
GD-1	GARBAGE DISPOSAL							
WD	WASHER/DRYER							
KH	KITCHEN HOOD							

NOTE: CONTRACTOR TO INCLUDE INSTALLATION COSTS OF ALL APPLIANCES, INCLUDING COORDINATION WITH SUB- CONTRACTORS.

NOTES:
1. REFER TO CUT SHEETS FOR ELECTRICAL, VENTILATION AND PLUMBING REQUIREMENTS.
2. CONTRACTOR TO PROVIDE AND INSTALL ALL ELECTRICAL, VENTILATION AND PLUMBING CONNECTIONS AS REQUIRED FOR COMPLETE FUNCTIONAL SYSTEMS.
3. ASSUME NOTHING. IF YOU HAVE ANY QUESTIONS ABOUT OWNER PREFERENCES FOR THE STYLE, SIZE, COLOR, WIDTGH, ETC. ETC. OF ANY OF THESE APPLIANCES CONSULT WITH OWNER.
4. CONFIRM ALL APPLIANCES WITH OWNER BEFORE PURCHASE.

NOTE: CONTRACTOR TO INCLUDE INSTALLATION COSTS OF ALL APPLIANCES, INCLUDING COORDINATION WITH SUB- CONTRACTORS.

BATHROOM ACCESSORY SCHEDULE

MARK	FIXTURE	MFR./CATALOG NO.	MOUNT	REMARKS
M-1	MIRROR	ASSUME (1) PER BATHROOM AT ALL BATHROOMS	--	OWNER SUPPLIED, PROVIDE BACKING AS REQUIRED FOR INSTALLATION
TP-1	TP HOLDER	ASSUME (1) EACH BATHROOM.	--	OWNER SUPPLIED, PROVIDE BACKING AS REQUIRED FOR INSTALLATION
TB-1	TOWEL BAR	ASSUME (2) EACH BATHROOM.	--	OWNER SUPPLIED, PROVIDE BACKING AS REQUIRED FOR INSTALLATION
RH-1	ROBE HOOK	ASSUME (1) EACH BATHROOM.	--	OWNER SUPPLIED, PROVIDE BACKING AS REQUIRED FOR INSTALLATION

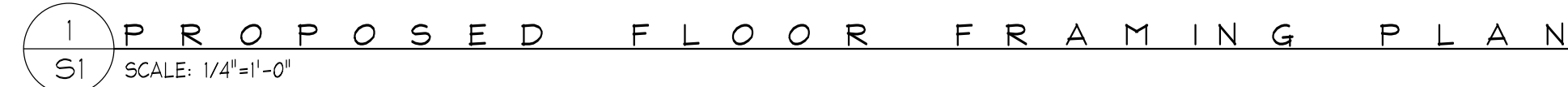
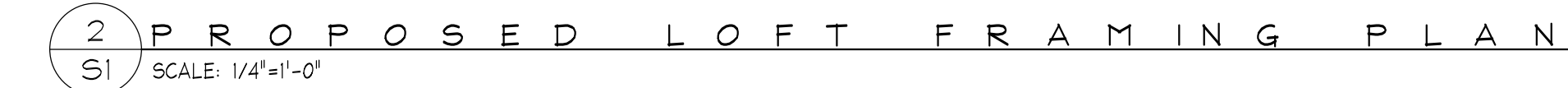
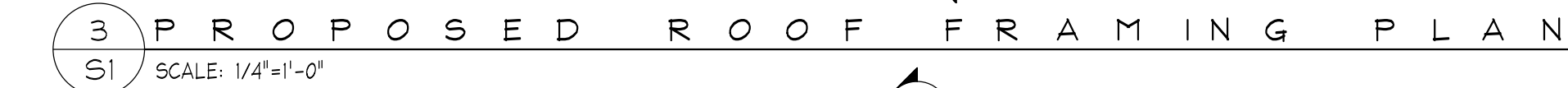
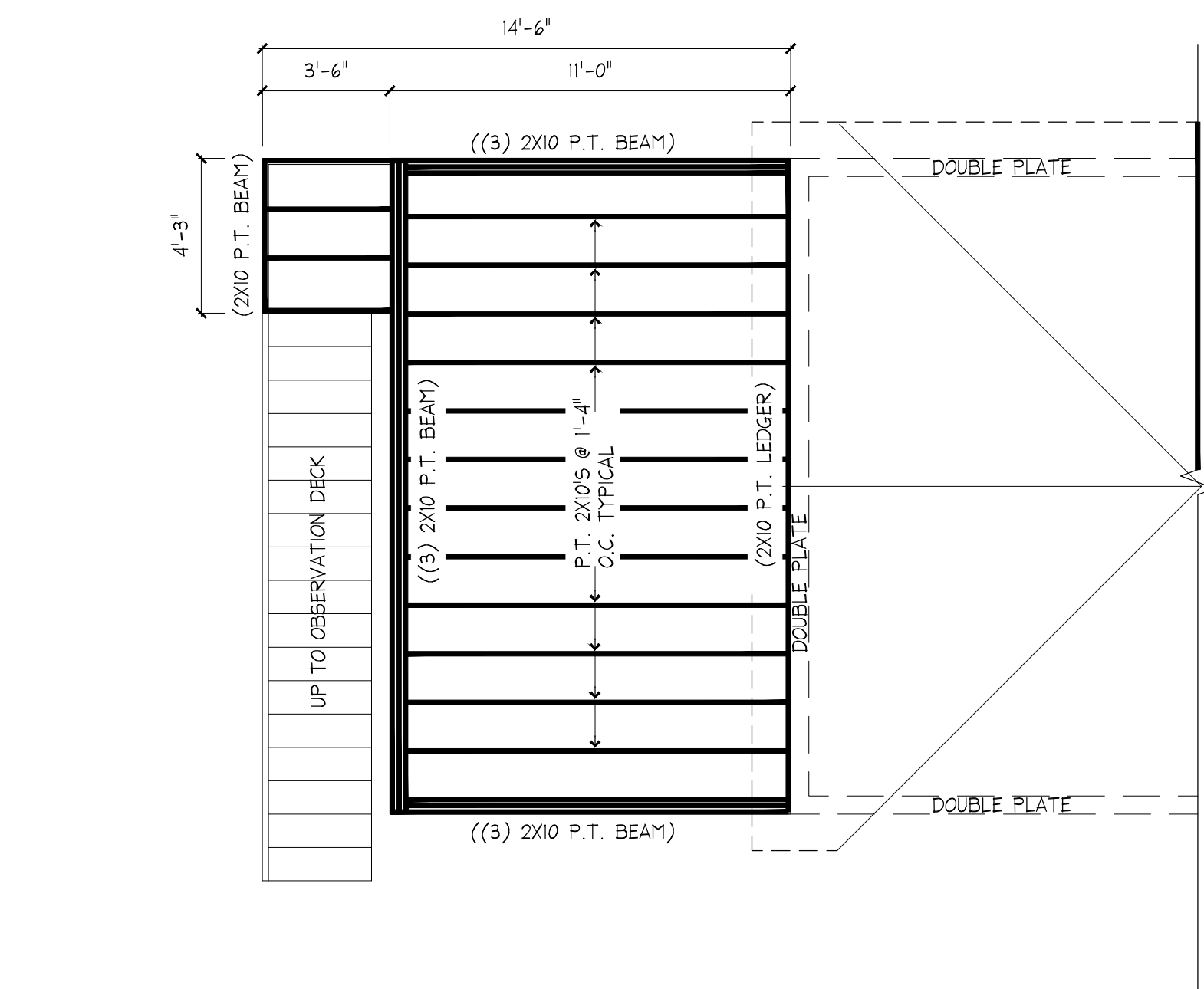
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A6



127 N 3RD STREET
FERNANDINA BEACH, FLORIDA

Bender & Associates
 ARCHITECTS
p.a.

Project N° : 2134

Date: 09/22/2022

S1



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2022-0075
DECEMBER 15, 2022

Owner/Applicant:	Bender & Associates Architects, agent for Paul Murzyn
Property Address:	121 N. 3 rd Street (Bell House)
Parcel ID #	00-00-31-1800-0009-0190
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single-Family Residence
FL Master Site File #	8NA00255
Year Built:	1902 (FMSF)
Contributing Status:	Contributing
Requested action:	Certificate of Approval (COA) for renovation of exterior structure, construction of two additions, demolition of non-contributing garage and construction of a new 330 sq ft. accessory structure. (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:

“Constructed c. 1903 121 N. 3rd St. is a one-story, Queen Anne Cottage. It is noteworthy for its hipped roof, the ornamentation on its verandah and cross gables. It was built by James Bell. Several builders made noteworthy contributions to the architectural heritage of Fernandina during the late nineteenth and early twentieth centuries. The Bell Brothers, for example, designed and constructed many of the finest residences in the city. James and William Bell were harbor pilots. Like most harbor pilots, they had sideline businesses. The Bells were master builders. They purchased real estate and constructed some of the city’s finest homes for themselves and others. James Bell constructed the Captain’s House at 212 Estrade in Old Town. He later sold it to Captain Robert Downes, another harbor pilot. At about the same time he built a residence for W. A. Mahoney at 303 South Eight Street. In 1888 William Bell purchased a lot at the northeast corner of Beech and South Eighth and in 1889 completed his own home, now known as the C-House. In 1900 William purchased lots at the northwest corner of South Eighth and Beech Streets. By 1903 he had constructed 131 South Eight and by the following year 125 South Eighth. In 1902 James purchased the lot at 121 North Third Street and built a Queen Anne cottage as his home. Two years later William Bell completed another fine residence at 130 South Seventh Street. Around 1907, William constructed the last of the Bell houses, a residence for his son, Howard, at 714 Beech Street. James Bell died in 1903, and his brother William in 1915. The twin brothers are buried in the Episcopal Cemetery, their graves symbolically marked by identical tombstones.” - FMSF 8NA00255 (1985 Survey)

The applicant seeks approval to rehabilitate the existing contributing structure to include: repair of exterior, construction of two additions, demolition of non-contributing garage and construction of a new 330 sq ft. accessory structure. (Quasi-Judicial)

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	<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:

Staff finds that the proposed new construction is compatible with the Downtown Historic District and meets requirements including, height, scale, massing, setbacks, and materials.

SITE PLAN

- **Impervious Surface Ratio** – impervious surfaces account for approximately 32% of the site, which is under the 60% maximum allowable per LDC Table 4.02.01(J).
- **Mechanical** – Per LDC 4.02.03(A)7, “Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.” The site plan provides location of AC equipment as consistent with dimensional standards.
- **Setbacks** – meets setbacks on all sides.
- **Parking** – The required two onsite parking spaces are being accommodated in the proposed gravel driveway.

ELEVATIONS

- **Scale** – The additions to the primary structure and new accessory structure are appropriately scaled and in proportion with existing development in the Downtown Historic District.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). The total height of the accessory structure structure is 20’ 11”, which is under the maximum allowable.

STAFF RECOMMENDATION:

Staff recommends:

Approval of HDC 2022-0075

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2022-0075 **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 2022-0075, 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 Plans & Elevations
- EXHIBIT 3 FL Master Site File 8NA00255

Respectfully Submitted,



Salvatore J. Cumella
Historic Preservation Planner

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #10101

Date Submitted: 10/26/2022

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 | ☐ Demolition of a Primary Structure â€œ Contributing \$7,500 |
| ☐ Certificate of Approval (COA): Board Review - Residential Single Family) \$250 | ☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100 |
| ☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400 | ☐ After-the-Fact Certificate of Approval (COA): Board Review \$1,500 |
| ☐ Demolition of a Primary Structure â€œ Non-Contributing \$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?*

9/6/2022

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*

Old Town

Site Address*

121 North 3rd Street

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0009-0190

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Paul

Last Name*

Murzyn

Mailing Address*

16213 CHERRY TREE RD

City*

NOBLESVILLE

State*

Indiana

Zip Code*

46062

Telephone Number*

317-496-3732

E-mail Address*

pmurzyn@hotmail.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?*

Yes

First Name*

Haven

Last Name*

Burkee

Company (if applicable)

Bender & Associates Architects

Street Address

410 Angela St

City

Key West

State

FL

Zip

33040

Telephone Number

305-296-1347

E-mail Address

hburkee@benderarchitects.com

Project Description*

Renovation of Historic Structure, two small additions (pantry area and bathroom), demolition of existing garage, and construction of new garage. See Architectural Plans for detailed scope of work.

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, 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
		(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	Upload 2	Upload 3	Upload 4
Completed Owners Authorization for Agent Representation.pdf	121 N 3rd St.pdf	Choose File No file selected	Choose File No file selected
Upload 5	Upload 6	Upload 7	Upload 8
Choose File No file selected	Choose File No file selected	Choose File No file selected	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*

Applicant Last Name*

Today's Date*



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.



**OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION**

I /WE PAUL MURZYN
(print name of property owner(s))

hereby authorize: HAVEN BULLICE (BEEDER & ASSOCIATES)
(print name of agent)

to represent me/us in processing an application for: HDC CERTIFICATE OF APPROVAL
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

[Signature]
(Signature of owner)

(Signature of owner)

PAUL MURZYN
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 2nd day
of September, 2022, by Paul Murzyn

D. Kaye Howard
Notary Public

D. Kaye Howard
Printed Name

11-15-29
My Commission Expires

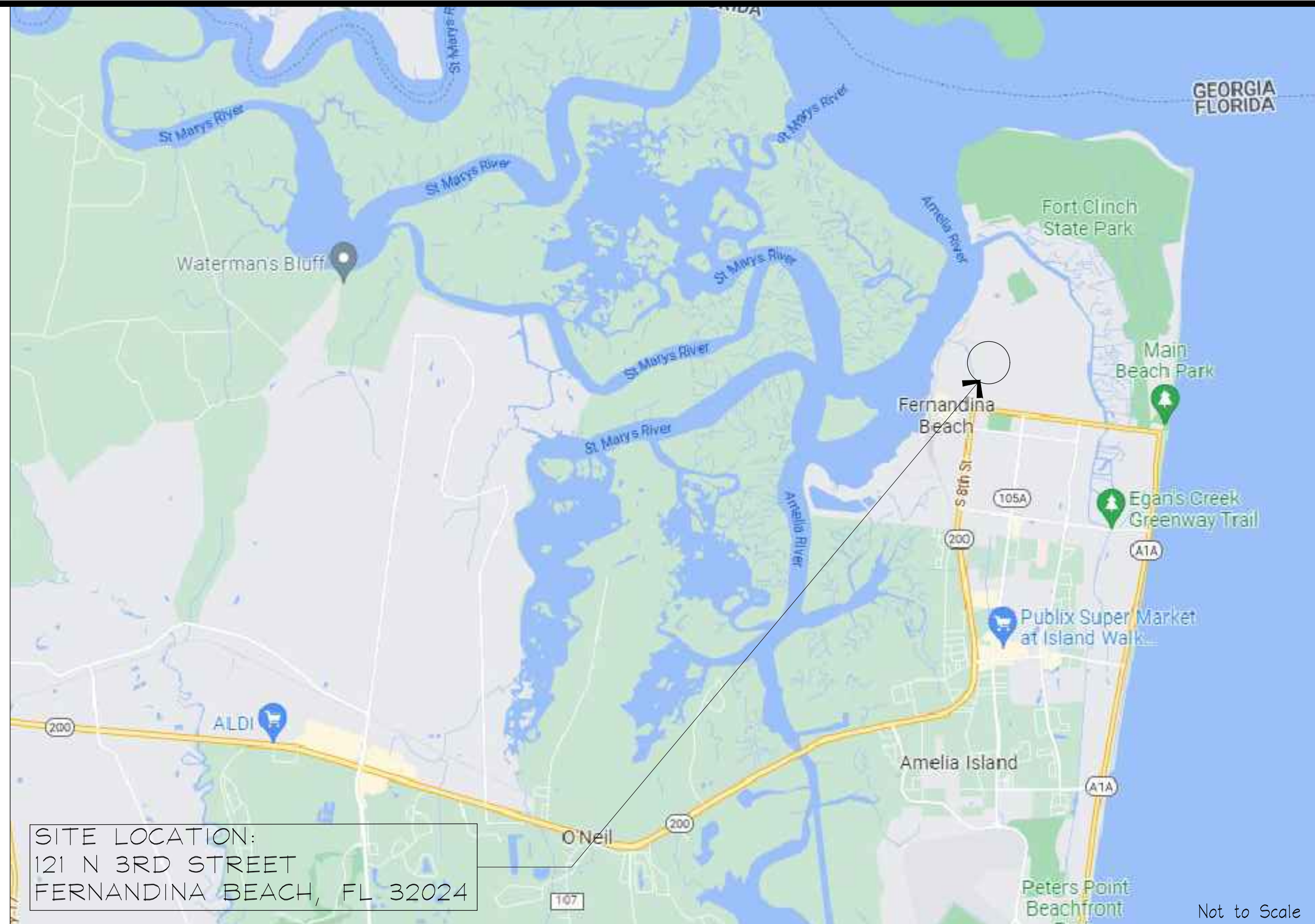
Personally Known ☒ OR Produced Identification ☐ ID Produced: ☐



121 N 3RD STREET

Fernandina Beach, Florida 32034

SITE MAP - KEY WEST



SITE LOCATION:
121 N 3RD STREET
FERNANDINA BEACH, FL 32024

PROJECT DIRECTORY

PROJECT: 121 N 3rd Street
ARCHITECT'S PROJECT No.: 2134
CONTACT: Paul Murzyn
Address: 121 N 3rd Street
Fernandina Beach Florida, 32034
Tel: --
Email: --
ARCHITECT: BENDER & ASSOCIATES ARCHITECTS, P.A.
Address: 410 Angela Street, Key West, FL 33040
Tel: (305) 296-1347 Fax: (305) 296-2727
E-mail: info@benderarchitects.com
Architect: Haven Burkee
Designer Associate: Ana Catalina Alvarez

GENERAL NOTES

- All work shall comply with the Florida Building Code, latest edition, and all applicable laws, codes and ordinances of the City, County, and the State of Florida. In the City of Key West, applicable Codes forming the basis of this design and compliance requirements for the Contractor include:
FLORIDA BUILDING CODE - Building 2020 EDITION
FLORIDA BUILDING CODE - Existing 2020 EDITION
FLORIDA BUILDING CODE - Residential 2020 EDITION
FLORIDA BUILDING CODE - Plumbing 2020 EDITION
FLORIDA BUILDING CODE - Fuel Gas 2020 EDITION
FLORIDA BUILDING CODE - Mechanical 2020 EDITION
FLORIDA BUILDING CODE - Energy Conservation 2020 EDITION
NATIONAL ELECTRICAL CODE 2020 EDITION
NFPA 101 LIFE SAFETY CODE w/ Florida Modifications
2006 EDITION FLORIDA FIRE PREVENTION CODE 2007 EDITION
NFPA 1 2020 EDITION
This project is designed in accordance with A.S.C.E. 7-10 to resist wind loads of 180 mph (3 second gusts) and in accordance with ASCE 24-14 Flood Resistant Design and Construction.
- Prior to submitting a bid, verify all existing conditions and dimensions on the jobsite, and also after award, but prior to the start of construction.
- Contours and/or existing grades shown are approximate. Verify with field conditions. Final grading shall provide gradual slopes and grades. Slope all grades away from the building. Planting areas shall be graded with soil suitable for planting. Rock and debris will not be allowed.
- Where discrepancies between drawings, specifications, and code requirements occur, adhere to the most stringent requirement.
- Dimensions shall take precedence over scale.
- All new utilities shall be underground.
- Drawings and specifications are complementary. Refer to all sheets of drawings and applicable sections of the specifications for interfaces of work with related trades.
- After completion of construction remove all debris and construction equipment. Restore site to original condition.
- Notify owner of any possible artifacts uncovered during site grading and throughout the course of construction.
- Furnish a receptacle on site to contain construction debris and maintain the site in an orderly manner to ensure public safety and prevent blowing debris.
- Comply with all requirements for selective demolition as specified, shown on the Demolition Plan, or called for in the selective Demolition Notes.

FLORIDA ADMINISTRATIVE CODE

61G1-16.003 Use of Seal. The personal seal, signature and date of the architect or interior designer shall appear on all architectural or interior design documents to be filed for public record and shall be construed to obligate his partners or his corporation. A corporate seal alone is insufficient. Documents shall be signed personally and sealed by the responsible architect or interior designer. Final official record documents (not tracings, etc.) shall be so signed. The signing and sealing of the specification index sheets shall be considered adequate. All drawing sheets and pages shall be so signed and sealed. An architect or interior designer shall not, affix, or permit to be affixed, his seal or name to any plan, specifications, drawings, or other related document which was not prepared by him or under his responsible supervising control as provided in Rule Chapter 61G1-23, F.A.C. An architect or interior designer shall not use his seal or do any other act as an architect or interior designer unless holding at the time a certificate of registration and all required renewals thereof.
Specific Authority 481.2055, 481.221 FS. Law Implemented 481.221, 481.225(1)(e), (g), (j), 481.225(1)(g), (h), (i) FS. History-New 12-23-79, Formerly 21B-16.03, Amended 7-27-89, Formerly 21B-16.003, Amended 11-21-94, 4-18-00.

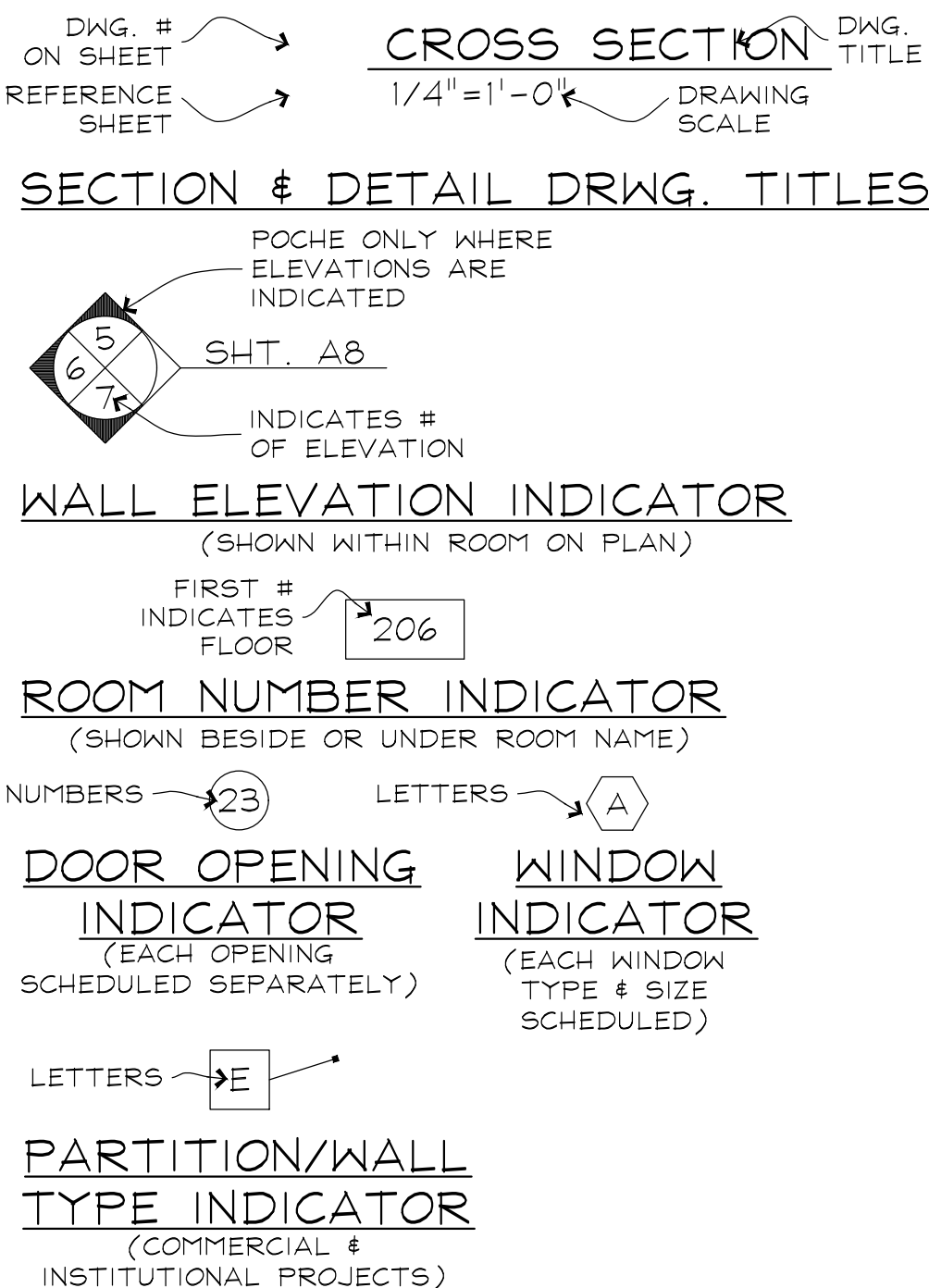
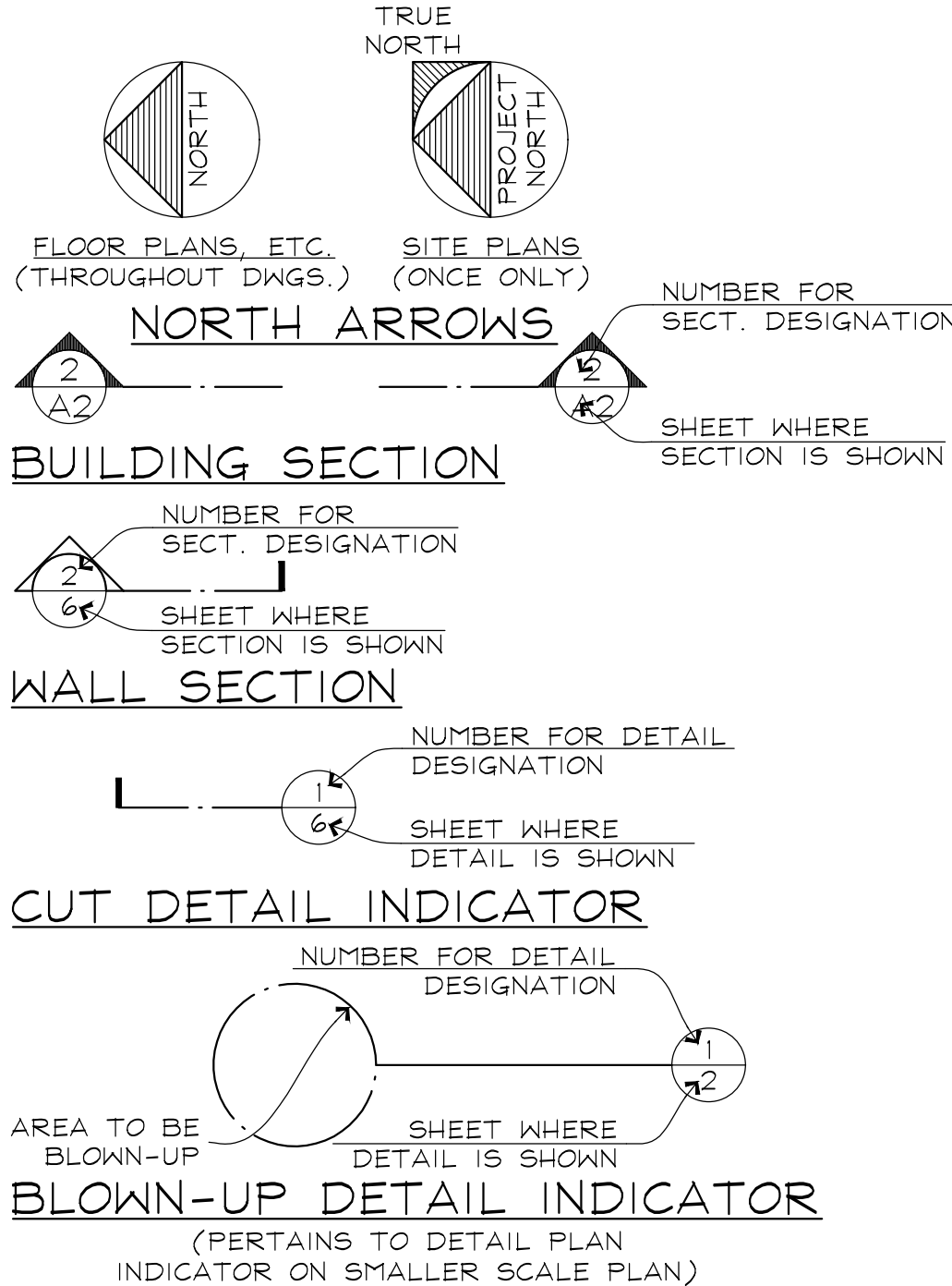
DESCRIPTION OF WORK:

NEW GARAGE, NEW MINOR ADDITION, NEW INTERIOR FINISHES, NEW APPLIANCES.

ABBREVIATIONS

AB	ANCHOR BOLT	MIN	MINIMUM
ABC	AGGREGATE BASE COURSE	NTS	NOT TO SCALE
A/C	AIR CONDITIONING	OA	OVERALL
BLKG	BLOCKING	OC	ON CENTER
BUR	BUILT UP ROOF	OD	OUTSIDE DIAMETER
CAB	CABINET	PCF	POUNDS PER CUBIC FOOT
CER	CERAMIC	PL	PROPERTY LINE
CL	CENTER LINE	PLAM	PLASTIC LAMINATE
CLG	CEILING	PLF	POUNDS PER LINEAL FOOT
CMU	CONCRETE MASONRY UNIT	PNL	PANEL
COL	COLUMN	PT	CCA PRESSURE TREATED
CONC	CONCRETE	PT	POINT
DBL	DOUBLE	PVC	POLYVINYLCHLORIDE
DIAG	DIAGONAL	R	RADIUS (OR) RISER
DS	DOWNSPROUT	R/A	RETURN AIR
DTL	DETAIL	REBAR	STEEL REINF. BAR
DWR	DRAWER	REFR.	REFRIGERATOR
EJ	EXPANSION JOINT	SF	SQUARE FOOT (FEET)
EL	ELEVATION	SS	STAINLESS STEEL
ELEC	ELECTRIC	SPEC	SPECIFICATION
EQ	EQUAL	T	TREAD(S)
EXH	EXHAUST	TYP	TYPICAL
FV	FIELD VERIFY	UNO	UNLESS NOTED OTHERWISE
GALV	GALVANIZED	VCT	VINYL COMPOSITION TILE
GI	GALVANIZED IRON	VERT	VERTICAL
HORZ	HORIZONTAL	WD	WOOD
HDW	HARDWARE	WKF	WELDED WIRE FABRIC
HVAC	HEATING VENTILATING & AIR CONDITIONING	WH	WATER HEATER
FOC	FACE OF CONCRETE	W/O	WITHOUT
FOS	FACE OF STUD		
FIN	FINISH		
FE	FIRE EXTINGUISHER		
FND	FOUNDATION		
FTG	FOOTING		
ID	INSIDE DIAMETER		
MAX	MAXIMUM		

SYMBOLS LEGEND



MATERIAL DESIGNATIONS

- CONCRETE MASONRY UNITS IN PLAN
- CONC., STUCCO, PLASTER IN ELEV.;POURED CONC. IN PLAN
- METAL IN ELEVATION
- METAL IN SECTION
- FINISH WOOD IN ELEV. & IN SECTION
- DIMENSION LUMBER IN SECTION (CONTINUOUS)
- WOOD BLOCKING IN SECTION (DISCONTINUOUS)
- GYPSON WALL BOARD IN SECTION (LARGE SCALE)
- EARTH, NATURAL SUBSTRATE
- GRAVEL, AGGREGATE BASE COURSE, FILL
- FIBERGLASS BATT INSULATION
- RIGID INSULATION

PARTITIONS & WALLS

- CONCRETE MASONRY UNITS
- POURED CONCRETE
- WOOD FRAME
- METAL STUDS
- EXISTING CONSTRUCTION TO REMAIN
- EXISTING CONSTRUCTION TO BE DEMOLISHED

SHEET INDEX

- SHEET INDEX
- C COVER
 - S SURVEY
 - A1. EXISTING SITE PLAN
 - A2. EXISTING FLOOR PLAN
 - A3. PROPOSED SITE PLAN
 - A4. PROPOSED FLOOR PLAN
 - A5. PROPOSED EAST & SOUTH ELEVATIONS
 - A6. PROPOSED WEST & NORTH ELEVATIONS
 - A7. PROPOSED BUILDING SECTIONS
 - A8. PROPOSED WALL SECTION
 - A9. PROPOSED INTERIOR ELEVATIONS
 - A10. PROPOSED INTERIOR ELEVATIONS
 - A11. FINISH SCHEDULE
 - A12. EXISTING PHOTOS
 - S1. FOUNDATION / FRAMING PLAN
 - S2. ROOF FRAMING PLAN

121 N 3RD STREET
FERNANDINA BEACH, FLORIDA

410 Angela Street
Key West, Florida 33040
Telephone (305) 296-1347
Facsimile (305) 296-2727
Florida License AAC002022

Bender & Associates
ARCHITECTS

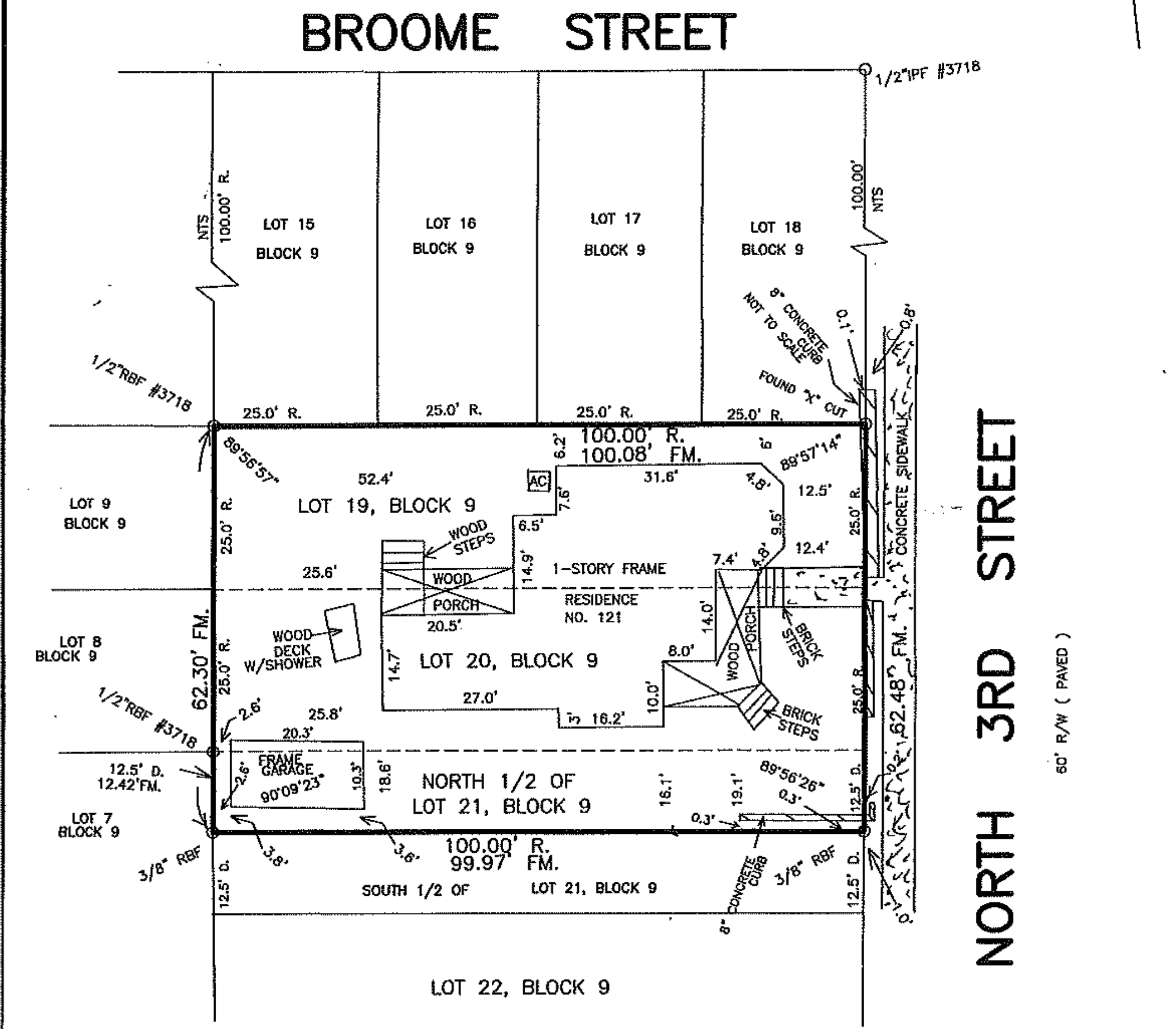
Project No.: 2134
SITE MAP KEY WEST
PROJECT DIRECTORY
GENERAL NOTES
SYMBOLS LEGEND
SHEET INDEX

Date: 09/23/2022

C

MAP SHOWING BOUNDARY SURVEY OF
LOTS 19 AND 20, BLOCK 9,
LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED
FERNANDINA), IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA,
AND KNOWN AND DESCRIBED UPON AND ACCORDING TO THE OFFICIAL
PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA
RAILROAD COMPANY IN 1857, AND ENLARGED, REVISED AND REISSUED
BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901).

