AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JANUARY 19, 2023
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 December 15, 2022.

4. OLD BUSINESS

5. NEW BUSINESS

5.1 **HDC 2022-0076 - MIRANDA ARCHITECTS, AGENT FOR CENTRE & THIRD LLC, 209-211 CENTRE STREET & 9 N. 3RD STREET**
Conceptual Certificate of Approval (COA) to construct two (2) 1-story commercial buildings. *(Quasi-Judicial)*

6. BOARD BUSINESS

6.1 APPOINTMENT OF CHAIR AND VICE-CHAIR

6.2 ADMINISTRATIVE PROCEDURES UPDATE 01.19.2023

7. STAFF REPORT

7.1 HDC 2022 YEAR-END BOARD MEMBER SURVEY

7.2 Staff Certificates of Approval - December 2022

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR FEBRUARY 16, 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.

DRAFT

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

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

Members Present: Michael Spino (Chair), Froilan Esclusa (Vice-Chair), James Pozzetta, Tammi Kosack, Tim Poynter, Michael O'Donnell (Alt 1)

Member Absent: Arlene Filkoff (Alt 2)

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

2. PLEDGE OF ALLEGIANCE

At this time, Mr. Cumella presented Staff Report items.

City Attorney Tammi Bach arrived at 5:04 p.m.

Members disclosed ex parte communications. Member Pozzetta, Member Kosack and Chair Spino all received a call from Commissioner Ross regarding the Historic District Guidelines. Tammi Bach, City Attorney, explained the quasi-judicial procedures. Ms. McCann administered the oath to all parties that would be giving testimony.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes from the Regular Meeting of November 17, 2022.

ACTION TAKEN: A motion was made by Member Poynter seconded by Member Kosack 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

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)*

Ms. Cumella presented the case and recommended approval of the amendment with the applicant requesting

that the railing change be eliminated from the request.

Member Esclusa asked about the original connection of the roof to the house. Member Kosack asked if the original railings were pickets. Mr. Cumella answered in the affirmative.

Tina Smith, owner, 2996 S. Fletcher Avenue, noted that they have changed the color because of other homes with existing blue colors. She explained that the removal of the railing was mainly a financial decision.

Public Hearing was opened.

Bob Sala, 1130 White Street, neighbor, asked about the amendment timeframe versus the current construction in progress.

ACTION TAKEN: A motion was made by Member Esclusa, seconded by Member Poynter to approve the amendment to HDC case 2021-0031 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the amendment to HDC case 2021-0031, 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.

At this point, Chair Spino suggested that Item 5.2 be reviewed first.

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)*

Mr. Cumella presented the case and recommended approval.

Member Pozzetta asked about the access stairs to the rear and its allowed projection into setback.

Haven Birkee, 410 Angela Street, Key West, Bender & Associates, representative for the owner, addressed the question about the stairway projection into the setback. He also mentioned that the gingerbread brackets shown on the plans would not be installed.

Chair Spino asked about the flat roof material. Mr. Burkee said it should be a type of liquid applied system.

John Bonvouloir, 131 N. 3rd Street, owner, spoke of the presented plans.

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

ACTION TAKEN: A motion was made by Member Pozzetta seconded by Member Poynter to approve HDC case 2022-0074 as presented with the following condition: that a 42" wide stairs be added at the front of the side porch; that gingerbread brackets be eliminated; that material callouts be added to elevations; and that alternative roofing materials may be Staff reviewed if cedar shake roof is not available; AND that the HDC make the following findings of fact and conclusions of law part of the record: that HDC case 2022-0074, 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 and being all ayes, carried.

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)*

Mr. Cumella presented this case before item 5.1, and recommended approval.

Member Pozzetta inquired about the impact to recently approved LDC changes by the PAB scheduled to be presented to the City Commission in January 2023, regarding accessory structure setbacks and the overhand projection limits.

Member Esclusa asked about the material of the railing in the rear.

Haven Birkee, 410 Angela Street, Key West, Bender & Associates, representative for the owner, expanded on the property and the scope of the renovation project.

Member Kosack asked about the salvaging of the mantles and voiced concerns about water damage and its impact on the walls' plaster.

Member Esclusa asked about the replacement of the lattice. Chair Spino inquired about the cedar shakes and the possibility of going back to asphalt shakes. Mr. Birkee answered in the negative. Chair Spino suggested that a substitute material could be included in the motion.

John Bonvouloir, owner, 131 N. 3rd Street, welcomed questions.

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Esclusa to approve HDC case 2022-0075 as presented, with the condition that if cedar shakes are not available, an alternative material for roof material may be Staff reviewed; AND 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 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.

At this point, item 5.1 was presented.

6. BOARD BUSINESS

Chair Spino spoke about the Tringali case presented at the Planning Advisory Board during their regular meeting of December 14, 2022. City Attorney Bach spoke of the review and approval processes for Boards and City Commission. She also touched on the LDC requirements and the interpretation of those codes.

Chair Spino suggested that a second letter be written to the City Commission listing a number of suggested conditions.

6.1 PORT MASTER PLAN PUBLIC MEETING (MEMBER KOSACK)

Ms. Bach noted that there will be a joint workshop regarding the Port Master Plan in January 2023. Member Kosack added that according to the Port Authority if the public is adamant about the project, OHPA would be pulling out the project. She spoke of the scope of that project.

DRAFT

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 6:26 PM

Sylvie McCann, Recording Secretary

Michael Spino, Chair

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2022-0076
JANUARY 19, 2023

Owner/Applicant:	Miranda Architects, agent for Centre & Third LLC
Property Address:	209-211 Centre Street & 9 N. 3rd Street
Parcel ID #	00-00-31-1800-0010-0260, 00-00-31-1800-0010-0300, 00-00-31-1800-0010-0310
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Vacant
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	Non-Contributing
Requested action:	Conceptual Certificate of Approval (COA) to construct two, one-story commercial buildings. (Quasi-Judicial)

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

CONCEPTUAL APPROVAL

This proposal is being brought before the Historic District Council for Conceptual Approval. Conceptual approvals are provided by the HDC as a courtesy to the applicant 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. If significant concerns are raised by the Board, they may request that the applicant return for additional conceptual review. In all cases, the applicant must return to the HDC to seek Final Approval of their projects. No projects can proceed to the permitting phase without final approval by the HDC. If the Board feels that a project is substantially inappropriate at the conceptual level, or is not making progress towards an appropriate design, the board may vote to deny conceptual approval.

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is proposing to construct two, one-story commercial structures. One will be sited facing center street at 209-211 Centre Street and the second will be sited facing N. 3rd Street and addressed as 9 N. 3rd Street. The building will be designed to read as a modern interpretation of the building previously on this parcel.

Figure 1: ***209 Centre Street (Pre-1975)***

APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
DOWNTOWN HISTORIC DISTRICT GUIDELINES
SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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

ANALYSIS:

The proposed construction is intended to read as a contemporary version of the original building (no longer extant) that stood on this site. The structures will be one-story in height and meet all requirements for setback, massing, height, rhythm of openings, and materials.

Staff finds that the proposed construction is in keeping with the Secretary of the Interior's Standards, the City of Fernandina Beach Comprehensive Plan, Land Development Code, and the Downtown Historic District Guidelines.

STAFF RECOMMENDATION:

Staff recommends:

Conceptual Approval of HDC 2022-0076

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2022-0076 **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 2022-0076, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant **CONCEPTUAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **Application & Backup Materials**

EXHIBIT 2 **Plans & Elevations**

Respectfully Submitted,

Salvatore J. Cumella
Historic Preservation Planner

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #10307

Date Submitted: 12/6/2022

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

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

Fees

- ☐ Certificate of Approval (COA): Staff Review $25
- ☐ Certificate of Approval (COA): Board Review - Residential Single Family) $250
- ☑ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use $400
- ☐ Demolition of a Primary Structure â€“ Non-Contributing $1,500
- ☐ Demolition of a Primary Structure â€“ Contributing $7,500
- ☐ After-the-Fact Certificate of Approval (COA): Staff Review $100
- ☐ After-the-Fact Certificate of Approval (COA): Board Review $1,500
- ☐ Amendment to Previously Approved COA - First Amendment Free, Subsequent Amendments = 1/2 cost of original fees

Basis for Review

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

2022 Submission Deadlines + Board Meetings Calendar

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

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

- [ ] Historic District Overlays â€“ see LDC Section 8.01.01
- [ ] Specific Requirements within the OT-1 and OT-2 Zoning Districts â€“ see LDC Section 8.01.01.02
- [ ] Amelia River Waterfront Community Redevelopment Area â€“ see LDC Section 8.01.02
- [ ] Application Process for Certificate of Approval â€“ see LDC Section 8.03.03
- [ ] Signage in the Historic Districts and Community Redevelopment Area â€“ see LDC Section 8.01.03
- [ ] Requirements for Demolition Applications â€“ 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 HDCâ€™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: Conceptual

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?*

11/15/2022

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

HDC Pre-Application Meeting Request

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiser's website â†' Map Search

Historic District*

Downtown

Site Address*

209-211 Centre Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0010-0260, 00-00-31-1800-0010-0300, 00-00-31-1800-0010-0310

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Jon

Last Name*

Lasserre (Centre & Third LLC)

Mailing Address*

960185 Gateway Blvd, Ste 203

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

904-261-5618

E-mail Address*

jonlasserre@icloud.com

OWNER'S AGENT

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

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

Yes

First Name*

Jose

Last Name*

Miranda

Company (if applicable)

Miranda Architects

Street Address

309 1/2 Centre Street, Suite 206

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

9042614586

E-mail Address

jmiranda@mirandaarchitects.com

Project Description*

New one-story commercial buildings at 209-211 Centre St and 9 North 3rd Street.

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

Design Vision Statement*

Centre Street Building designed as a contemporary version of the original building on this site. North 3rd Street Building designed as potential retail space to match the Centre Street Building.