CERTIFIED TO:
PAUL E. MURZYN,
WESTCOR LAND TITLE INSURANCE COMPANY,
ANDEA F. LENNON, P.A.



COASTAL LAND SURVEYORS

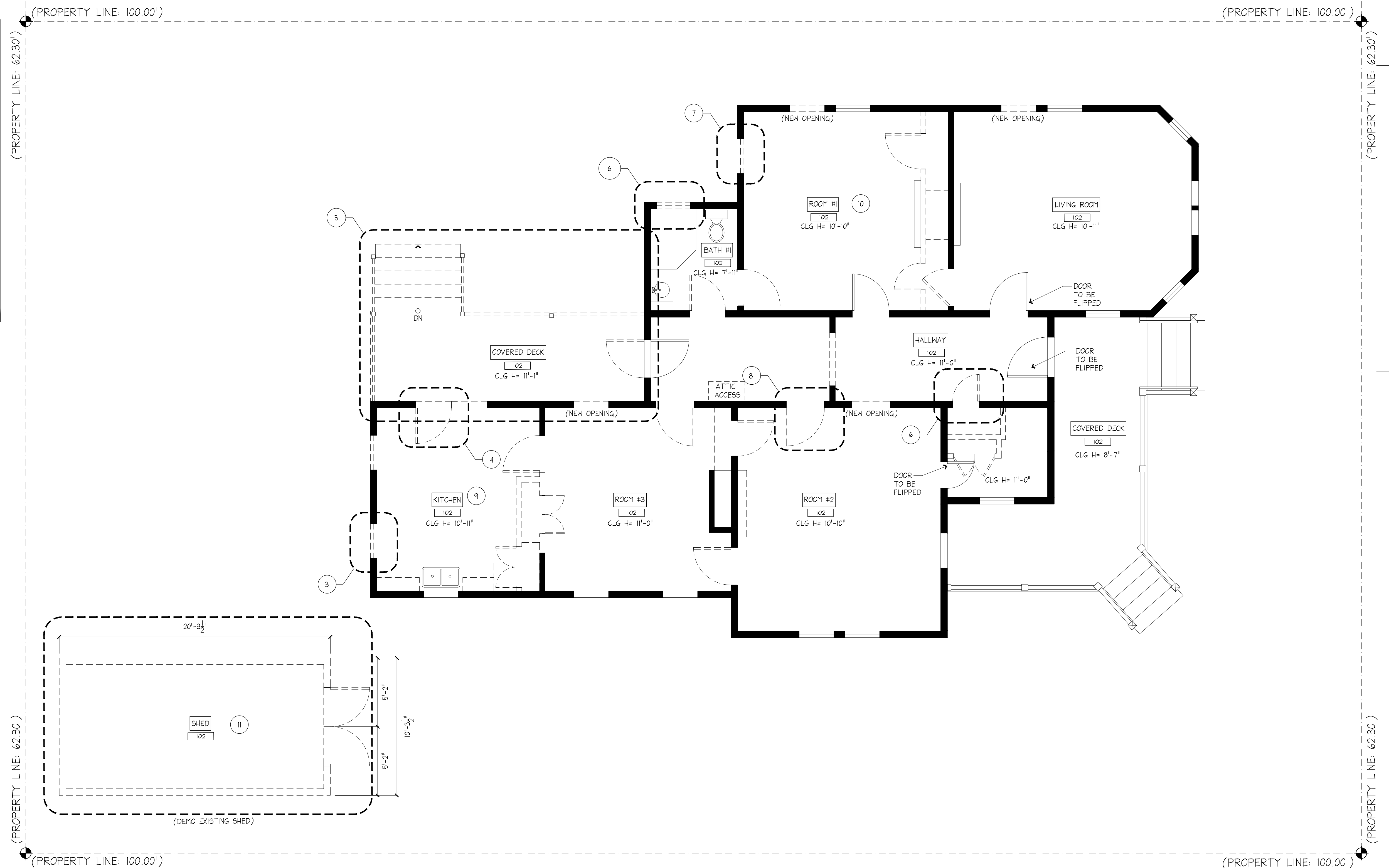
& MAPPERS, INC.
34 NORTH FOURTEENTH STREET
FERNANDINA BEACH, FLORIDA 32032
TEL. 904-261-8950 FAX 904-277-6650

I HEREBY CERTIFY THE INFORMATION DEPICTED HEREON AS
MEETING THE MINIMUM TECHNICAL STANDARDS FOR LAND
SURVEYING, CHAPTER 5J-17.050, FLORIDA ADMIN. CODE, AND/OR
CHAPTER 180-7, GEORGIA STATUTES.
JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON N/A
PROPERTY SHOWN HEREON LIES WITHIN
FLOOD ZONE X AS SHOWN ON
FEMA FLOOD INSURANCE RATE MAP,
COMMUNITY NO. 120172 PANEL NO. 0237G
DATED 8/2/17
DATE OF SURVEY: JANUARY 13, 2022
SCALE 1"=20'
JOB NO. 2201-10 F.B. 364
CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.
LEGEND:
IRON PIPE FOUND - IPF POWER LINE ---P---
IRON PIPE SET - IPS PLAT - P.
RE/BAR FOUND - RFB FIELD MEASURED - FM.
NOT TO SCALE - NTS RECORD - R. DEED - D.
BUILDING RESTRICTION LINE - BRL POWER POLE ---O---
CONCRETE MONUMENT FOUND - CMF CONCRETE - CONG.
STAINLESS STEEL PIPE FOUND - SSPP RIGHT-OF-WAY - R/W
RIGHT-OF-WAY - R/W POINT OF REVERSE CURVE - PRC
POINT OF CURVE - PC POINT OF TANGENCY - PT
CENTERLINE - C OFFICIAL RECORDS BOOK - O.R.B.

- (1) IDENTIFY ALL DETERIORATED GUARD RAILING, TO BE REPLACE WITH NEW TO MATCH EXISTING.
- (2) DASHED LINE = WALLS, DOORS & FIXTURES TO DEMOLISH.
- (3) REPLACE WINDOW FOR NEW DOUBLE DOOR. SEE FINISH SCHEDULE.
- (4) REPLACE SINGLE DOOR FOR NEW DOUBLE DOOR. SEE FINISH SCHEDULE.
- (5) COVERED DECK TO BE RE-BUILT. SEE PLAN AND ELEVATIONS.
- (6) EXISTING WINDOW TO BE REMOVED.
- (7) REPLACE WINDOW FOR NEW SINGLE DOOR. SEE FINISH SCHEDULE.
- (8) EXISTING DOOR TO BE RELOCATED. SEE FLOOR PLAN.
- (9) KITCHEN: REMOVE ALL CABINETS, APPLIANCES, FINISH FLOOR. EXTERIOR DOOR TO BE REPLACED WITH NEW DOUBLE DOOR. SEE DOOR SCHEDULE. DEMOLISH EAST WALL AND DOORS. SEE PLANS.
- (10) ROOM #1: DEMOLISH EAST WALL AND DOORS, NEW OPENING FOR NEW WINDOW AT NORTH WALL.
- (11) SHED: TO BE DEMOLISH.

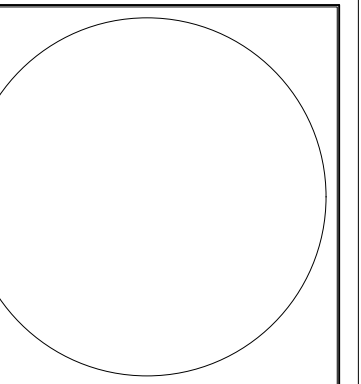
1. PRIOR TO SUBMITTING A BID, VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS ON THE JOBSITE, AND ALSO AFTERWARD, BUT PRIOR TO THE START OF CONSTRUCTION.
2. ALL DEMOLISHED MATERIAL SHALL BECOME THE PROPERTY OF THE CONTRACTOR UNLESS SPECIFICALLY NOTED OTHERWISE, AND SHALL BE PROPERLY REMOVED FROM THE SITE. COMPLY WITH ALL APPLICABLE LAWS, CODES AND REGULATIONS OF GOVERNMENTAL AGENCIES HAVING JURISDICTION OVER THE PROJECT.
3. ALL COSTS OF DEMOLITION INCLUDING PERMIT FEES, DISPOSAL FEES, ETC. ARE THE RESPONSIBILITY OF THE CONTRACTOR.
4. IT IS THE CONTRACTOR'S RESPONSIBILITY TO BE AWARE OF AND TO CONFORM WITH ALL APPLICABLE DEMOLITION AND DISPOSAL CODES, SAFETY REQUIREMENTS, AND ENVIRONMENTAL PROTECTION REGULATIONS OF ANY GOVERNMENTAL BODY HAVING JURISDICTION OVER THE WORK.
5. PROVIDE SAFETY BARRICADES AS REQUIRED TO PROTECT THE SAFETY OF THE GENERAL PUBLIC AND WORKERS CONNECTED WITH THE PROJECT.
6. PROVIDE BRACING AND SHORING AS REQUIRED TO PROTECT THE SAFETY OF THE GENERAL PUBLIC AND WORKERS CONNECTED WITH THE PROJECT.



1
A2 EXISTING FLOOR PLAN
SCALE: 1/4"=1'-0"



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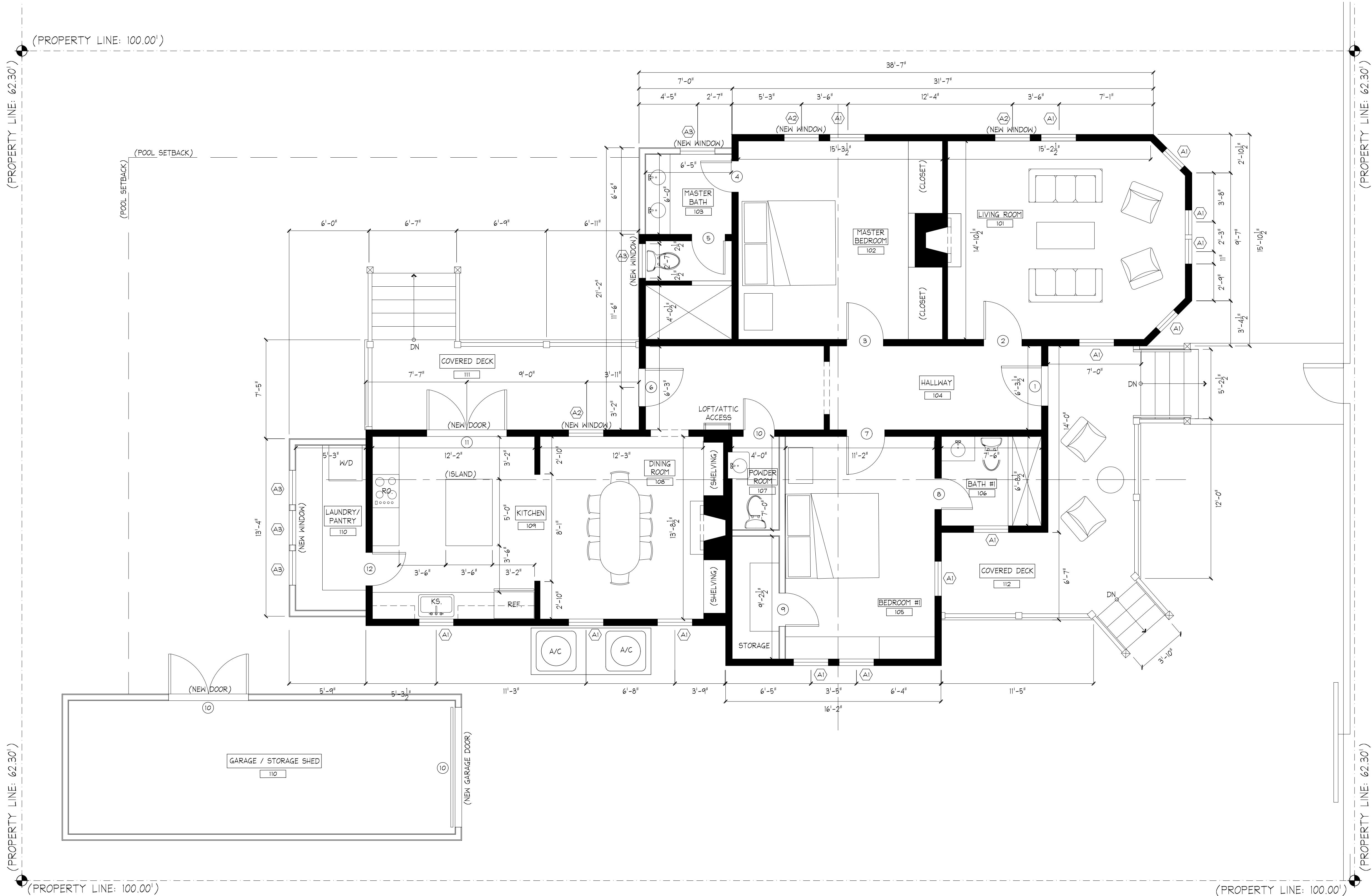
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 Facsimile (305) 296-2727
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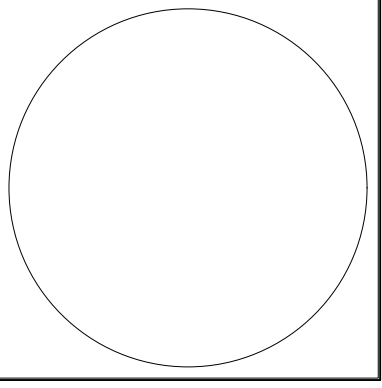
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A2



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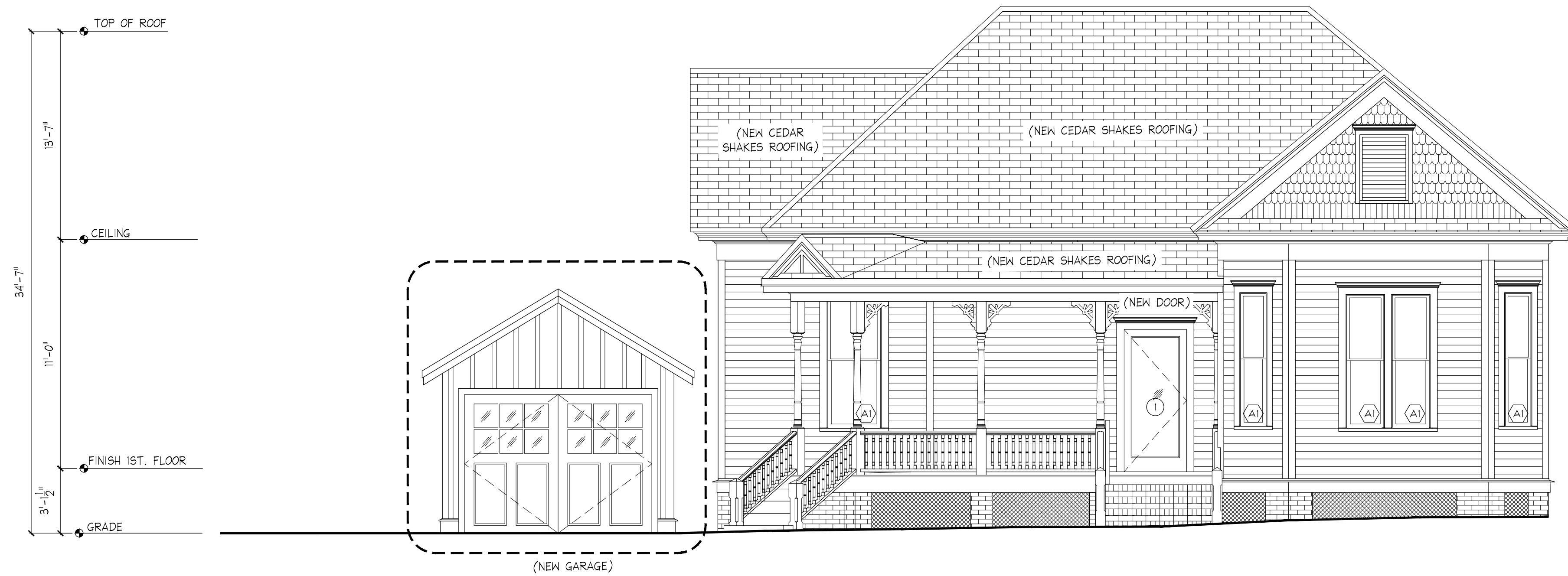


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A4



2 PROPOSED EAST ELEVATION - PRINCIPAL STRUCTURE
A5 SCALE: 1/4"=1'-0"



1 PROPOSED SOUTH ELEVATION - PRINCIPAL STRUCTURE
A5 SCALE: 1/4"=1'-0"

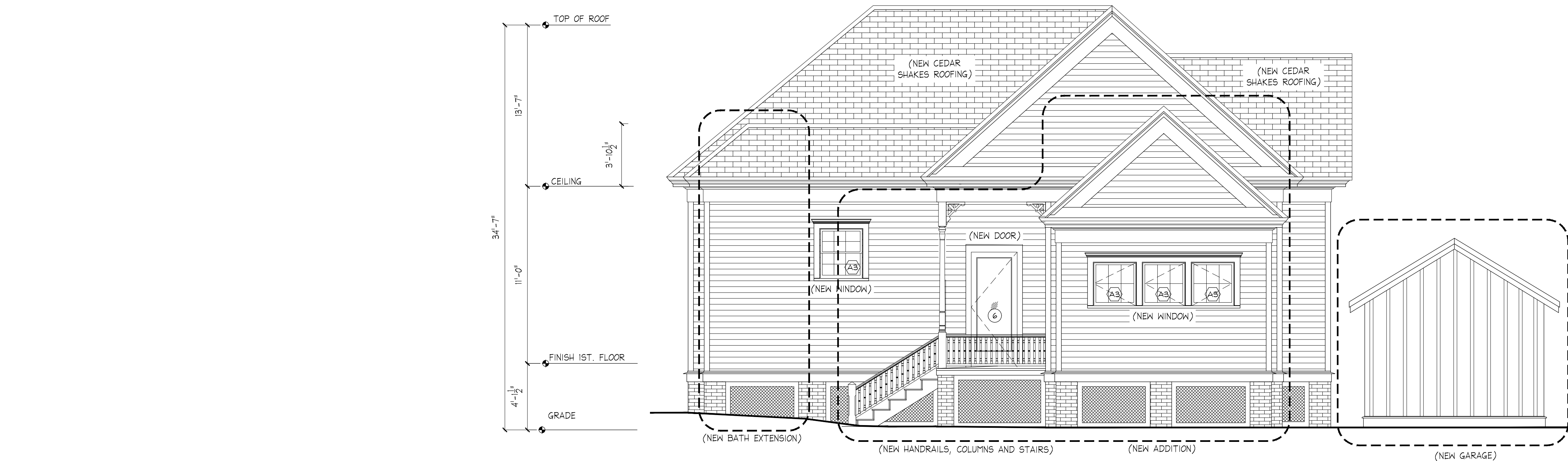
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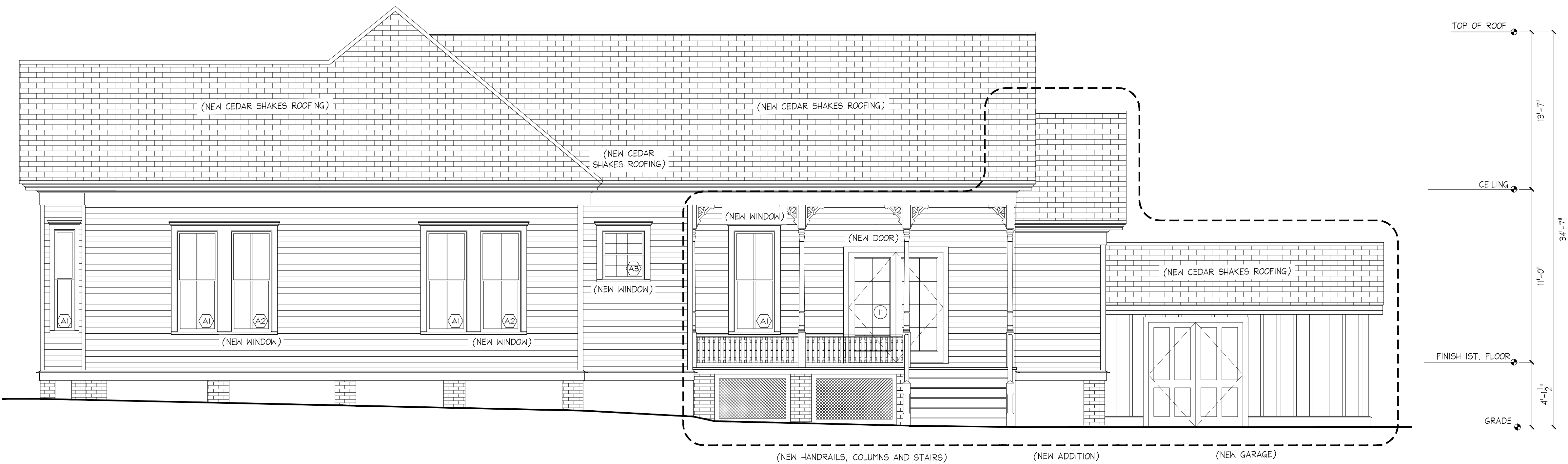
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A5



2 PROPOSED WEST ELEVATION - PRINCIPAL STRUCTURE
A6 SCALE: 1/4"=1'-0"



1 PROPOSED NORTH ELEVATION - PRINCIPAL STRUCTURE
A6 SCALE: 1/4"=1'-0"

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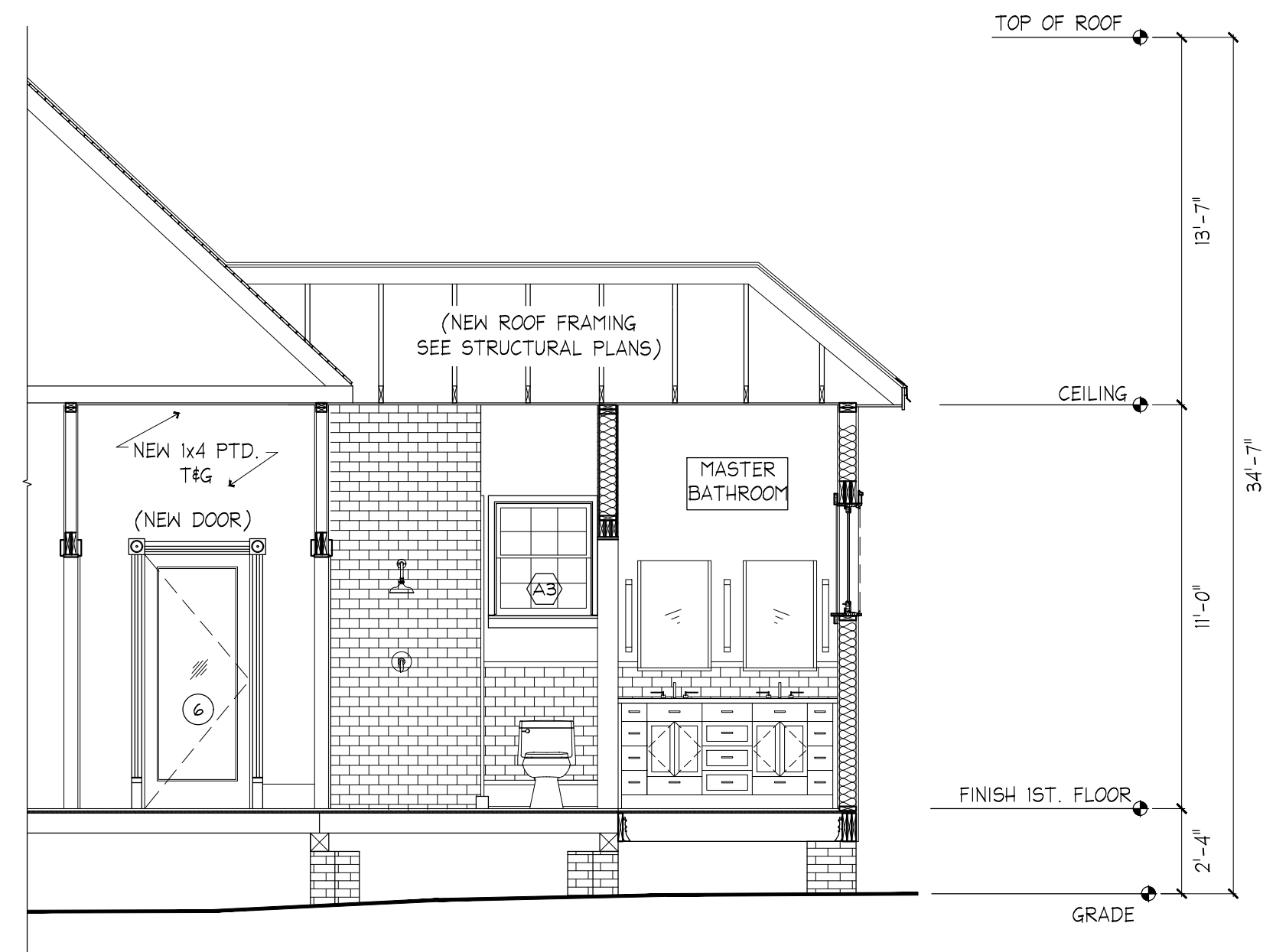
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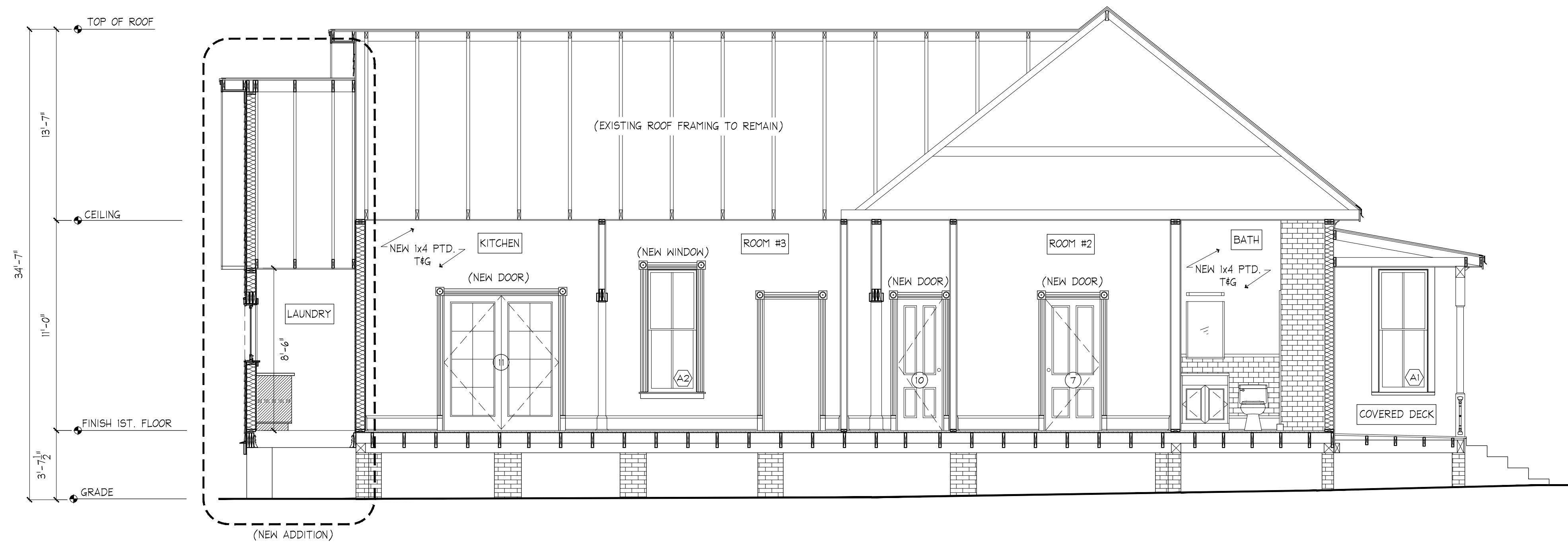
A6



3 PROPOSED CROSS SECTION - PRINCIPAL STRUCTURE
A7 SCALE: 1/4"=1'-0"



2 PROPOSED CROSS SECTION - BATHROOM EXTENSION
A7 SCALE: 1/4"=1'-0"



1 PROPOSED LONGITUDINAL SECTION - PRINCIPAL STRUCTURE
A7 SCALE: 1/4"=1'-0"

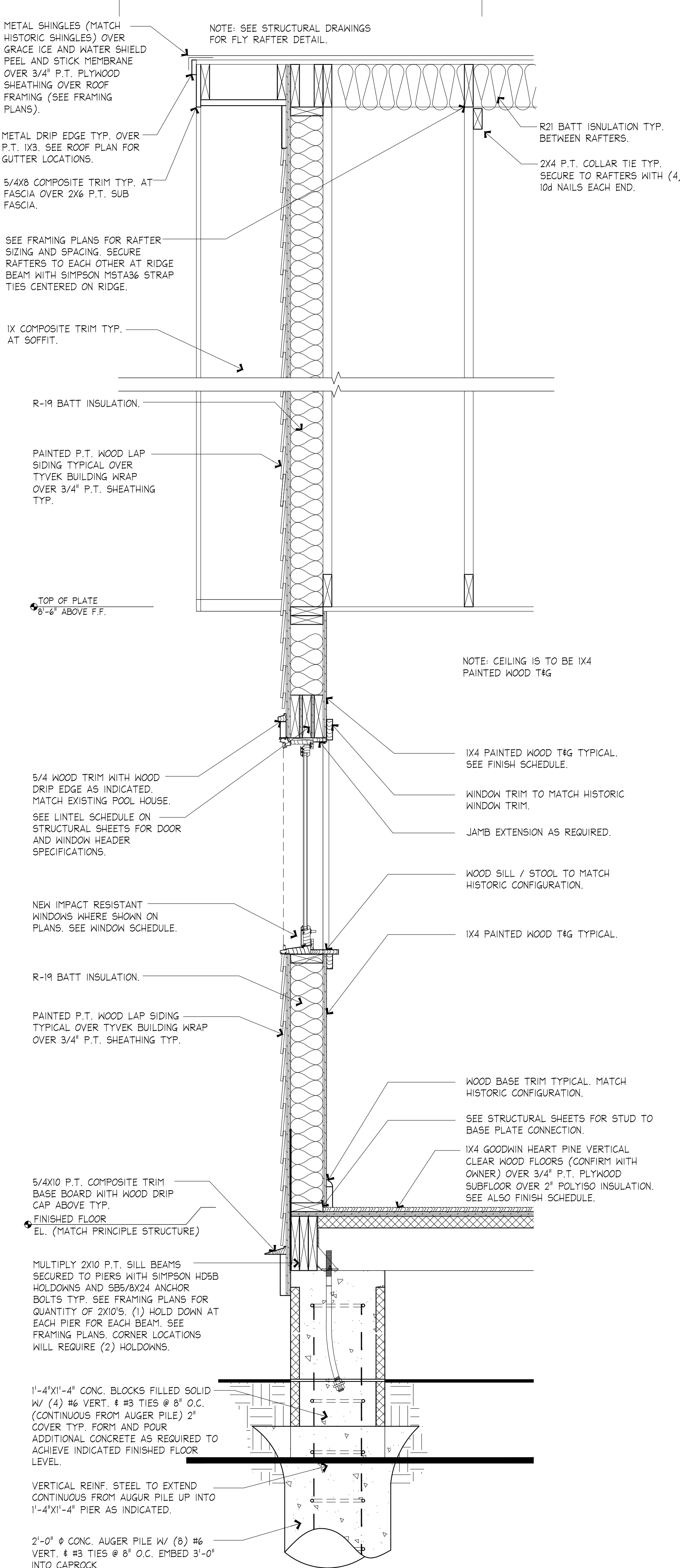
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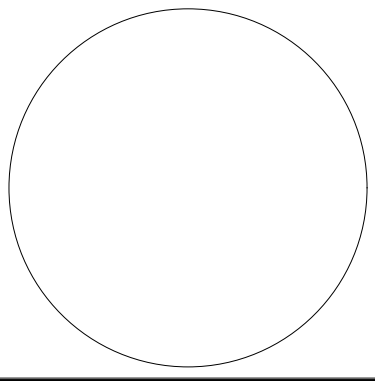
A7



1
A8 WALL SECTION - ADDITION (LAUNDRY AREA)
SCALE: 1/4"=1'-0"



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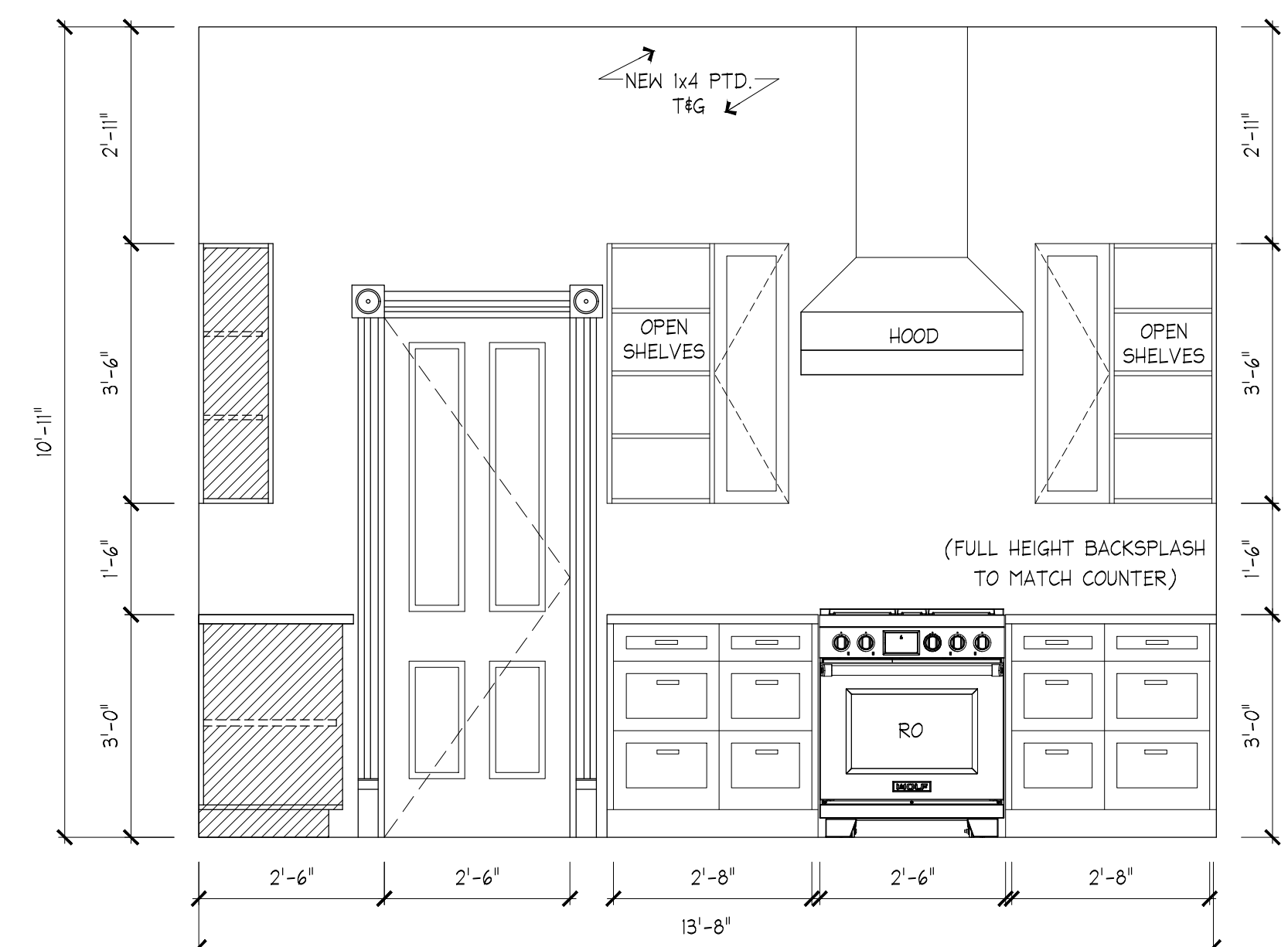
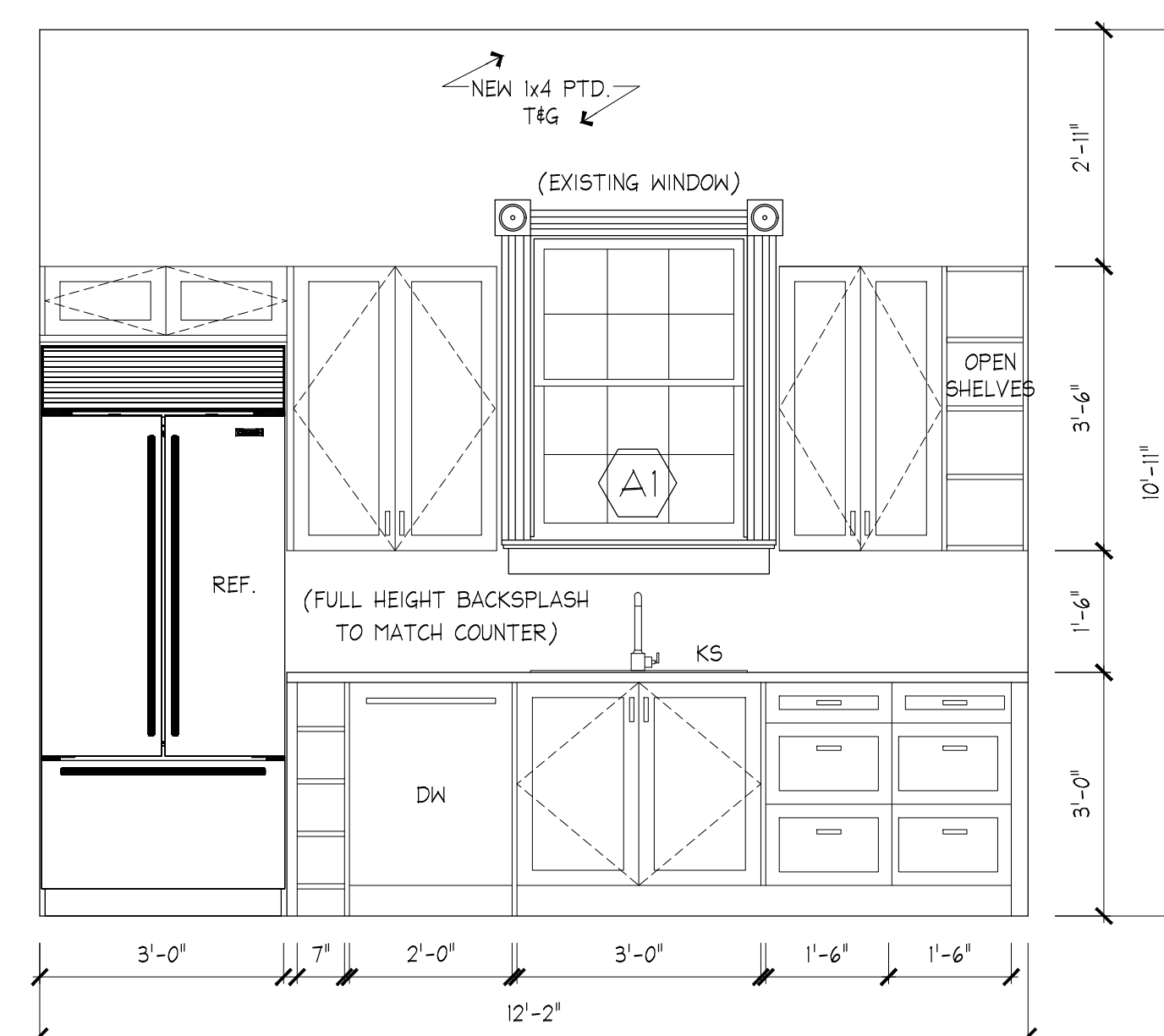
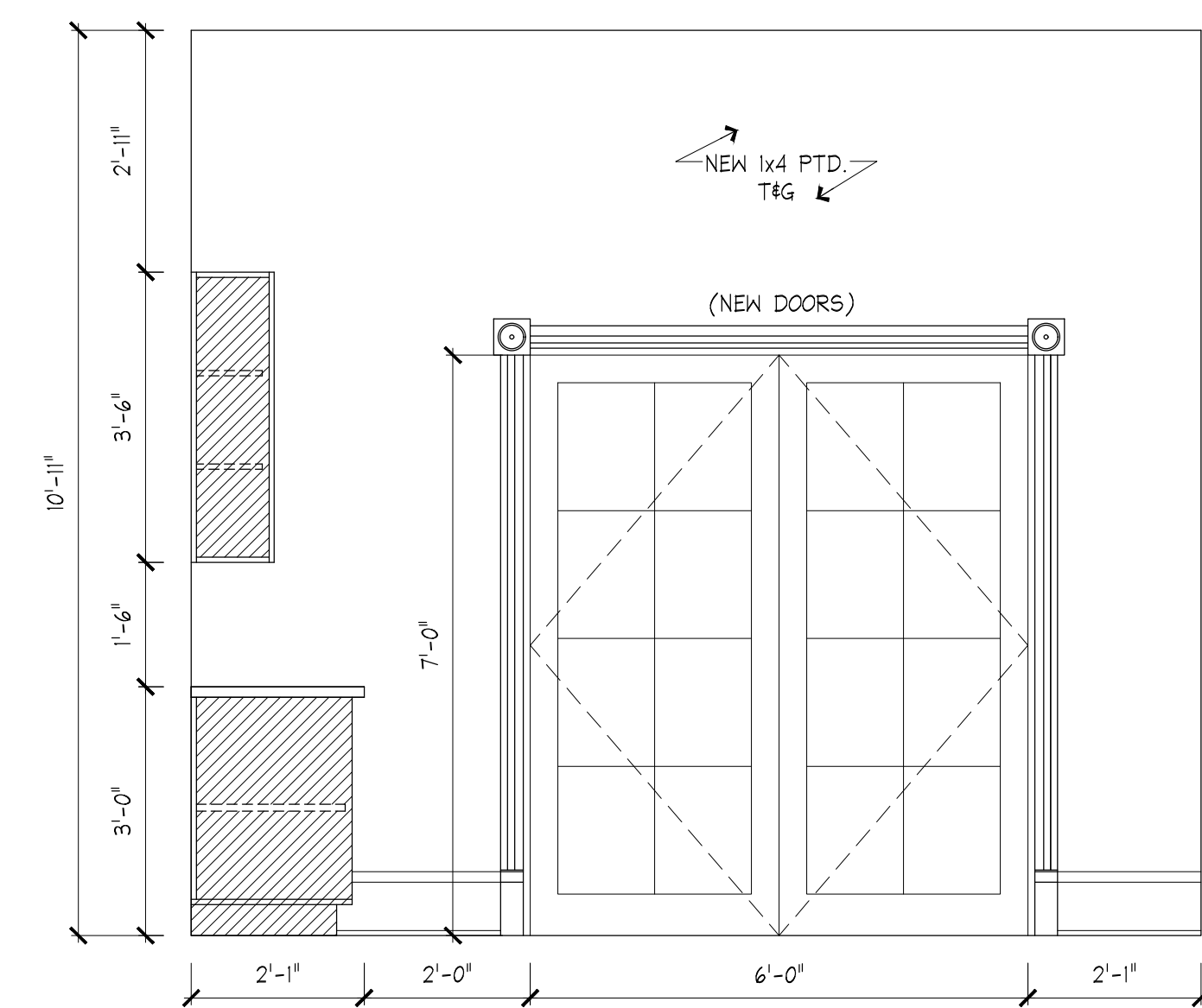
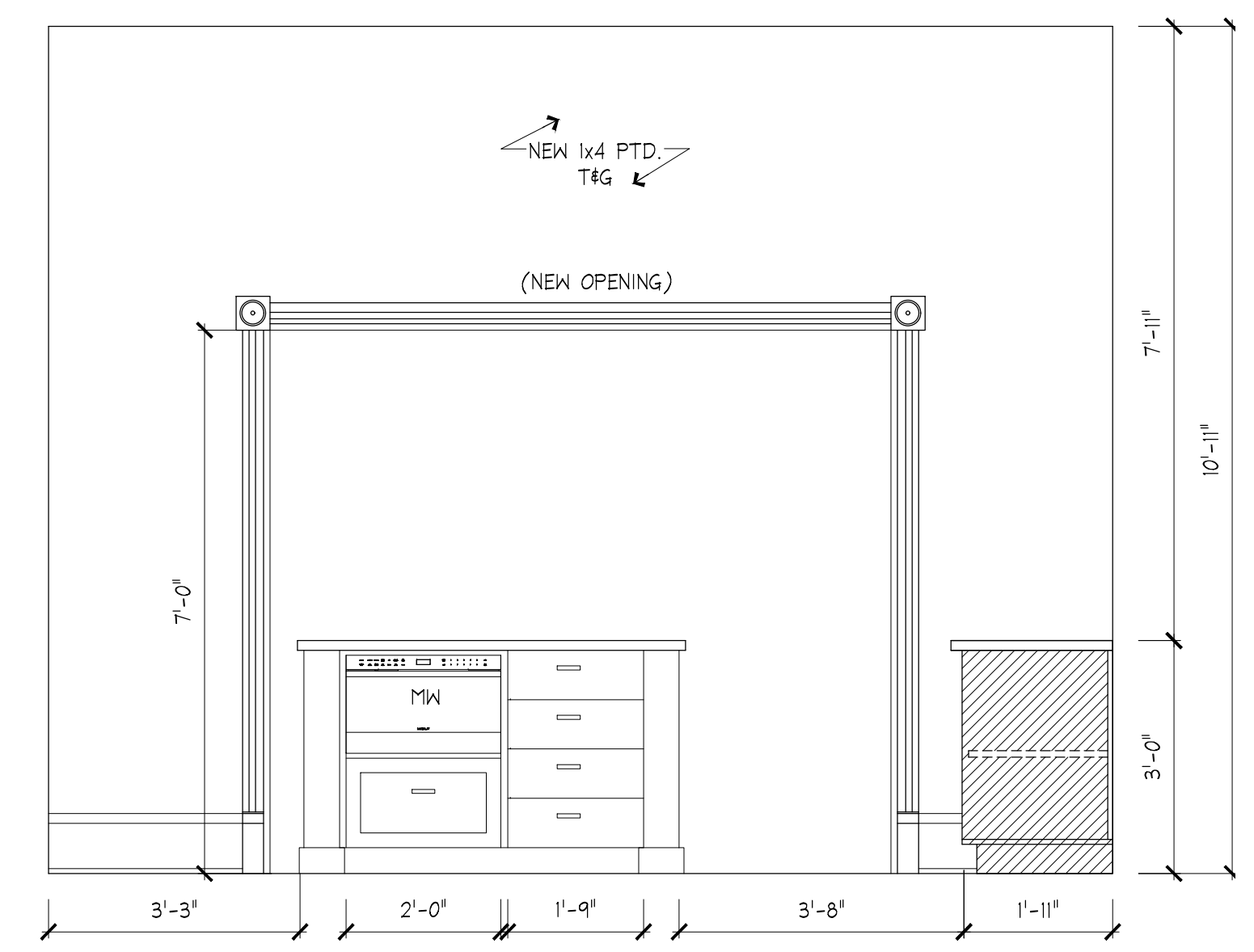
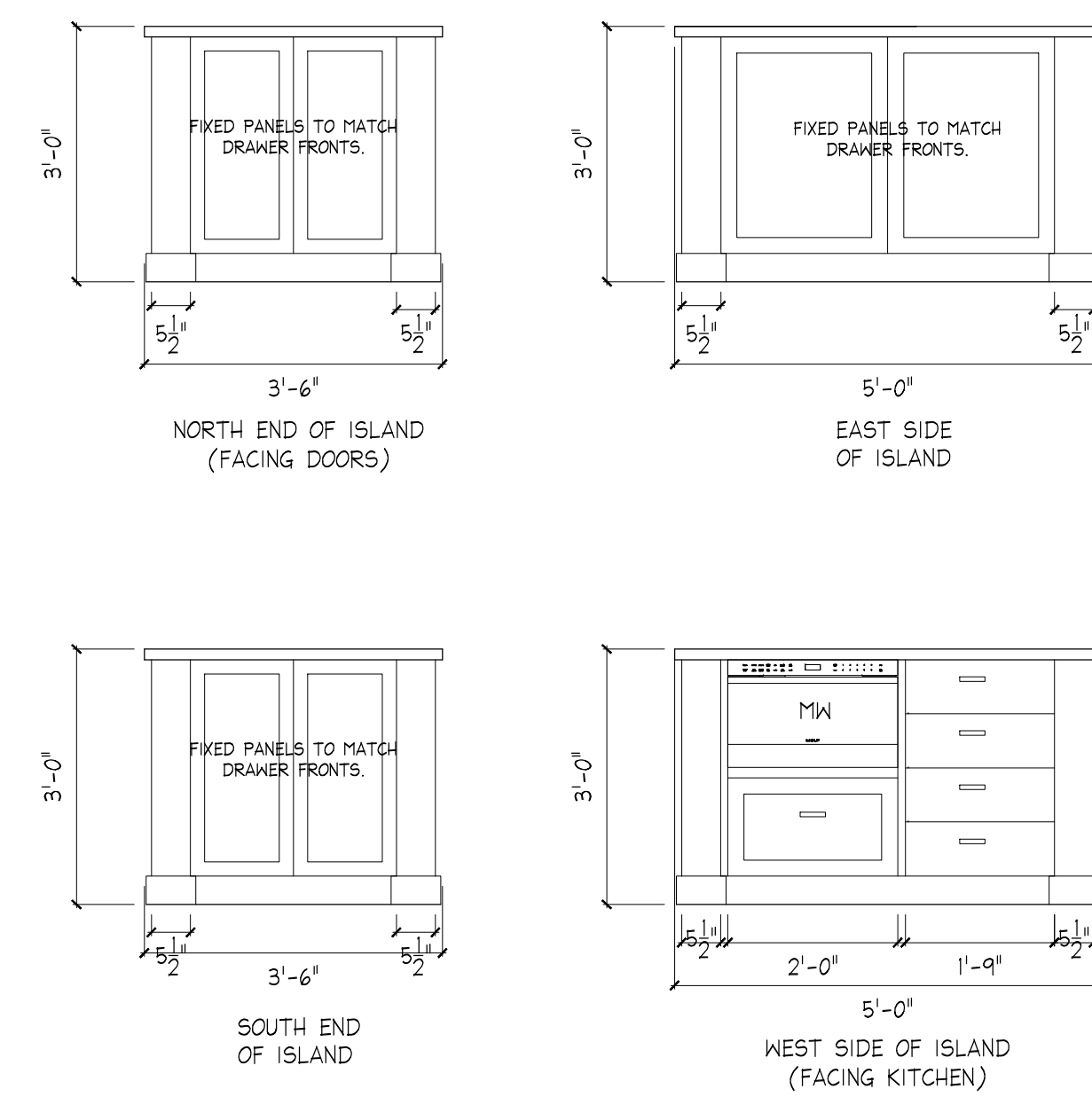
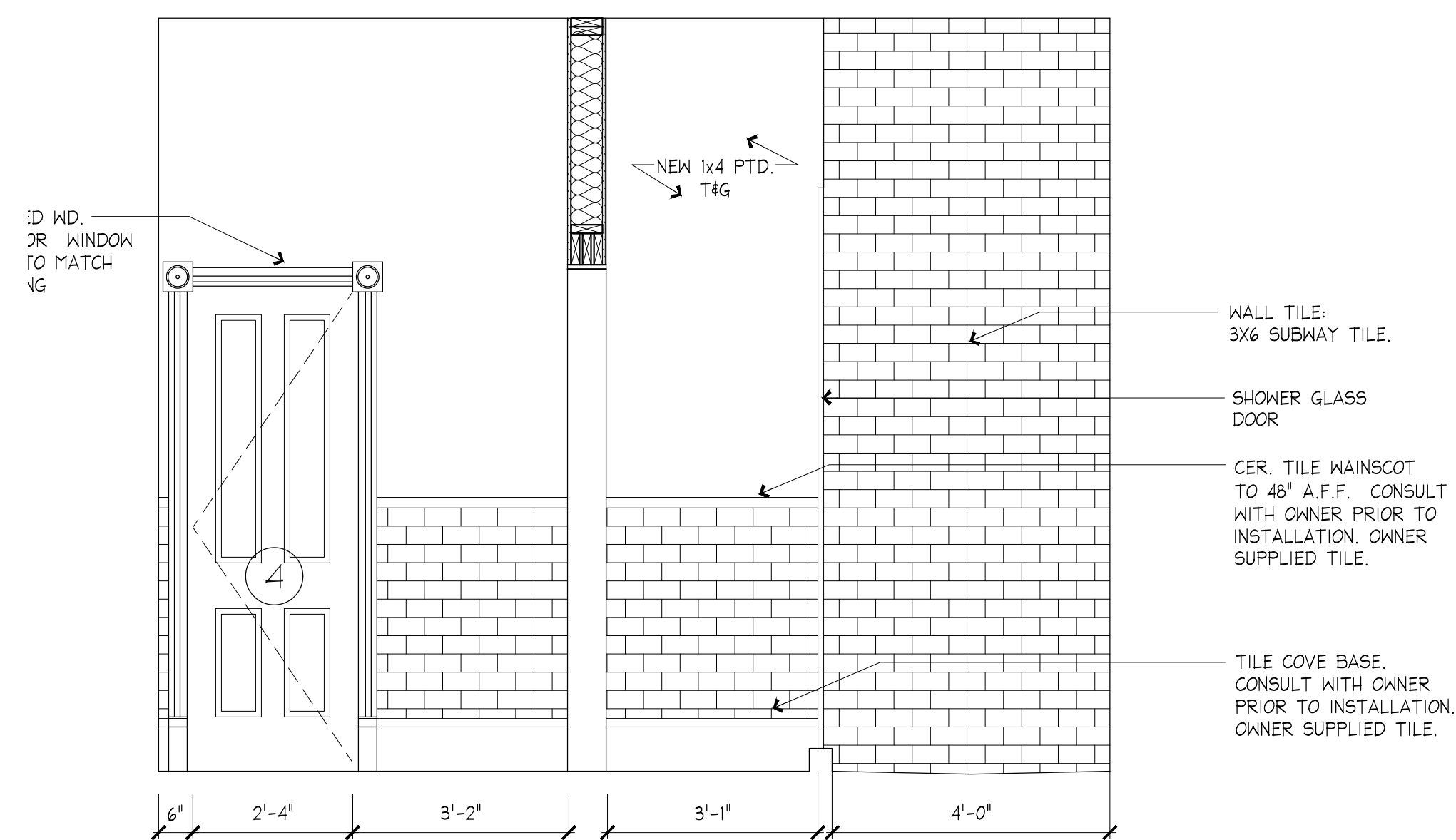
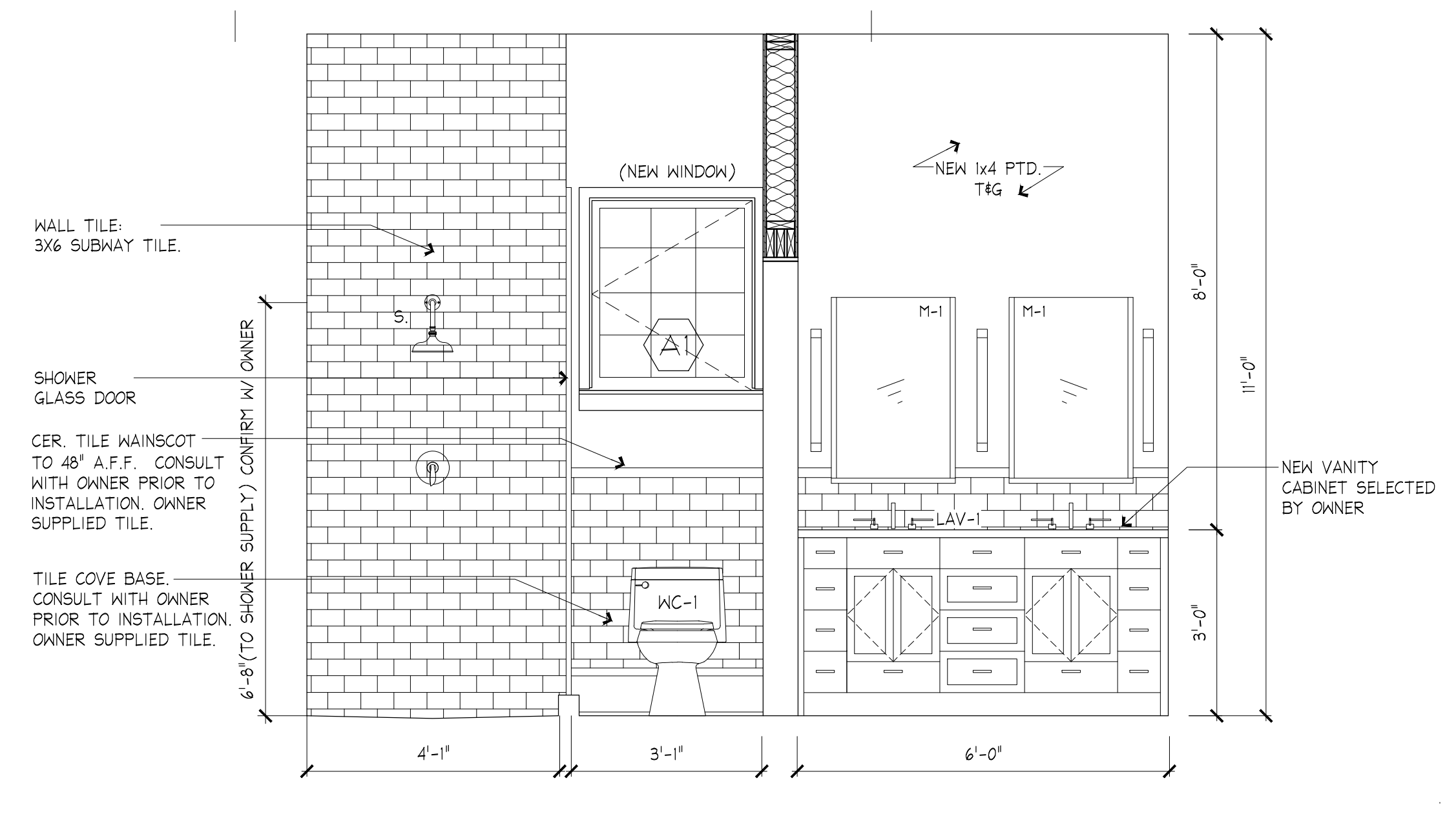
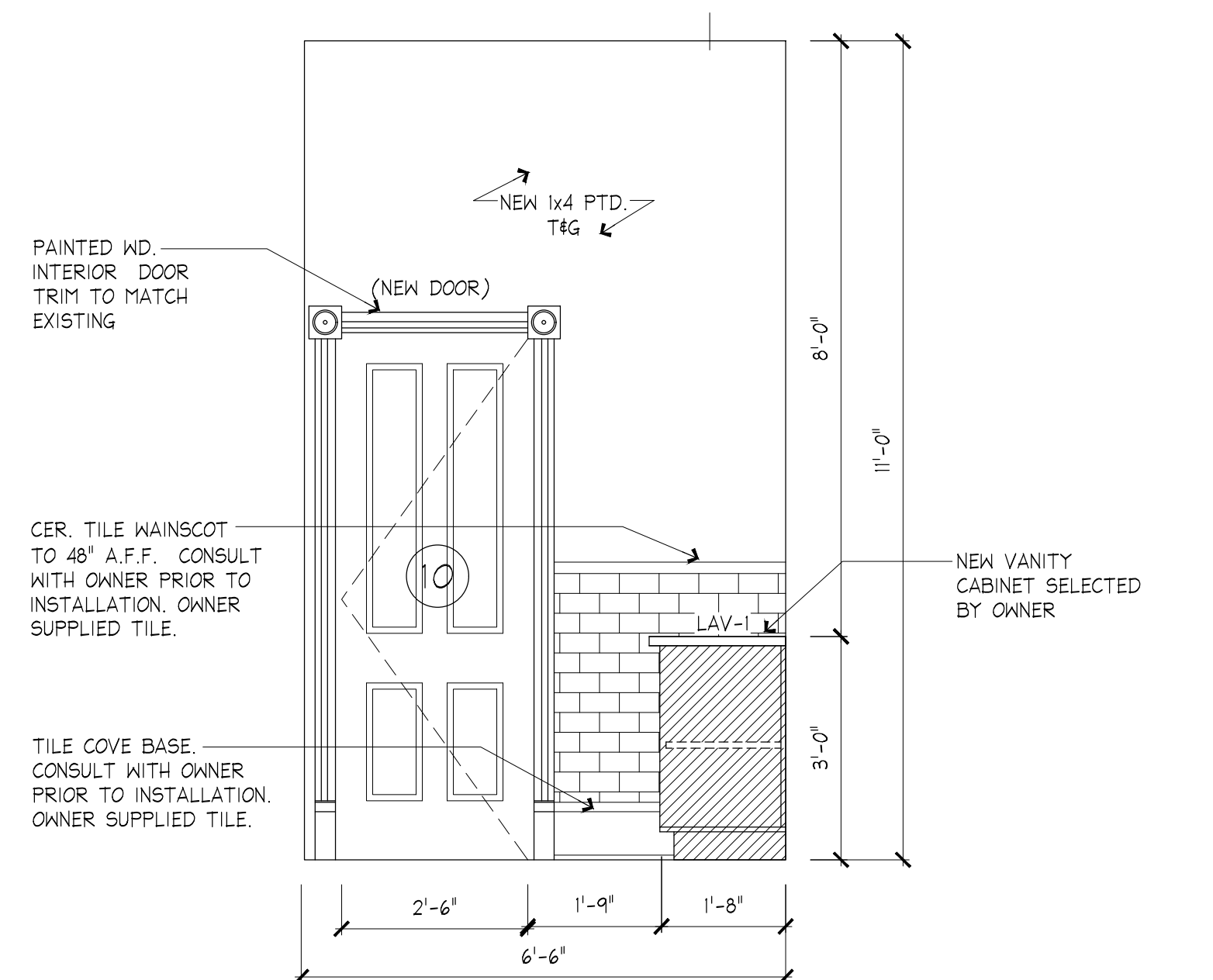
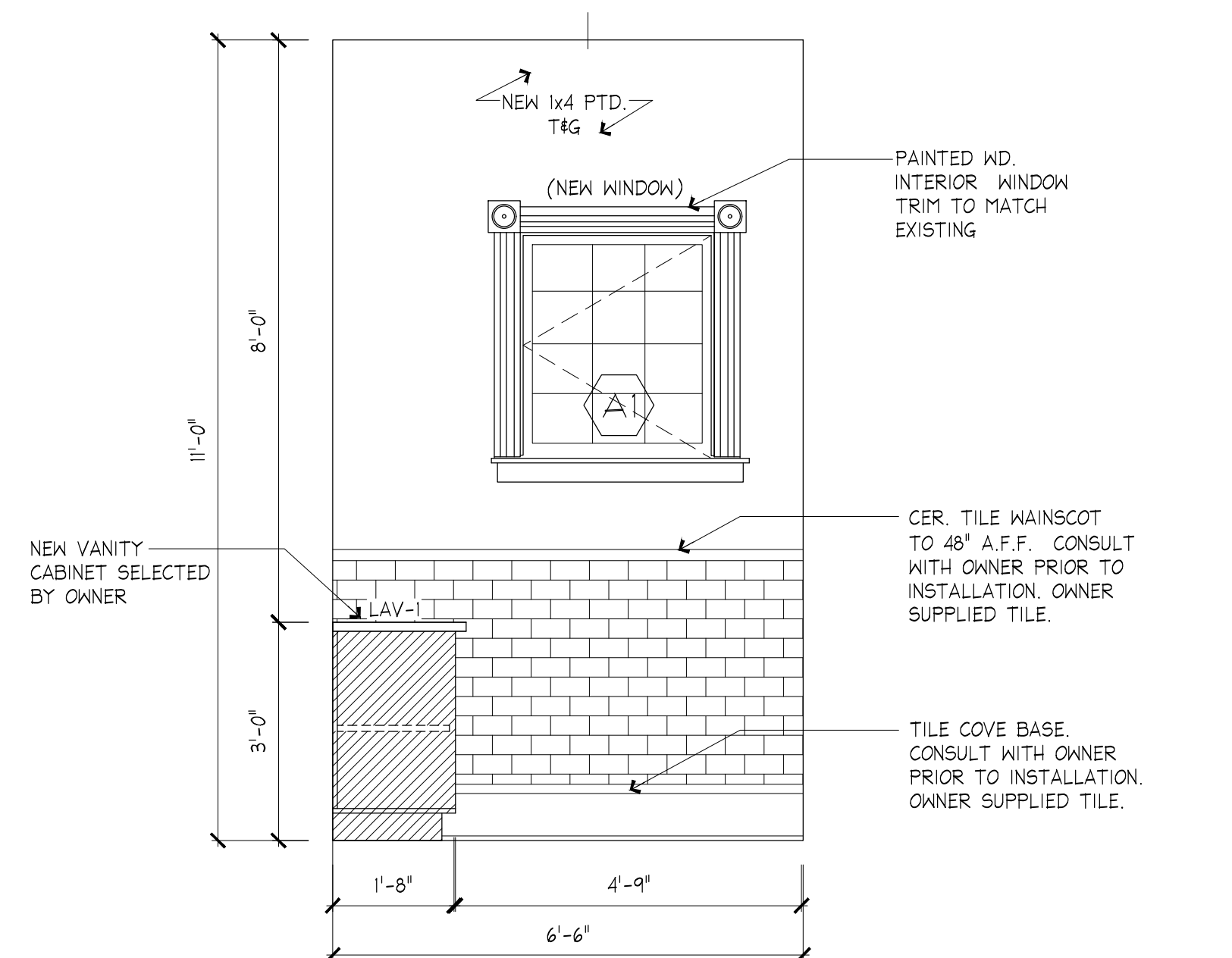


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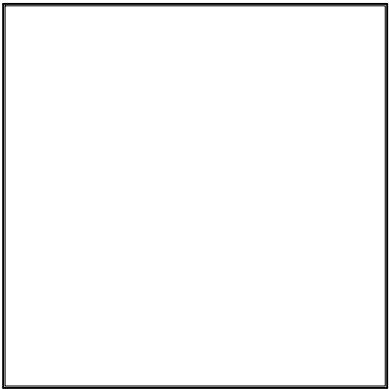
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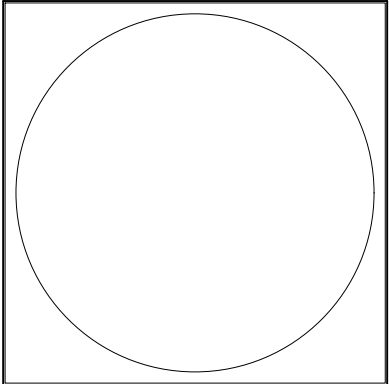
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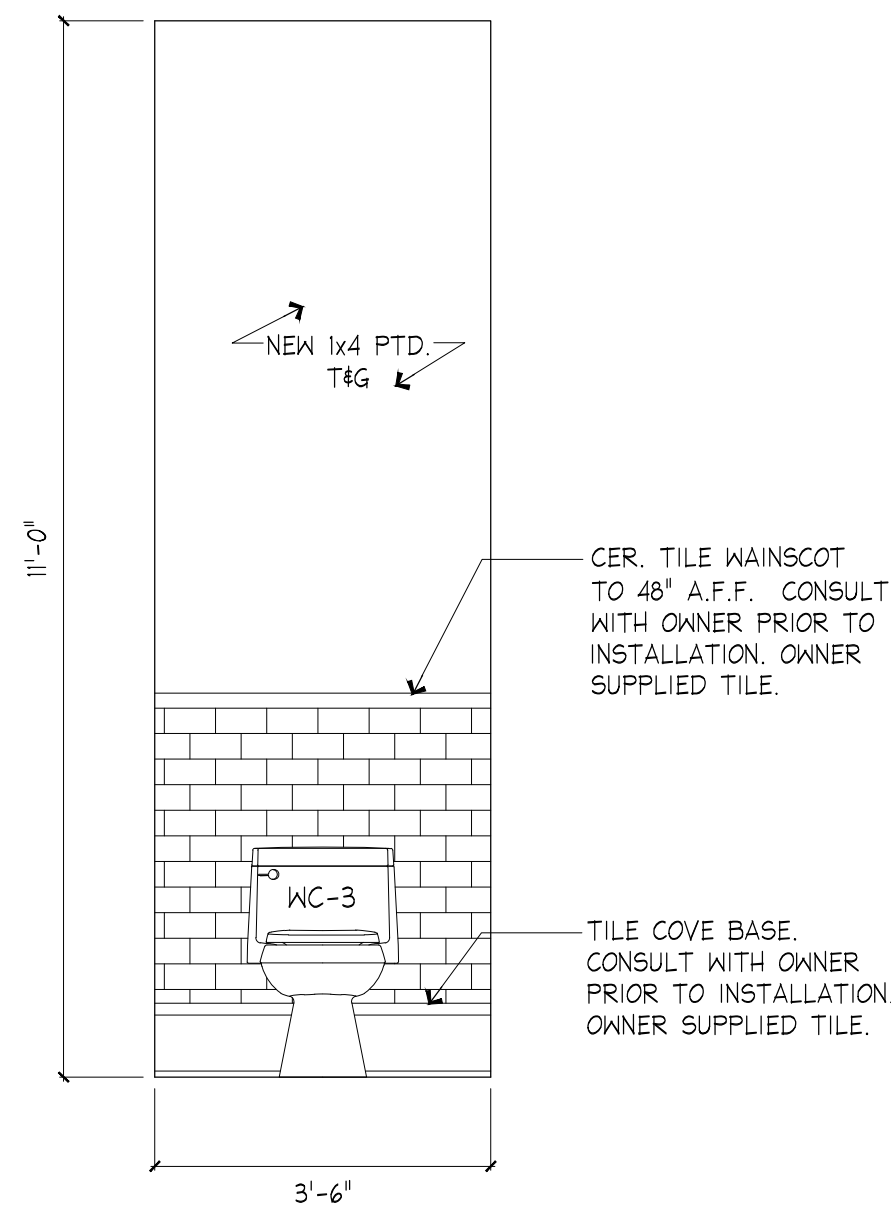