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

Requirements for Demolition Applications

Per LDC 8.03.03.01

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

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

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

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

5. Is the structure or site one of the last remaining examples of its kind in the neighborhood, county or region, or is a distinctive example of an architectural or design style which contributes to the character of the district?

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

7. Would retention of the structure or site promotes the general welfare of the City by providing an opportunity for study of local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture and heritage?

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

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

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

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

MATERIALS

List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
	Brick and Stucco Veneer	(Name/Number)

DOORS

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

WINDOWS

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

ROOFING

Manufacturer	Product Description	Color
	Flat TPO Roofing	(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
	pre-finished aluminum fencing	(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
Ownership.pdf	Owner Authorization Centre and Third LLC.pdf	Centre and Third LLC Survey.pdf	Centre and Third Design Concept Bundle 15 Nov 22.pdf

Upload 5	Upload 6	Upload 7	Upload 8
Choose File No file selecte	Choose File No file selecte	Choose File No file selecte	Choose File No file selecte

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 Cityâ€™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*

Jose

Applicant Last Name*

Miranda

Today's Date*

12/6/2022

DEPARTMENT OF PLANNING & CONSERVATION

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

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

OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I /WE Centre & Third, LLC, Jon C. Lasserre, Manager
(print name of property owner(s))

hereby authorize: Jose Miranda c/o Miranda Architects
(print name of agent)

to represent me/us in processing an application for: Historic District Council COA
(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.

Jon C. Lasserre
(Signature of owner)

(Signature of owner)

Jon C. Lasserre, Manager
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA
COUNTY OF NASSAU ss

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 6th day of December, 2022, by Jon C. Lasserre.

Jennifer T. Athavale
Notary Public

Jennifer T. Athavale
Printed Name

My Commission Expires

Personally Known X OR Produced Identification _____ ID Produced: _____

JENNIFER T. ATHAVALE
Commission # HH 293097
Expires September 30, 2026

A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

PROPERTY INFORMATION

Parcel Number 00-00-31-1800-0010-0260

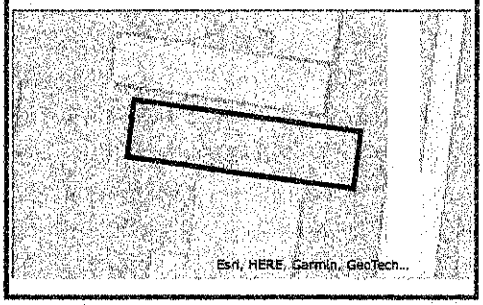
Owner Name	CENTRE & THIRD LLC
Mailing Address	960185 GATEWAY BLVD STE 203
	FERNANDINA BEACH, FL 32034
Location Address	N 3RD ST
	FERNANDINA BEACH 32034
Tax District	FERNANDINA BEACH
Milage	19.5052
Homestead	No
Property Usage	VACANT COM 001000
Deed Acres	0
Short Legal	BLOCK 10 LOT 26 BEING PARCEL I ESMT PT OR 548/1135

2022 Certified Values

Land Value	$187,500
(+) Improved Value	$0
(=) Market Value	**$187,500**
(-) Agricultural Classification	$0
(-) SOH or Non-Hx Capped Savings	$0
(=) Assessed Value	**$187,500**
(-) Homestead	$0
(-) Additional Exemptions	$0
(=) School Taxable Value	$187,500
(-) Non-School HX & Other Exempt Value	$0
(=) County Taxable Value	**$187,500**

Note - *SOH Cap does not apply to School Taxable Value

PARCEL MAP

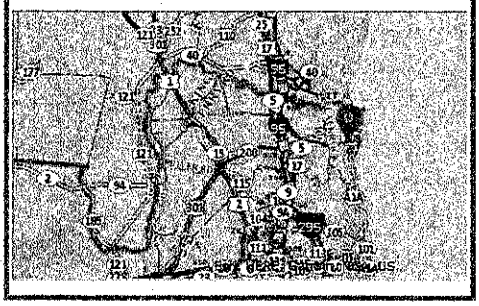


2021 AERIAL MAP

PROPERTY PHOTO

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

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2022-03-09	2545 / 980	$300,000	WD	U	N	PAASCHE ALFRED G JR & SUSAN D PAASCHE ET AL	CENTER & THIRD LLC
2020-04-29	2357 / 1712	$100	WD	U	N	PAASCHE HELEN D TRUST	PAASCHE ALFRED G JR ET AL
2020-03-11	2347 / 469	$100	SW	U	N	LASSERRE CHARLES W III ET AL	CENTRE & THIRD LLC
2020-03-11	2347 / 460	$100	TD	U	N	LASSERRE CURTISS H LIVING TRUST	LASSERRE CHARLES W III ET AL
2015-09-01	2004 / 377	$100	WD	U	N	LASSERRE CURTISS H	CURTISS H LASSERRE REVOCABLE LIVING TRUST
2010-10-25	1706 / 70	$100	QC	U	N	PAASCHE ALFRED G JR ETAL	PAASCHE HELEN D
2010-10-25	1706 / 68	$100	PR	U	N	PAASCHE HELEN D P/R	PAASCHE HELEN D ETAL
2010-10-25	1706 / 1847	$100	WD	U	N	PAASCHE HELEN D	PAASCHE HELEN D TRUSTEE
1987-05-13	617 / 621	$14,000	WD	Q	N	LASSERRE CURTISS	LASSERRE & PAASCHE
1987-01-22	508 / 1244	$28,000	WD	Q	N	1ST GUARANTY BANK	CURTISS H LASSERRE
1985-05-01	453 / 89	$22,000	QC	U	N		

A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

PROPERTY INFORMATION

Parcel Number 00-00-31-1800-0010-0300

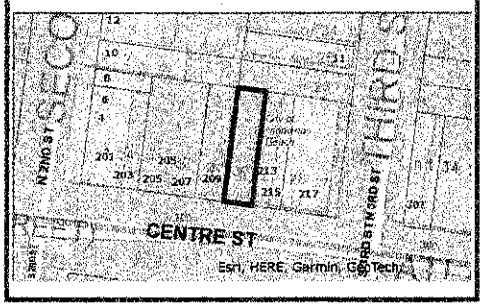
Owner Name	CENTRE & THIRD LLC
Mailing Address	960185 GATEWAY BLVD STE 203
	FERNANDINA BEACH, FL 32034
Location Address	CENTRE ST
	FERNANDINA BEACH 32034
Tax District	FERNANDINA BEACH
Milage	19.5052
Homestead	No
Property Usage	V C W/XFOB 001001
Deed Acres	0
Short Legal	BLOCK 10 LOT 30 BEING PARCEL II ESMT PT OR 548/1135

2022 Certified Values

Land Value	$250,000
(+) Improved Value	$1,272
(=) Market Value	**$251,272**
(-) Agricultural Classification	$0
(-) SOH or Non-Hx* Capped Savings	$56,101
(=) Assessed Value	**$193,772**
(-) Homestead	$0
(-) Additional Exemptions	$0
(=) School Taxable Value	$251,272
(-) Non-School HX & Other Exempt Value	$0
(=) County Taxable Value	**$193,772**

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

PARCEL MAP

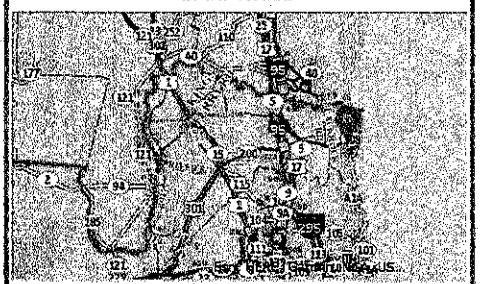


2021 AERIAL MAP

PROPERTY PHOTO

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

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
CONC PAVER	0 X 0	235	2000
CONC PAVER	0 X 0	0	0

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2022-03-09	2545 / 980	$380,000	WD	U	N	PAASCHE ALFRED G JR & SUSAN D PAASCHE ET AL	CENTER & THIRD LLC
2020-04-29	2357 / 1712	$100	WD	U	N	PAASCHE HELEN D TRUST	PAASCHE ALFRED G JR ET AL
2020-03-11	2347 / 468	$100	SW	U	N	LASSERRE CHARLES W III ET AL	CENTRE & THIRD LLC
2020-03-11	2347 / 460	$100	TD	U	N	LASSERRE CURTISS H LIVING TRUST	LASSERRE CHARLES W III ET AL
2015-09-01	2006 / 377	$100	WD	U	N	LASSERRE CURTISS H	CURTISS H LASSERRE REVOCABLE LIVING TRUST
2010-10-25	1706 / 70	$100	QC	U	N	PAASCHE ALFRED G JR ETAL	PAASCHE HELEN D
2010-10-25	1706 / 68	$100	PR	U	N	PAASCHE HELEN D P/R	PAASCHE HELEN D ETAL
2010-10-25	1706 / 1847	$100	WD	U	N	PAASCHE HELEN D	PAASCHE HELEN D TRUSTEE
1985-02-01	447 / 116	$71,000	MS	U	N		
1977-06-01	240 / 606	$100	FS	U	N		

A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

PROPERTY INFORMATION

Parcel Number 00-00-31-1800-0010-0310

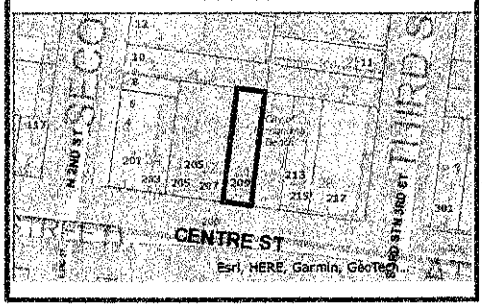
Owner Name	CENTRE & THIRD LLC
Mailing Address	96018S GATEWAY BLVD STE 203
	FERNANDINA BEACH, FL 32034
Location Address	209 CENTRE ST
	FERNANDINA BEACH 32034
Tax District	FERNANDINA BEACH
Millage	19.5052
Homestead	No
Property Usage	V C W/XF08 001001
Deed Acres	0
Short Legal	BLOCK 10 LOT 31 BEING PARCEL III ESMT PT OR 548/1135