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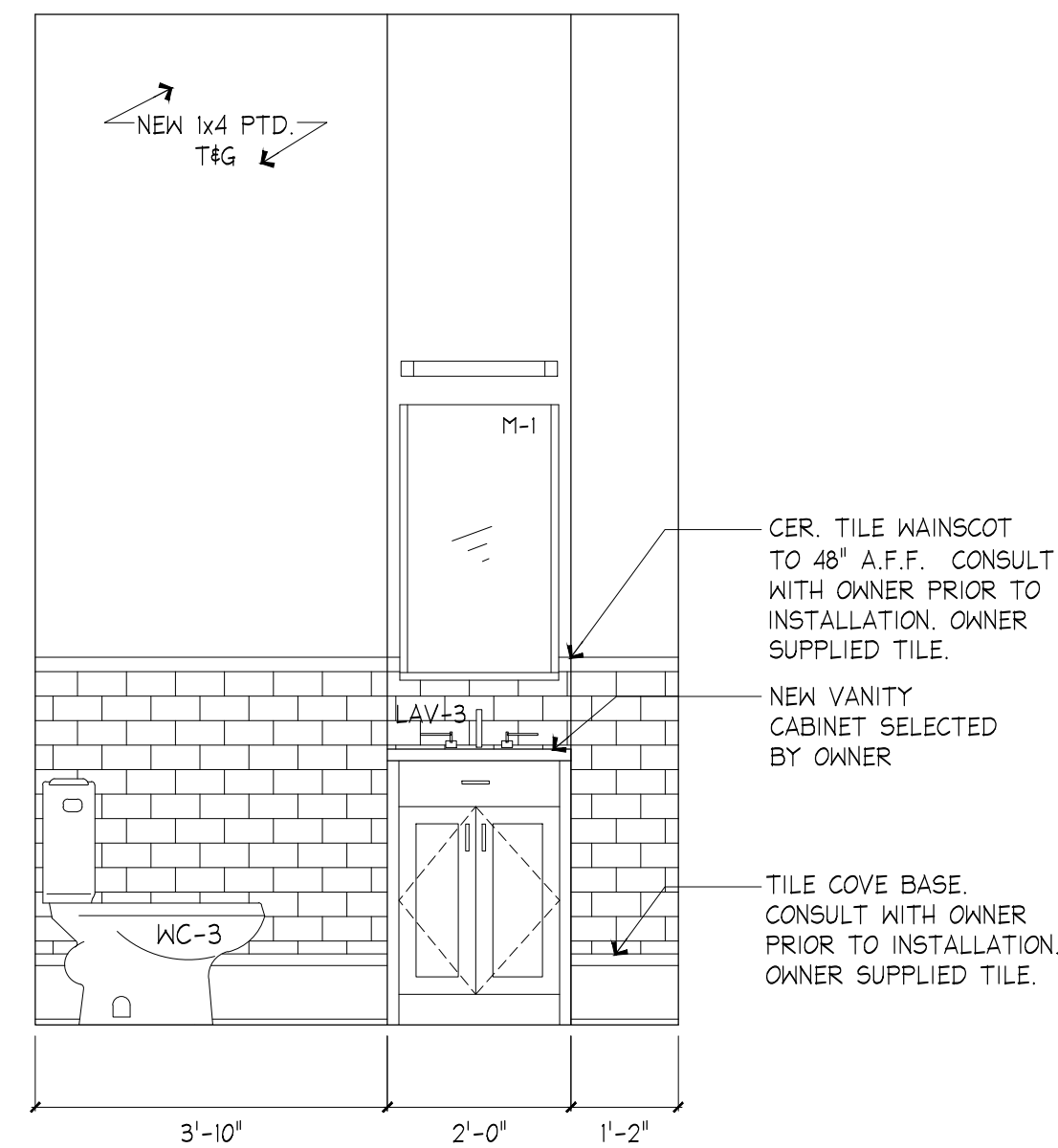
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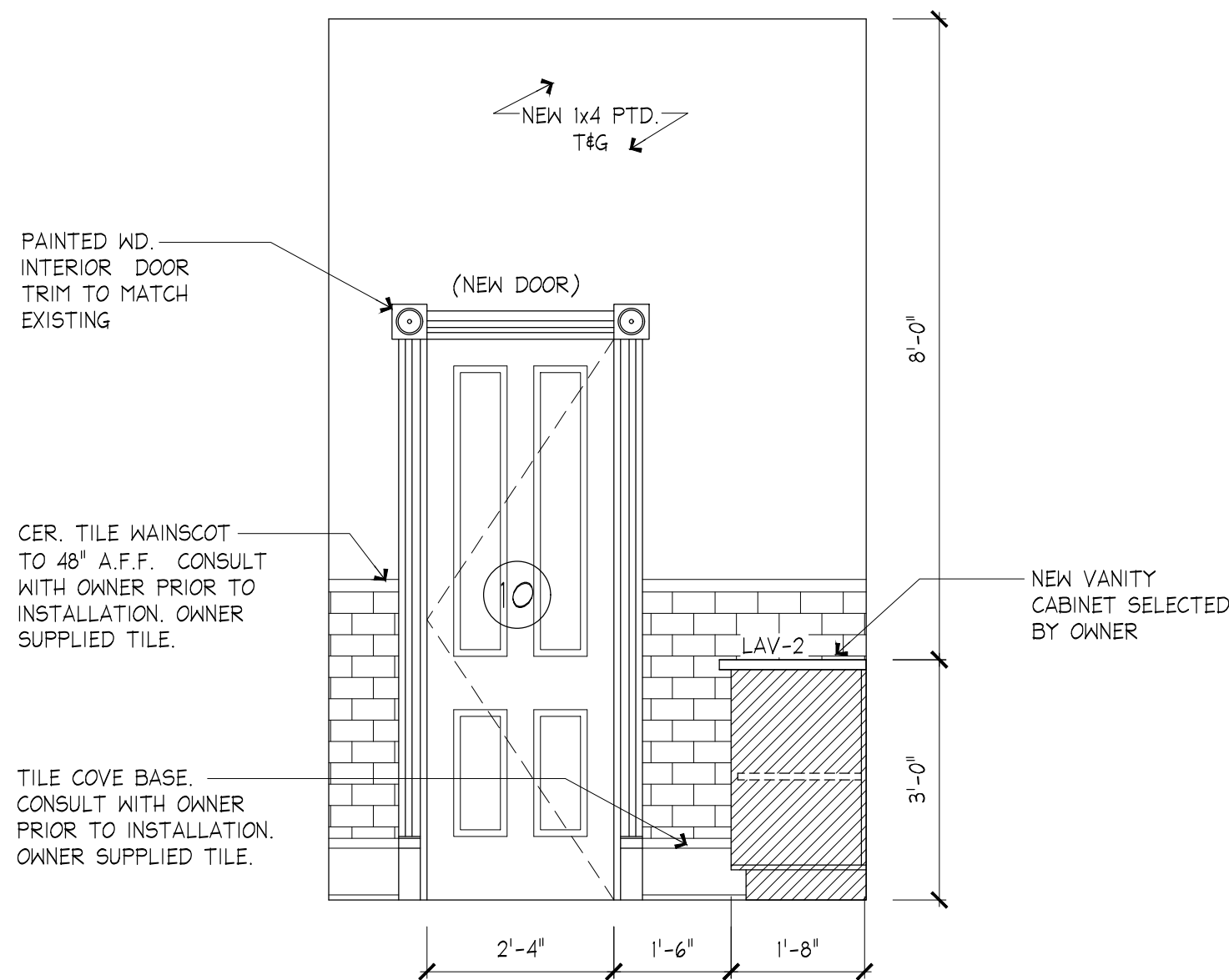
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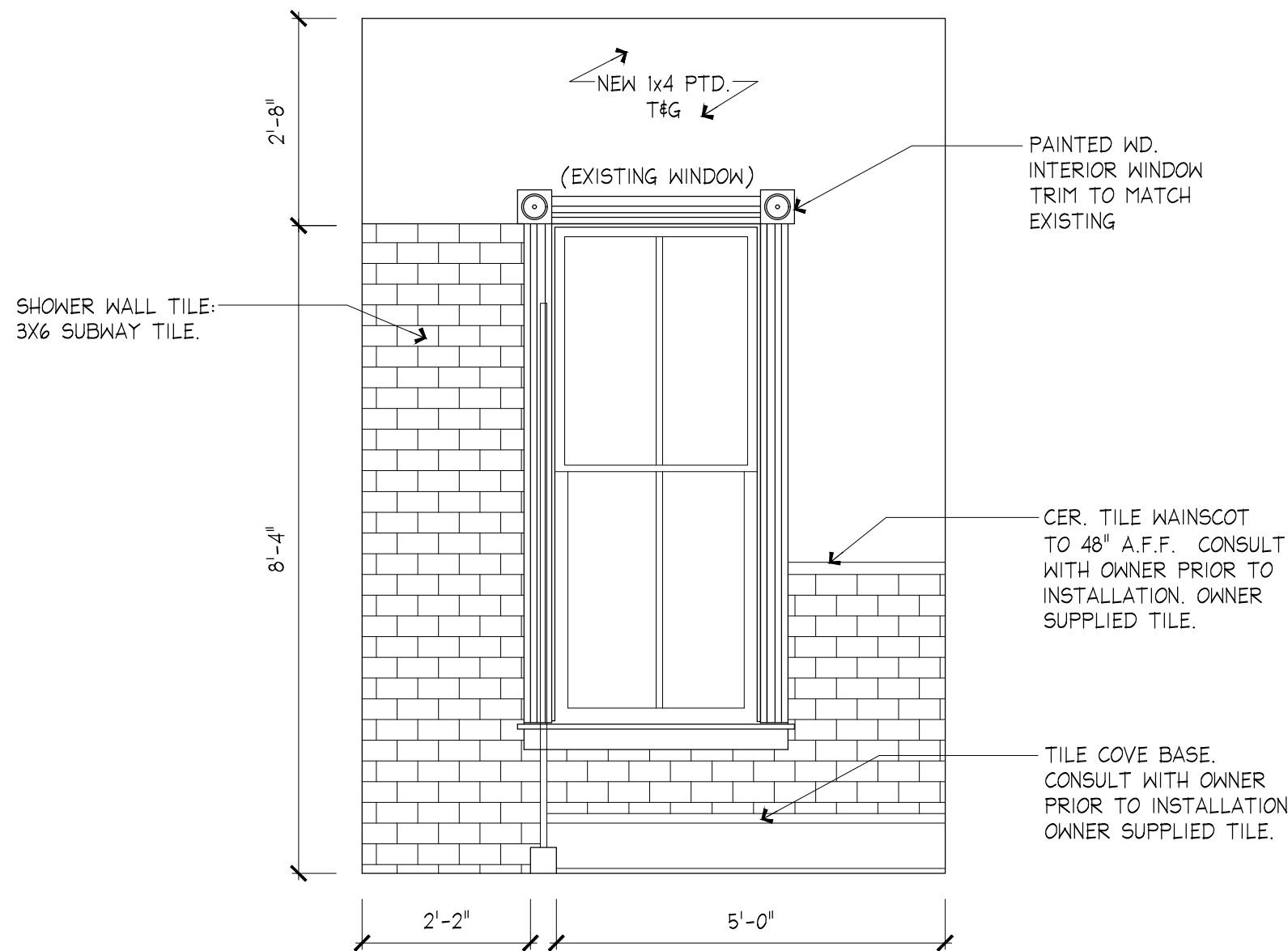
5 POWDER ROOM SOUTH INTERIOR
ELEVATION
SCALE: 1/2"=1'-0"



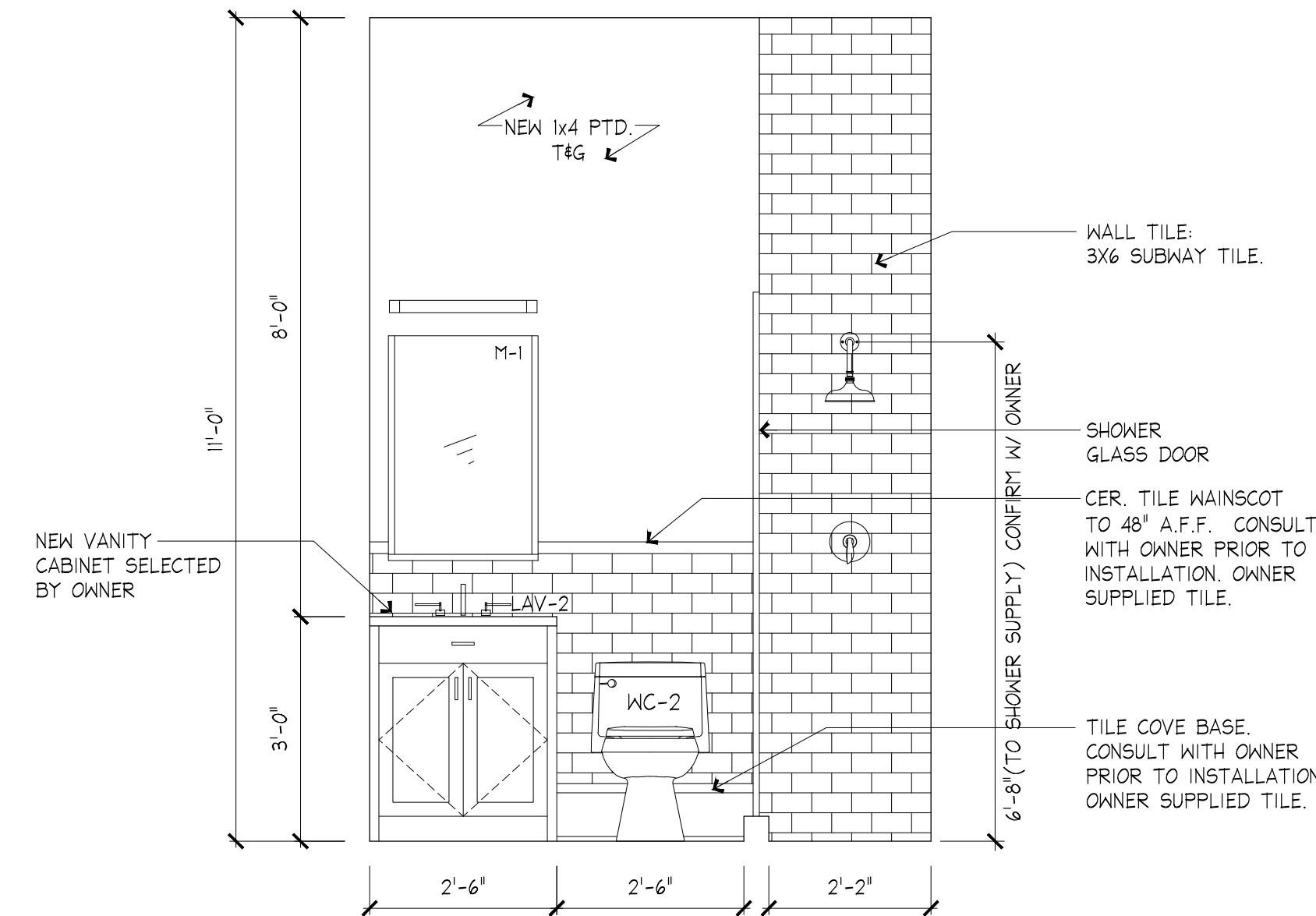
4 POWDER ROOM WEST INTERIOR
ELEVATION
SCALE: 1/2"=1'-0"



3 BATHROOM #1 WEST INTERIOR
ELEVATION
SCALE: 1/2"=1'-0"

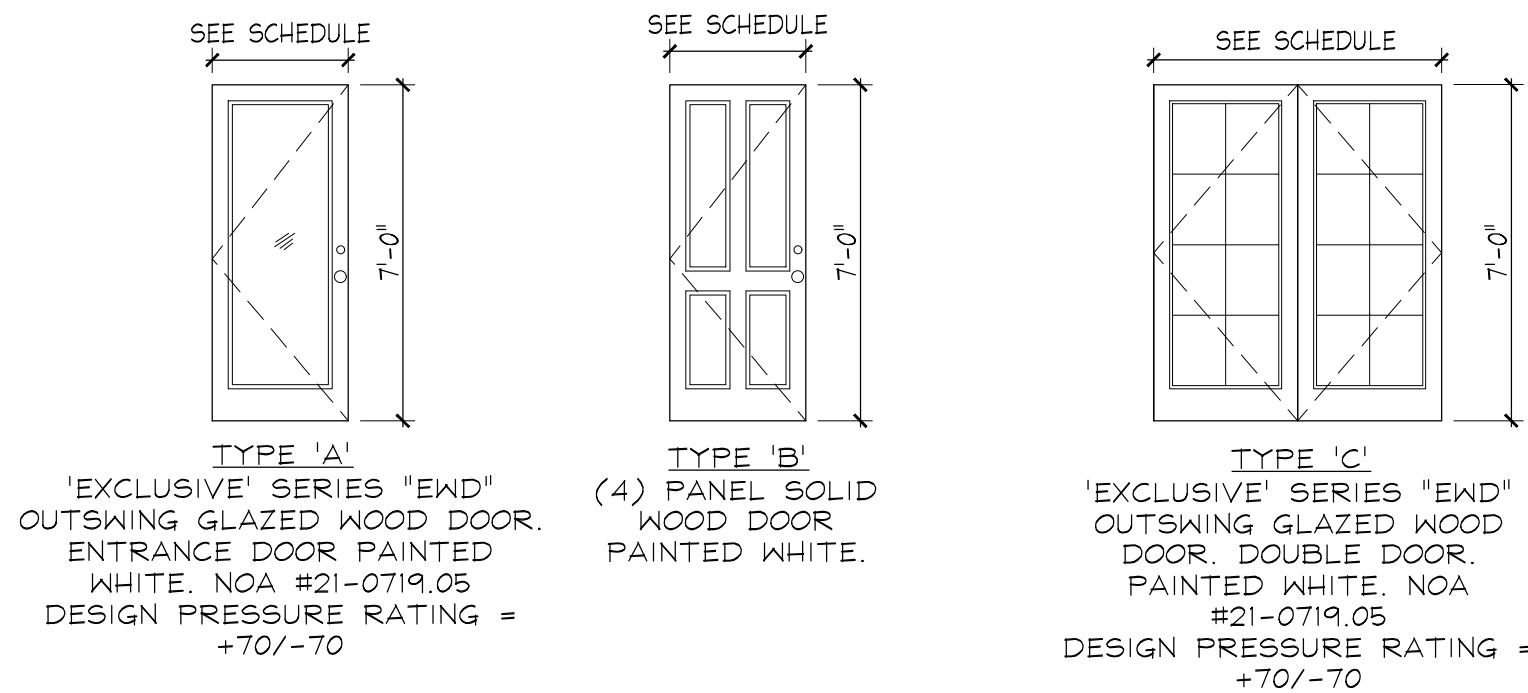


2 BATHROOM #1 SOUTH INTERIOR
ELEVATION
SCALE: 1/2"=1'-0"



1 BATHROOM #1 NORTH INTERIOR
ELEVATION
SCALE: 1/2"=1'-0"

DOOR SCHEDULE -MAIN HOUSE											HARDWARE SETS	
NO.	TYPE	SIZE			MATERIAL	FINISH	GLAZING	FRAMES		DETAILS		REMARKS
		W.	H.	T.				MATERIAL	FINISH			
1	A	3'-0"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	ENTRY DOOR	
2	B	2'-10"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	--	
3	B	2'-10"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
4	B	2'-4"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
5	B	2'-6"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
6	A	2'-10"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	BACK DOOR	
7	B	2'-10"	7'-0"	1-3/4"	WOOD	PAINTED	IMPACT	WOOD	PAINTED	--	--	
8	B	2'-4"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	--	
9	B	2'-6"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	--	
10	B	2'-4"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	--	
11	C	6'-0"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	--	
12	B	2'-6"	7'-0"	1-3/4"	WOOD	PAINTED	NONE	WOOD	PAINTED	--	--	



DOOR NOTES:

1. CONFIRM DOOR ORDER WITH OWNER AND ARCHITECT PRIOR TO ORDERING.
2. CONFIRM ALL EXISTING ROUGH OPENING SIZES PRIOR TO ORDERING.
3. OWNER TO SELECT ALL HARDWARE.
4. GIVE ALL EXISTING DOORS.

WINDOW SCHEDULE -MAIN HOUSE							
MARK	SIZE		MANUFACTURER	CATALOG NO.	MATERIAL	FINISH	REMARKS
	WIDTH	HEIGHT					
A1	EXISTING WINDOW	EXISTING WINDOW	EXISTING WINDOW	--	WOOD	WHITE	1. COMPLY WITH ALL FLORIDA PRODUCT APPROVAL AND NOA INSTALLATION SPECIFICATIONS. INSTALL 'WINDOW/DOOR WRAP' AT ALL EXTERIOR OPENINGS PRIOR TO INSTALLATION.
A2	2'-6"	4'-4"	JELDWEN (DOUBLE HUNG)	--	WOOD	WHITE	
A3	2'-7"	3'-0"	JELDWEN (CASEMENT)	--	WOOD	WHITE	2. CONFIRM ALL SELECTIONS WITH OWNER & ARCHITECT PRIOR TO ORDERING.
SEE SCHEDULE MARK A1 REPAIR ALL EXISTING WINDOWS (TOP AND BOTTOM SASHES) AND SASH WEIGHT SYSTEMS AS REQUIRED (ROT, DAMAGE, MUNTINS, ETC.). ENSURE BOTTOM SASH IS OPERABLE. NOTIFY ARCHITECT FOR INSPECTION OF WINDOWS W/ SEVERE DETERIORATION SEE SCHEDULE MARK A2 JELD-WEN CUSTOM WOOD WINDOW DOUBLE HUNG PAINTED WHITE. FIELD MEASURE ROUGH OPENINGS PRIOR TO ORDERING. FLORIDA PRODUCT APPROVAL #FL16899.1 RATED DESIGN PRESSURE OF +50/-65 SEE SCHEDULE MARK A3 JELDWEN CUSTOM COLLECTION WOOD CASEMENT WINDOW PAINTED WHITE. FLORIDA PRODUCT APPROVAL #FL16899.1 RATED DESIGN PRESSURE OF +50/-50							

ROOM FINISH SCHEDULE								(CONFIRM ALL SELECTION W/ OWNER PRIOR TO ORDERING)		
NO.	ROOM NAME	FLOOR	BASE	WALLS				CEILING	CLG. HT.	REMARKS
				NORTH	EAST	SOUTH	WEST			
101	LIVING ROOM	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	11'-0"	ALL FINISHES SELECTED BY OWNER
102	MASTER BEDROOM	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	11'-0"	
103	MASTER BATHROOM	HEART PINE / TILE	PAINTED WOOD	TILE / IX4 T&G	TILE / IX4 T&G	TILE	TILE / IX4 T&G	NEW PAINTED IX4 T&G.	11'-0"	
104	HALLWAY	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	11'-0"	
105	BEDROOM #1	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	11'-0"	
106	BATHROOM #1	HEART PINE / TILE	PAINTED WOOD	TILE / IX4 T&G	IX4 PTD T&G	TILE / IX4 T&G	TILE	NEW PAINTED IX4 T&G.	11'-0"	
107	POWDER ROOM	HEART PINE / TILE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	11'-0"	
108	DINING ROOM	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	11'-0"	✓
109	KITCHEN	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	11'-0"	
110	LAUNDRY/PANTRY	HEART PINE	PAINTED WOOD	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	IX4 PTD T&G	NEW PAINTED IX4 T&G.	8'-6"	
111	COVERED DECK (BACK)	HEART PINE	N/A	N/A	TILE / IX4 T&G	IX4 PTD T&G	N/A	EXIST. PAINTED IX4 T&G.	8'-8"	
112	COVERED DECK (FRONT)	HEART PINE	N/A	TILE / IX4 T&G	N/A	N/A	IX4 PTD T&G	EXIST. PAINTED IX4 T&G.	8'-8"	

ROOM FINISH NOTES

- 1 FLOOR AND WALLS AT SHOWER LOCATION TO BE TILE SELECTED BY OWNER, OVER 1/2" CEMENTITIOUS BOARD.

LIGHTING FIXTURE SCHEDULE					CONFIRM SELECTIONS WITH OWNER / ARCHITECT PRIOR TO ORDERING.	
TYPE	DESCRIPTION	MANUFACTURER AND CATALOG NUMBER		LAMPS	REMARKS	
A	RECESSED LED	HALO H991CAT 4" INSULATED 'AIR-TIGHT' RECESSED HOUSING WITH HALO RL460WH927PK LED INSERTS.			TRIM OPTIONS SELECTED BY OWNER. UL WET LISTED TRIM REQUIRED AT WET LOCATIONS AND AT EXTERIOR.	
B	WALL MOUNTED				SELECTED BY OWNER. UL WET LISTED TRIM REQUIRED AT WET LOCATIONS AND AT EXTERIOR.	
C	CEILING FAN				SELECTED BY OWNER	
D	CEILING MOUNTED				SELECTED BY OWNER	
EH	EXHAUST FAN				SELECTED BY OWNER	
F	LED STRIP LIGHT				SELECTED BY OWNER	

PLUMBING FIXTURES SCHEDULE				NOTES: CONTRACTOR TO INSTALL ALL OWNER PROVIDED FIXTURES. PLOMERY CONTRACTOR TO PROVIDED REQ'D VALVES.	
MARK	FIXTURE	MFR./CATALOG NO.		REMARKS	
S-1	SHOWER HEAD	ALL PLUMBING FIXTURES SELECTED BY OWNER		-	
S-1	VALVE SHOWER			-	
S-2	SHOWER HEAD			-	
S-2	VALVE SHOWER			-	
LAV-1	SINK			-	
LAV-1	FAUCET SINK			-	
LAV-2	SINK			-	
LAV-2	FAUCET SINK			-	
LAV-3	SINK			-	
LAV-3	FAUCET SINK			-	
LAV-4	SINK			-	
LAV-4	FAUCET SINK			-	
WC-1	WATER CLOSET			-	
WC-2	WATER CLOSET			-	
WC-3	WATER CLOSET			-	
KS-1	SINK			-	
KS-1	SINK FAUCET			-	

APPLIANCE SCHEDULE (CONFIRM ALL SELECTION W/ OWNER PRIOR TO ORDERING)							
MARK	APPLIANCE	MANUFACTURER	MODEL	DIMENSIONS			REMARKS
				H	W	D	
REF	REFRIGERATOR/FREEZER						ALL APPLIANCES SELECTED BY OWNER
RO	30" RANGE						
DW	DISHWASHER						
MW	DRAWER MICROWAVE						
GD-I	GARBAGE DISPOSAL						
W/D	WASHER/DRYER						
KH	KITCHEN HOOD						

NOTE: CONTRACTOR TO INCLUDE INSTALLATION COSTS OF ALL APPLIANCES. INCLUDING COORDINATION WITH SUB- CONTRACTORS.

- NOTES:
1. REFER TO CUT SHEETS FOR ELECTRICAL, VENTILATION AND PLUMBING REQUIREMENTS.
 2. CONTRACTOR TO PROVIDE AND INSTALL ALL ELECTRICAL, VENTILATION AND PLUMBING CONNECTIONS AS REQUIRED FOR COMPLETE FUNCTIONAL SYSTEMS.
 3. ASSUME NOTHING. IF YOU HAVE ANY QUESTIONS ABOUT OWNER PREFERENCES FOR THE STYLE, SIZE, COLOR, WIDTH, ETC. ETC. OF ANY OF THESE APPLIANCES CONSULT WITH OWNER.
 4. CONFIRM ALL APPLIANCES WITH OWNER BEFORE PURCHASE.

NOTE: CONTRACTOR TO INCLUDE INSTALLATION COSTS OF ALL APPLIANCES. INCLUDING COORDINATION WITH SUB- CONTRACTORS.

BATHROOM ACCESSORY SCHEDULE				
MARK	FIXTURE	MFR./CATALOG NO.	QTY	REMARKS
M-1	MIRROR	ASSUME (1) PER BATHROOM AT ALL BATHROOMS	--	OWNER SUPPLIED. PROVIDE BACKING AS REQUIRED FOR INSTALLATION
TP-1	TP HOLDER	ASSUME (1) EACH BATHROOM.	--	OWNER SUPPLIED. PROVIDE BACKING AS REQUIRED FOR INSTALLATION
TB-1	TOWEL BAR	ASSUME (2) EACH BATHROOM.	--	OWNER SUPPLIED. PROVIDE BACKING AS REQUIRED FOR INSTALLATION
RH-1	ROBE HOOK	ASSUME (1) EACH BATHROOM.	--	OWNER SUPPLIED. PROVIDE BACKING AS REQUIRED FOR INSTALLATION

121 N 3RD STREET
FERNANDINA BEACH, FLORIDA

410 Angela Street
Key West, Florida 33040
Telephone (305) 296-1347
Facsimile (305) 296-2727
Florida License AAC002022

Bender & Associates
ARCHITECTS
p.a.

Project N° : 2134
Date: 09/23/2022

A11



4 EXISTING STREET VIEW OF 121 N 3RD ST.



3 EXISTING NORTH VIEW OF 121 N 3RD ST.



2 EXISTING WEST VIEW OF 121 N 3RD ST.



2 EXISTING SOUTH VIEW OF 121 N 3RD ST.

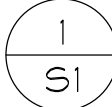
127 N 3RD STREET
FERNANDINA BEACH, FLORIDA

410 Angela Street
Key West, Florida 33040
Telephone (305) 296-1347
Facsimile (305) 296-2727
Florida License AAC002022

Bender & Associates
ARCHITECTS
p.a.

Project No. 2134
Date: 09/22/2022

A12



SCALE: $1/4"=1'-0"$



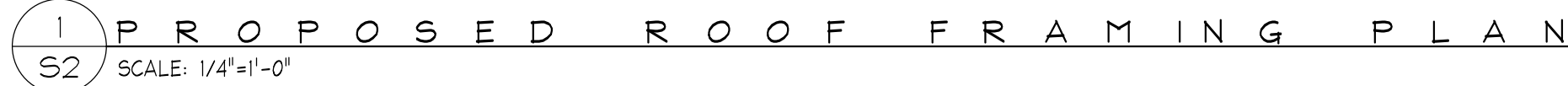
410 Angela Street
Key West, Florida 33040
Telephone (305) 296-1347
Facsimile (305) 296-2727
Florida License AAC002022

Bender & Associates
ARCHITECTS
p.a.

Project N° : 2134

Date: 09/23/2001

S1



Bender & Associates
ARCHITECTS
p.c.

S2



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00255
Recorder # 92
Field Date 3-20-07
Form Date 3-30-07
FormNo 200703
FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) Bell House 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
121	North	3rd	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 Queen Anne (Revival) Other Style _____
Exterior Plan Irregular Other Exterior Plan _____
Number of Stories 1
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) _____ >> Hip
Other Roof Type(s) _____
Roof Material(s) _____ >> Composition shingles
Other Roof Material(s) _____
Roof Secondary Structure(s) (dormers etc) _____ >> Cross gable
Other Roof Secondary Structure(s) polygonal bay
Number of Chimneys _____
Chimney Material _____
Other Chimney Material(s) _____
Chimney Location(s) _____

HISTORICAL STRUCTURE FORM

8NA00255

DESCRIPTION (continued)

Window Descriptions 1/1, 2/2

Main Entrance Description (stylistic details) _____

Porches: #open 1 #closed _____ #incised _____ Location(s) east

Porch Roof Types(s) hip

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Good

Structure Surroundings

Commercial: _____ Residential: ALL this category

Institutional: _____ Undeveloped: _____

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

Archaeological Remains (describe): _____

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

Narrative Description (optional) _____

HISTORY

Construction year 1900

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

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

Structure Use History

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

Other Structure Uses _____

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

RESEARCH METHODS

Research Methods _____

>> FL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

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

8NA00255

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

SHPO's Evaluation of Resource

Date _____

FMSF Staffer: _____

Computer Entry Date: 5/6/07

Form Comments: _____

REQUIRED PAPER ATTACHMENTS

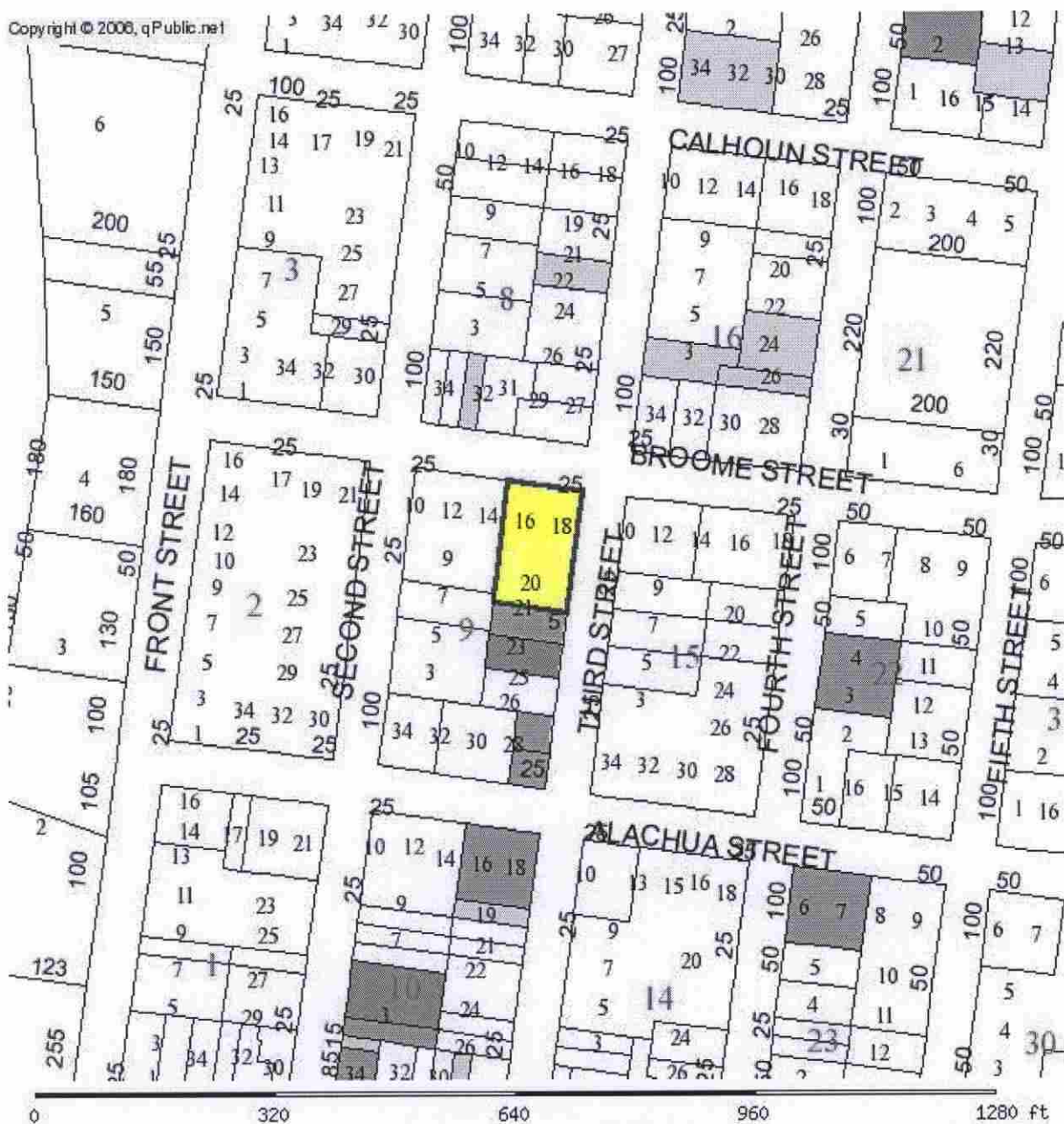
- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

NA00255-200703

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
Wood shingles
- > **Roof types:**
Hip
- > **Roof materials:**
Composition shingles
- > **Roof secondary structures (dormers etc):**
Cross gable
Other
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1900;
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local tax records
Pedestrian
- > **Area(s) of historical significance:**
Community planning & development
- > **Repositories: Collection/Housed/Accession#/Describe**
- > **[Other name(s)]:**

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PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0009-0150
GIS CALCULATED ACREAGE	0.37
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	SINTES HELEN O & FRANK JR
Mailing Address	P O BOX 485 FERNANDINA BEACH, FL 320350485
Situs/Physical Address	121 N 3RD ST
2006 PROPOSED VALUES	
Land Value	120,000
Ag Land Value	0



92

NA
255

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

FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. **8 NA 255**

SITE NAME: 121 N. 3rd St.
ADDRESS OF SITE: 121 N. 3rd St.
INSTRUCTION FOR LOCATING: N/A

SURVEY DATE: 09/30/85

LOCATION: City of Fernandina Beach 9 21
Subdivision Name Block No. Lot No.

COUNTY: Nassau

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME: Chagan, Thomas J. Jr./Helen Chagan Sinte

ADDRESS: Fernandina Beach, FL 32034

ADDRESS:

TYPE OF OWNERSHIP: private

RECORDING DATE: / /

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

ADDRESS: P. O. Box 1002

St. Augustine, FL 32084

CONDITION OF SITE: INTEGRITY OF SITE:
Check One Check one or more

x EXCELLENT
GOOD
FAIR
DETERIORATED

x ALTERED
UNALTERED
ORIGINAL SITE
RESTORED: / /
MOVED: / /

ORIGINAL USE pvt.residence
PRESENT USE pvt.residence
DATES c.+ 1903
CULTURE/PHASE American
PERIOD: 20th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING

TRANSPORTATION

DEVELOPMENT

FILL

DETERIORATION

DREDGE

BORROWING

OTHER (See Remarks Below)

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

See Continuation Sheet

RECORD NUMBER

13

ARCHITECT:

BUILDER: Bell Brothers

STYLE AND/OR PERIOD: Queen Anne cottage

PLAN TYPE: irregular

EXTERIOR FABRIC(S): wood: weatherboard

STRUCTURAL SYSTEM(S): wood frame: balloon

PORCHES: E&S/1-story veranda, 4-bay, access from E, 2nd bay; S.
3rd bay, turned posts/balustrades; jigsaw branches, center gable
ORIENTATION: E

FOUNDATION: piers: brick, lattice

ROOF TYPE: hip #
gable

SECONDARY ROOF STRUCTURE(S): cross gable

CHIMNEY LOCATION: N: center: ridge # W: offset: rear slope

WINDOW TYPE: DHS, 1/1, wood; paired

CHIMNEY: brick

ROOF SURFACING: composition shingles: butt

ORNAMENT EXTERIOR: wood

NO. OF CHIMNEYS 2

NO. OF STORIES 1

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

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

PHOTOGRAPHIC RECORDS NUMBERS:

121 N. ^{3d}~~2nd~~ St. is located within a subdivision known as the City of Fernandina. The subdivision was laid-out on a series of Spanish land grants acquired by Domingo Fernandez, a ships captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed c. 1903 121 N. 3rd St. is a one-story, Queen Anne cottage. It is noteworthy for its hipped roof, the ornamentation on its verandah and cross gables. It was built by James Bell.

Several builders made noteworthy contributions to the architectural heritage of Fernandina during the late nineteenth and early twentieth centuries. The Bell Brothers, for example, designed and constructed many of the finest residences in the city. James and William Bell were harbor pilots. Like most harbor pilots, they had sideline businesses. The Bells were master builders. They purchased real estate and constructed some of the city's finest homes for themselves and others. James Bell constructed the Captain's House at 212 Estrada Street in Old Town. He later sold it to Captain Robert Downes, another harbor pilot. At about the same time he built a residence for W. A. Mahoney at 303 South Eighth Street. In 1888 William Bell purchased a lot at the northeast corner of Beech and South Eighth and in 1889 completed his own home, now known as the C-House. In 1900 William purchased lots at the northwest corner of South Eighth and Beech Streets. By 1903 he had constructed 131 South Eighth and by the following year 125 South Eighth. In 1902 James purchased the lot at 121 North Third Street and built a Queen Anne cottage as his home. Two years later William Bell completed another fine residence at 130 South Seventh Street. Around 1907, William constructed the last of the Bell houses, a residence for his son, Howard, at 714 Beech Street. James Bell died in 1903, and his brother William in 1915. The twin brothers are buried in the Episcopal Cemetery, their graves symbolically marked by identical tombstones.

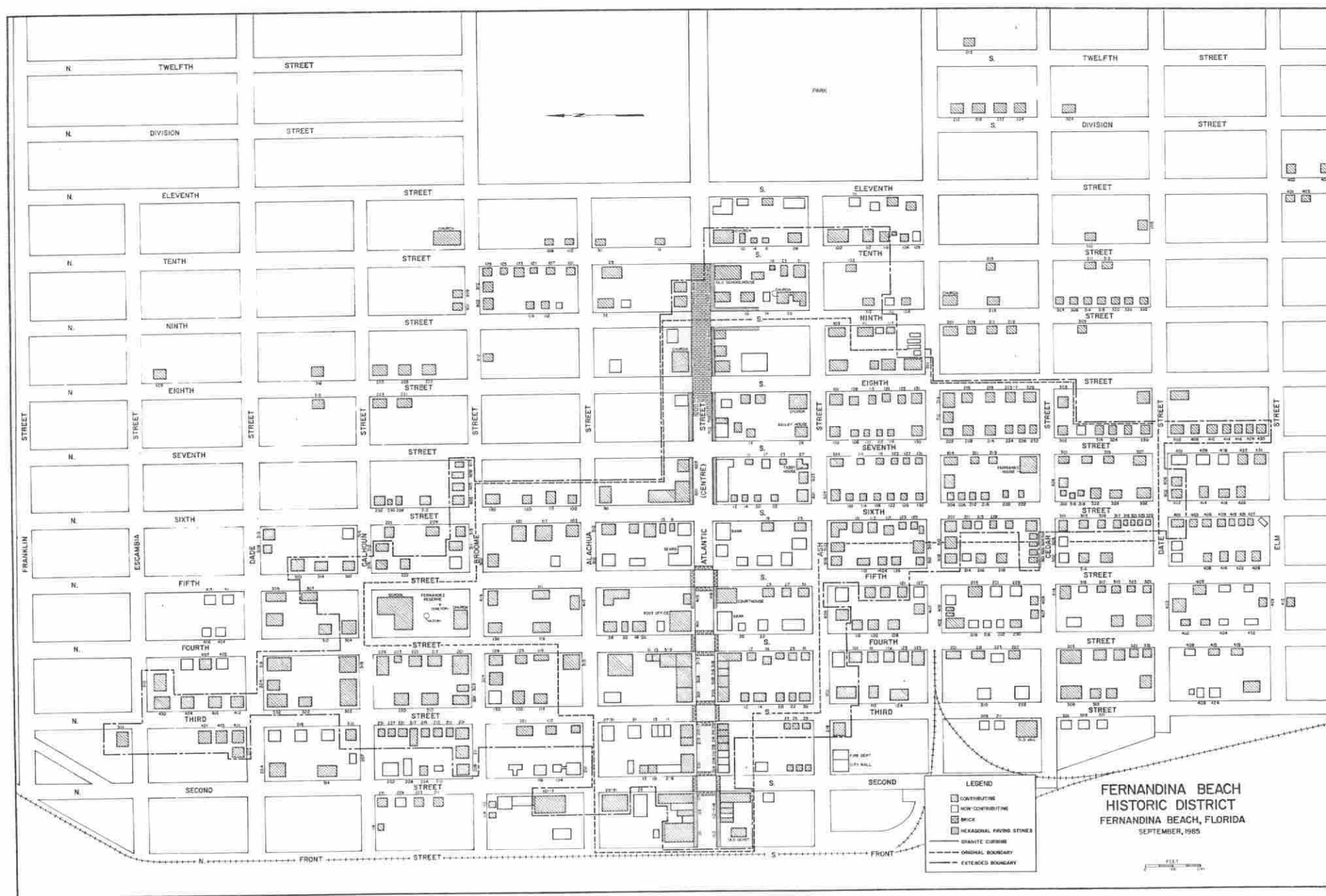
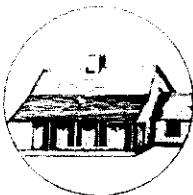


Figure 24

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site # **NA00255**
 Field Date 2-1-2018
 Form Date 2-1-2018
 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) Bell House 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: 121 N 3rd Street Type Street Suffix Direction _____
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name FERNANDINA BEACH USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown County Nassau
 Township 3N Range 28E Section 21 1/4 section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1800-0009-0190 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: 1900 ☒ 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 Some windows
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Rear gable extension
 Architect (last name first): _____ Builder (last name first): Bell, James
 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 Queen Anne (Revival) Exterior Plan Irregular Number of Stories 1
 Exterior Fabric(s) 1. Weatherboard 2. Wood shingles 3. _____
 Roof Type(s) 1. Hip 2. _____ 3. _____
 Roof Material(s) 1. Composition shingles 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. Cross gable 2. _____
 Windows (types, materials, etc.) 1/1 & 2/2 DHS, wood, paired

Distinguishing Architectural Features (exterior or interior ornaments) Decorative jig saw cut brackets; cut away bay gable projection

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

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. 0 Chimney Material(s): 1. _____ 2. _____ 3. _____
 Structural System(s): 1. Balloon wood frame 2. _____ 3. _____
 Foundation Type(s): 1. Piers 2. _____
 Foundation Material(s): 1. Brick 2. _____
 Main Entrance (stylistic details) Half light door

Porch Descriptions (types, locations, roof types, etc.) Entry/SE, open, shed, gable dormer, turned supports & balustrade

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. Architecture 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) HDCSA2022-0197 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 06/16/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 07/18/2022
Status: Approved	Square Feet: 0.00	Completed: 06/17/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval Expire Date: 06/19/2023

Description: Certificate of Approval (COA) repair deteriorated wood lap siding, replace front porch decking, replace crawl space lattice, install pavers for driveway, ad repaint exterior
11/1/2022 Revision to COA for change of paint colors:
BEHR PPU2-02 - "Red Pepper" - door
BEHR MQ3-41 - "Moongaze" - trim
BEHR M290-1 - "Thickened Cream" - siding

Parcel: 00-00-31-1800-0041-0062 Main	Address: 121 S 8Th St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
---	---	---

Owner	Applicant
ESTUARIO LLC	ESTUARIO LLC
121 S 8th ST	121 S 8th ST
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
Business: 7862029175	Business: 7862029175

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00021417	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00021417		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0226 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 10/24/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 11/23/2022
Status: Approved	Square Feet: 0.00	Completed: 11/08/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval
Description: Certificate of Approval (COA) to repair brick foundation piers, in-kind.		Expire Date: 11/08/2023

Parcel: 00-00-31-1800-0037-0070 Main	Address: 11 S 7Th St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
---	--	---

Owner	Applicant
Ruth E. Maestre & Paul A. Lore	Ruth Maestre
(JT/RS)	11 S 7th ST
11 S 7th ST	Fernandina Beach, FL 32034
Fernandina Beach, FL 32034	
Mobile: 7346576295	

Note	Created By	Date and Time Created
1. email sent for payment reminder	Sylvie McCann	11/01/2022

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024420	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00024420		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0228 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 10/26/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 11/25/2022
Status: Approved	Square Feet: 0.00	Completed: 11/01/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval
Description: Certificate of Approval (COA) to paint a exterior wall to match existing.		Expire Date: 11/01/2023

Parcel: 00-00-31-1800-0042-0012 Main	Address: 702 Centre St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
---	--	---

Owner Eileen Shannon Moore & Stewart B. Ira Co-Trustees of Eileen S. Moore Rev Trust 208 South 7th street S 7th Fernandina Beach, FL 32034 Mobile: 9045565722	Applicant Eileen S Moore 208 S 7th ST S Fernandina Beach, FL 32034 Mobile: 904-556-5722
--	--

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024453	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00024453		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0229 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 10/26/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 11/25/2022
Status: Approved	Square Feet: 0.00	Completed: 11/01/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval Expire Date: 11/01/2023
Description: Certificate of Approval (COA) to repair/repoint chimney		

Parcel: 00-00-31-1800-0040-0012 Main	Address: 208 S 7Th St Main Fernandina Beach, FL 32034	Zone: R-2(Medium Density Residential)
---	---	--

Owner Eileen S. Moore Revocable Trust (Eileen & Stewart IRA Trustees) 208 S 7th ST Fernandina Beach, FL 32034	Applicant Eileen S Moore 208 S 7th ST S Fernandina Beach, FL 32034 Mobile: 904-556-5722
---	--

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024454	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00024454		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0231 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 10/31/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 11/30/2022
Status: Approved	Square Feet: 0.00	Completed: 11/01/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval Expire Date: 11/01/2023
Description: Certificate of Approval (COA) to repair/replace deteriorated handrail with in-kind material, board for board, and repaint exterior ("Touch of Gray" 2116-60)		

Parcel: 00-00-31-1800-0127-0070 Main	Address: 315 S 7Th St Fernandina Beach, FL 32034 Main	Zone: R-2(Medium Density Residential)
---	---	--

Applicant Jean Goulden 111 S 6th Fernandina Beach, FL 32034 Mobile: 9785010968	Owner Jean Goulden 111 S 6th ST Fernandina Beach, FL 32034 Home: 978-501-0968	Agent James Companion 97292 Pirates Point Rd Yulee, FL 32097 Business: 9047531675 Mobile: 9044910161
---	--	--

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024518	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00024518		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0232 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 11/02/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 12/02/2022
Status: Approved	Square Feet: 0.00	Completed: 11/17/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval Expire Date: 11/17/2023

Description: Certificate of Approval (COA) to replace caulk around all windows and door perimeters; repoint all unpainted masonry with type N mortar; repair and repaint cracks in painted brick stucco and concrete walls; repair and repaint all wood elements; bondo, seal and paint all metal cladding.

Parcel: 00-00-31-1800-0014-0270 Main	Address: 317 Centre St Fernandina Beach, FL 32034 317 Centre St Fernandina Beach, FL 32034 1 N 4Th St Main Fernandina Beach, FL 32034	Zone: C-3(Central Business District)
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Owner Georgianne Grubner Mobile: 904-277-0665	Owner Swan Building LP 41 Ocean Club DR Fernandina Beach, FL 32034	Agent PDQ Property Management, LLC 501 CENTRE ST Suite 116 FERNANDINA BEACH, FL 32034 Business: 9044327120
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Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024532	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00024532		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2022-0233 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 11/09/2022
Work Class: HDC Staff Review	District: Default	Exp Date: 12/09/2022
Status: Approved	Square Feet: 0.00	Completed: 11/28/2022
Valuation: \$0.00	Assigned To: Salvatore Cumella	Approval Expire Date: 11/28/2023
Description: Certificate of Approval (COA) to remove and replace shingle at porte cochere only with Owens Corning Architectural Shingles (Chateau Green).		

Parcel: 00-00-31-1800-0001-0250 Main	Address: 19 N 2Nd St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
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Owner ROBERT MARTYN 19 s 2nd street Fernandina Beach, FL 32034	Contractor Domestic Design Roofing 9985 Hood RD Jacksonville, FL 32257 Business: 9043210248 Mobile: 9043710882	Applicant Domestic Design Roofing 9985 Hood RD Jacksonville, FL 32257 Business: 9043210248 Mobile: 9043710882
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Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024592	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00024592		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



Florida CLG Program Annual Report October 1, 2021 – September 30, 2022

Pursuant to the Florida CLG Guidelines C.2.e, Certified Local Governments are required to submit an annual report summarizing local activities over the previous reporting year. The answers provided better informs our office on how we can assist our CLG communities and work jointly to improve performance.

Community	City of Fernandina Beach
Submitted by	Salvatore J. Cumella, Preservation Planner
Date	November 14, 2022

This report is due by November 30, 2022.

Please submit the completed annual report form and related materials to this office, either electronically to:
CLG@dos.myflorida.com

Or via mail to:
Attn: Ruben A. Acosta
Survey and Registration Supervisor
R.A. Gray Building
500 S. Bronough Street
Tallahassee, FL 32399-0250

LOCAL LEGISLATION & COMMISSION

1. Were any amendments made to either the preservation ordinance or tax exemption ordinance?

Yes ☒

No ☐

A. If so, please explain the nature of these changes:

Local Historic District was expanded

2. Were any amendments made to the rules of procedure?

Yes ☐

No ☒

A. If so, please explain the nature of these changes:

Click or tap here to enter text.

Please provide a copy of the revised legislation, if applicable.

3. List all board members, their profession, and length of service on the board:

Name	Profession	Years of Service
Michael Spino	Knowledgeable/Interested Citizen	5 or more years
James Pozzetta	Architect	5 or more years
Tammi Kosack	Contractor	3-4 years
Froilan Esclusa	Architect	2-3 years
Timothy Poynter	Knowledgeable/Interested Citizen	1-2 years
Michael O'Donnell	Knowledgeable/Interested Citizen	1-2 years
Arlene Filkoff	Knowledgeable/Interested Citizen	Less than 1 year

Please include the resumes of any new board members.

PRESERVATION BOARD ACTIVITIES

4. Date and provider of last professional training session attended by Commission:

3/25/2022 – Annual Ethics Training

5. Date and time of regularly scheduled Commission meetings:

3rd Thursday of each month at 5:00 p.m.

6. Please provide the dates of all Commission meetings held between October 1, 2021, and September 30, 2022:

October 21, 2021 – December 16, 2021 – January 20, 2022 – February 17, 2022 – March 24, 2022 – April 21, 2022 – May 19, 2022 – June 16, 2022 – July 21, 2022 – August 18, 2022 – September 15, 2022.

Please submit all meeting minutes and agendas, if not previously submitted.

DESIGNATIONS

7. How many *individually listed* local designations are there in your community?

8

8. Please list each district in your jurisdiction – locally listed and National Register listed. Identify the year it was listed and the year that area was re-surveyed. If the district or historic resource inventory has not been updated, please use “N/A” as a response:

Name of District	Local or National Designation	Year of Designation	Year Updated
Downtown National Register District	National	1973	2018
Downtown Local Historic District (boundaries updated 1987, resurveyed in 1985, 2007, 2018)	Local	1975	2018
Old Town National Register Historic Site	National	1990	2018
Old Town Local Historic District	Local	1989	2018

9. Please list any new designations during the reporting period:

Name and Address of Property	Property Type	Date of Listing	FMSF Submitted
C.H. Huot 1882 Building/ “Standard Marine” 101 N. 2 nd Street	Building	02/15/2022	No, but will update 8NA0244 once rehab is complete
121 S. 9 th Street	Building	02/15/2022	No, but will update 8NA00504 now that move and rehab are complete.

815 Beech Street	Building	02/15/2022	Will update 8NA0110 with a batch of updates in 1 st quarter 2023
Macedonia A.M.E. Church 202 S. 9 th Street	Building	02/15/2022	Will update 8NA00521 with a batch of updates in 1 st quarter 2023

Please submit local designation reports for newly designated resources, if available.

10. Number of Florida Master Site File forms submitted during reporting period:

3 MSF #s created (NA01857 *Duryee Public Fountain*, NA01858 *Horse Trough & Carriage Steps*, & NA01859 *Courthouse Crane Fountain*). Reports are being created and will be submitted in first quarter of 2023.

11. How many COAs (Certificates of Appropriateness) reviewed during reporting period?

120

12. Number of Ad Valorem Tax exemption projects reviewed during reporting period (please indicate "N/A" if your community does not have an Ad Valorem Program):

0

13. National Register nominations reviewed by Commission during reporting period:

0

GRANT PROJECTS

14. DHR grant projects completed since last annual report: **1** - Small Matching Grant project

22h.2m.300.126 *"Historic Peck Center, a Rosenwald School Heritage Education Project"*

15. DHR grant projects applied for during reporting period: **1** - *"Fernandina Beach Center Street 3-D*

Laser Scanning and Historic District Design Guidelines Update Project"

SUPPLEMENTAL QUESTIONS

16. Are there any historic properties that you would like us to evaluate for National Register listing?
If so, please list property name and address.

204 Ash Street – City of Fernandina Beach City Hall

Constructed in 1904, the building has played a key role in our history as the seat of Fernandina's government. Built as a Firehouse/City Hall in 1904 with Richardsonian Romanesque influences, the building was dramatically altered during a major renovation in 1956. The building's exterior appearance and new additions were altered to reflect the Mid-Century Modern style that was being used on new civic buildings throughout the City. The building poses a unique challenge in interpretation and evaluation for inclusion as a contributing structure to the district in which it has been the hub of civic activity during the District's period of significance through today.

[Fernandina Beach City Hall: History in Photos](#)

17. What training topics would provide the most benefit for your Commissions and staff?

- Material integrity,
- Legal issues related to regulating solar panels and other green infrastructure,
- Working with elected officials to highlight the importance of preservation and its role in their communities.

18. Please describe any significant problems encountered in the past year.

- As an island/beach community, the district continues to face extreme development pressures.
- Community character, history, and "sense of place" continue to be identified by residents as their key concerns for the City. A disconnect exists between these values and how they are protected and enhanced at the public policy level.

19. What is one historic preservation success story your community has had in the past year?

The recent completion of a project that the City was able to facilitate involving the relocation of a dilapidated contributing residential structure for an adaptive use as a neighborhood bakery. The home was able to remain in the same neighborhood and context (moving only one block over) and was saved from demolition by neglect by a church that owned it but didn't have the resources to maintain it. (see photos below)



Figure 1 – Before: 1985



Figure 2- Before: 2018



Figure 3- Before: Moving Day June 2021



Figure 4- After: 2022

SUPPLEMENTAL DOCUMENTS

Please attach the following:

- ☒ A list and/or map of all individually designated properties and historic districts within your CLG
- ☒ A copy of the designation reports for any new locally designated properties
- ☒ **ALL** meeting minutes and agendas of the Commission (if not previously submitted)
- ☐ A copy of the amended ordinance(s)/rules of procedure (if applicable)
- ☒ Resumes of any new board members (If applicable)

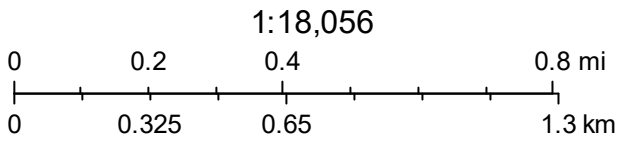
ADDITIONAL COMMENTS:

[Click here to enter text.](#)

City of Fernandina Beach Local Historic Districts



November 27, 2022
City of F.B. Historic District



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

ORDINANCE 2022-01

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, EXPANDING THE BOUNDARY OF THE HISTORIC DISTRICT TO INCLUDE PROPERTIES LOCATED ON S. 9TH STREET, BEECH STREET, AND N. 2ND STREET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Policy 11.01.01 of the City of Fernandina Beach Comprehensive Plan states "The City shall encourage the protection, preservation and conservation of districts, sites, landmarks and/or structures within the City that are included on the National Register of Historic Places, or in a locally designated historic district, to ensure their protection from demolition, deterioration, reconstruction or alteration;" and

WHEREAS, Policy 11.01.03 of the City of Fernandina Beach Comprehensive Plan states "The City shall implement a process for local historic district designation and evaluate areas potentially eligible for future local historic district designation;" and

WHEREAS, the property owners of parcels located at 202 S. 9th Street (Macedonia AME Church), 801 Beech Street, 815 Beech Street, 121 S. 9th Street, (Nassau Trust, LLC) and 101 N. 2nd Street (IP Holdings, LLC) have signed ballots requesting to be included into the City of Fernandina Beach local historic district; and

WHEREAS, on October 21, 2021, the Historic District Council of the City of Fernandina Beach recommended the City Commission take action to include the three tracts (identified below as tracts G, H, and I) into the local historic district to ensure their protection; and

WHEREAS, on December 8, 2021, the Planning Advisory Board of the City of Fernandina Beach recommended approval of the expansion of the local historic district boundary to include the three tracts (identified below as tracts G, H, and I) for their future protection and preservation.

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

SECTION 1. That the Historic District, as previously established by Ordinance No. 526, and expanded by Ordinance Nos. 749, 846, 95-12, 97-24, 201-24, and 2020-09 is hereby restated and amended to read as follows:

DISTRICT BOUNDARIES:

A) There is established a Historical District area in the city comprising all of the area within the city limits contained in the following boundaries: begin at the northeast corner of Front and Centre streets; then cross Centre Street and run south along the east curb line of Front Street to a point parallel with the south elevation of 102 Centre Street; then run east along the south property lines of the buildings fronting on the south side of Centre Street and South 2nd Street along the rear property lines of the buildings fronting on the south side of the 200 block of Centre Street to the point said line intersects the west property lines of the buildings

fronting on the west side of South 3rd Street; then run south along said lines to the north curb of Ash Street; then crossing Ash Street to the south curb of Ash Street; then run west along the south curb of Ash Street to the east curb of Second Street; then run south to the south property line of 204 Ash Street; then run east along the south property line of 204 Ash Street; then run east along the south property line of 218 Ash Street; then run east along said line, crossing South 3rd Street and continue along the south property line of 302 Ash Street to the southeast corner of the property; then run north along the east property line of 302 Ash Street, continuing to the north curb of Ash Street; then run east along the north curb of Ash Street to the northeast corner of Ash and South 4th Streets; then run south along the east curb of South 4th Street, crossing Ash and Beech streets, to a point parallel with the south property line of 402 Beech Street; then run east along the south property lines of the structures fronting on the south side of Beech Street, continuing to the east curb of South 5th Street; then run south along the east curb of South 5th Street to the northeast corner of South 5th and Cedar streets; then run east along the north curb of Cedar Street to a point parallel with the west property line of 301 South 6th Street; then crossing Cedar Street, run along the west property lines of the buildings fronting on the west side of the 300 block of South 6th Street to the north curb of Date Street; then continuing across Date Street, run along the west property line of 401 South 6th Street to the southwest corner of the property; then run east along the south property line of 401 South 6th Street and continue to the east curb of South 6th Street; then run south along the east curb of 6th Street to a point parallel with the south property line of 602 Date Street; then run east along the south property line of 602 Date Street and continue east along the south property line of 606 Date Street to the southeast corner of said property; then run north along the east property line of 606 Date Street, continuing across Date Street to its north curb; then run north along the north curb of Date Street to the northeast corner of Date and South 7th streets; then run south along the east curb of South 7th Street to the northeast corner of South 7th and Elm Streets; then run east along the north curb of Elm Street to a point parallel with the east property line of 430 South 7th Street; then run north along the east property lines of the buildings fronting on the west side of the 400 block of South 7th Street to the south curb of Date Street; then continue north, crossing Date Street, along the east property lines of the buildings fronting on the east side of the 300 block of South 7th Street to the point said line intersects the southwest corner of the property line of 303 South 8th Street; then run east along the south property line of 303 South 8th Street to the west curb of South 8th Street; then run

north along the west curb of South 8th to the northwest corner of South 8th and Beech streets; then run east along the north curb of Beech Street to the southeast corner of the property line of 801 Beech Street; then run north along the east property line of 801 Beech Street and continue to a point parallel with the south property line of 115 South 9th Street; then run east along the south property line of 115 South 9th Street to the west curb of South 9th Street; then run north along the west curb of South 9th Street to a point parallel with the northeast corner of the property line of 115 South 9th Street; then run east, crossing South 9th Street and continuing along a line south of 112 South 9th Street; then continue across South 10th Street to the southwest corner of the property line of 116 South 10th Street; then run east along the south property line of 116 South 10th Street to the southeast corner of the said property; then run north along the east property lines of the buildings fronting on the east side of the 100 block of South 10th Street and continue north, crossing Ash Street and along the east property lines of the buildings fronting on the east side of the first block of South 10th Street to the south curb of Centre Street (Atlantic Avenue); then run west along the south curb of Atlantic Avenue to a point parallel with the east property line of 909 Atlantic Avenue; then run north, crossing Atlantic Avenue, along the east property line of 909 Atlantic Avenue to the northeast corner of the property; then run west along the north property line of 909 and 901 Atlantic Avenue and continue west across North 9th Street along the north property line of 801 Atlantic Avenue to the east curb of North 8th Street; then run south along the east curb of North 8th Street to the southeast corner of 8th Street and Atlantic Avenue; then run west, crossing 8th Street to the beginning of Centre Street and run west along the south curb of Centre Street to the southwest corner of Centre and 7th Streets; then run north along the west curb of North 7th Street to the southwest corner of North 7th and Alachua streets; then run west along the south curb of Alachua Street to a point parallel with the northeast corner of the property line of 30 North 6th Street; then run north, crossing Alachua Street along the east property lines of the buildings fronting on the east side of the 100 block of North 6th Street to the south curb of Broome Street; then run west along the south curb of Broome Street to the southwest corner of Broome and North 6th streets; then run north along the west curb of North 6th Street to a point parallel with the north property line of 515 Broome Street; then run west along said property line and continue west along the north property line of 511 Broome Street to its northwest corner; then run north along the east property line of 506 Calhoun Street to the south curb of Calhoun Street; then run west along the south curb of Calhoun Street to a point parallel with the northwest corner of the property line of 506 Calhoun Street; then run north, crossing Calhoun Street and continuing along the east property lines of the buildings fronting on the east side of the 300 block North of 5th Street to the northeast corner of the property line of 320 North 5th Street; then run west along the north property line of 320 North 5th Street to the east curb of North 5th street; then run south along the east curb of North 5th Street to a point parallel with the north property line of 307 North 5th street; then run west, crossing North 5th Street, along the north property line of 307 North 5th Street to the northwest

comer of the property; then run south along the west line of said property to the southwest comer of said property; then run west along the north property line of 304 Calhoun Street and continue to the west curb of North 4th street; then run north along the west curb of North 4th Street to the southwest comer of North 4th and Dade streets; then run west along the south curb of Dade Street to a point parallel with the east property line of 412 North 3rd Street; then run north, crossing Dade Street and continue along the east property lines of the buildings fronting on the east side of North 3rd Street to the southwest comer of the property line of 310 Escambia Street; then run east along the south line of said property; then run north along the east line of said property to the south curb of Escambia Street; then run west along the south curb of Escambia Street to the west curb of North 3rd Street; then run north along the west curb of North 3rd Street to a point parallel with the north property line of 501 North 3rd Street; then run west along said line to the northwest comer of the property; then run south along the west property lines of the buildings fronting on the west side of North 3rd Street to the northeast comer of the property line of 209 Dade Street; then run west along the north line of said property to its northwest comer; then run south along the west property line of 209 Dade Street to the north curb of Dade Street; then run east along the north curb of Dade Street to the northeast comer of Dade and North 3rd Streets; then run south along the east curb of North 3rd Street to a point parallel with the north property line of 227 North 3rd Street; then run west along said line to its northwest comer; then run south along the west property lines of the buildings fronting on the west side of the 200 block of North 3rd Street to the point where said line intersects the northeast comer of the property line of 211 Broome Street, then run west along the north property line of 211 Broome Street and continue along the north property line of 209 Broome Street to the northwest comer of said property; then run south along the west property line of 209 Broome Street to the north curb of Broome Street; then run east along the north curb of Broome Street to a point parallel with the southeast comer of the property line of 211 Broome Street; then run south, crossing Broome Street and continue along the west property lines of 121 and 117 North 3rd Street to the southwest comer of the property line of 117 3rd Street; then run east along the south property line of 117 North 3rd Street to the east curb of North 3rd Street; then run south along the east curb of North 3rd Street to the southeast comer of North 3rd and Alachua streets; then run west along the south curb of Alachua Street to the southeast comer of Alachua and Front streets; then run south along the east curb of Front Street to the northeast comer of Front and Centre streets, the point of the beginning.

(B) (1) The area of the Historic District, as established by division (A) above, is hereby restated and expanded to include the following tracts, parcels or areas of land:

(a) Tract A: A portion of that certain property known as "OldTown",

more particularly described as follows: All of San Carlos Plaza and all of blocks 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 23, 24, 25, 30, 35, 37, and 222, and those portions of blocks 14, 22, and 31 lying west of North 14th Street; and that portion of water lots, 1, 2, 3, 4, 5, 6, 7, 14, 15, 16, 17 and 18 extending westerly to the mean high water mark; all according to the official plat or plats of the City of Fernandina Beach, Nassau County, Florida.

(b) Tract B: Lot 1, block 244, in the City of Fernandina Beach, Florida.

(c) Tract C: Beginning at the southeast corner of lot 64 of Forrest Hill Subdivision and running west along the southerly property lines of lots 64 and 65 of Forrest Hill Subdivision to the northeast corner of lot 8 of Lighthouse Lane Subdivision; thence south along the easterly property lines of lots 8, 9, 10, and 11 of Lighthouse Lane subdivision to the northerly property line of lot 9 of Lighthouse Circle Subdivision; thence east along the northerly property lines of lots 9, 8, 7 and 6 of Lighthouse Circle Subdivision to the northeast corner of lot 6; thence north along the westerly shoreline of Egan's Creek to the point of beginning. All subdivisions listed are recorded in the Plat Books of Nassau County, Florida.

(d) Tract D: That certain property including the central portion of the downtown waterfront and part of the surrounding neighborhood including lots 2-14 of block 269, lots 6-28 of block 268, water lots 1 and 2, and water lots 25-29 in the City of Fernandina Beach, Florida.

(e) Tract E: That certain City property known as "The Peck Center", consisting of lots 1 through 8 of block 144 and lots 1 through 8 of block 145, inclusive of the intervening public right-of-way associated with Fir Street, in the City of Fernandina Beach, Florida.

(f) Tract F: That certain property known as the "Old Nassau County Jail", consisting of lots 15 through 21 of block 273 in the City of Fernandina Beach, Florida.

(g) Tract G: Block 2, lots 29-33, in the City of Fernandina Beach, Florida.

(h) Tract H: Block 46, Lots 5 & pt. of lot 6 in OR 1892/1458 being parcels "1", "3" & "5", in the City of Fernandina Beach, Florida.

(i) Tract I: Block 49 pt. of lots 4 & 5 in OR 1892/1458 being parcels "2" & "4" and block 48 lot 1 & N 40 FT of lot 2

(B) (2) The above expanded Historic District and additional parcels, tracts or areas of land shall henceforth be subject to all the provisions and regulations established and set forth in

the City of Fernandina Beach Land Development Code.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be deemed effective after its passage and approval upon second and final reading.

ENACTED this 15th day of February, 2022.

CITY OF FERNANDINA BEACH

MICHAEL A. LEDNOVICH
Commissioner - Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

Date of First Reading: January 18, 2022
Date of Second Reading/Final Hearing: February 15, 2022
Date of Publication: February 2, 2022



2021 Downtown Historic District Boundary Expansion

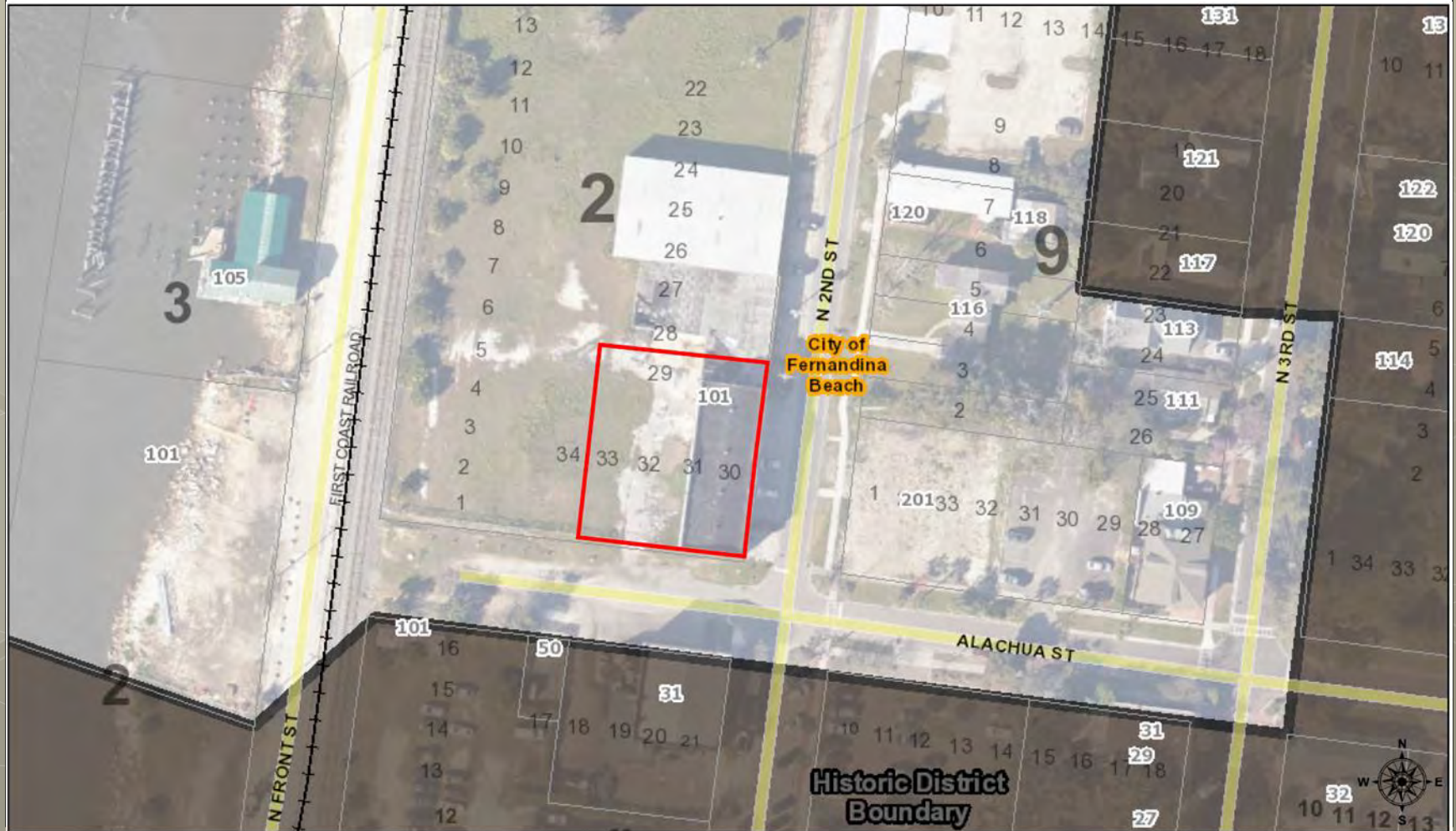
October 21, 2021
4:00 PM

City Hall Commission Chambers
204 Ash Street



BLOCK 2, LOTS 29-33

101 N. 2nd Street

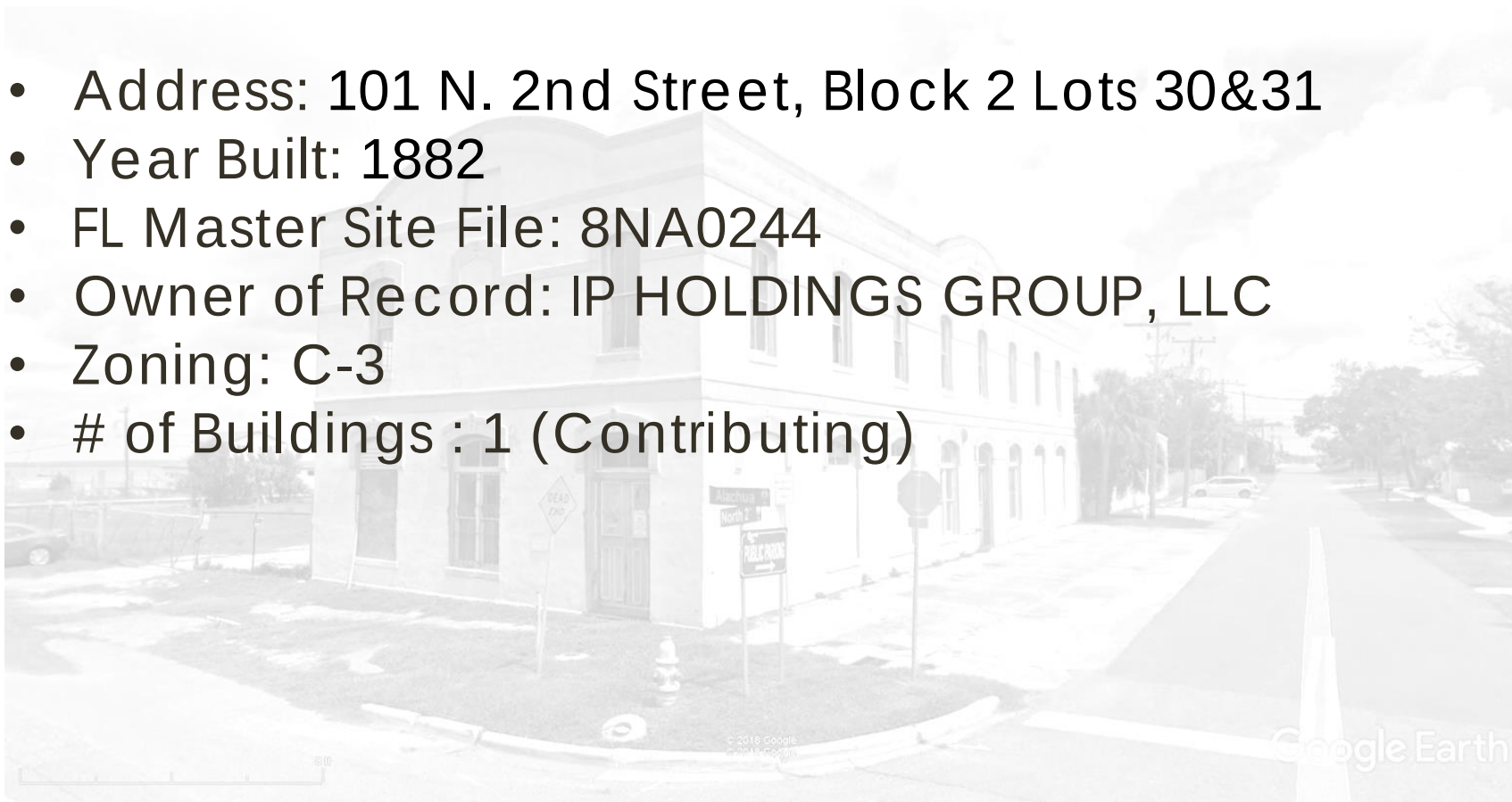


C.H. Huot 1882 Building



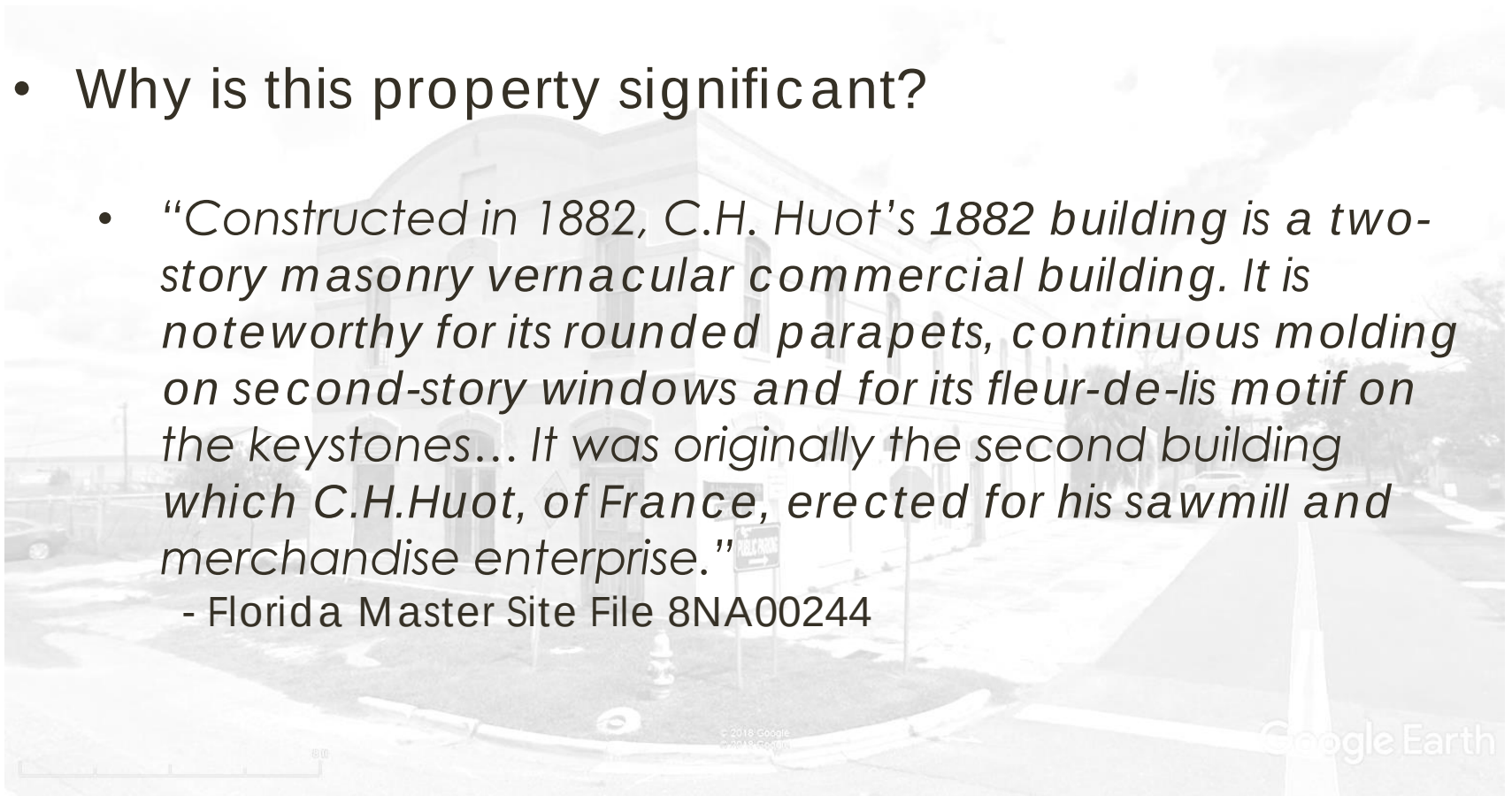
C.H. Huot 1882 Building

- Address: 101 N. 2nd Street, Block 2 Lots 30&31
- Year Built: 1882
- FL Master Site File: 8NA0244
- Owner of Record: IP HOLDINGS GROUP, LLC
- Zoning: C-3
- # of Buildings : 1 (Contributing)