2022 Certified Values

Land Value	$250,000
(+) Improved Value	$1,272
(=) Market Value	**$251,272**
(-) Agricultural Classification	$0
(-) SOH or Non-Hx* Capped Savings	$56,101
(=) Assessed Value	**$193,772**
(-) Homestead	$0
(-) Additional Exemptions	$0
(=) School Taxable Value	$251,272
(-) Non-School HX & Other Exempt Value	$0
(=) County Taxable Value	**$193,772**

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

PARCEL MAP

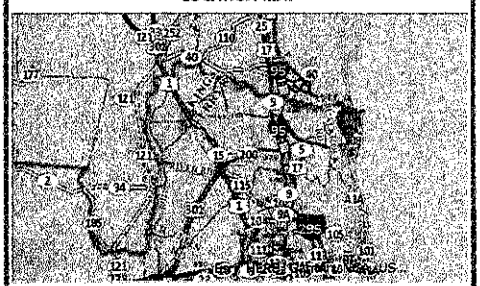


2021 AERIAL MAP

PROPERTY PHOTO

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

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
CONC PAVER	0 X 0	235	2000
CONC PAVER	0 X 0	0	0

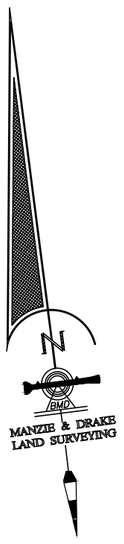
SALES INFORMATION

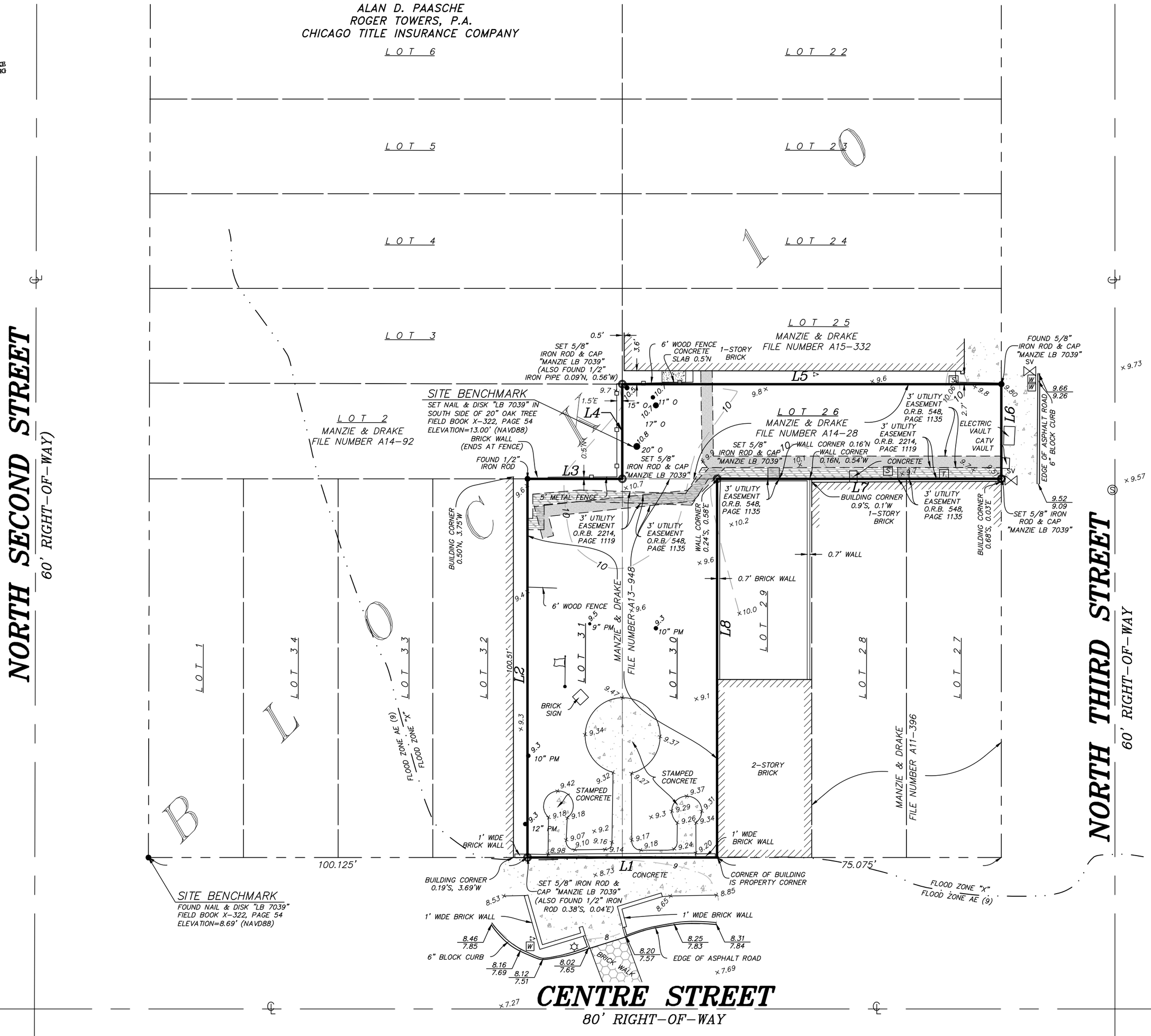
Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2022-03-09	3545 / 960	$300,000	WD	U	N	PAASCHE ALFRED G JR & SUSAN D PAASCHE ET AL	CENTER & THIRD LLC
2020-04-29	2252 / 1712	$100	WD	U	N	PAASCHE HELEN D TRUST	PAASCHE ALFRED G JR ET AL
2020-03-11	2247 / 469	$100	SW	U	N	LASSERRE CHARLES W III ET AL	CENTRE & THIRD LLC
2020-03-11	2247 / 460	$100	TD	U	N	LASSERRE CURTISS H LIVING TRUST	LASSERRE CHARLES W III ET AL
2015-09-01	2064 / 377	$100	WD	U	N	LASSERRE CURTISS H	CURTISS H LASSERRE REVOCABLE LIVING TRUST
2010-10-25	1706 / 78	$100	QC	U	N	PAASCHE ALFRED G JR ETAL	PAASCHE HELEN D
2010-10-25	1706 / 68	$100	PR	U	N	PAASCHE HELEN D P/R	PAASCHE HELEN D ETAL
2010-10-25	1706 / 1847	$100	WD	U	N	PAASCHE HELEN D	PAASCHE HELEN D TRUSTEE
1985-02-01	447 / 116	$71,000	MS	U	N		
1977-06-01	340 / 605	$100	FS	U	N		

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

LOTS 26, 30 AND 31, BLOCK 10, FERNANDINA BEACH, FLORIDA
AS SHOWN ON THE OFFICIAL MAP OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND RE-ISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901.

CERTIFIED TO:
CENTRE & THIRD, LLC
ALFRED G, PAASCHE, JR.
SUSAN DENISE PAASCHE CLEMENTS
ALAN D. PAASCHE
ROGER TOWERS, P.A.
CHICAGO TITLE INSURANCE COMPANY





LINE TABLE		
LINE	BEARING	LENGTH
L1	N82°32'00"W	50.05'
L2	N7°28'00"E	100.00'
L3	S82°32'00"E	25.02'
L4	N7°28'00"E	25.00'
L5	S82°32'00"E	100.10'
L6	S7°28'00"W	25.00'
L7	N82°32'00"W	75.07'
L8	S7°28'00"W	100.00'

GRAPHIC SCALE
0 10 20 40
(IN FEET) 1 inch = 20 ft.

NOTE:
THERE IS AN OVERAGE OF 0.25 FEET IN BLOCK 10 ALONG CENTRE STREET THEREFORE WE HAVE GIVEN EACH LOT 25.025 FEET, AND CHECKS OLD WALLS.
= 3' UTILITY EASEMENT O.R.B. 548, PAGE 1135
= 3' UTILITY EASEMENT O.R.B. 2214, PAGE 1119

LEGEND
℄ = CENTERLINE
= BRICK FLATWORK
= CONCRETE FLATWORK
= LIGHT POLE
S = SEWER CLEANOUT
Ⓢ = SEWER MANHOLE
T = TELEPHONE PEDESTAL
W = WATER METER
= WOOD OR METAL FENCE
= 5/8" IRON ROD & CAP (LB 7039) SET
SV = SEWER VALVE
= BACKFLOW PREVENTION SYSTEM
= BENCHMARK
00.00 / 00.00 = TOP OF CURB / EDGE OF ASPHALT
= FLAGPOLE

TREE LEGEND
O = OAK
PM = PALM
TREE DISCLAIMER:
NUMBER OF TREES SHOWN ON SURVEY: 8

SPECIES OF TREES HAVE BEEN IDENTIFIED TO THE BEST OF OUR KNOWLEDGE AND BELIEF; HOWEVER MANZIE & DRAKE LAND SURVEYING WILL ASSUME NO LIABILITY, EXPRESSED OR IMPLIED, FOR THE CORRECTNESS OF SAID SPECIES IDENTIFICATION.

TREES HAVE BEEN LOCATED AS ACCURATELY AS POSSIBLE UNDER CURRENT CONDITIONS AND HAVE A POSITIONAL TOLERANCE OF APPROXIMATELY 2 TO 3 FEET. CRITICAL TREES SHOULD BE VERIFIED PRIOR TO CONSTRUCTION.

SURVEY NOTES:
1) The "Legal Description" hereon is in accord with the description provided by the client
2) Underground Improvements were not located or shown.
3) I have reviewed the Chicago Title Insurance Company title insurance commitment #10190139, dated 01/27/2022 and all recorded survey related encumbrances, except liens, identified in Schedule B-II of the title insurance commitment have been shown or noted on the survey.
4) Bearings shown hereon are based on an assumed bearing of N07°28'00"E. The bearing reference line is indicated as thus (BR).
5) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel "12089C 0237 G", Dated "08/02/2017". Flood Zone information listed above and shown on this survey is provided as a courtesy and is approximate at best. All data should be verified by Nassau County Building Department for accuracy. We assume no liability for its accuracy. Flood Zone information is not covered by the certification hereon and is not required to be shown per Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
6) Site Benchmark is as shown hereon.
7) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
8) The Reference Benchmark is a nail & disc "Manzie LB 7039" at the SE corner of Lot 1, Block 10. (Elevation = 8.69'(NAVD88)

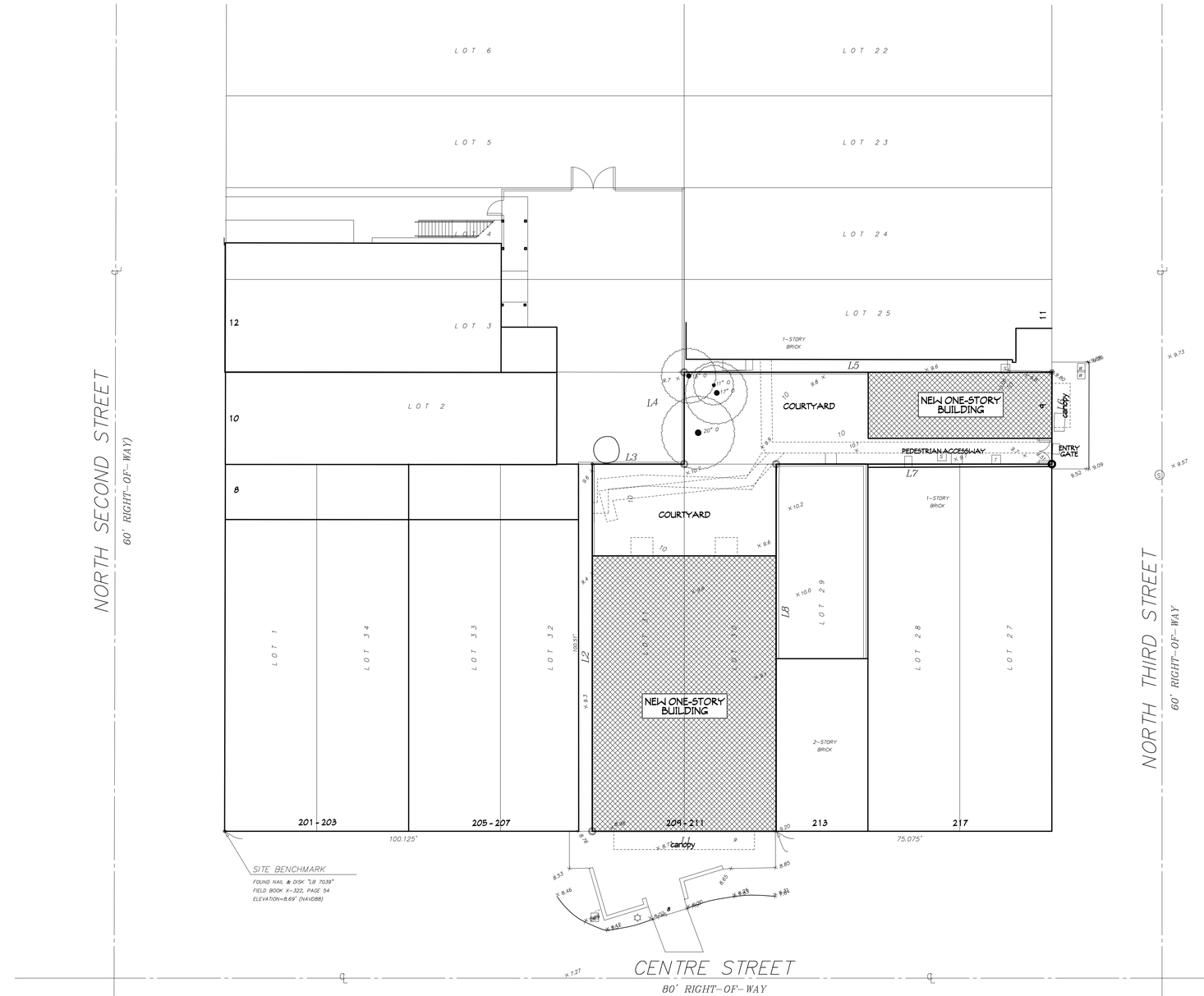
THE INFORMATION SHOWN HEREON MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

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

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

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

SCALE: 1"=20' JOB NO: 17308 DATE: 2/25/2022 CADD: B. DAVIS
F.B. NO: X-322 PAGE NO: 54 CREW: SS FILE NO: B-580



SITE PLAN DESIGN CONCEPT | 1/16"=1'-0"

This drawing and the design ideas and concepts it represents is the property of Miranda Architects & Associates and is not to be used in any way without the express written permission of Miranda Architects & Associates. It is not to be used on any other project and is to be returned on request.

P1 CENTRE & THIRD SITE PLAN
PROJECT # F220421
DRAWN BY -- JLM
CHK'D BY -- JLM
DATE -- 11-15-22

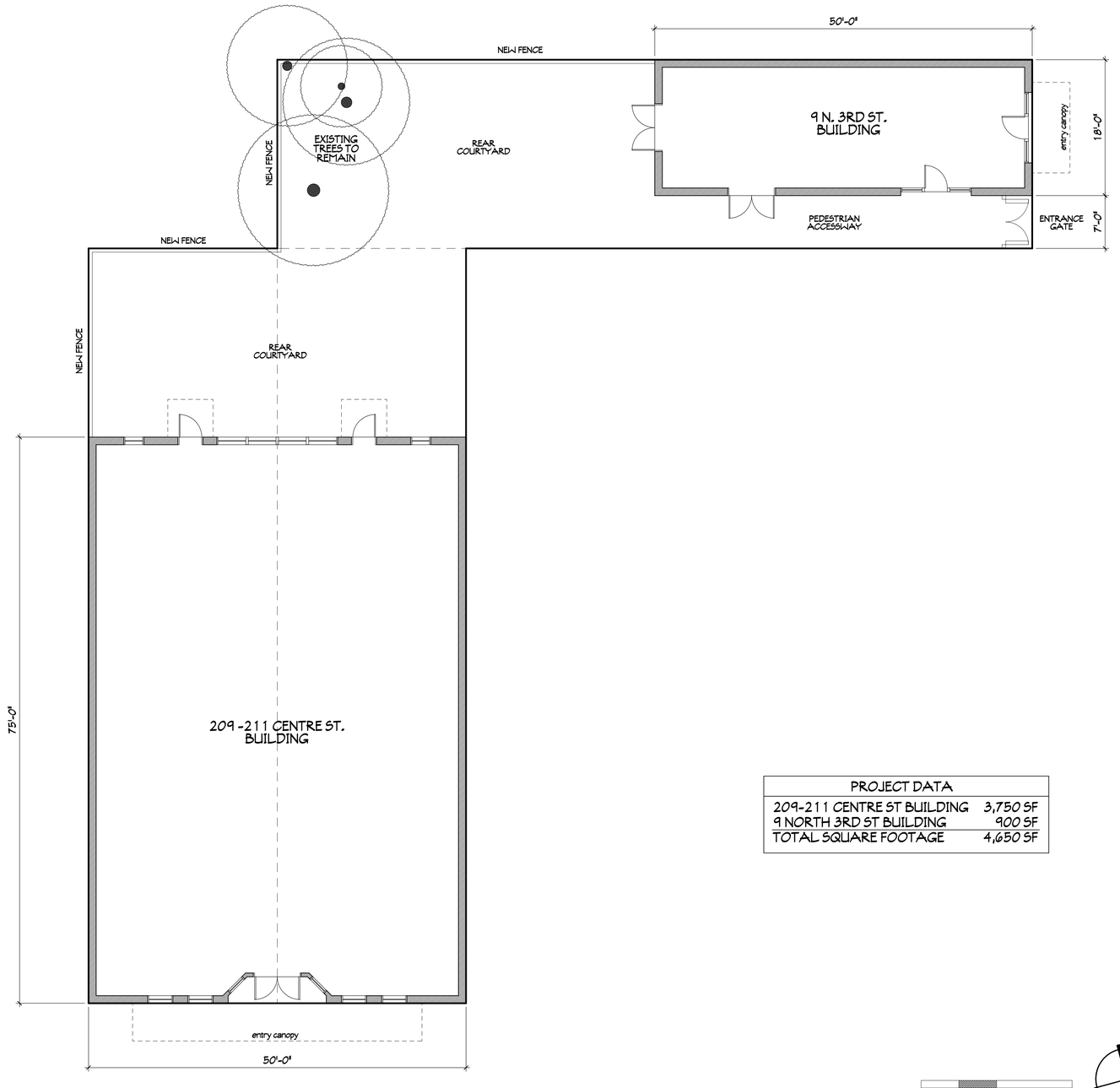
MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL. REG. NO. AR14897

DESIGN FOR
CENTRE & THIRD LLC
209 - 211 CENTRE STREET
FERNANDINA BEACH, FL 32034

CONCEPTUAL SITE PLAN

REVISIONS	DATE

P1



PROJECT DATA	
209-211 CENTRE ST BUILDING	3,750 SF
9 NORTH 3RD ST BUILDING	900 SF
TOTAL SQUARE FOOTAGE	4,650 SF

0 5 10 20

FLOOR PLAN DESIGN CONCEPT | 1/8"=1'-0"

The drawings and the design ideas and concepts, it represents, the property of the Miranda Architects, P.A. and is not to be reproduced, changed or copied in any form or manner whatsoever nor are they to be assigned to any third party, without first obtaining the written permission and consent of Miranda Architects.