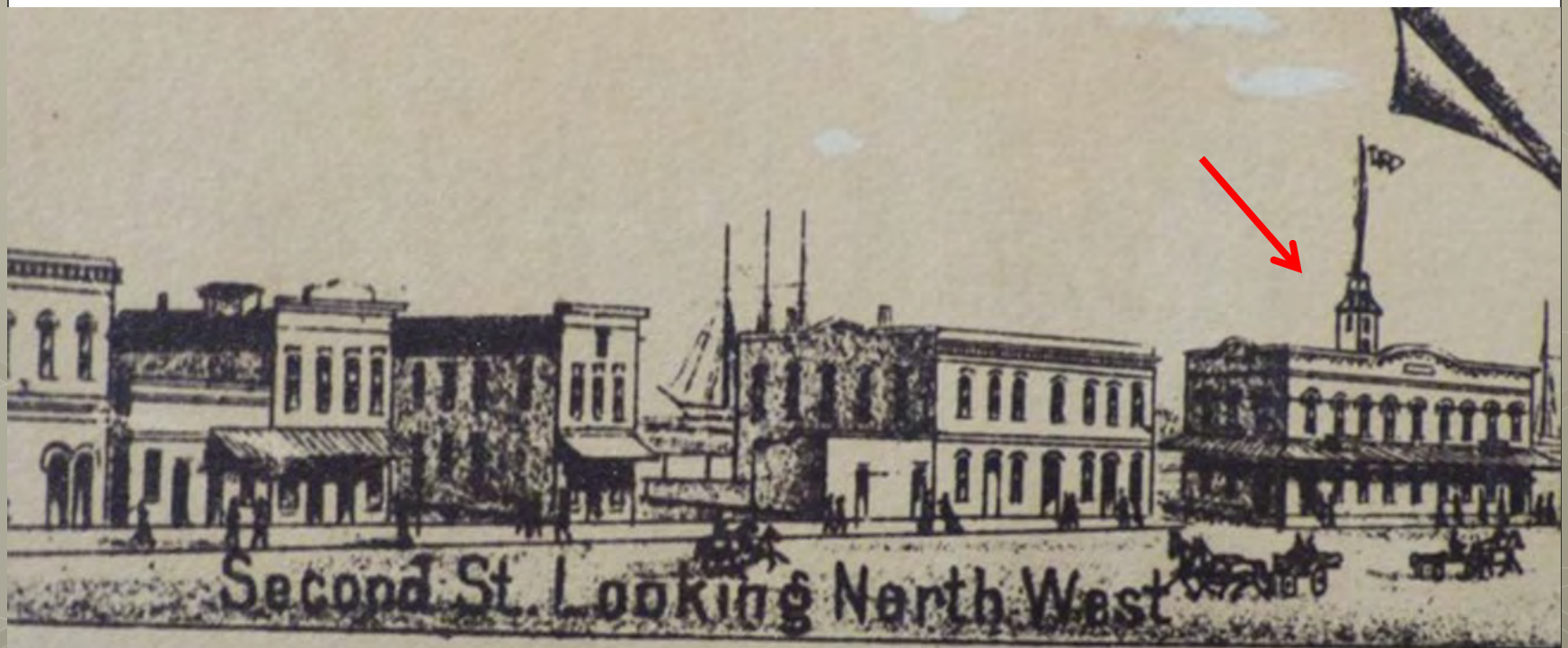


C.H. Huot 1882 Building

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



C.H. Huot 1882 Building



C.H. Huot 1882 Building



BLOCK 46, LOTS 5 & PT OF LOT 6 & BLOCK 49 PT OF LOTS 4 & 5



Shops on Beech

- Address: 811/815 Beech St & 121 S 9th St BLOCK 46, LOTS 5 & PT OF LOT 6 & BLOCK 49 PT OF LOTS 4 & 5
- Year Built: Various
- FL Master Site File: 8NA0110, 8NA00504 & 8NA00546
- Owner of Record: Nassau Trust LLC
- Zoning: MU-8
- # of Buildings : 3 (Contributing)
 - 121 S. 9th Street (relocated from 14 S. 10th St.
 - 815 Beech St. (relocated from 215 S. 8th St.
 - 811 Beech St.

Shops on Beech



Shops on Beech



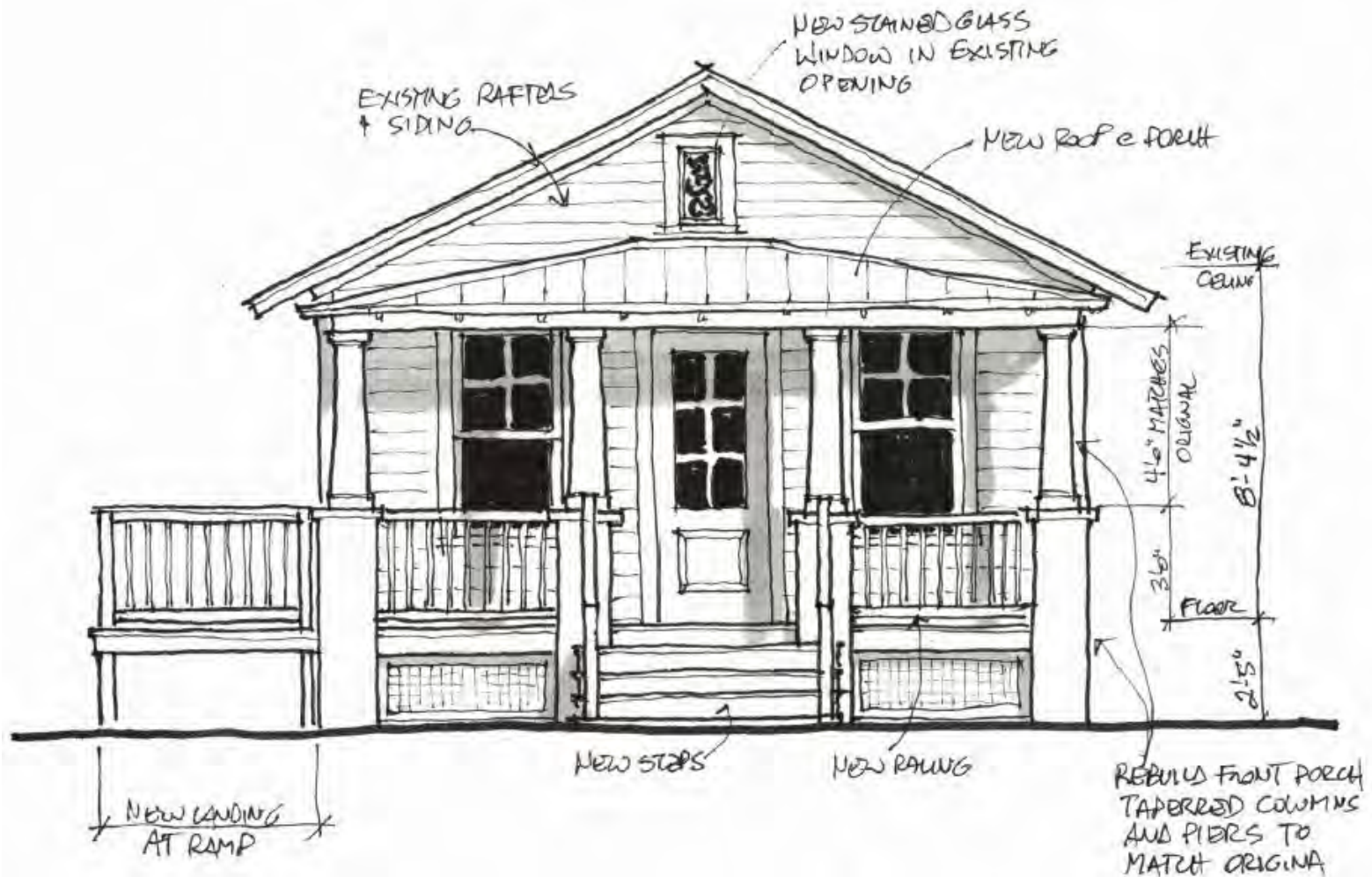
Shops on Beech



Shops on Beech



Shops on Beech



Shops on Beech



Shops on Beech



BLOCK 48 LOT 1 & N 40 FT OF LOT 2



Macedonia A.M.E. Church



Macedonia A.M.E. Church

- Address: 202 S. 9th Street
- Year Built: 1899
- FL Master Site File: 8NA00521
- Owner of Record: MACEDONIA AME CHURCH
- Zoning: MU-8
- # of Buildings : 1 (Contributing)
 - 202 S. 9th Street (built after original 1872 church, church was destroyed by fire in 1897)

Basis for Inclusion

- All structures in the proposed district expansion meet several of the criteria for designation as contributing structures to the National Register of Historic Places Fernandina Historic District, as outlined in Land Development Code section 8.03.02(I).

Basis for Inclusion

- Have value as a significant reminder of the cultural, historical or architectural heritage of the City.
- Have value as a building recognized for the quality of its architecture and retains sufficient elements showing their architectural significance.
- Have distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials.
- Their character is a geographically definable area or neighborhood possessing a significant concentration, or continuity of sites, buildings, objects or structures united in past events, or united in culture, architectural style, or aesthetically by plan or physical development.
- They are suitable for preservation or restoration

Guidelines

As part of the Fernandina Beach Historic District, properties would be held to the regulations of the Downtown Historic District Guidelines which can be found on the City website

www.fbfl.us/historicdistricts

CITY OF FERNANDINA BEACH



DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES

THOMASON AND ASSOCIATES
PRESERVATION PLANNERS
NASHVILLE, TENNESSEE
2013



COAs

- A Certificate of Approval (COA) is required before a permit is issued for work on a historic landmark or site, or any property in a historic district
- Improvements to properties are subject to approval as set forth in Table 8.03.03(B), the Certificate of Approval Matrix

Certificate of Approval Matrix		CONTRIBUTING		NON-CONTRIBUTING	
ACTION		STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS			X		X
ADDITIONS			X		X
1. Not visible from the street AND 20% or less of the existing building's square footage			X	X	
2. All other additions			X		X
AUTOMATED TELLER MACHINES (ATMs)			X		X
CANVAS AWNINGS		X		X	
CARPORTS (ADDITION OR ENCLOSURE)			X	X	
CHANGES TO BOARD-APPROVED PLANS			X		X
DECK, PATIOS, PERGOLAS			X		X
1. With a structure			X	X	
2. Without a structure			X	X	
3. Not visible from right-of-way (with or without structure)		X		X	
DEMOLITIONS			X		X
1. 10% or less of non-historic addition		X		X	
2. All other demolitions			X		X
DOORS + GARAGE DOORS			X		X
1. Same materials, style, or size		X		X	
2. Change in materials or style		X		X	
3. Change in openings on main façade			X		X
4. Change in openings on a secondary façade			X	X	
DRIVEWAYS + SIDEWALKS		X		X	
GARAGES (ATTACHED OR DETACHED)			X		X
EXTENSION OF CERTIFICATE OF APPROVAL		X		X	
EXTERIOR WALL FINISH			X		X
1. Removal of non-historic vinyl/aluminum/ asbestos siding (If original surface is salvageable or if replacement material matches structure's original exterior finish)		X		X	
2. All other finishes (including painting of originally unpainted surface)			X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)		X		X	
FENCES + WALLS		X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)		X		X	
PAINTING		X		X	
POOLS, POOL ENCLOSURES, IN-GROUND HOT TUBS			X		X
PORCHES			X	X	
1. Open an enclosed porch			X	X	
2. Enclose a porch on the main façade			X	X	X
3. Enclose a porch on a secondary façade			X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS			X		X
RELOCATION			X	X	
REPAIRS + MAINTENANCE (MATCH EXISTING)		X		X	
ROOF			X		X
1. Same material and shape		X		X	
2. Change in material		X		X	
3. Change in shape and/or height			X		X
SCREEN DOORS			X	X	
1. Primary Entrance		X		X	
2. Secondary Entrance		X		X	
SIGNAGE		X		X	
SHEDS (up to 150 square feet)		X		X	
1. Custom-designed			X	X	
2. Pre-fabricated			X	X	
SHUTTERS (including temporary storm shutters/awnings)		X		X	
SKYLIGHTS			X	X	
SOLAR COLLECTORS			X		X
STORM WINDOWS AND DOORS		X		X	
VARIANCES			X	X	
WIND GENERATORS			X		X
WINDOWS			X	X	
1. Same materials, style, or size		X		X	
2. Change in materials or style		X		X	
3. Change in openings on main façade			X		X
4. Change in openings on a secondary façade		X		X	
NEW CONSTRUCTION		STAFF		BOARD	
LANDSCAPING (NEW CONSTRUCTION ONLY)		X		X	
LIGHTING (NEW CONSTRUCTION ONLY)		X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)		X			

Adopted September 5, 2006. Updated July 2020 through LDC Table 8.03.03(B) Certificate of Approval Matrix

Ballot

- LDC 8.03.02(K) Each owner of real property in the proposed historic district had been sent ballots to vote on the proposed district and that the ballots must be signed, witnessed and delivered to the Historic District Council within 21 days after the hearing.



Historic District Boundary Expansion Vote

INCLUSION OF BLOCK 48 LOT 1 & N 40 FT OF LOT 2 INTO THE FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT

Owner of Record: MACEDONIA A.M.E. Church

Owners Address: PO Box 6216 Fernandina Beach, FL 32035

Parcel: 00-00-31-1800-0048-0010

- The addition of these properties to the Downtown Historic District will impose design review on certain permitted activities.
- The ordinance adding these properties to the Downtown Historic District will contain requirements which must be met in order to alter, renovate or demolish these properties. These requirements are identified in Chapter 8 of the City of Fernandina Beach Land Development Code and the City of Fernandina Beach Downtown Historic District Design Guidelines.
- The owners of this property will have the right to vote as to whether they wish to have these properties included in the historic district.
- At the hearing, the proposed historic district design guidelines for reviewing certain permitted activities will be discussed and voted on by the Historic District Council.
- If these properties are included in the Historic District, owners shall be required to obtain a Certificate of Approval before certain work is done on the property.
- Per section 11.04.01 all testimony presented by the applicant, any affected party, any witness for a party, or the staff (other than legal advice given by the City attorney) shall be given under oath.
- A copy of the application may be inspected in the office of the Department of Planning & Conservation, City Hall, 204 Ash Street, between the hours of 8:00AM – 5:00PM, Monday through Friday. The application will be considered in a quasi-judicial proceeding. Copies of the quasi-judicial procedures are available at the Office of the City Clerk and Department of Planning & Conservation and will be available at the meeting. For information on the application, please contact the Department of Planning & Conservation at 310-3480.

As owner of the subject property(s) I vote to:

- ☐ **INCLUDE** this property in the Fernandina Beach Downtown Historic District, OR
☐ **NOT INCLUDE** this property in the Fernandina Beach Downtown Historic District

Owner's Name Signed _____

Owner's Name Printed _____

Date _____

STATE OF FLORIDA
COUNTY OF NASSAU

} ss

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2021, by _____

Notary Public _____

Printed Name _____

My Commission Expires _____

_____ Personally Known _____ OR Produced Identification _____ ID Produced: _____

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Next Steps

- Ballots to be counted and vote taken by HDC on October 21, 2021.

Meeting Schedule for Historic District Boundary Expansion

Meeting Type	Date	Time	Location
HDC Workshop	Thursday September 16, 2021	4PM	Commission Chambers, City Hall (204 Ash St)
Historic District Council (HDC) Regular Meeting	Thursday October 21, 2021	5PM	Commission Chambers, City Hall (204 Ash St)
Planning Advisory Board (PAB) Regular Meeting	Wednesday December 8, 2021	5PM	Commission Chambers, City Hall (204 Ash St)
City Commission Regular Meeting	Tuesday December 28, 2021	6PM	Commission Chambers, City Hall (204 Ash St)

Thank You



APPROVED



MINUTES - AMENDED
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
OCTOBER 21, 2021

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT

James Pozzetta

Michael Spino

Michael Harrison (Chair)

Teresa Duncan (Alt 1)

Benjamin Morrison (Vice-Chair)

Froilan Esclusa (Alt 2)

MEMBERS ABSENT:

Tammi Kosack

OTHERS PRESENT:

Tammi Bach, City Attorney

Sal Cumella, Historic Preservation Planner

Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Chair Harrison seated Member Duncan as a voting member for all cases. He also seated Member Froilan for cases HDC 2021-0012 and HDC 2021-0013 since member Morrison recused himself from these 2 cases.

Member Spino disclosed one ex parte communication with applicant Adam Kaufman via a site visit. No other members disclosed ex parte communications.

City Attorney Tammi Bach explained the Quasi-Judicial Hearing procedures along with the approval and denial processes regarding variances.

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 Special Workshop of September 16, 2021.

4.2 Approval of Minutes for the Regular Meeting of September 16, 2021.

Member Pozzetta clarified his comment on item 4.2 being that the use of screen creates an opaque element.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Morrison to approve all minutes with the noted amendment.

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

5. OLD BUSINESS

5.1 **HDC 2021-0012 - COTNER ASSOCIATES, INC., AGENT FOR ARTISAN HOMES, LLC., BLOCK 11, LOTS 11 & 12 SOMERUELUS STREET**

Certificate of Approval (COA) to construct a 2 story home of approximately 2000 sq. ft.
(*Quasi- Judicial*)

Mr. Cumella presented the case and recommended approval.

Benjamin Morrison, 2107 Whitfield Drive, agent for the applicant, stated that the only significant change from the conceptual approval was to open up and clearly define the mid-lot corridor.

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

Members all felt that the proposed plans are of appropriate mass and scale for the location.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Esclusa to approve HDC case 2021-0012 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0012, 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 and being all ayes, carried.

5.2 **HDC 2021-0013 - COTNER ASSOCIATES, INC., AGENT FOR ARTISAN HOMES, LLC., BLOCK 11, LOT 8 SOMERUELUS STREET**

Certificate of Approval (COA) to construct a 2-story home of approximately 2000 sq. ft.
(*Quasi- Judicial*)

Mr. Cumella presented the case and recommended approval.

Benjamin Morrison, 2107 Whitfield Drive, agent for the applicant, stated that no significant changes have been made to the proposed plans since approval at the conceptual level.

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

Members all felt that the proposed plans are of appropriate mass and scale for the location.

ACTION TAKEN: A motion was made by Member Duncan, seconded by Member Pozzetta to approve HDC case 2021-0013 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0013, 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 and being all ayes, carried.

5.3 **HDC 2020-0012: JOSE MIRANDA, ARCHITECT, AGENT FOR ADAM KAUFMAN & LINDA TORRE, 116 S. 10TH STREET**

AMENDMENT to a previously approved Certificate of Approval (COA) to remove all aluminum siding on the North and West faces of the primary structure and replace with Hardie plank. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended denial due to a lack of evidence supporting the removal of original materials.

Member Pozzetta asked Staff what information would be necessary to recommend approval.

Member Esclusa asked about the extent of investigation into the current siding

Jose Miranda, 309 ½ Centre Street, agent for the applicant, provided the Board with a brief overview of the condition of the existing siding materials on each elevation and the events that have resulted in the need to replace the current aluminum siding.

Member Morrison inquired about a previous site visit made by Mr. Cumella where the condition of the original wood siding on 2 elevations was so poor that cementitious siding was approved.

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

ACTION TAKEN: A motion was made by Member Morrison, seconded by Member Pozzetta to approve HDC case 2020-0012 with the condition that staff evaluates the condition of the original siding and determines whether it is beyond reasonable repair and/or replacement; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2020-0012, 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 with the noted condition 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 2021-0036 - MARK ROSS, 205 N. 3RD STREET

Certificate of Approval (COA) to construct a 1,375 sq. ft. primary structure, 2 accessory structures, and a swim spa. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Member Esclusa inquired about the absence of setback measurements being called out on the proposed site plan.

Mark Ross, 201 N. 3rd Street, applicant, stated that the intent was to keep this property as a family home.

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

Member Morrison noted that there are very few Jeldwen window types that would be appropriate in the Historic District.

ACTION TAKEN: A motion was made by Member Morrison, seconded by Member Pozzetta to approve HDC case 2021-0036 with the condition that if Jeldwen brand windows are used, they be approved by staff prior to installation; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0036, 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 with the noted condition at this time.

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

6.2 HDC 2021-0033 - CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.

Expansion of Local Downtown Historic District Boundary to include:
BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1", "3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

Mr. Cumella presented an overview of the 3 properties and recommended approval.

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

ACTION TAKEN: A motion was made by Member Morrison, seconded by Member Spino to recommend all 3 properties to the Planning Advisory Board for inclusion in the Historic District.

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

7. BOARD BUSINESS

Member Spino spoke about the responsibilities of the CRA, and asked that Staff distribute a referenced weblinks to all board members. He stated that he felt sidewalks and street crossings on N. 2nd Street are a top priority and asked for members support to send a letter to the City Commission.

Member Morrison inquired about right-of-way improvements, including sidewalks, and whether they would always be the responsibility of the property owner or if this might be included in the goals of the CRA.

Commissioner Chip Ross, audience member, stated that currently, the money in the CRA Fund is dedicated to the opening of Alachua Street.

Jenny Schaffer, audience member, spoke about discussions that have taken place regarding the types of sidewalks that could be installed in the Downtown Historic District.

Chair Harrison stated that he supports the CRA but questions the HDC's authority to recommend code changes.

All members agreed to send a letter to the City Commission.

Vice-Chair Morrison stated that this is his last HDC meeting as his family will be moving out of state. Board members presented Vice-Chair Morrison with a certificate of appreciation and thanked him for his time and dedication to the Historic District Council.

Mr. Cumella stated that there are currently 4 HDC applications.

8. STAFF REPORT

8.1 Staff Certificate of Approval - September 2021

9. PUBLIC COMMENT

Chip Ross, stated that the City is "losing their soul" and the "funky character" of the area is being lost. He also stated that the City needs more advocates.

10. ADJOURNMENT 6:28



Taylor Hartmann, Recording Secretary



Michael Harrison, Chair

APPROVED



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
NOVEMBER 18, 2021**

- 1. CALL TO ORDER 5:00**
- 2. ROLL CALL / DETERMINATION OF QUORUM**

MEMBERS PRESENT

James Pozzetta	Teresa Duncan
Michael Spino	Tammi Kosack
Michael Harrison (Chair)	Froilan Esclusa (Alt 1)
Tim Poynter (Alt 2)	

MEMBERS ABSENT:

None

OTHERS PRESENT:

Tammi Bach, City Attorney
Sal Cumella, Historic Preservation Planner
Taylor Hartmann, Recording Secretary

No members disclosed ex parte communications.

City Attorney Tammi Bach explained the Quasi-Judicial hearing procedures and approval and denial processes regarding variances.

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

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the Regular Meeting of October 21, 2021.

Member Spino noted an addition to Item 6.1 as Member Pozzetta seconded the motion.

Chair Harrison noted that a certificate of appreciation was presented to Member Morrison and members thanked him for his dedication and service to the HDC.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Spino to approve the minutes as presented.

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

- 5. OLD BUSINESS**

5.1 HDC 2021-0029 - COTNER ASSOCIATES, INC., AGENT FOR FRANK & REBECCA POSTMA, 12 S. 6TH STREET
Certificate of Approval (COA) to demolish and reconstruct additions, add pool, paver terrace, and

associated fencing. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

John Cotner, 1627 Atlantic Avenue, agent for the applicant, provided the Board with an overview of changes made to the proposed plans since the conceptual approval in August 2021; the changes pertaining adjusting the front window configuration and exterior siding style.

Member Spino expressed concern about the removal of the current asbestos siding and the presence of the original wood siding and inquired about possible alternatives if none is present. He also suggested that a conditional approval with a list of suggested replacement materials might be an option.

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

Mr. Cumella provided the Board with a brief overview of how residential garages have historically been completely detached from the primary structure. He also stated that the particular location and design of the proposed garage would not significantly alter the current streetscape.

ACTION TAKEN: A motion was made by Member Spino, seconded by Member Kosack to approve HDC case 2021-0029 with the condition that new construction siding dimensions should be differentiated from original construction; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0029, 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 with conditions 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 2021-0038 - ROBERT ALLEN, 818 SAN FERNANDO STREET

Certificate of Approval (COA) for a 360 sq. ft. accessory structure. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Robert Allen, 818 San Fernando Street, applicant, spoke about wanting to clean up the property and replace a former utility shed that was torn down due to its poor condition.

Members asked for clarity on the type of window that will be installed. Mr. Cumella confirmed that it is a single-hung window.

Mr. Allen confirmed that the window will have a grid pattern and the exterior siding will be painted to match the principal structure.

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

Member Kosack expressed concern for the low height of the proposed shed as compared to the tall and somewhat narrow house.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Spino to approve HDC case 2021-0038 with the condition that a dimensioned survey is submitted showing compliance with the 5 foot side and rear yard visibility corridors; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0038, 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 with conditions at this time.

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

6.2 HDC 2021-0040 - MIRANDA ARCHITECTS, AGENT FOR KARI BURGESS-WATKINS, 220 N. 3RD STREET

Certificate of Approval (COA) to construct front/rear porches, accessory dwelling unit, accessory structure, and pool. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Jose Miranda, 309 ½ Centre Street, agent for the applicant, stated that the proposed project will be done in phases, as materials are available.

Public Hearing was opened.

Chip Ross, 210 N. 3rd Street, spoke as a neighbor of the property being presented and stated that he is in favor of the proposed renovations.

Member Esclusa inquired about the proposed pool finishes. Mr. Miranda confirmed that the pool deck will be comprised of concrete pavers.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Kosack to approve HDC case 2021-0040 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0040, 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.

6.3 HDC 2021-0041 - COTNER ASSOCIATES, INC., AGENT FOR LEE THOMAS, 330 S. 7TH STREET

Certificate of Approval (COA) to demolish and reconstruct accessory structure, accessory dwelling unit, and 1-story addition to primary structure. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

John Cotner, 1627 Atlantic Avenue, agent for the applicant, provided the Board with an overview of the proposed plans which include a change to the originally submitted aluminum fence which will instead be a wood shadowbox style fence that is 42" high.

Member Spino inquired about any potential tree loss. Mr. Cotner stated that there are no trees in the immediate path of the proposed plans.

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Pozzetta to approve HDC case 2021-0041 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0041, 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.

7. BOARD BUSINESS

7.1 Land Development Code Text Amendments: Direction for Old Town View Corridor

Mr. Cumella reviewed the current LDC language as it relates the Old Town View Corridor guidelines and 3 possible options for amending what is and/or isn't permissible.

Chair Harrison stated that he feels it is equally important to protect the Old Town grid as well as how it relates to each property. He also stated that a clear definition should be discussed and agreed upon regarding the definition of connecting elements.

Member Spino commended Mr. Cumella for his work in preparing the proposed LDC text amendment document and also expressed concern over wanting to ensure that Staff has the specific language needed to provide citizens with clear expectations of the visibility corridor.

Member Poynter stated that he felt people should have a bit of latitude in order to present the best possible design.

Bill Kavanaugh, 112 N. 6th Street, spoke about Old Town being focused on indoor and outdoor living with porches and green spaces. He also spoke in favor of allowing open aired connecting elements in the visibility corridor.

Ms. Bach provided the Board with some proposed changes so to clarify the definition of connecting elements.

Members all agreed that Option 2, which allows for unconditioned and open aired connecting elements within the visibility corridor is the best option and the one to recommend to the Planning Advisory Board as an LDC text amendment.

Member Spino asked all Board members to contact commissioners and recommend Chair Harrison for reappointment.

8. STAFF REPORT

8.1 Staff Certificate of Approval - October 2021

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 7:01


Taylor Hartmann, Recording Secretary


Michael Harrison, Chair

APPROVED



**MINUTES - AMENDED
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
DECEMBER 16, 2021**

1. CALL TO ORDER 5:01

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT

Michael Spino	Tammi Kosack
Michael Harrison (Chair)	Teresa Duncan
Froilan Esclusa (Alt 1)	Tim Poynter (Alt 2)

MEMBERS ABSENT:

James Pozzetta

OTHERS PRESENT:

Tammi Bach, City Attorney
Sal Cumella, Historic Preservation Planner
Taylor Hartmann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Member Duncan recused herself from HDC 2021-0044 and HDC 2021-0045.

Chair Harrison seated Member Esclusa for case HDC 2021-0044 and HDC 2021-0045. Member Poynter will also be seated as a voting member for case HDC 2021-0044 and HDC 2021-0045 in the event that Member Pozzetta does not show up for tonight's meeting.

City Attorney Tammi Bach explained the Quasi-Judicial hearing processes including the approval and denial processes regarding variances. Ms. Bach also informed Chair Harrison to close the hearing after all parties have provided their testimony.

Member Poynter disclosed one ex parte communication with Lisa Finkelstein, Executive Director of Fernandina Beach Main Street regarding the Adopt-a-Flowerbed program. Chair Harrison disclosed one ex parte communication with staff regarding all cases on the agenda. No other members disclosed ex parte communications.

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

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the HDC Regular Meeting of November 18, 2021.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Duncan to approve the minutes as presented.

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

4. PRESENTATIONS

4.1 PRESENTATION: JELDWEN WINDOWS, PRESENTED BY RYAN DELANEY

Ryan Delaney, Jeldwen Windows representative, provided the Board with a verbal presentation on the types of windows and doors available as well as physical samples of window types that included all wood and a wood and aluminum combination product.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Duncan to approve adding Jeldwen Sitrine series windows to the Aluminum-Clad Wood Approved Windows List.

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

4.2 PRESENTATION: FERNANDINA BEACH MAIN STREET - ADOPT A FLOWERBED AND SIDEWALK SURFACES

Lisa Finkelstein, Executive Director of Fernandina Beach Main Street, provided the Board with an overview of the Adopt-a-Flowerbed program as well as the available locations which include all flowerbeds down Centre Street.

Chair Harrison inquired whether the proposed signs would comply with the current LDC signage design guidelines.

Members all agreed that the proposed sign is too large and could potentially create visual clutter. Sponsors should be recognized, but members felt that a smaller sign which blends into the flowerbed would be more appropriate.

Lisa Finkelstein, Executive Director of Fernandina Beach Main Street, provided the Board with an overview of potential sidewalk options for the downtown area. The choices include stamped concrete, hexagonal pavers, and stamped brick.

Member Spino spoke about the longevity of hex pavers currently in the City and that many sections are severe trip hazards. He stated that he feels the stamped concrete option is most appropriate.

Member Esclusa stated that if hexagonal pavers were to be considered, a detailed plan of their installation and all base materials to be used would need to be submitted for consideration.

Ms. Finkelstein provided the board with a rough idea of what each material may cost per square foot.

Chip Ross, 210 N. 3rd Street, stated that he feels the hexagonal pavers are historically accurate, but the cost of an appropriate base to support the pavers makes this option substantially more expensive and labor intensive with regards to maintenance.

5. OLD BUSINESS

5.1

HDC 2021-0034 - COTNER ASSOCIATES, INC., AGENT FOR CHARLES & BETH SMITH, 414 BROOME STREET

Final Certificate of Approval (COA) to construct a 624 sq. ft. accessory structure and a 624 sq. ft. accessory dwelling unit. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

John Cotner, 1627 Atlantic Avenue, agent for the applicant, stated that no changes have been made since the conceptual approval granted at the October 2021 HDC Regular Meeting.

Member Kosack inquired as to whether contextual elevations were available to review. Mr. Cotner stated that there weren't.

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

Chair Harrison seated Member Esclusa for this case as well as all following HDC cases.

ACTION TAKEN: A motion was made by Member Spino, seconded by Member Kosack to approve HDC case 2021-0034 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0034, 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.

5.2

HDC 2021-0043 - PARKER CONTRACTING, INC., AGENT FOR DAVID & KIMBERLY PAGE, 220 N. 2ND STREET

Amendment to a previously approved Certificate of Approval (COA) to use sand finish stucco on the exterior instead of the approved Tabby (Coquina). (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

John Cotner, 1627 Atlantic Avenue, agent for the applicant, stated that the proposed change is due to longevity and maintenance concerns.

Public Hearing was opened.

Chip Ross, 210 N. 3rd Street, spoke about the degree to which the HVAC condensers are visible, as built, is more significant than, as originally proposed.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Member Esclusa, seconded by Member Kosack to approve HDC case 2021-0043 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0043, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Waterfront Community Redevelopment Area Design Guidelines to warrant approval at this time.

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

John Cotner, 1627 Atlantic Avenue, stated that he felt the proposed Adopt-a-flowerbed signs were too large and would contribute to more visual clutter downtown. Mr. Cotner also stated that he supports the installation of hexagonal pavers both because they can be done in a previous way and the long-term maintenance is less substantial than proposed alternatives.

6. NEW BUSINESS

6.1 HDC 2021-0044 - BUILT TO LAST CONSTRUCTION INC., AGENT FOR, FYRE HOLDINGS II, LLC., 227 S. 7TH STREET

Certificate of Approval (COA) to demolish an existing 400 sq. ft. accessory structure. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Members agreed to hear case HDC 2021-0045 prior to engaging in Board discussion and any voting.

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Esclusa to approve HDC case 2021-0044 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0044, 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.

6.2 HDC 2021-0045 - BUILT TO LAST CONSTRUCTION INC., AGENT FOR, FYRE HOLDINGS II, LLC., 227 S. 7TH STREET

Certificate of Approval (COA) to construct a 2-story 625 sq. ft. accessory structure. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Rob Psulkowski, 710 Beech Street, agent for the applicant, spoke to the deteriorated state of the current structure, as well as the need for usable storage.

Member Spino inquired about the applicant's willingness to consider some type of articulation on the north elevation. Mr. Psulkowski confirmed that the applicant is amenable to this.

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Poynter to approve HDC case 2021-0045 with the condition that an architectural element be added to the north elevation in order to lessen the massing of the blank wall; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0045, as presented with conditions, 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.

7. BOARD BUSINESS

Chair Harrison thanked Member Duncan for her service and contributions to the Board.

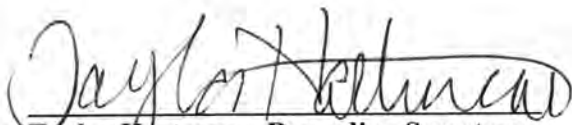
Chair Harrison recommended that members begin to think about Chair and Vice-chair nominations. Chair Harrison also stated that he would like to step back from the Chair position if there are other members interested in serving in that capacity.

8. STAFF REPORT

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 6:47


Taylor Hartmann, Recording Secretary


Michael Harrison, Chair



APPROVED

**MINUTES - AMENDED
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JANUARY 20, 2022**

1. **CALL TO ORDER 5:00**
2. **ROLL CALL / DETERMINATION OF QUORUM**

MEMBERS PRESENT

James Pozzetta	Froilan Esclusa
Michael Spino	Tammi Kosack
Michael Harrison (Chair)	Tim Poynter (Alt 1)
Michael O'Donnell (Alt 2)	

MEMBERS ABSENT:

None

OTHERS PRESENT:

Tammi Bach, City Attorney
Sal Cumella, Historic Preservation Planner
Taylor Hartmann, Recording Secretary

3. **PLEDGE OF ALLEGIANCE**

Chair Harrison welcomed Member O'Donnell and invited him to introduce himself. Member O'Donnell provided the Board with a brief overview of his professional background.

Chair Harrison disclosed one ex parte communication with staff regarding all cases on the agenda. No other members disclosed ex parte communications.

City Attorney Tammi Bach explained the Quasi-Judicial hearing procedures and the approval and denial processes regarding variances.

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 December 16, 2021, Regular Meeting

Member Esclusa noted that under item 4.1 he stated that hex pavers adoption would require a detailed base outline and cost estimates were provided.

Chair Harrison requested that the verbiage indicating the seating of Member Esclusa should Member Pozzetta be absent be stated more clearly.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Esclusa 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. PRESENTATIONS

5.1 UTILIZING SANBORN FIRE INSURANCE MAPS FOR HISTORIC RESEARCH-SALVATORE CUMELLA

Mr. Cumella presented the Board with a slideshow introducing and detailing the historic Sanborn Maps. He then explained how to read them and why they play a vital role in the preservation of historic structures within the City.

6. OLD BUSINESS

6.1 HDC 2020-0002 - JEAN BONVOULOIR, 131 N. 3RD STREET

Amendment to a previously approved Certificate of Approval (COA) to change window manufacturer from PGT to Kolbe. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval.

Jean Bonvouloir, 507 S. 6th Street, applicant, stated that some of the reasons for the change in manufacturer are due to lead time and the decision to switch to a double-hung window style. Mr. Bonvouloir also had a sample window for the Board to evaluate.

Member Pozzetta stated that in his research, he felt that this window is a more appropriate selection than the PGT design.

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

Member Kosack inquired if this window approval by Board would mean that it would then be added to the HDC Pre-approved Window List. Mr. Cumella stated that it would not be added.

At the January 20, 2022 regular HDC meeting, HDC case 2020-002 for 131 N 3rd St. was heard under old business for an amendment to a previously approved COA. Applicant sought after-the-fact approval for a window manufacturer change from PGT to Kolbe. The Board approved this amendment request with the knowledge that the Kolbe windows installed by the applicant are generally considered better than the previously approved PGT windows. PGT windows had been removed from the acceptable window list after the COA for this case was granted, thus the change to Kolbe was accepted and viewed as an upgrade. It should be noted the Board does not take lightly after-the-fact amendment requests that reflect already installed or executed work.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Esclusa to approve HDC case 2020-0002 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2020-0002, 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.

7. NEW BUSINESS

7.1 HDC 2021-0046 - MIRANDA ARCHITECTS, AGENT FOR DOUGLAS & KIMBERLY GEIB, 612 BEECH STREET

Certificate of Approval (COA) to construct an addition to the rear of the house. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval.

Member Spino commented on the amount of work that the applicant has put into restoring the original wood siding.

Jose Miranda, 309 ½ Centre Street, agent for the applicant, stated that they will not try to match all siding styles, each section of the house will “speak to its own vintage”.

Members commented that the proposed change will not be visible from the public right-of-way.

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

ACTION TAKEN: A motion was made by Member Spino, seconded by Member Kosack to approve HDC case 2021-0046 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0046, 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.

8. BOARD BUSINESS

Mr. Cumella stated that City Attorney Bach has a scheduling conflict during the March 17, 2022 meeting for cost saving, is inquiring if the Board would be opened to meet the week following that date on Thursday March 24, 2022. All Board members agreed to the change by voice vote.

Member Kosack stated that the OHPA failed in its attempt to gain approval to expand into the Historic District due to the community support and advocacy. There is now a push to move House Bill 1593 which is harder to change and stronger. She noted that the House Bill needs to be moved along through committee and asked that if the ILA is achieved commissioner should continue to prohibit expansion into the Historic District.

Chip Ross, 210 N. 3rd Street., stated that Cord Byrd would prefer an Interlocal Agreement (ILA). Mr. Ross expressed concern that there is the potential for a veto.

Ms. Bach encouraged Board members to individually reach out to their City Commissioners.

8.1 Appointment of Chair

8.2 Appointment of Vice-Chair

Chair Harrison stated that he would prefer to not serve a second term as chair.

Member Spino state that he would like to serve as chair and nominate Member Esclusa as Vice-chair. Member Esclusa accepted the invitation to serve as Vice-Chair with the annotation that his employment could call upon him to travel at times.

All members agreed.

ACTION TAKEN: A motion was made by Member Harrison, seconded by Member Kosack to appoint Member Spino as Chair and appoint Member Esclusa as Vice-Chair.

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

Chair Harrison expressed gratitude to the Board and staff.

8.3 VISION 2045 - (Member Spino)

<http://www.fbfl.us/DocumentCenter/View/22930/Appendix-B---Community-Engagement-Summary>

<http://www.fbfl.us/DocumentCenter/View/22929/Appendix-A---Existing-Conditions-Analysis>

Member Spino encouraged members to read the Vision 2045 plan and provide feedback.

9. STAFF REPORT

9.1 Staff Certificate of Approval - December 2021

10. PUBLIC COMMENT

No parties wished to speak.

11. ADJOURNMENT 6:11


Taylor Hartmann, Recording Secretary
Michael Harrison, Chair



APPROVED

MINUTES ~~AMENDED~~
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.

An amendment to this Action Taken was presented by Member Esclusa during the Regular Meeting of March 24, 2022 and was approved by all members to add that if it is determined that a front railing is required by the building code that a historically accurate railing system is to be use.

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



APPROVED

**MINUTES AMENDED
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
MARCH 24, 2022
CITY CHAMBERS
204 ASH STREET
5:00 P.M.**

1. CALL TO ORDER 5:00

ROLL CALL / DETERMINATION OF QUORUM

Michael Spino (Chair)
James Pozzetta
Tim Poynter (Alt 1)

Froilan Esclusa (Vice-Chair)
Michael Harrison
Michael O'Donnell (Alt 2)

MEMBERS ABSENT:

Tammi Kosack

OTHERS PRESENT:

Tammi Bach, City Attorney
Sal Cumella, Historic Preservation Planner
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

In the absence of Member Kosack, Chair Spino seated Member Poynter as a voting member for this meeting. All members approved by voice vote.

Chair Spino asked if any member needed to disclose ex parte communications. No members disclosed any ex parte communications aside for Chair Spino who disclosed a short conversation with Mr. Kemp.

Ms. Bach announced that Ethics Training will take place at the Chambers on Friday March 25, 2022, for all elected officials, and that a copy of the presentation will also be available to members who cannot attend. She then explained the quasi-judicial procedures along with the voting process for variances.

Ms. McCann administered to oath to all parties wishing to speak and present testimony.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the February 17, 2022.

Member Spino asked that a short enhancement statement from Member Kosack be added to the January 20, 2022 Minutes.

ACTION TAKEN: A motion was made by Member Harrison, seconded by Member Poynter to approve the amendment to the January 20, 2022 Minutes.

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

Member Esclusa suggested an amendment to the February 17, 2022 Minutes item 5.1 Action Taken, by adding the condition that historically accurate railing system is to be used.

ACTION TAKEN: A motion was made by Member Esclusa, seconded by Member Pozzetta to approve the minutes as amended.

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

4. PRESENTATIONS

4.1 PRESENTATION - PECK CENTER BRICK REHABILITATION UPDATE - Lorelei Jacobs

Mr. Charlie George spoke of the ongoing project.

Member Esclusa asked Mr. George about the pressure washing element which he clarified to be more of a soak then pressure wash.

Mr. Cumella spoke of the importance of this historical building especially being a Rosenwald School.

Member Esclusa asked about the original architect was the same as the one who worked on the Tabby House.

5. OLD BUSINESS

5.1 HDC 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*)

Mr. Cumella asked that since the 2 cases are related, that they both be presented together but voted separately. He then presented amendment to case HDC 2021-0023 and recommended approval of this amendment with the following condition: that the approval of the Variance case HDC 2022-0052 is required as pre-require for approval of this case.

ACTION TAKEN: A motion was made by Member Esclusa, seconded by Member Poynter to approve HDC case 2021-0023 with the condition that that the ADU not exceed 625SF under roof and the it be located no closer than 5FT to the property line on the east side; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0023, as presented with condition, 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 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*)

Member Esclusa asked about the request of the applicant regarding setbacks and pertaining to the ADU.

Member Harrison asked if Staff is comfortable with this having the look of an accessory structure.

Member Pozzetta asked about the structure being 625sf and if it includes the covered porch. Mr. Cumella clarified that it should reflect under roofed square footage and that they would verify if it was calculated as

such. Mr. Pozzetta also spoke of the tree placement and the location of the ADU.

Todd Kemp, 511 Ash Street, spoke of the project and the amendment to the original submission. Louis Goldman, 23 S. 6th Street, ask to clarify what facts allows the combination of the lots.

Member Poynter asked if the ADU could be moved west.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Esclusa to approve HDC case 2022-0052; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0052, as presented, is substantially compliant with the Comprehensive Plan and the Land Development Code, the Secretary 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 2022-0053 - PAMELA BROWN, 116 N. 4TH STREET

Certificate of Approval (COA) to construct a swimming pool in the rear yard. *(Quasi-Judicial)*

Member Cumella presented the case and recommended approval.

David Austin, 116 N. 4th Street, confirmed that this pool would be a saltwater pool.

Member Pozzetta asked about the location of the pool, pool deck and pergola. Mr. Austin stated that Staff was very helpful with the process.

ACTION TAKEN: A motion was made by Member Harrison, seconded by Member Poynter to approve HDC case 2022-0053; AND 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 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.

7. BOARD BUSINESS

Member Harrison mentioned the loss of Mr. Cotner, local architect, and asked if there should be some commendation made by City Commission with his contribution highlighting HD projects.

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

Scott Jones, 908 White Street, spoke of his ongoing project and his current issue of his roof height being 25FT high although the requirement is 24FT high. He explained that his project is at a stop now because it cannot pass inspection. He asked the board for some suggestions on how to remedy this issue. Ms. Bach will confer with the Building Official and Planning Director to seek a possible solution.

10. ADJOURNMENT 6:29.

Sylvie McCann, Recording Secretary


Michael Spino, Chair



APPROVED

**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
APRIL 21, 2022**

1. CALL TO ORDER 5:00

**2. ROLL CALL / DETERMINATION OF QUORUM
MEMBERS PRESENT**

James Pozzetta

Tammi Kosack

Michael O'Donnell (Alt 2)

Froilan Esclusa (Vice-chair)

Tim Poynter (Alt 1)

MEMBERS ABSENT:

Michael Spino

Michael Harrison

OTHERS PRESENT:

Tammi Bach, City Attorney

Sal Cumella, Historic Preservation Planner

Sylvie McCann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

Vice-Chair Esclusa seated Member Poynter and O'Donnell as voting members. Members approved unanimously by voice vote.

Members Kosack, Pozzetta, and Vice-Chair Esclusa disclosed ex parte communication with Staff regarding current items on the agenda and no other members disclosed ex parte communications.

City Attorney Tammi Bach explained the Quasi-Judicial hearing procedures along with the approval and denial processes regarding variances.

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

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes for the March 24, 2022, Regular Meeting

Vice-Chair Esclusa asked that under item HDC-2022-0052, Mr. Cumella's answer to Member's Pozzetta's question regarding roof coverage was missing and should be added.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Poynter to approve the minutes as amended.

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

5. PRESENTATIONS

5.1 Fernandina Beach Main Street Design Council - Downtown Lighting Design

Mr. Cumella introduced the slide presentation.

Linda Finkelstein, Main Street, 492 Starboard Landing, spoke and acknowledged the presence of Jose Miranda in the audience. She noted that the power pole do not meet the 160mph required wind load. She emphasized that although some say the downtown is quaint and fine, it does need attention.

6. OLD BUSINESS

6.1 **HDC 2021-0045 - MICHAEL STAUFFER, ARCHITECT, AGENT FOR FYRE HOLDINGS II, LLC., 227 S. 7TH STREET**

Certificate of Approval (COA) to construct a 2-story accessory structure. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval.

Michael Stauffer, architect, 1417 Sadler Road, noted that the plans are the same as the conceptual plans except for some windows.

Member Pozzetta noted he was pleased to see actual wood product being used.

Chair Esclusa asked about the type of gutters. Mr. Stauffer asked if they chose the type of windows from the list if Staff could approved and confirm that choice. All Members agreed.

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

Board Discussion was opened.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Poynter to approve HDC case 2021-0045 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0045, 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.

6.2 **HDC 2022-0055 - PARKER CONTRACTING INC., AGENT FOR DAVID + KIMBERLY PAGE, 224 N. 2ND STREET**

Amendment to previously approved HDC 2018-0044 to include change of location of the refuse disposal area and widening of driveway. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval with the condition that a fencing and landscaping plan be presented for a staff review for final approval.

Michel Gonzalez, Parker Contracting Inc, agent for the applicant, 224 N. 13th Terrace, noted where the move of the refuse disposal would be located.

Member Pozzetta asked about the widening of the driveway and Mr. Gonzalez explained what calculations are proposed.

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

Board Discussion was opened.

Member Kosack, asked about the move of the concrete area and the widening of the driveway and its affect to the impervious area. Mr. Gonzalez explained that this would be a different design and also noted that they are following the slope for the change to the driveway.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Kosack to approve HDC case 2022-0055 with the following condition that applicants provide fencing and landscaping plan for dumpster enclosure as staff level review before amended COA can be issued; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0055, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Waterfront Community Redevelopment Area (CRA) guidelines to warrant final approval at this time.

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

6.3 HDC 2021-0023 - TODD KEMP, 511 ASH STREET

Amendment to a previously approved Certificate of Approval (COA) to remove the front porch from the proposed accessory dwelling. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Todd Kemp and Brian Boyer, 511 Ash Street, Ms. Kemp spoke about their challenge with the guidelines regarding the need for a residence and a guest house. Members expanded on what other options could be presented, which ultimately would restart this process and slow down this final project.

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

Board Discussion was opened.

Member Kosack asked about the uncovered porches that were removed. Mr. Cumella said it met the required 625sf.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member O'Donnell to approve HDC case 2021-0023 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0023, 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.

7. NEW BUSINESS

7.1 HDC 2022-0051 - SKIPPER CONSTRUCTION SERVICES, AGENT FOR YURI A. + RACHEL M. BART, BLOCK 16 - LOTS 13 & 14, SOMERUELUS STREET

Certificate of Approval (COA) to construct a two-story single-family dwelling and a two-story accessory dwelling unit. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Donald Skipper, Skipper Construction Services, 855 Cashen Drive, was present to answer questions.

Member Pozzetta spoke of the foundation of the house and the brick veneer. Mr. Skipper said the brick veneer would extend beyond the foundation and mentioned that there will be peers. Mr. Pozzetta also spoke of the window trims and the railings.

Member Kosack asked about the specs for the garage door. Mr. Skipper noted that it would be a metal garage door as shown in the rendering.

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

Board Discussion was opened.

Chair Esclusa addressed the porch square footage impact within the maximum square footage compared to the previous case. Mr. Cumella noted that the difference is in this case is under the Old Town Guidelines.

ACTION TAKEN: A motion was made by Member O'Donnell, seconded by Member Poynter to approve HDC case 2022-0051 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0051, 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 and being all ayes, carried.

7.2 HDC 2022-0054 - MIRANDA ARCHITECTS, AGENT FOR RUTH MAESTRE, 11 S. 7TH STREET

Certificate of Approval (COA) to renovate and construct additions at rear of home and a porch on east side. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval.

Jose Miranda, Miranda Architects, 3 ½ Centre Street, was present to answer questions. He asked about possibly using and salvaging the old windows. Mr. Cumella said this can be discussed with the Building Department to make sure it meets the Florida Building Codes.

Member Pozzetta asked about the type of doors to the new addition would be installed in place of the windows and the chance of salvaging materials.

Public Hearing was opened.

Paul Lory, 11 S. 7th Street, owner, thanked the Council and spoke about trying to preserve as much material as possible and spoke of the upcoming start date of the project.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Poynter to approve HDC case 2022-0054 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0054, 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.

7.3 HDC 2022-0056 - SKIPPER CONSTRUCTION SERVICES, AGENT FOR RICHARD D. + ROSE J.L. KING, 1002 SAN FERNANDO STREET

Conceptual Certificate of Approval (COA) to construct a two-story single-family dwelling with a detached two-story accessory dwelling. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval and noted that the total height of both primary and accessory structures should be well indicated on the final submittal, that site plan to the accessory structure indicate an improperly sited HVAC unit and that it should be moved no closer than 5ft. to the property line, and to provide driveway material, and tree survey.

Donald Skipper, Skipper Construction Services, 855 Cashen Drive, was present to answer questions.

Member Pozzetta asked that building height be indicated clearly and also addressed the 2ft. raised foundation.

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

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Kosack to approve HDC case 2022-0056; with the condition that Staff analysis comment be included; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0056, 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 Conceptual approval at this time.

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

7.4 HDC 2022-0057 - CITY OF FERNANDINA BEACH, 102 CENTRE STREET

Certificate of Approval (COA) to construct a 4ft. aluminum fence with rusticated block columns.
(*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Member Kosack asked about the linear footage of what is being installed and the panel size. Mr. Cumella said that panels are 8ft long but no engineering is to be performed.

Charlie George, City Engineer, said that the design is completed. He also spoke of the distancing along the existing sidewalk and railway.

Public Hearing was opened.

Chip Ross, 210 N. 3rd Street, spoke of his concern with the cost of this design.

Member Kosack expressed that the cost may be worth the expense in order to save the integrity of the project

Charlie Goerge, City Engineer, suggested that this approval could be conditional on seeing the final plans.

Chair Esclusa clarified that the vote is for the material and if the plan changes, it would come back for revision.

ACTION TAKEN: A motion was made by Member Poynter, seconded by Member Kosack to approve HDC case 2022-0057 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0057, 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.

8. BOARD BUSINESS

There were no Board Business items to discuss.

9. STAFF REPORT

9.1 Staff Certificate of Approval (COA) - March 2022

Member Esclusa asked about the COA for the sign for San Carlos Park. Mr. Cumella clarified that this is for St. Mary's River Keepers.

9.2 Advisory Board/ Committee Meeting Minutes Policy Update

Mr. Cumella explained the streamlined process of Minute-taking focusing mainly and identifying speakers, action taken and votes.

9.3 May 2022 Historic Preservation Month Activities

Mr. Cumella explained the Preservation events calendar for the month of May.

9.4 2022 Preservation Tour - Saturday May 7, 2022 - 10AM-5PM - Advance Tickets \$20 @ www.eventbrite.com

9.5 Window Workshop Led by [Austin Historical](#) - Friday May 27, 2022 - Tickets \$25 Available @ www.eventbrite.com - Limited Capacity

10. PUBLIC COMMENT

James Rowe spoke regarding a property in Old Town owned by his deceased mother and wanted to get information about what can be done with the property. It was suggested to them to make an appointment and speak with Staff.

11. ADJOURNMENT 6:48



Sylvie McCann, Recording Secretary



Froylan Esclusa, Chair

**MEETING MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
MAY 19, 2022
5:00 PM
AMENDED**

APPROVED

1. CALL TO ORDER

ROLL CALL / DETERMINATION OF QUORUM

Members Present: Member Kosack, Member Pozzetta, Member O'Donnell, Vice-Chair Esclusa, Chair Spino

Member Absent: Member Harrison

Others Present: Salvatore Cumella, Preservation Planner
Kelly Gibson, Recording Secretary
Tammi Bach, City Attorney

2. PLEDGE OF ALLEGIANCE

Member Poynter was seated as voting a member by voice vote.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of April 21, 2022.

Member Esclusa asked for a change on item 7.4 to read "material and general design".

ACTION TAKEN: A motion was made by Member Poynter seconded by Member Esclusa to approve the minutes as amended.

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

City Attorney Bach explained the Quasi-Judicial Hearing procedures.

Ms. Gibson administered Oath for any parties that wish to speak.

Board members disclosed ex parte communications as follows: Member Spino indicated that he spoke with a resident who expressed support. Member Kosack spoke with staff about the cases.

4. OLD BUSINESS

5. NEW BUSINESS

5.1 HDC 2022-0058 - SCAFF BUILDERS, AGENT FOR DAVID TAIT, LOTS 3 + 4 BLOCK 9, SOMERUELUS STREET

Certificate of Approval (COA) to construct a two-story single-family dwelling with a detached accessory dwelling.
(*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval with the following conditions that can be addressed at staff level: that total height of the garage be shown and that the HVAC and any mechanical, fencing location height be added to the site plan, that fencing material and design be provided as well as the paver materials, and that architectural detailing of north elevation of garage and west elevation of primary structure be addressed.

Board members asked clarifying questions of Staff.

Ethan Thomas, 541669 US1, Callahan, representative from Callahan Drafting and Randall Boughton, applicant, 4 Vintage Way Apt. 411, introduced themselves. Mr. Thomas addressed revisions addressed in staff comments.

Mr. Thomas addressed comments from Board members regarding gas location, porches, mounting of window trims behind shutters, exposed rafter tails which the applicant confirmed would be exposed.

Member Pozzetta asked about the gutter and downspouts. Mr. Thomas clarified that the French drain detail will need to be clarified before building permit. Member Esclusa requested information about the tree removal plan. Mr. Randall clarified the tree removal and replacement strategy.

Public Hearing was opened and closed no parties wishing to speak

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Kosack to approve HDC case 2022-0058 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0058, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Historic District Design Guidelines to warrant approval at this time.

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

5.2 HDC 2022-0059 - SOUTHEASTERN DOCKS & DECKS, INC., AGENT FOR MARIA JO SAVOLDI LIVING TRUST. 213 LIGHTHOUSE CIRCLE.

Certificate of Approval (COA) to construct a dock, a 240 sq ft pavilion and a 384 sq ft covered boat slip. (*Quasi-Judicial*)

Chair Spino provided information and pointed on the map about why the HDC was reviewing the request.

Mr. Cumella presented the case and recommended approval.

Board members asked clarifying questions of Staff, relating to DEP approval,

Darrell Williams, 213 Lighthouse Circle, applicant, provided information about the project.

Board members asked clarifying questions to the applicant, relating to lighting plan and height of the roof.

Public Hearing was opened.

Ernest Davis, 306 Lighthouse Lane, spoke about the impact of the project as this being the oldest structure on the island in relation to the environment and the access to the viewpoint from Fort Clinch Road. He noted that this would not affect just the neighborhood but the whole island. Darrell Williams, agent, provided a response about the chosen location.

Stephen Mehas, 2121 Alachua Street, provided his perspective and view on the project request.

Public Hearing was closed.

Board Discussion was opened. Member Pozzetta provided comments and Member Kosack provided feedback. Chair Spino requested that Mr. Cumella provide information about the notice process. Mr. Cumella provided an overview of the notice completed for the cases. Chair Spino provided comments.

ACTION TAKEN: A motion was made by Member Poynter, seconded by Member Pozzetta to approve HDC case 2022-0059 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0059, 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 and being all ayes, carried.

6. BOARD BUSINESS

Member Kosack requested clarification about the Section 106 process. Ms. Gibson provided a response about Federal involvement through the USACE. Member Kosack spoke to the fencing and design for Front Street regarding the engineered of the plan differing from what was approved by the HDC. Board members discussed the next steps and asked that Mr. Cumella follow up on the design as engineered.

7. STAFF REPORT

7.1 Staff Certificate of Approval - April 2022

7.2 Window Workshop Led by Austin Historical - Friday May 27, 2022 - Tickets \$25 Available @ www.eventbrite.com - Limited Capacity

7.3 Virtual Panel Discussion: Caring for Florida's Historic Cemeteries
Hosted by the FL Division of Historical Resources and the Florida Public Archeology Network
Tuesday, May 24, 2022 at 10 AM – 11:30 AM

7.4 2022 Preservation Awards Winners

8. PUBLIC COMMENT

9. ADJOURNMENT at 6:00 PM


Kelly N. Gibson, Recording Secretary


Michael Spino, Chair



APPROVED

**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JUNE 16, 2022
5:00 PM
CITY HALL COMMISSION
CHAMBERS 204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 5:02 p.m.

ROLL CALL / DETERMINATION OF QUORUM

Members Present: Member Kosack, Member Harrison, Member Pozzetta, Member O'Donnell, Vice-Chair Esclusa, Chair Spino

Member Absent: Member Poynter

Others Present: Salvatore Cumella, Preservation Planner
Taylor Hartmann, City Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

No ex parte communications were disclosed by any members except for Member Kosack who disclosed discussion with Staff regarding case HDC 2022-0060 and would recuse herself from Case HDC 2021-0001.

Chair Spino seated Member O'Donnell as a voting member. All member approved by voice vote.

City Attorney Bach presented the Quasi-Judicial Hearing procedures.

Ms. McCann administer the oath to any parties that are planning to speak.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

No Minutes were presented were presented for approval.

4. PRESENTATIONS

**4.1 HISTORY FOR ALL: MAKING HISTORIC STRUCTURES UNIVERSALLY ACCESSIBLE
THROUGH INNOVATIVE DESIGN by Taylor Hartmann**

Ms. Hartmann presented the Power Point presentation.

5. OLD BUSINESS

5.1 HDC 2021-0001 - ROBERT + CHERYL VIRTUE, 424 N. 3RD STREET

Amendment to a previously issued COA to replace laundry window with door, replace 2nd floor porch door with 2 glass tombstone panes to match front door, and repurpose and move 2 existing windows from master bedroom East elevation to South elevation. (*Quasi-Judicial*)

Member Kosack recused herself from this case as she is representing the applicant.

Mr. Cumella presented the case and recommended approval.

Tammi Kosack, 322 N. 3rd Street, agent for the applicant, expanded on all the proposed changes.

Member Esclusa asked if the railing on the 2nd floor porch was original. Ms. Kosack answered in the affirmative.

Member Pozzetta asked about the procedure for palings' review and design approval.

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

Board Discussion was opened. Member Pozzetta suggested that with many detailed changes that the Board should review changes. Member Harrison proposed, along with Members O'Donnell and Esclusa, that Staff review the changes and evaluate if the Board needs to provide final approval. Member Pozzetta commented on the pastel green color palings.

ACTION TAKEN: A motion was made by Member O'Donnell, seconded by Member Harrison to approve HDC case 2021-0001 as presented, with the condition that details regarding architectural elements are subject to Staff approval; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0001, 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 2022-0060 - MARIAN DAVIS, 910 SOMERUELUS STREET

Certificate of Approval (COA) to demolish a principal structure. (*Quasi-judicial*)

Mr. Cumella presented the case and recommended approval with condition that material be salvaged/recycled to the extent feasible.

Member Esclusa asked about the approval procedure to all requirements.

Member Kosack asked if interior assessment was made. Mr. Cumella answered in the negative.

Member Pozzetta asked about the procedure of salvation or/and recycling of materials. Mr. Cumella suggested that maybe the Board could establish future guidance on how to proceed with demolition.

Chair Spino spoke about this being the first documented demolition in Old Town. Member Kosack suggested that adequate photographs be provided to document the structure.

Public Hearing was opened.

Marian Davis, applicant, was present and welcome any questions. Chair Spino explained that the Board was leaning towards approval with conditions that materials be salvaged and/or recycled.

Member Kosack asked if a demolition contractor was already been lined up.

Pat Gass, 101 White Street, neighbor, voiced support for the approval of this case.

Tim Green, 1119 Someruelus Street, neighbor, commented about the history of Old Town being more about the people and voiced support for the approval for this case.

Thomas Morris, 1204 Fir Street, asked for clarification of the type of pictures requested by the Board. He also commented on the history of Old Town and the people and family that grew up locally. Chair Spino suggested Mr. Morris contact staff to get direction on how to provide those pictures.

Public Hearing was closed.

Board Discussion was opened.

Mr. Cumella briefly explained the demolition requirements at the permitting stage and said that a 90 day delay for demolition would be in effect after the permit application is submitted. Member Harrison suggested that pictures be also taken during the demolition process.

ACTION TAKEN: A motion was made by Member Harrison , seconded by Member Pozzetta to approve HDC case 2022-0060 as presented with the condition that material be salvaged or/and recycled to the extend feasible and also that photographs be provided for structure and demolition process; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0060, 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.

7. BOARD BUSINESS

7.1 Fernandina 200 HDC Representative

Member Harrison was assigned as the representative for this committee.

8. STAFF REPORT

8.1 Staff Certificate of Approval - May 2022

8.2 90-Day Demolition Delay: 518 S. 7th Street

Chair Spino asked about the demo. Mr. Cumella stated that this property is not in the historic district. The applicant provided required photos and As Built Drawings and the initially established 90 recommended day delay will be lifted upon the Boards approval.

8.3 Preservation on Main Street Conference Deland, Florida July 27- July 30

9. PUBLIC COMMENT

Chris Nickoloff, 553 Spanish Way West, introduced himself and stated his submission for Commissioner in District 4, and provided positive insight on attending all Board meetings.

Member Kosack spoke of the Port Master Plan and that OHPA is planning 2 or 3 public meetings which would take place end of July 2022. She noted that OHPA seems to be again pushing for expansion.

10. ADJOURNMENT 6:20

A handwritten signature in cursive script, appearing to read "Sylvie McCann", written over a horizontal line.

Sylvie McCann, Recording Secretary

A handwritten signature in cursive script, appearing to read "Michael Spino", written over a horizontal line.

Michael Spino, Chair



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JULY 21, 2022
5:00 PM**

APPROVED

1. CALL TO ORDER

ROLL CALL / DETERMINATION OF QUORUM

Members Present: Tammi Kosack, James Pozzetta, Michael O'Donnell, Michael Spino, Tim Poynter

Member Absent: Michael Harrison, Froilan Esclusa

Others Present: Salvatore Cumella, Preservation Planner
Tammi Bach, City Attorney (arrived at 5:15 p.m.)
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Chair Spino seated Member O'Donnell and Member Poynter as voting members for this meeting. Members approved unanimously by voice vote.

No ex parte communications were disclosed by any members.

Ms. Bach explained the quasi-judicial procedures. (this was presented by Ms. Bach at 5:40)

Ms. McCann administered the oath to parties who would be speaking.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes from the May 19, 2022 Regular Meeting.

Member Kosack noted typos and an amendment to Board Business regarding her comments regarding fence engineering plans. Member Pozzetta noted some misspelling of his last name.

ACTION TAKEN: A motion was made by Member Kosack seconded by Member Poynter to approve the minutes as amended.

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

3.2 Approval of Minutes from the June 16, 2022 Regular Meeting.

ACTION TAKEN: A motion was made by Member Kosack seconded by Member Poynter to approve the minutes as amended.

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

4. OLD BUSINESS

4.1 HDC 2022-0056 - SKIPPER CONSTRUCTION SERVICES, AGENT FOR RICHARD D. + ROSE J.L. KING, 1002 SAN FERNANDO STREET

Final Certificate of Approval (COA) to construct a two-story single-family dwelling with a detached two-story accessory dwelling. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended Final approval with the condition that the applicant provide total height of the primary structure for Staff review.

Donald Skipper, Skipper Construction Services, 855 Cashen Drive, welcomed any questions from the Board.

Member Pozzetta asked questions regarding a water table element to the 2nd levels so to break out the siding and gable. Members agreed for the water line trim to be added and approved by Staff.

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

ACTION TAKEN: A motion was made by Member Pozzetta seconded by Member O'Donnell to approve HDC case 2022-0056 with the following conditions: that a water table trim element be added at the 2nd floor line on four (4) sides of the house and garage and consider adding details to the gable ends to both house and garage, and that the roof height of the primary structure and garage be provided to Staff to verify that they do not exceed the maximum height; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0056, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Historic District Design Guidelines to warrant approval at this time.

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

At 5:40 Ms. Bach explained the quasi-judicial procedures including appeals and variance procedures.

5. NEW BUSINESS

5.1 HDC 2022-0061 - MARK AKINS, RICE ARCHITECTS LLC, AGENT FOR PESTANA INVESTMENTS, INC, 20 S. 4TH STREET

Certificate of Approval (COA) to construct a 1 story restroom facility addition, (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval with conditions that HVAC mini split be located greater than 5 ft. from property line per LDC section 4.02.03(A)8, that a survey no greater than 2 years old be provided, that materials/colors be specifically identified, and that height be measured according to LDC section 4.02.03(C).

Mark Akins, Rice Architect, 1414 Highland Drive, was present to answer any questions. Member Pozzetta asked about shutters overlapping the side trims and recommended that they be one-half the width of the window. He also asked about ADA compliance.

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

ACTION TAKEN: A motion was made by Member O'Donnell seconded by Member Poynter to approve HDC case 2022-0061 with the following conditions: that HVAC mini split be located greater than 5 ft. from property line per LDC section 4.02.03(A)8, that a survey no greater than 2 years old be provided, that materials/color be specifically identified, and that height be measured according to LDC section 4.02.03(C); AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0061, 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 and being all ayes, carried.

5.2 HDC 2022-0062 - TRINITY UNITED METHODIST CHURCH, 715 ASH STREET
Conceptual Certificate of Approval (COA) to replace windows to the Annex

Mr. Cumella presented the case and since the proposed windows are not on the pre-approved window list, Staff recommended hearing a presentation by the applicant to review samples for compatibility with the quality and dimensional standards of those on the pre-approved list..

Member Kosack inquired about the procedures for approval of windows not being on the approved window list.

Pastor Granardo Felix, 101 S. 8th Street, Pastor at the Trinity United Methodist Church, presented the Board with a sample of the window to be used. Mr. Cumella addressed the fact that the presence of the mullions must be on the exterior.

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

Member Kosack asked to clarify the location of where the windows are located. Board members discussed the usage of aluminum material. Mr. Cumella clarified that the window glass will be clear except for the bathroom window which will be obscured. Member Kosack asked about the usage of vinyl. Mr. Cumella noted that vinyl is not on the historic part of the church, and they are not replacing original wood windows.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Poynter to approve HDC case 2022-0062 with the condition that the window has a raised exterior grill that is not in between the glass; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0062, 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 Final approval at this time.