P2 CENTRE & THIRD PLAN
PROJECT # F220921
DRAWN BY -- JLM
CHK'D BY -- JLM
DATE -- 11-15-22

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL. REG. NO. AR14687

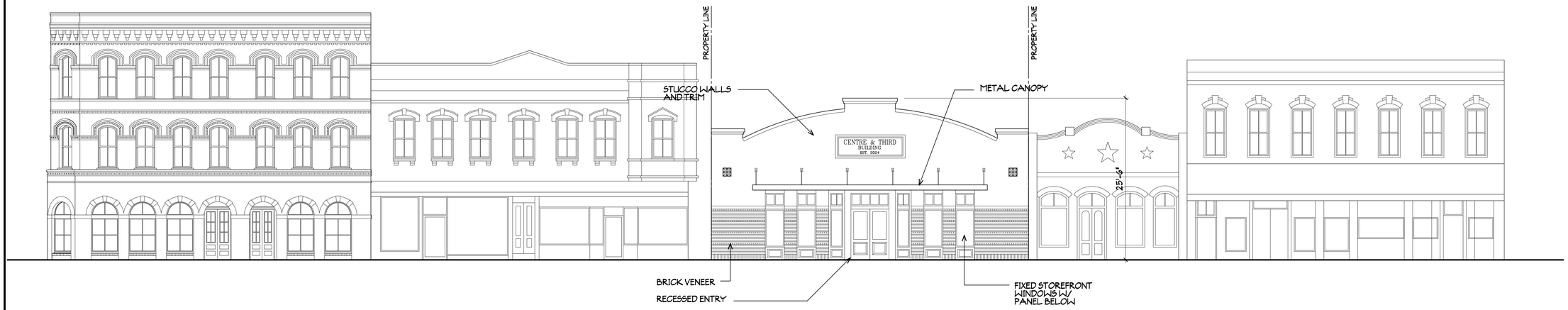
MIRANDA ARCHITECTS

DESIGN FOR
CENTRE & THIRD LLC
209-211 CENTRE STREET
FERNANDINA BEACH, FL 32034

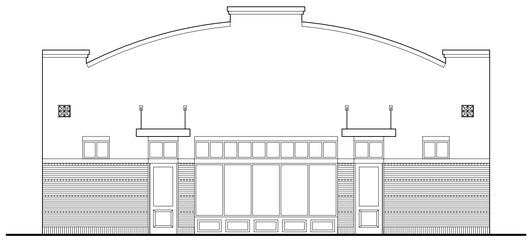
CONCEPTUAL FLOOR PLAN

REVISIONS	DATE

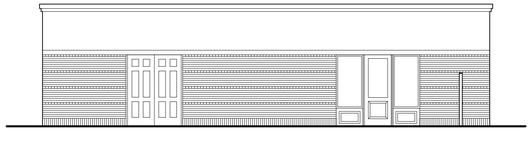
P2



CENTRE STREET ELEVATION | 1/8"=1'-0"



209 - 211 CENTRE ST. NORTH ELEVATION | 1/8"=1'-0"



9 N. 3RD ST. BUILDING SOUTH ELEVATION | 1/8"=1'-0"

NORTH THIRD STREET ELEVATION | 1/8"=1'-0"

This drawing and the design ideas presented herein are the property of Jose Luis Miranda, Jr. Architect, P.A. and shall not be reproduced or used in whole or in part. It is not to be used on any other project and is to be returned on request.

P2 CENTRE & THIRD PLAN
PROJECT # F220921
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 11-15-22

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL. REG. NO. 30466

DESIGN FOR
CENTRE & THIRD LLC
209 - 211 CENTRE STREET
FERNANDINA BEACH, FL 32034

CONCEPTUAL ELEVATIONS

REVISIONS	DATE

P3

ADMINISTRATIVE PROCEDURES
Historic District Council
City of Fernandina Beach

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I. Introduction

II. Mission and Goals

III. Roles and Responsibilities

IV. Appointment Guidelines

V. Expectations for Historic District Council Members

VI. Officers: Selection and Duties

VII. Attendance, Quorum and Voting Requirements

VIII. Public Input and Participation

IX. Meeting Procedure; Order of Business; Quasi-judicial Hearing Procedure and Rules

X. Preparation of Minutes and Record Keeping Responsibilities

XI. Board Rules and Policies

XII. Historic District Council Staff

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A - Fernandina Beach Land Development Code, Section 9.01.00
B - Fernandina Beach Land Development Code, Section 9.03.00
C - Quasi-Judicial Hearings Procedures and Rules
D - Florida Sunshine Law
E - Conflict of Interest and Financial Disclosure
F - Meeting Procedure: Roberts Rules
G - Actions Approvable by City Staff in lieu of HDC Hearing

ADMINISTRATIVE PROCEDURES
Historic District Council
City of Fernandina Beach

I. INTRODUCTION

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

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

The members of the Historic District Council are city residents whose interests, backgrounds and experience provide the City with expert advice on matters pertaining to the preservation of districts and specific buildings of the City that reflect elements of its cultural, social, economic, political and architectural history. Where possible, members shall include, to the extent such individuals are available in the community and willing to serve, one (1) registered architect, and professionals from the disciplines of architecture, construction, design, history, architectural history, archaeology, or other historic-related fields such as urban planning, American studies, cultural geography, or cultural anthropology. Persons who have demonstrated special interest, experience or knowledge in history, architecture, or related disciplines such as law, real estate, land development, or construction shall make up the remainder of the HDC membership.

II. MISSION AND GOALS

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

The goals of the Historic District Council:

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

III. ROLES AND RESPONSIBILITIES OF THE HISTORIC DISTRICT COUNCIL

(City of Fernandina Beach Land Development Code, Chapter 9.03.~~0~~402)

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

B. Maintain and update the historic properties survey as an inventory of historic landmarks, historic sites, and properties in historic districts. All inventories shall be compatible with the Florida Master Site File, which exemplifies the format used for statewide comprehensive historic preservation planning, and kept current and regularly provided to the ~~s~~State ~~h~~Historic ~~p~~Preservation ~~o~~Officer (SHPO) for incorporation in the Florida Master Site File.

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

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

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

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

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

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

I. Promulgate standards for architectural review.

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

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

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

IV. APPOINTMENT GUIDELINES

A. All members and alternate members are appointed by the City Commission.

B. All voting members and alternate members must reside within the City Limits.
C. Elected officials and employees of the City are not eligible to serve on the Historic District Council.
D. All members serve at the pleasure of the City Commission.
E. The term of office for all voting and alternate members is three (3) years, and vacancy occurs at the end of the three (3) year term.
F. When a term expiration occurs, the member or alternate member must reapply if they wish to serve another term.
G. A member whose term has expired, may continue to serve until they are either re-appointed, or a new member is appointed.

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

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

~~C. In recommending applicants for appointment, the HDC will look for individuals whose credentials are directly related to the mission and work of the HDC and who bring strengths in the areas of historic preservation, including architecture, design, history, construction, archaeology and anthropology.~~

~~D. Per LDC Section 9.01.01, a member of the HDC who is seeking re-appointment shall continue to be a voting member for two (2) months to allow for the finalization of the re-appointment by the City Commission.~~

V. EXPECTATIONS FOR HDC MEMBERS

A. As representatives of the City of Fernandina Beach in their appointed roles, all members will conduct themselves in a manner that demonstrates respect, integrity, teamwork, and competence.

B. Members will regularly attend all meetings. Members will notify the staff liaison and/or Chair of planned absences prior to meetings.

C. Members will adhere to all "Florida Sunshine Law" requirements in all communications and interpersonal dealings.

D. Members will familiarize themselves with all applicable and adopted guidelines, requirements, and ordinances relating to the City's historic preservation efforts.

E. Members will prepare themselves in advance for meetings and will be willing to take on special assignments if requested by the Historic District Council or its Chair.

F. Members will recuse themselves from cases that present a conflict of interest (see Appendix E).

G. Members will consider input from citizens interested in an issue or parties impacted by actions of the body prior to making a final determination on an issue.

H. Members will apply all rules, regulations, policies, procedures and guidelines equally to all applicants during quasi-judicial hearings.

I. Members will treat each other and City staff with fairness and respect. Interactions between HDC members and City staff not meeting this standard should be brought to the attention of the City Manager immediately.

J. Members will promptly file the annual Financial Disclosure Statement with the County Supervisor of Elections as required by law (see Appendix E).

VI. OFFICERS; SELECTION AND DUTIES

A. The Historic District Council must have a chairperson, vice-chairperson, and a recording secretary.

B. The chairperson and vice-chairperson serve one (1) year terms. The chair and vice-chair will be elected by the Historic District Council at its January Meeting. All Historic District Council voting members are eligible to serve in these positions.

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

B. Duties of the Chair:

1. Preside at all regular and special meetings. Conduct meetings in an efficient manner, focusing on the issues relevant to the functions and mission.

2. Regulate and facilitate discussion among board members to ensure that all viewpoints are represented. Give each member the opportunity to express ideas and/or concerns on issues that are being considered by the board or commission.

3. As necessary, appoint alternates to serve in lieu of regular members; appoint member to serve in the absence of the Vice-chair.

4. Assist in orienting new board members about the function, role and mission of the HDC.

5. Assist in mediating conflicts or disputes between board/commission members.

6. Represent the HDC in appearing before the City Commission as required.

7. Serve as primary contact with City staff.

8. Appoint members to serve on committees.

9. Foster compliance with the "Florida Sunshine Law."

10. Sign Certificates of Approval for variances, approved minutes, and Findings of Fact. *(Staff signs Certificates of Approval for non-variance cases on behalf of the Chair.)*

C. Duties of the Vice-chair:

1. Serve in the absence of the Chair.

2. Accept special assignments from the Chair.

3. Sign approved minutes and Findings of Fact.

VII. ATTENDANCE, QUORUM AND VOTING REQUIREMENTS

A. Each appointed member and alternate member will attend all regular meeting and called meetings.

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

B. When a board, commission, or committee seat becomes vacant before its term expires, an alternate member fills the vacancy.

C. When no alternate member is available to fill a vacancy, the City Commission may appoint a member to fill the vacancy for the duration of the unexpired term.

D. When the unexpired term is two (2) months or less, the City Commission may appoint a new member to fill the unexpired term and the following full term.

E. A member who moves outside the City or no longer meets eligibility requirements for membership is considered removed immediately.

F. Any member who has been absent for three (3) regular meetings in one calendar year is subject to removal.

G. Vacancy occurs upon death, resignation, removal, conviction of a felony, or expiration of term.

H. Term limits and reappointment.
   a. Term limits do not apply to appointed board, commission, or committee members.
   b. All terms are effective January 1 of a given calendar year and expire on December 31 of the calendar year ending the term.
   c. The City Clerk's office will provide notice of vacancies upon receipt of member resignation, notice of removal, or, in the case of an expiring term, by September 1 of the calendar year ending the term.

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

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

VIII. PUBLIC INPUT AND PARTICIPATION

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

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

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

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

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

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

1. CALL TO ORDER

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

2. ROLL CALL / DETERMINATION OF A QUORUM

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

1. If there is not a quorum present within fifteen (15) minutes following the scheduled starting time of the HDC meeting, the Chair can call the meeting to order, announce the absence of a quorum and

adjourn the meeting. The Chair can also call the meeting to order and then entertain a motion to adjourn, to fix the time to adjourn, to recess, or take measures to obtain a quorum.

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

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

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

3. APPROVAL OF MINUTES

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

4. QUASI-JUDICIAL HEARINGS: PROCEDURE AND RULES.

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

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

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

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

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

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

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

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

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

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

If there have been oral, written, or electronic ex-parte communications between HDC members and City staff or applicants, each member should give a brief description of those communications and the parties involved. If a board member made a site visit s/he should indicate the number of visits and approximate dates.

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

5. OLD / NEW BUSINESS

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

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

6. ORDER OF PRESENTATION

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

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

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

3. Chair opens public hearing.

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

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

6. Chair closes public hearing.

7. Final presentation by applicant.

8. Final comments from City staff.

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

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

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

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

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

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

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

a. **For approvals:** The Chair signs the Certificate of Approval and presents to the applicant. (When approval has been conditioned upon modifications, the applicant is instructed to pick up the modified Certificate of Approval from the Community Development Department the following business day.)
b. **For denials:** The Chair advises the applicant regarding a new application or appeal process.
c. **For postponements:** The Chair sets the next hearing date and advises the applicant to consult with City staff on additional information needs for the case.

~~7. STAFF APPROVED CERTIFICATES OF APPROVAL~~

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

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

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

~~7~~9. BOARD BUSINESS

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

~~10. BOARD REPORTS~~

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

~~8~~11. STAFF REPORT

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

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

9. PUBLIC COMMENT

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

10~~1~~2. ADJOURNMENT

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

X. PREPARATION OF MINUTES AND RECORD KEEPING REQUIREMENTS

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

XI. BOARD RULES AND POLICIES

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

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

XII. HISTORIC DISTRICT COUNCIL STAFF

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

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

- Consult with the public and applicants regarding the HDC application process.
- Provide staff reports regarding HDC applications to the HDC in advance of the monthly meeting.
- Coordinate with the HDC secretary to produce the monthly meeting agenda and legal notices.
- Process staff-level certificate of approval applications as directed by the LDC.
- Review LDC and Comprehensive Plan policies regarding historic preservation and draft revisions in conjunction with the HDC when needed.
- Maintain the HDC Action Plan detailing HDC goals and objectives.

- Assist in completing Certified Local Government reporting requirements, including annual reporting regarding HDC activity.
- Participate in Technical Review Committee meetings regarding properties in the Historic Districts.
- Promote the public outreach and educational component of the HDC, including partnering with local non-profit and community organizations.
- Coordinate with the Grants Administrator regarding grant opportunities for preservation activities in the City.
- Assist the HDC with various activities and programming.

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

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

APPENDIX A – FERNANDINA BEACH LAND DEVELOPMENT CODE, SECTION 9.01.00

~~9.01.00 REQUIREMENTS FOR ALL BOARDS AND COMMISSIONS~~

~~9.01.01 Appointment, Term of Office, and General Membership Requirements~~

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

~~9.01.02 Attendance~~

~~Each appointed member shall attend all regular and called meetings.~~

~~9.01.03 Officers and Committees~~

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

~~9.01.04 Removal and Vacancies~~

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

~~9.01.05 Public Meetings, Hearings, and Records~~

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

~~9.01.06 Quorum and Voting~~

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

B. Approval of actions, other than variances, before the board or commission requires an affirmative vote of a majority of the members. Approval of a variance requires an affirmative vote of four (4) members of the HDC or the Board of Adjustment.

C. An alternate shall be seated in the following situations:

1. When a regular member is absent;
2. When a regular member abstains from a vote; or
3. When a regular member is disqualified from a vote as provided for in Section 9.01.12.

9.01.07 By-laws

A. Each board or commission shall enact by-laws to govern its operation and procedures.

B. By-laws shall not conflict with the requirements of this LDC. In the event of any conflict between the provisions of this LDC and the by-laws, the provisions of this LDC shall control.

C. The following topics may be included in the by-laws:

1. The designation of officers;
2. The specific duties of officers;
3. The creation of committees;
4. Code of conduct;
5. Voting procedures;
6. Scheduling of meetings;
7. Order of business; and
8. Preparation of minutes.

9.01.08 Parliamentary Authority

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

9.01.09 Legal Representation

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

9.01.10 Compensation

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

9.01.11 Funding

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

9.01.12 Conflict of Interest

A. A member shall abstain from voting on a particular issue, or may be disqualified by majority vote of the remaining members present, if any of the following circumstances apply:

1. The member has a direct financial interest in the outcome of the matter at issue;
2. The matter at issue involves the member's own official conduct;
3. Participation in the matter violates the member's code of professional responsibility;
4. The member has such close personal ties to a person involved with the issue that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
5. Other applicable law.

B. If a member owns a property within the area entitled to receive mailed notice of the hearing, that board member may voluntarily abstain from voting if the board member believes that the proximity of the project will interfere with his or her ability to be a decision maker in the case.

~~C. An abstaining or disqualified member of a board or commission shall not be counted for purposes of forming a quorum.~~

~~D. A member who takes a position on the issue based upon personal interest may do so only by abstaining from voting on the proposal, vacating the seat on the board or commission, physically joining the audience, and making full disclosure of his status and position at the time of addressing the board or commission.~~

~~E. A member who votes on a matter shall not address the City Commission on that matter.~~

~~**9.01.13 General Powers**~~

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

9.01.01 Appointment, Term of Office, and General Membership Requirements

A. All members and alternate members are appointed by the City Commission.

B. All voting members and alternate members must reside within the City Limits.

C. Elected officials and employees of the City are not eligible to serve on City boards, commissions, or committees unless otherwise provided herein.

D. All members serve at the pleasure of the City Commission.

E. The term of office for all voting and alternate members is three (3) years, and vacancy occurs at the end of the three (3) year term.

F. When a term expiration occurs, the member or alternate member must reapply if they wish to serve another term.

9.01.02 Attendance

A member whose term has expired, may continue to serve until they are either re-appointed, or a new member is appointed.

A. Each appointed member and alternate member will attend all regular meeting and called meetings.

9.01.03 Officers and Committees

A. Each board, commission, or committee must have a chairperson, vice-chairperson, and a recording secretary.

B. The chairperson and vice-chairperson serve one (1) year terms. The chair and vice-chair will be elected by the board, commission, committee at its January Meeting. All board, commission, and committee voting members are eligible to serve in these positions.

C. A board, commission, or committee may create any subcommittees it deems necessary to carry out its purposes. The chairperson of the board, commission, or committee will appoint the membership of each subcommittee from the members of that board, commission, or committee.

9.01.04 Removal and Vacancies

A. When a board, commission, or committee seat becomes vacant before its term expires, an alternate member fills the vacancy.

B. When no alternate member is available to fill a vacancy, the City Commission may appoint a member to fill the vacancy for the duration of the unexpired term.

C. When the unexpired term is two (2) months or less, the City Commission may appoint a new member to fill the unexpired term and the following full term.

D. A member who moves outside the City or no longer meets eligibility requirements for membership is considered removed immediately.

E. Any member who has been absent for three (3) regular meetings in one calendar year is subject to removal.
F. Vacancy occurs upon death, resignation, removal, conviction of a felony, or expiration of term.
G. Term limits and reappointment.
    a. Term limits do not apply to appointed board, commission, or committee members.
    b. All terms are effective January 1 of a given calendar year and expire on December 31 of the calendar year ending the term.
    c. The City Clerk's office will provide notice of vacancies upon receipt of member resignation, notice of removal, or, in the case of an expiring term, by September 1 of the calendar year ending the term
    d. All interested persons, including members seeking reappointment, must complete an application and submit it to the City Clerk's office on or before November 15 of the calendar year ending the term. Applications will be considered at the first City Commission regular meeting in December.
    e. Newly appointed or reappointed members begin their terms in January.

9.01.05 Public Meetings, Hearings, and Records

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

9.01.06 Quorum and Voting

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

9.01.07 By-laws

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

8. Preparation of minutes.

9.01.08 Parliamentary Authority

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

9.01.09 Legal Representation

The City Commission may appoint legal counsel to represent a board or commission. 9.01.10 Compensation Members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

9.01.11 Funding

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

9.01.12 Conflict of Interest

A. A member shall abstain from voting on a particular issue, or may be disqualified by majority vote of the remaining members present, if any of the following circumstances apply:
   1. The member has a direct financial interest in the outcome of the matter at issue;
   2. The matter at issue involves the member's own official conduct;
   3. Participation in the matter violates the member's code of professional responsibility;
   4. The member has such close personal ties to a person involved with the issue that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
   5. Other applicable law.