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

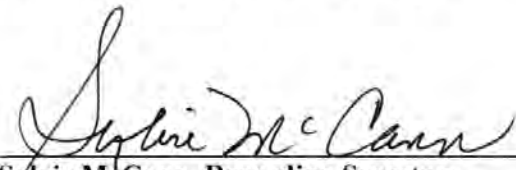
6. BOARD BUSINESS

Member Kosack spoke about an Open House at City Hall to be held by OHPA on Thursday July 28th, 2022 from 5:00 p.m. to 7:00 p.m. to present upcoming plans such as demolition of an old warehouse garage, the increasing footprint of their current warehouse, create a causeway so to establish a new entry from Escambia Street. She encouraged public presence and comments to OHPA. Members discussed the various proposed OHPA plans.

7. STAFF REPORT

8. PUBLIC COMMENT

9. ADJOURNMENT 5:54 p.m.


Sylvie McCann, Recording Secretary


Michael Spino, Chair



APPROVED

**AGENDA - AMENDED
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
AUGUST 18, 2022
5:00 PM
CITY HALL CHAMBERS**

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

Members Present: James Pozzetta, Member O'Donnell, Froilan Esclusa, Michael Spino, Michael Harrison

Member Absent: Tammi Kosack

Others Present: Salvatore Cumella, Preservation Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Chair Spino seated Member O'Donnell for HDC case HDC2022-0063 and Member Poynter for HDC case HDC2022-0064. All Board Members approved by voice vote.

No Board Members disclosed any ex parte communications.

City Attorney Bach explained the Quasi-Judicial procedures.

Ms. McCann administered the oath to all parties wishing to speak.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of the Minutes from the July 21, 2022 Regular Meeting.

ACTION TAKEN: A motion was made by Member Harrison seconded by Member Esclusa to approve the Minutes as presented.

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

4. OLD BUSINESS

5. NEW BUSINESS

5.1 HDC2022-0063 - POYNTER FAMILY HOLDINGS LLC, 116 N. 2ND STREET
Conceptual Certificate of Approval (COA) to construct a multi-purpose pavilion with gardens, and 3 pickleball courts. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Member Harrison voiced concern about sound abatement and levels of noise this event facility may create. It was noted that the noise ordinance would be followed. Ms. Bach clarified that these concerns don't fall under the design guidelines and purview of this board.

Tim Poynter, owner, spoke about the concerns for sound abatement and that they would comply with the City's noise ordinance. He clarified the aspects of the projects regarding the business.

Member Pozzetta noted that a sound engineer may be helpful in finding the necessary solutions to any sound abatement requirements. Member O'Donnell commented about what sound engineers are faced with and the type of mitigation that could be taken.

Member Pozzetta asked about the cooking pavilion SCIP panels and spoke of the need of trying to keep cohesive elements. Member Esclusa asked about the mechanical equipment and members discussed the level of screening that may be needed.

Public Hearing was opened.

Bob Carpenter, 113 N. 3rd Street, neighbor to the rear of this project, asked about the dimension of the structure where the kitchen will be, the occupancy and estimated number of occupants for the proposed events. He also voiced concerns about lighting, the sound level, and parking with an estimated 100 to 200 people attending the venue. He also noted concerns about the trees to be removed and drainage.

Nancy Carpenter, 113 N. 3rd Street, voiced concerns about level of decibel of pickle ball courts and stated that residents deserve quiet enjoyment of their property and that this project would reduce that quality of quiet enjoyment.

Public Hearing was closed.

Members discuss potential intentions from the applicant to look further into addressing the issue with sound abatement, sound engineering and noise levels.

ACTION TAKEN: A motion was made by Member Harrison, seconded by Member O'Donnell to conceptually approve HDC case 2022-0063 as presented with all noted conditions stated by Staff except condition #4 regarding sound abatement; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0063, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Waterfront Redevelopment Area Design Guidelines to warrant conceptual approval at this time.

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

5.2 HDC2022-0064 - NANCY L. CORLISS CHAPIN TRUST, 301 S. 7TH STREET

Certificate of Approval (COA) to demolish existing metal shed and install a pre-manufactured shed in rear yard. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Member Pozzetta asked about the overhang and its possible encroachment into the setbacks. Although the current LDC does not allow a 2 ft. encroachment for overhang to an accessory structure, Mr. Cumella clarified that there is current staff discussion regarding this issue to potentially be presented in front of the PAB and that an upcoming policy amendment to the LDC could soon be effective to allow the 2 ft. encroachment to the setbacks for the accessory structure.

James Lepkowski, 301 S. 7th Street, representative for the owner, was present to answer any questions from the Board. Mr. Lepkowski assured the board that the owner would be flexible as to the location of the structure in regard to the setbacks but will accept the current recommendation of the Board.

Public Hearing was opened and then closed.

Board discussion was opened, and past design standards approved by the Board were discussed compared to this project.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Harrison, to approve HDC case 2022-0064 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0064, 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 and being all ayes, carried.

6. BOARD BUSINESS

Member Harrison gave an update from the Bicentennial Committee. He noted that the year 2024 will offer a number of events leading into the Bicentennial Day, which is January 1st, 2025, and that it is expected that events will be held during 2024. Member Harrison also stated that he will attend the remaining meetings with September 14th being the next planned meeting.

7. STAFF REPORT

7.1 Staff Certificate of Approval for June 2022.

7.2 Staff Certificates of Approval for July 2022

8. PUBLIC COMMENT

Jose Miranda, Miranda Architect, gave an update on the McJunkin façade project. He also commented on the reasons for the removal and non-removal of materials. The consensus by Board Members was to preserve the building as best as possible.

Chair Spino commented on the lack of repurposing materials requirement in the State of Florida.

9. ADJOURNMENT 6:17 PM


Sylvie McCann, Recording Secretary


Michael Spino, Chair



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
SEPTEMBER 15, 2022
5:00 PM
CITY HALL CHAMBERS**

1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM

Members Present: James Pozzetta, Member O'Donnell, Froilan Esclusa, Michael Spino, Tammi Kosack, Tim Poynter

Member Absent:

Others Present: Salvatore Cumella, Preservation Planner
Tammi Bach, City Attorney
Sylvie McCann, Recording Secretary

Chair Spino seated Member Poynter as a permanent voting member and moved Member O'Donnell to Alternate 1 seat. He also seated Member O'Donnell for HDC case 2021-0007 as Member Pozzetta will recuse himself. All members approved by voice vote.

Members disclosed ex parte communications. All members had phone conversations with Commissioner Ross regarding case 2022-0057. Chair Spino disclose a conversation with Harvey Ward regarding case 2022-0069, contractor and discussed current cases with Staff.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes from the August 18, 2022 Regular Meeting.

Member Poynter noted that there was no mention of following sound engineering guidance in the discussion.

ACTION TAKEN: A motion was made by Member Poynter seconded by Member Pozzetta to approve the Minutes with the noted correction.

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

4. OLD BUSINESS

4.1

HDC 2021-0007 - JAMES POZZETTA ARCHITECT, AGENT FOR BRAD EVANS, 1015 SOMERUELUS STREET

Amendment to previously approved Certificate of Approval (COA) to expand the second floor and remove rafter tail detail from the non-porch roof elements. *(Quasi-Judicial)*

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Mr. Cumella presented the case and recommended approval.

James Pozzetta, 103, S. 18th Street, agent for the applicant, spoke of the changes. Member Kosack asked about soffit transitions.

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

There was no board discussion.

ACTION TAKEN: A motion was made by Member O'Donnell seconded by Member Kosack to approve HDC case 2021-0007 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2021-0007, 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.

4.2 HDC 2022-0057 - CITY OF FERNANDINA BEACH, 102 CENTRE STREET

Amendment to a previously approved Certificate of Approval (COA) to eliminate masonry detail from the scope of the project with the exception of four columns. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval.

Charlie George, City Engineer/Deputy City Manager, 204 Ash Street, explained changes to the scope of work. He confirmed the height of the fencing being 4 feet high.

Members spoke of the materials specified within Downtown Historic District Design Guidelines compared to the CRA Guidelines.

ACTION TAKEN: A motion was made by Member Pozzetta seconded by Member Poynter to approve amendment to HDC case 2022-0057 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0057, 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 and being all ayes, carried.

5. NEW BUSINESS

5.1 HDC 2022-0065 - MICHAEL + JESSICA VILLA, BLOCK 18 LOT 6, LADIES STREET Certificate of Approval (COA) to construct a two-story single-family residence and swimming pool. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval. He confirmed that this had already been approved previously but that the COA had expired.

Member Esclusa asked about fencing. Mr. Cumella confirmed the specification with an email received after publication of this agenda. Member Pozzetta asked about the driveway and crushed shell materials.

Michael Villa, 921 Ladies Street, welcomed any questions from the Board. Board members asked about the impervious material and fence design.

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

ACTION TAKEN: A motion was made by Member Poynter, seconded by Member Kosack to approve HDC case

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2022-0065 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0065, 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.

5.2 HDC 2022-0066 - MIRANDA ARCHITECTS, AGENT FOR JCJ TRUST LLC, 10 + 12 + 14 N. 2ND STREET

Conceptual Certificate of Approval (COA) to construct an elevator tower, rear porch, and stairs, and to restore the exterior facades, windows and doors. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended conceptual approval.

Jose Miranda, Miranda Architect, 309 ½ Centre Street, spoke of the scope of the project.

Member Esclusa asked about the adjacent empty lot and parking spaces.

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

ACTION TAKEN: A motion was made by Member Esclusa, seconded by Member Poynter to conceptually approve HDC case 2022-0066 as presented ; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0066, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the 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 and being all ayes, carried.

5.3 HDC 2022-0067 - MICHAEL STAUFFER ARCHITECT, AGENT FOR DAVID C. + GINA M. BARRY, 310 S. 6TH STREET

Certificate of Approval (COA) to construct a shed roofed addition on the second floor (rear), reconfigure the rear section of house to accommodate interior changes, reroof with metal roof, replace front door, repair siding in-kind where needed, and repaint. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Member Esclusa asked about the need for mechanical equipment screening, and doors being on the pre-approved list.

Michael Stauffer, 422 S. 6th Street, agent for the applicant, spoke of the scope of the proposed changes.

Member Pozzetta asked if some of the removed windows would be salvageable.

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

There was no board discussion.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Esclusa to approve HDC case 2022-0067 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0067, 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 and being all ayes, carried.

5.4 HDC 2022-0068 - RICE ARCHITECTS, AGENT FOR KAREN L. WEBER + ANDEEW B.

SEGAL, 232 S. 7TH STREET

Certificate of Approval (COA) to replace 29 windows, remove existing wood ramp at side yard, remove shed addition on garage and rebuild, cut brick garden wall to create new parking, and close an opening in garden wall at south property line. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended a conceptual approval in order to allow for the applicant to meet the noted conditions regarding the windows, the garage, the wooden ramp, the garden wall, and parking.

Mark Akins, Rice Architects, 961867 Parkway Boulevard, spoke about the noted requirements from Staff. He voiced that they hoped to receive a final approval and stated that they would leave the shed as is. He commented about the property being located on a corner and that this hinders parking availability. He also spoke of the garden wall and that they would restore as many windows as possible.

Andeew Segal, 232 S. 7th Street, owner, noted that they would restore and replace as many windows as possible.

Chair Spino mentioned to the applicant that a window survey will be necessary to clarify which windows would be restored and replaced.

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

Members discussed the different options regarding the garage wall and the curb cut and the usage of salvaged bricks to enhance the garden wall. They also spoke about requiring a window survey.

ACTION TAKEN: A motion was made by Member Pozzetta, seconded by Member Poynter to approve HDC case 2022-0068 with the following conditions, to provide Staff a window survey to clarify which windows are to be preserved, restored or replaced, if a difference exist between Staff and applicant's opinion regarding said survey, this change would need to go back to the Board for approval, to salvage or reuse any garden wall material to be removed, and that the shed attached to existing garage be either remove and have the wall of the garage repaired, or leave the shed as is, or renovate the shed in which case it has to adhere to City Guidelines regarding setbacks for detached structure and this to be approved by Staff, and if a difference exist between Staff and applicant's opinion, this change would need to go back to the Board for approval; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0068, with the following conditions, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant final approval at this time.

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

5.5 HDC 2022-0069 - ACATECTS LLC, AGENT FOR 101 CENTRE STREET LLC - 101 CENTRE STREET

Certificate of Approval (COA) to demolish existing middle bay of storefront (non-historic) and construction of a temporary construction entrance. (*Quasi-Judicial*)

Mr. Cumella presented the case and recommended approval.

Amy Anderson, architect, agent for the applicant, presented the Board with some material for review and welcomed questions from the Board.

There was no Board discussion.

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

ACTION TAKEN: A motion was made by Member Poynter, seconded by Member Kosack to approve HDC case 2022-0069 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0069, 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.

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

5.6 HDC 2022-0070 - DOWNTOWN CRAB LLC, 101 ALACHUA STREET Certificate of Approval (COA) to demolish a CMU storage structure. *(Quasi-Judicial)*

Mr. Cumella presented the case and recommended approval.

The applicant was not present.

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Poynter, to approve HDC case 2022-0070 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0070, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, the Downtown Historic District Design Guidelines and the Waterfront Redevelopment Area Design Guidelines to warrant approval at this time.

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

6. BOARD BUSINESS

6.1 Draft Letter to the PAB regarding Tringali Property

Public Hearing was opened.

Taina Christner, 406 Beech Street, voiced concern about all the recent and future changes within the Historic District.

David Coalson, 111 S. 4th Street, voiced concern with the zoning and size of the underlying lots. He also spoke of drainage and flooding possibility onto his property.

Mrs. Coalson, 111 S. 4th Street, reiterated her husband's concern about flooding and the change of the character of S. 4th Street with addition of townhomes.

Taina Christner, 406 Beech Street, spoke of the 25 ft. wide underlying lots.

Chair Spino asked about the TRC process about this project. Mr. Cumella answered that engineering will be working on a solution regarding water runoffs. Chair Spino will amend the letter addressed to the Chair of the PAB to add some recommendations.

Joan Cory, 408 Beech Street, spoke of streetscape and the townhomes elevations.

Ms. Bach, City Attorney, spoke of the historical decision of the Tringali property owners' request not to be included within the Historic District, and to which Board or City Commission residents could voice their concern about the proposed project.

Member Kosack commented a property being used short term rentals that is falling apart. She recommended that Code Enforcement be involved with this issue.

7. STAFF REPORT

7.1 Staff Certificate of Approval for the month of August 2022.

8. PUBLIC COMMENT

Paul Lory, 11 S. 7th Street, spoke of the current state of the Thompson house, its evolving project, and his

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relationship with the Code Enforcement department.

Chip Ross, 210 N. 3rd Street, spoke about the Code Enforcement Board process.

9. ADJOURNMENT

Sylvie McCann, Recording Secretary

Michael Spino, Chair



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
OCTOBER 21, 2021
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 Special Workshop of September 16, 2021.
 - 3.2 Approval of Minutes for the Regular Meeting of September 16, 2021.
- 4. OLD BUSINESS**
 - 4.1 **HDC 2021-0012 - COTNER ASSOCIATES, INC., AGENT FOR ARTISAN HOMES, LLC., BLOCK 11, LOTS 11 & 12 SOMERUELUS STREET**
Certificate of Approval (COA) to construct a 2 story home of approximately 2000 sq. ft. (*Quasi-Judicial*)
 - 4.2 **HDC 2021-0013 - COTNER ASSOCIATES, INC., AGENT FOR ARTISAN HOMES, LLC., BLOCK 11, LOT 8 SOMERUELUS STREET**
Certificate of Approval (COA) to construct a 2 story home of approximately 2000 sq. ft. (*Quasi-Judicial*)
 - 4.3 **HDC 2020-0012: JOSE MIRANDA, ARCHITECT, AGENT FOR ADAM KAUFMAN & LINDA TORRE, 116 S. 10TH STREET**
AMENDMENT to a previously approved Certificate of Approval (COA) to remove all aluminum siding on the North and West faces of the primary structure and replace with Hardie plank. (*Quasi-Judicial*)
- 5. NEW BUSINESS**
 - 5.1 **HDC 2021-0036 - MARK ROSS, 205 N. 3RD STREET**
Certificate of Approval (COA) to construct a 1,375 sq. ft. primary structure, 2 accessory structures, and a swim spa. (*Quasi-Judicial*)
 - 5.2 **HDC 2021-0033 - CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.**

Expansion of Local Downtown Historic District Boundary to include:
BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS
"1", "3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

6. BOARD BUSINESS

7. STAFF REPORT

7.1 Staff Certificate of Approval - September 2021

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR NOVEMBER 18, 2021

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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
NOVEMBER 18, 2021
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 Regular Meeting of October 21, 2021.
- 4. OLD BUSINESS**
 - 4.1 **HDC 2021-0029 - COTNER ASSOCIATES, INC., AGENT FOR FRANK & REBECCA POSTMA, 12 S. 6TH STREET**
Certificate of Approval (COA) to demolish and reconstruct additions, add pool, paver terrace, and associated fencing. (*Quasi-Judicial*)
- 5. NEW BUSINESS**
 - 5.1 **HDC 2021-0038 - ROBERT ALLEN, 818 SAN FERNANDO STREET**
Certificate of Approval (COA) for a 360 sq. ft. accessory structure. (*Quasi-Judicial*)
 - 5.2 **HDC 2021-0040 - MIRANDA ARCHITECTS, AGENT FOR KARI BURGESS-WATKINS, 220 N. 3RD STREET**
Certificate of Approval (COA) to construct front/rear porches, accessory dwelling unit, accessory structure, and pool. (*Quasi-Judicial*)
 - 5.3 **HDC 2021-0041 - COTNER ASSOCIATES, INC., AGENT FOR LEE THOMAS, 330 S. 7TH STREET**
Certificate of Approval (COA) to demolish and reconstruct accessory structure, accessory dwelling unit, and 1-story addition to primary structure. (*Quasi-Judicial*)
- 6. BOARD BUSINESS**
 - 6.1 Land Development Code Text Amendments: Direction for Old Town View Corridor
- 7. STAFF REPORT**
 - 7.1 Staff Certificate of Approval - October 2021
- 8. PUBLIC COMMENT**

9. ADJOURNMENT

THE NEXT HDC REGULAR MEETING IS SCHEDULED FOR THURSDAY, DECEMBER 16, 2021.

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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
DECEMBER 16, 2021
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 HDC Regular Meeting of November 18, 2021.
- 4. PRESENTATIONS**
 - 4.1 **PRESENTATION: JELDWEN WINDOWS, PRESENTED BY RYAN DELANEY**
 - 4.2 **PRESENTATION: FERNANDINA BEACH MAIN STREET - ADOPT A FLOWERBED AND SIDEWALK SURFACES**
- 5. OLD BUSINESS**
 - 5.1 **HDC 2021-0034 - COTNER ASSOCIATES, INC., AGENT FOR CHARLES & BETH SMITH, 414 BROOME STREET**
Final Certificate of Approval (COA) to construct a 624 sq. ft. accessory structure and a 624 sq. ft. accessory dwelling unit. *(Quasi-Judicial)*
 - 5.2 **HDC 2021-0043 - PARKER CONTRACTING, INC., AGENT FOR DAVID & KIMBERLY PAGE, 220 N. 2ND STREET**
Amendment to a previously approved Certificate of Approval (COA) to use sand finish stucco on the exterior instead of the approved Tabby (coquina). *(Quasi-Judicial)*
- 6. NEW BUSINESS**
 - 6.1 **HDC 2021-0044 - BUILT TO LAST CONSTRUCTION INC., AGENT FOR, FYRE HOLDINGS II, LLC., 227 S. 7TH STREET**
Certificate of Approval (COA) to demolish an existing 400 sq. ft. accessory structure. *(Quasi-Judicial)*
 - 6.2 **HDC 2021-0045 - BUILT TO LAST CONSTRUCTION INC., AGENT FOR, FYRE HOLDINGS II, LLC., 227 S. 7TH STREET**
Certificate of Approval (COA) to construct a 2-story 625 sq. ft. accessory structure. *(Quasi-Judicial)*

7. BOARD BUSINESS

7.1 CHAIR & VICE-CHAIR NOMINATION AT JANUARY MEETING

8. STAFF REPORT

8.1 Staff Certificates of Approval - November 2021

9. PUBLIC COMMENT

10. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR JANUARY 20, 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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JANUARY 20, 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 December 16, 2021, Regular Meeting
- 4. PRESENTATIONS**
 - 4.1 **UTILIZING SANBORN FIRE INSURANCE MAPS FOR HISTORIC RESEARCH - SALVATORE CUMELLA**
- 5. OLD BUSINESS**
 - 5.1 **HDC 2020-0002 - JEAN BONVOULOIR, 131 N. 3RD STREET**
Amendment to a previously approved Certificate of Approval (COA) to change window manufacturer from PGT to Kolbe. (*Quasi-Judicial*)
- 6. NEW BUSINESS**
 - 6.1 **HDC 2021-0046 - MIRANDA ARCHITECTS, AGENT FOR DOUGLAS & KIMBERLY GEIB, 612 BEECH STREET**
Certificate of Approval (COA) to construct an addition to the rear of the house. (*Quasi-Judicial*)
- 7. BOARD BUSINESS**
 - 7.1 Appointment of Chair
 - 7.2 Appointment of Vice-Chair
 - 7.3 VISION 2045 - (Member Spino)
<http://www.fbfl.us/DocumentCenter/View/22930/Appendix-B---Community-Engagement-Summary>
<http://www.fbfl.us/DocumentCenter/View/22929/Appendix-A---Existing-Conditions-Analysis>
- 8. STAFF REPORT**

8.1 Staff Certificate of Approval - December 2021

9. PUBLIC COMMENT

10. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR FEBRUARY 17, 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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
FEBRUARY 17, 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 January 20, 2022 Regular Meeting.
- 4. OLD BUSINESS**
 - 4.1 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)
- 5. NEW BUSINESS**
 - 5.1 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)
 - 5.2 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)
 - 5.3 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)
 - 5.4 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)
- 6. BOARD BUSINESS**

7. STAFF REPORT

7.1 Certificate of Approval (COA) - January 2022

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

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

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR MARCH 24, 2022 (Rescheduled from March 17, 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.



**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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
APRIL 21, 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 March 24, 2022 Regular Meeting
- 4. PRESENTATIONS**
 - 4.1 Fernandina Beach Main Street Design Council - Downtown Lighting Design
- 5. OLD BUSINESS**
 - 5.1 **HDC 2021-0045 - MICHAEL STAUFFER, ARCHITECT, AGENT FOR FYRE HOLDINGS II, LLC., 227 S. 7TH STREET**
Certificate of Approval (COA) to construct a 2-story accessory structure. *(Quasi-Judicial)*
 - 5.2 **HDC 2022-0055 - PARKER CONTRACTING INC., AGENT FOR DAVID + KIMBERLY PAGE, 224 N. 2ND STREET**
Amendment to previously approved HDC 2018-0044 to include change of location of the refuse disposal area and widening of driveway. *(Quasi-Judicial)*
 - 5.3 **HDC 2021-0023 - TODD KEMP, 511 ASH STREET**
Amendment to a previously approved Certificate of Approval (COA) to remove the front porch from the proposed accessory dwelling. *(Quasi-Judicial)*
- 6. NEW BUSINESS**
 - 6.1 **HDC 2022-0051 - SKIPPER CONSTRUCTION SERVICES, AGENT FOR YURI A. + RACHEL M. BART, BLOCK 16 - LOTS 13 & 14, SOMERUELUS STREET**
Certificate of Approval (COA) to construct a two-story single-family dwelling and a two-story accessory dwelling unit. *(Quasi-Judicial)*
 - 6.2 **HDC 2022-0054 - MIRANDA ARCHITECTS, AGENT FOR RUTH MAESTRE, 11 S. 7TH STREET**
Certificate of Approval (COA) to renovate and construct additions at rear of home and a porch on east side. *(Quasi-Judicial)*

6.3 **HDC 2022-0056 - SKIPPER CONSTRUCTION SERVICES, AGENT FOR RICHARD D. + ROSE J.L. KING, 1002 SAN FERNANDO STREET**
Conceptual Certificate of Approval (COA) to construct a two-story single-family dwelling with a detached two-story accessory dwelling. (*Quasi-Judicial*)

6.4 **HDC 2022-0057 - CITY OF FERNANDINA BEACH, 102 CENTRE STREET**
Certificate of Approval (COA) to construct a 4ft. aluminum fence with rusticated block columns. (*Quasi-Judicial*)

7. BOARD BUSINESS

8. STAFF REPORT

8.1 Staff Certificate of Approval (COA) - March 2022

8.2 Advisory Board/ Committee Meeting Minutes Policy Update

8.3 May 2022 Historic Preservation Month Activities

8.4 2022 Preservation Tour - Saturday May 7, 2022 - 10AM-5PM - Advance Tickets \$20 @ www.eventbrite.com

8.5 Window Workshop Led by Austin Historical - Friday May 27, 2022 - Tickets \$25 Available @ www.eventbrite.com - Limited Capacity

9. PUBLIC COMMENT

10. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR MAY 19, 2022

12. HDC WORKSHOP MAY 19, 2022 3PM - Joint meeting of the Historic District Council, Fernandina Beach Main Street, Amelia Island Fernandina Beach Restoration Foundation, and the Amelia Island Museum of History

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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
MAY 19, 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 Regular Meeting of April 21, 2022.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.1 HDC 2022-0058 - SCAFF BUILDERS, AGENT FOR DAVID TAIT, LOTS 3 + 4 BLOCK 9, SOMERUELUS STREET
Certificate of Approval (COA) to construct a two-story single-family dwelling with a detached accessory dwelling. (*Quasi-Judicial*)
 - 5.2 HDC 2022-0059 - SOUTHEASTERN DOCKS & DECKS, INC., AGENT FOR MARIA JO SAVOLDI LIVING TRUST. 213 LIGHTHOUSE CIRCLE.
Certificate of Approval (COA) to construct a dock, a 240 sq ft pavilion and a 384 sqft covered boat slip. (*Quasi-Judicial*)
- 6. BOARD BUSINESS**
- 7. STAFF REPORT**
 - 7.1 Staff Certificate of Approval - April 2022
 - 7.2 Window Workshop Led by [Austin Historical](#) - Friday May 27, 2022 - Tickets \$25 Available @ www.eventbrite.com - Limited Capacity
 - 7.3 [Virtual Panel Discussion: Caring for Florida's Historic Cemeteries](#)
Hosted by the FL Division of Historical Resources and the Florida Public Archeology Network
Tuesday, May 24, 2022 at 10 AM – 11:30 AM
 - 7.4 2022 Preservation Awards [Winners](#)
- 8. PUBLIC COMMENT**

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR JUNE 16, 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.



**AGENDA
HISTORIC DISTRICT COUNCIL
WORKSHOP
MAY 19, 2022
3:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. NEW BUSINESS**
 - 3.1 200TH ANNIVERSARY CELEBRATION OF INCORPORATION OF THE CITY OF FERNANDIA
 - 3.2 COORDINATION AND COLLABORATION EFFORTS BETWEEN ORGANIZATIONS
 - 3.3 UPDATE FROM FERNANDINA BEACH MAIN STREET ABOUT THE DOWNTOWN STREETScape PROJECT.
- 4. PUBLIC COMMENT**
- 5. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.



AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JUNE 16, 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**
- 4. PRESENTATIONS**
 - 4.1 HISTORY FOR ALL: MAKING HISTORIC STRUCTURES UNIVERSALLY ACCESSIBLE THROUGH INNOVATIVE DESIGN by Taylor Hartmann
- 5. OLD BUSINESS**
 - 5.1 **HDC 2021-0001 - ROBERT + CHERYL VIRTUE, 424 N. 3RD STREET**
Amendment to a previously issued COA to replace laundry window with door, replace 2nd floor porch door with 2 glass tombstone panes to match front door, and repurpose and move 2 existing windows from master bedroom East elevation to South elevation. (*Quasi-Judicial*)
- 6. NEW BUSINESS**
 - 6.1 **HDC 2022-0060 - MARIAN DAVIS, 910 SOMERUELUS STREET**
Certificate of Approval (COA) to demolish a principal structure. (*Quasi-judicial*)
- 7. BOARD BUSINESS**
 - 7.1 Fernandina 200 HDC Representative
- 8. STAFF REPORT**
 - 8.1 Staff Certificate of Approval - May 2022
 - 8.2 90-Day Demolition Delay: 518 S. 7th Street
 - 8.3 Preservation on Main Street Conference
Deland, Florida
July 27- July 30
<https://www.preservationonmainstreet.com/>
- 9. PUBLIC COMMENT**

10. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR THURSDAY, JULY 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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JULY 21, 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 from the May 19, 2022 Regular Meeting.
 - 3.2 Approval of Minutes from the June 16, 2022 Regular Meeting.
- 4. OLD BUSINESS**
 - 4.1 **HDC 2022-0056 - SKIPPER CONSTRUCTION SERVICES, AGENT FOR RICHARD D. + ROSE J.L. KING, 1002 SAN FERNANDO STREET**
Final Certificate of Approval (COA) to construct a two-story single-family dwelling with a detached two-story accessory dwelling. (*Quasi-Judicial*)
- 5. NEW BUSINESS**
 - 5.1 **HDC 2022-0061 - MARK AKINS, RICE ARCHITECTS LLC, AGENT FOR PESTANA INVESTMENTS, INC, 20 S. 4TH STREET**
Certificate of Approval (COA) to construct a 1 story restroom facility addition, (*Quasi-Judicial*)
 - 5.2 **HDC 2022-0062 - TRINITY UNITED METHODIST CHURCH, 715 ASH STREET**
Conceptual Certificate of Approval (COA) to replace windows to the Annex
- 6. BOARD BUSINESS**
- 7. STAFF REPORT**
- 8. PUBLIC COMMENT**
- 9. ADJOURNMENT**

NEXT HDC REGULAR MEETING IS SCHEDULED FOR THURSDAY, AUGUST 18, 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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
AUGUST 18, 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 the Minutes from the July 21, 2022 Regular Meeting.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.1 **HDC2022-0063 - POYNTER FAMILY HOLDINGS LLC, 116 N. 2ND STREET**
Conceptual Certificate of Approval (COA) to construct a multi-purpose pavilion with gardens, and 3 pickleball courts. (*Quasi-Judicial*)
 - 5.2 **HDC2022-0064 - NANCY L. CORLISS CHAPIN TRUST, 301 S. 7TH STREET**
Certificate of Approval (COA) to demolish existing metal shed and install a pre-manufactured shed in rear yard. (*Quasi-Judicial*)
- 6. BOARD BUSINESS**
- 7. STAFF REPORT**
 - 7.1 Staff Certificate of Approval for June 2022.
 - 7.2 Staff Certificates of Approval for July 2022
- 8. PUBLIC COMMENT**
- 9. ADJOURNMENT**

NEXT HDC REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 15, 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.



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
SEPTEMBER 15, 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 from the August 18, 2022 Regular Meeting.

4. OLD BUSINESS

4.1

HDC 2021-0007 - JAMES POZZETTA ARCHITECT, AGENT FOR BRAD EVANS, 1015 SOMERUELUS STREET

Amendment to previously approved Certificate of Approval (COA) to expand the second floor and remove rafter tail detail from the non-porch roof elements.. *(Quasi-Judicial)*

4.2 HDC 2022-0057 - CITY OF FERNANDINA BEACH, 102 CENTRE STREET

Amendment to a previously approved Certificate of Approval (COA) to eliminate masonry detail from the scope of the project with the exception of four columns. *(Quasi-Judicial)*

5. NEW BUSINESS

5.1 HDC 2022-0065 - MICHAEL + JESSICA VILLA, BLOCK 18 LOT 6, LADIES STREET

Certificate of Approval (COA) to construct a two-story single-family residence and swimming pool . *(Quasi-Judicial)*

5.2 HDC 2022-0066 - MIRANDA ARCHITECTS, AGENT FOR JCJ TRUST LLC, 10 + 12 + 14 N. 2ND STREET

Conceptual Certificate of Approval (COA) to construct an elevator tower, rear porch, and stairs, and to restore the exterior facades, windows and doors. *(Quasi-Judicial)*

5.3 HDC 2022-0067 - MICHAEL STAUFFER ARCHITECT, AGENT FOR DAVID C. + GINA M. BARRY, 310 S. 6TH STREET

Certificate of Approval (COA) to construct a shed roofed addition on the second-floor (rear), reconfigure the rear section of house to accommodate interior changes, reroof with metal roof, replace front door, repair siding in-kind where needed, and repaint. *(Quasi-Judicial)*

5.4 HDC 2022-0068 - RICE ARCHITECTS, AGENT FOR KAREN L. WEBER + ANDEEW B.

SEGAL, 232 S. 7TH STREET

Certificate of Approval (COA) to replace 29 windows, remove existing wood ramp at side yard, remove shed addition on garage and rebuild, cut brick garden wall to create new parking, and close an opening in garden wall at south property line. *(Quasi-Judicial)*

5.5 HDC 2022-0069 - ACATECTS LLC, AGENT FOR 101 CENTRE STREET LLC - 101 CENTRE STREET

Certificate of Approval (COA) to demolish existing middle bay of storefront (non-historic) and construction of a temporary construction entrance. *(Quasi-Judicial)*

5.6 HDC 2022-0070 - DOWNTOWN CRAB LLC, 101 ALACHUA STREET

Certificate of Approval (COA) to demolish a CMU storage structure. *(Quasi-Judicial)*

6. BOARD BUSINESS

6.1 Draft Letter to the PAB regarding Tringali Property

7. STAFF REPORT

7.1 Staff Certificate of Approval for the month of August 2022.

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR OCTOBER 20, 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.

RE: Online Form Submittal: Advisory Board/Committee Application

Caroline Best <cbest@fbfl.org>

Tue 11/1/2022 11:50 AM

To: Arlene Filkoff <scarf845@gmail.com>

Cc: Kim Briley <kelliott@fbfl.org>; Salvatore Cumella <scumella@fbfl.org>

Good morning, Mayor Filkoff:

Thank you for expressing interest in serving on the Historic District Counsel! Your application is on the 11/15 City Commission Regular Meeting agenda for consideration. please contact me with any questions between now and then.

Warm regards,

Caroline Best, CMC
City Clerk
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3119 | cbest@fbfl.org
www.fbfl.us



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

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

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Tuesday, November 1, 2022 10:38 AM

To: Caroline Best <cbest@fbfl.org>; Kim Briley <kelliott@fbfl.org>

Subject: Online Form Submittal: Advisory Board/Committee Application

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street

Fernandina Beach, FL 32034
(904) 310-3115

Name	Arlene Filkoff
Home Mailing Street Address	scarf845@gmail.com
City	Fernandina Beach
Zip Code	32034
Primary Phone	9045838629
Secondary Phone	<i>Field not completed.</i>

Please note that board materials are distributed electronically.

Email to receive board materials	scarf845@gmail.com
Employer	NA
Position Title	<i>Field not completed.</i>
Business Address	845 Tarpon Ave
City	Fernandina Beach
Zip	32034

Select the advisory board/committee you are applying for:	Historic District Council
---	---------------------------

Additional board that you are applying for:	Historic District Council
---	---------------------------

Why are you interested in serving on this Board? Please explain.	Since serving on the commission and Main Street, I have believed the historic district to be our crowning jewel. Preserving and honoring our past helps to inform how we plan for our future.
--	---

Eligibility

Are you a resident of the City?	Yes
---------------------------------	-----

Length of time:	18 years
-----------------	----------

Do you hold a public office? No

Office name: *Field not completed.*

Are you employed by the City? No

Position: *Field not completed.*

Are you currently serving on a Board? No

Board Name: *Field not completed.*

Potential Conflict of Interest:

No

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach?

Field not completed.

If yes, please provide details:

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):	Parks and Rec Advisory 3 years; Joy to the Children 3 years; Main Street Board 2 years and Exec Director 4 years; Take Stock in Children board member 3 years and Chair 2 years; Fernandina Beach Charter Review Committee 6 months; City Commission 3.5 years, Mayor 1 year
--	--

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:	Main Street work with historic downtown and City Commission
---	---

Organization or Commissioner sponsoring *Field not completed.*

nomination (if applicable):

Educational Background: BS/A
(Check all that apply)

Field not completed.

Other:

English; Education

Major areas of study:

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for? Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date 11/12/2022

Applicant's Signature Arlene R Filkoff

Email not displaying correctly? [View it in your browser.](#)

Field not completed.

If yes, please provide details:

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served.
Note the length of service and office held (if any):

I was a 2 term City Commissioner, previously served on a board with the City, the Environmental Advisory Board, now defunct. Also was involved on the Golf Board

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Aside from running several businesses in the HDC, I was a home builder/commercial contractor in Cincinnati where I moved from.

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background:
(Check all that apply)

BS/A

Field not completed.

Other:

Business

Major areas of study:

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for?	Yes
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By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date	10/19/21
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Applicant's Signature	Timothy M Poynter
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