B. If a member owns a property within the area entitled to receive mailed notice of the hearing, that board member may voluntarily abstain from voting if the board member believes that the proximity of the project will interfere with his or her ability to be a decision maker in the case.

C. An abstaining or disqualified member of a board or commission shall not be counted for purposes of forming a quorum.

D. A member who takes a position on the issue based upon personal interest may do so only by abstaining from voting on the proposal, vacating the seat on the board or commission, physically joining the audience, and making full disclosure of his status and position at the time of addressing the board or commission.

E. A member who votes on a matter shall not address the City Commission on that matter.

9.01.13 General Powers

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

APPENDIX B – FERNANDINA BEACH LAND DEVELOPMENT CODE, SECTION 9.03.00

9.03.00 HISTORIC DISTRICT COUNCIL

9.03.01 Historic District Council created and established

A. Establishment

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

B. Membership

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

C. Authority to Seek Professional Expertise

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

9.03.02 Historic District Council roles and responsibilities

The HDC shall have the duty and responsibility to:

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

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

9.03.03 Historic District Council policy and procedure statements

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

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

9.03.04 Historic District Council staff roles and responsibilities

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

9.03.05 Certified Local Government program

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

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

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

APPENDIX C – QUASI-JUDICIAL HEARINGS: PROCEDURES AND RULES

11.04.00 QUASI-JUDICIAL HEARINGS

11.04.01 Generally

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

11.04.02 Conduct of Quasi-Judicial Hearings

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

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

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

APPENDIX D – FLORIDA SUNSHINE LAW

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

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

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

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

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

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

APPENDIX E – CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

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

CONFLICT OF INTEREST

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

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

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

FINANCIAL DISCLOSURE

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

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

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

DEFINITIONS

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

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

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

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

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

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

APPENDIX F -- MEETING PROCEDURE

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

1. Point of Order: a question about process, or objection and suggestion of alternative process. May include a request for the chair to rule on process.

2. Point of Information: a request for information on a specific question, either about process or about the content of a motion. This is not a way to get the floor to say something you think people should know.

3. Point of Personal Privilege: a comment addressing a personal need - a direct response to a comment defaming one's character, a plea to open the windows, etc.

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

1. Motion to Adjourn: not debatable; goes to immediate majority vote.

2. Motion to Recess: not debatable. May be for a specific time.

3. Motion to Appeal the Chair's Decision: Not debatable; goes to immediate vote, and allows the body to overrule a decision made by the chair.

4. Motion to Suspend the Rules: suspends formal process for dealing with a specific question. Debatable; requires simple majority vote.

5. Motion to End Debate and Vote or Call the Question: applies only to the motion on the floor. Not debatable; requires simple majority vote.

6. Motion to Extend Debate: can be general, or for a specific time or number of speakers. Not debatable.

7. Motion to Study: applies only to the main motion. Refers question to a specific group with a specific time and charge.

8. Motion to Amend: must be voted for by a majority to be considered and by a simple majority to be passed. If amendment is accepted as "friendly" by the proposor of the amendment then many bodies will allow it to be accepted without a formal vote; this is a way of including a consensus-building process into procedure without endless debate over amendments to amendments. Strictly speaking, however, once the main motion is made it is the property of the body to amend.

9. Main Motion: what it is you're debating and amending.

10. Voice Vote: The form of voting on a motion by which the chairman asks those in favor to respond to the motion in question by saying “aye” and then asks those opposed to the motion to say “no”. If the “ayes” have the majority the chairman will state that the motion has passed. If the prevailing side is negative, the chairman will state that the motion is denied.

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

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

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

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

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

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

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

	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	**STAFF**	**HDC**	**STAFF**	**HDC**
ACCESSORY DWELLINGS		X		X
ADDITIONS				
1. Not visible from the street AND 20% or less of the existing building's square footage		X	X	
2. All other additions		X		X
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				
1. With a structure		X	X	
2. Without a structure		X	X	
3. Not visible from right-of-way (with or without structure)	X		X	
DEMOLITIONS				
1. 10% or less of non-historic addition	X		X	
2. All other demolitions		X		X
DOORS + GARAGE DOORS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade		X	X	
DRIVEWAYS + SIDEWALKS	X		X	
DUMPSTER SCREENING FOR GARBAGE COLLECTION	X		X	
EXTERIOR MOUNTED MODERN DEVICES SUCH AS, TELEVISION, MONITORS, OR PROJECTION SCREENS		X		X
GARAGES (ATTACHED OR DETACHED)		X		X
EXTENSION OF CERTIFICATE OF APPROVAL	X		X	
EXTERIOR WALL FINISH				
1. Removal of non-historic vinyl/aluminum/asbestos siding (if original surface is salvageable or if replacement material matches structure's original exterior finish)	X		X	
2. All other finishes (including painting of originally unpainted surface)		X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)	X		X	

	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	**STAFF**	**HDC**	**STAFF**	**HDC**
FENCES + WALLS	X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)	X		X	
PAINTING	X		X	
POOLS, POOL ENCLOSURES, IN-GROUND HOT TUBS		X		X
PORCHES				
1. Open an enclosed porch		X	X	
2. Enclose a porch on the main façade		X		X
3. Enclose a porch on a secondary façade		X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS		X		X
RELOCATION		X		X
REPAIRS + MAINTENANCE (MATCH EXISTING)	X		X	
ROOF				
1. Same material and shape	X		X	
2. Change in material	X		X	
3. Change in shape and/or height		X		X
SCREEN DOORS				
1. Primary Entrance		X	X	
2. Secondary Entrance	X		X	
SIGNAGE	X		X	
SHEDS (up to 150 square feet)				
1. Custom-designed	X		X	
2. Pre-fabricated		X	X	
SHUTTERS (including temporary storm shutters/awnings)	X		X	
SKYLIGHTS		X	X	
SOLAR COLLECTORS		X		X
STORM WINDOWS AND DOORS	X		X	
VARIANCES		X		X
WIND GENERATORS		X		X
WINDOWS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade	X		X	

	STAFF	BOARD
NEW CONSTRUCTION		X
LANDSCAPING (NEW CONSTRUCTION ONLY)	X	
LIGHTING (NEW CONSTRUCTION ONLY)	X	
PARKING MATERIALS	X	

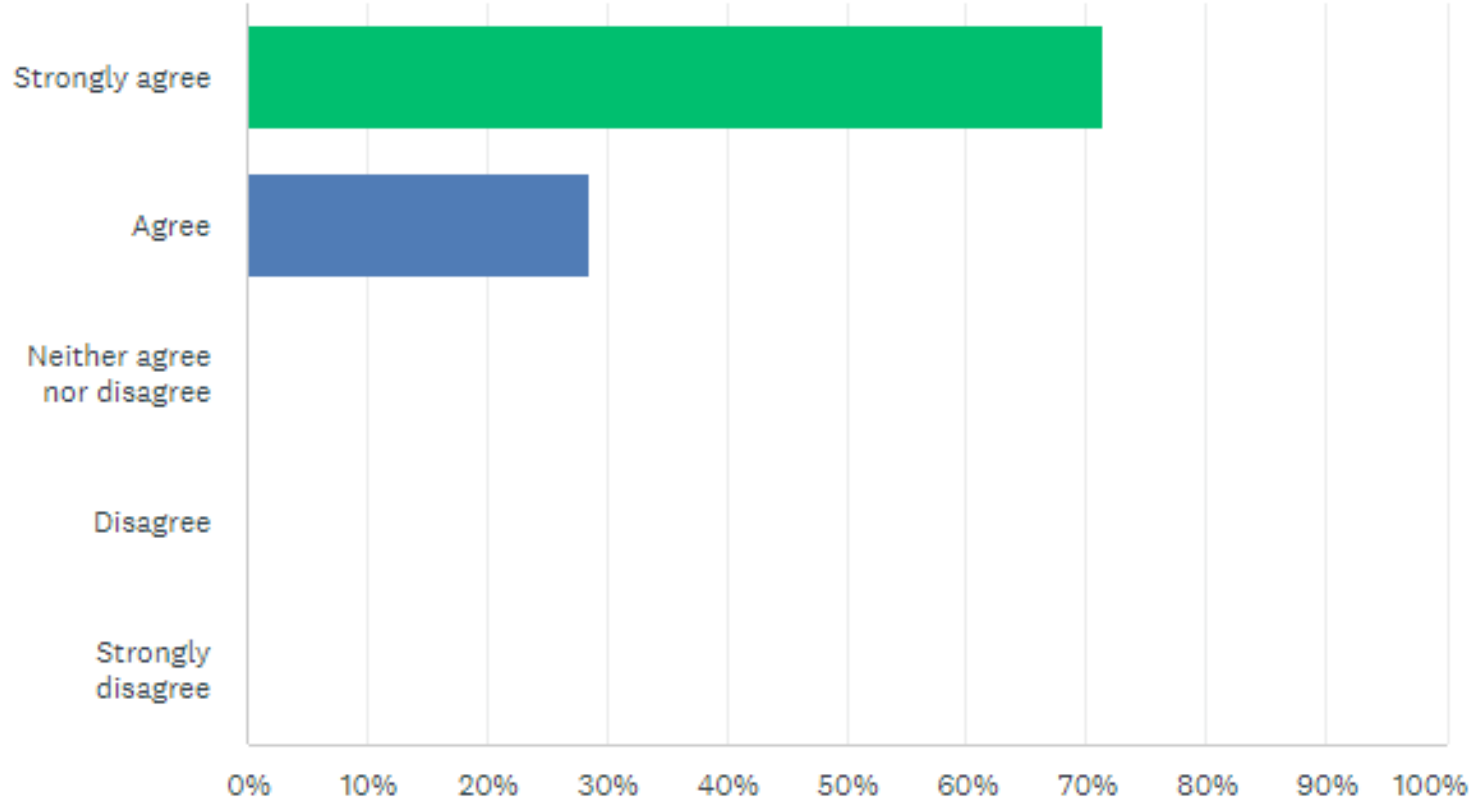
	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
(NEW CONSTRUCTION ONLY)				

Historic District Council 2022 Year-End Board Member Survey

January 19, 2023

Q1. I have a clear understanding of my role as an HDC member

Answered: 7 Skipped: 0



Q1. I have a clear understanding of my role as an HDC member (Additional Comments)

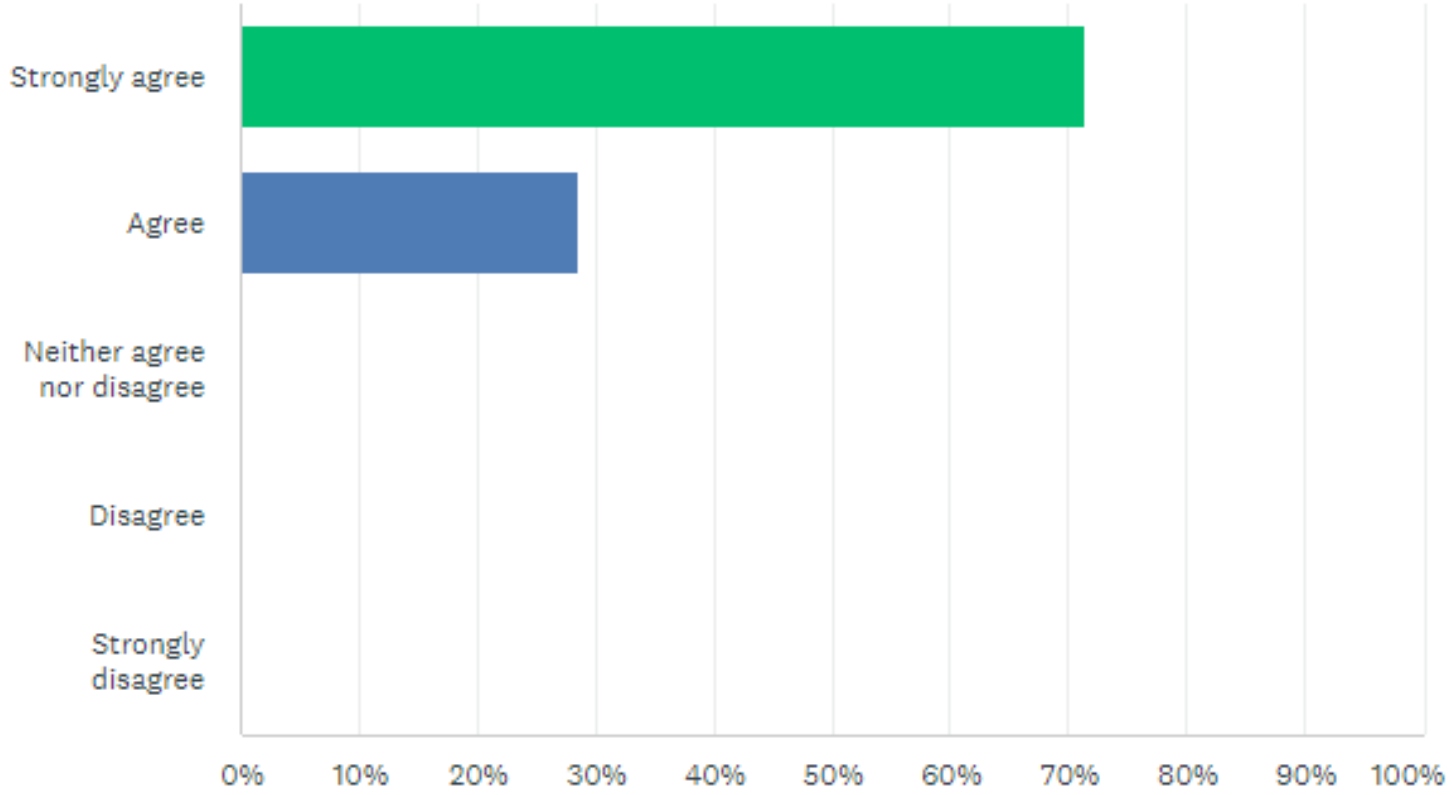
- Per the LDC code cited, the HDC has several opportunities for increased protection and awareness, however I feel the bulk of our "work" centers around hearing and reviewing cases, with occasional input for LDC change recommendations. Not at all sure what "assignment of development rights or facade easements..." means or conveys.

- I am interested in learning more about the HDC responsibility to "promulgate standards for architectural review" and what that might entail going forward.

- Was not aware that as a board member I could make recommendations for National Register nominations.

Q2. I understand the goals of the Historic District Council

Answered: 7 Skipped: 0

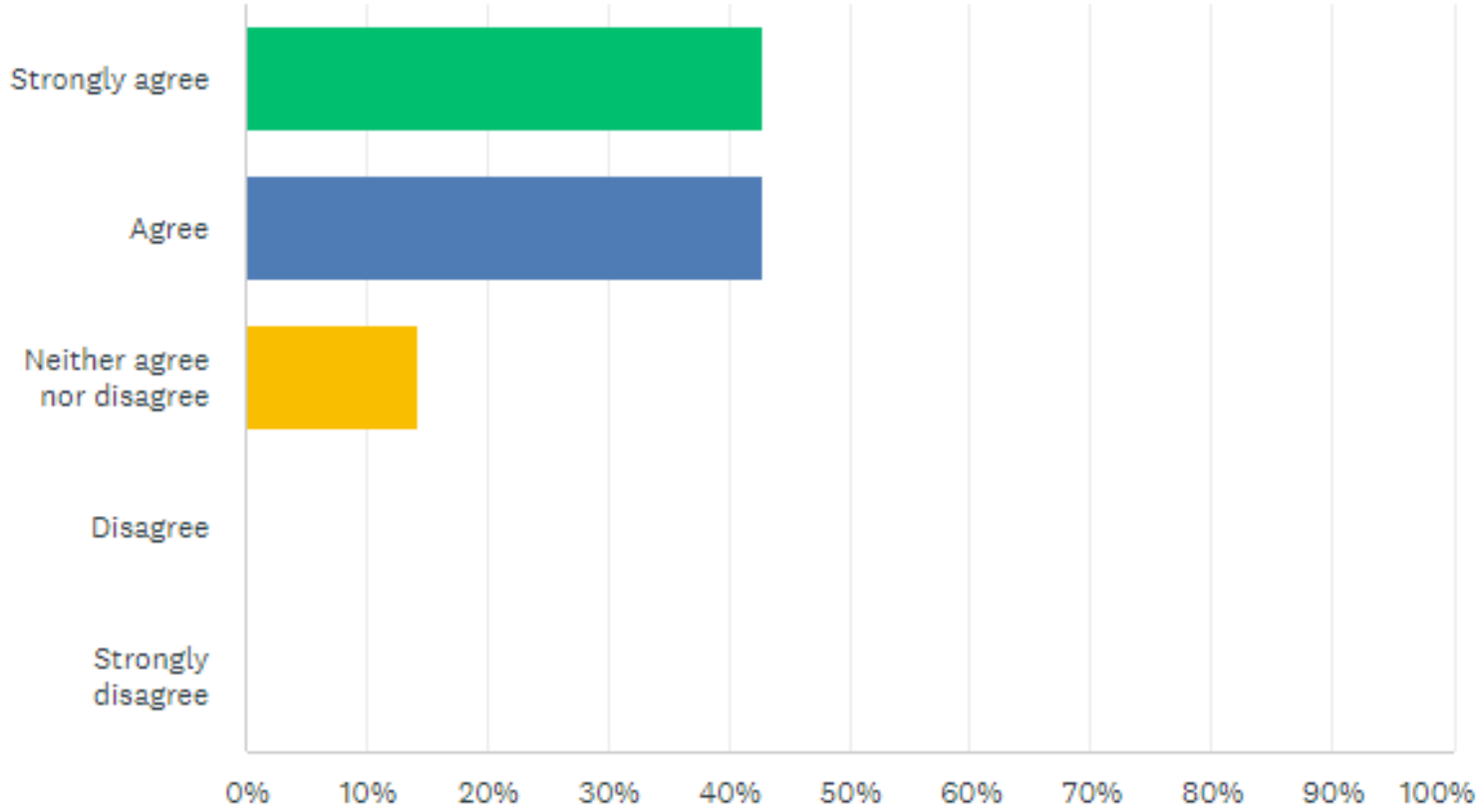


Q2. I understand the goals of the Historic District Council (Additional Comments)

- Perhaps a "mission statement" or short list of goals would be helpful reminders of what we are trying to do/protect.
- I have been curious about the $ that the HDC was able to grant to projects last year to help them preserve their historic structures - was that a one time deal? I ask because I think it was a good idea to try and add incentive to people to try and preserve elements like historic windows, etc.
- The HDC has very defined and united goals for the preservation of our District while considering the constant need for change and progress.
- Sometimes I think that some members state what they would like to see in a project but doesn't have any bearing on what the board is supposed to be considering. This does happen on occasion despite what Tamie states at the beginning of every meeting.

Q3. I feel the HDC is effective at achieving its goals

Answered: 7 Skipped: 0



Q3. I feel the HDC is effective at achieving its goals (Additional Comments)

- 50/50, based upon the Commission, and will of the people. It feels, too frequently, that there is not enough civic support for the preservation and celebration of our historic environment.

- I wonder if there is room within the HDC responsibility to conduct construction review in a more organized fashion to identify non-compliance with approved plans? I am not sure what that would look like.

- The work, preparations, and advise from city planning staff makes the HDC very effective and efficient while deliberating and analyzing cases. The HDC could not be as effective without the work performed by the city planning staff.

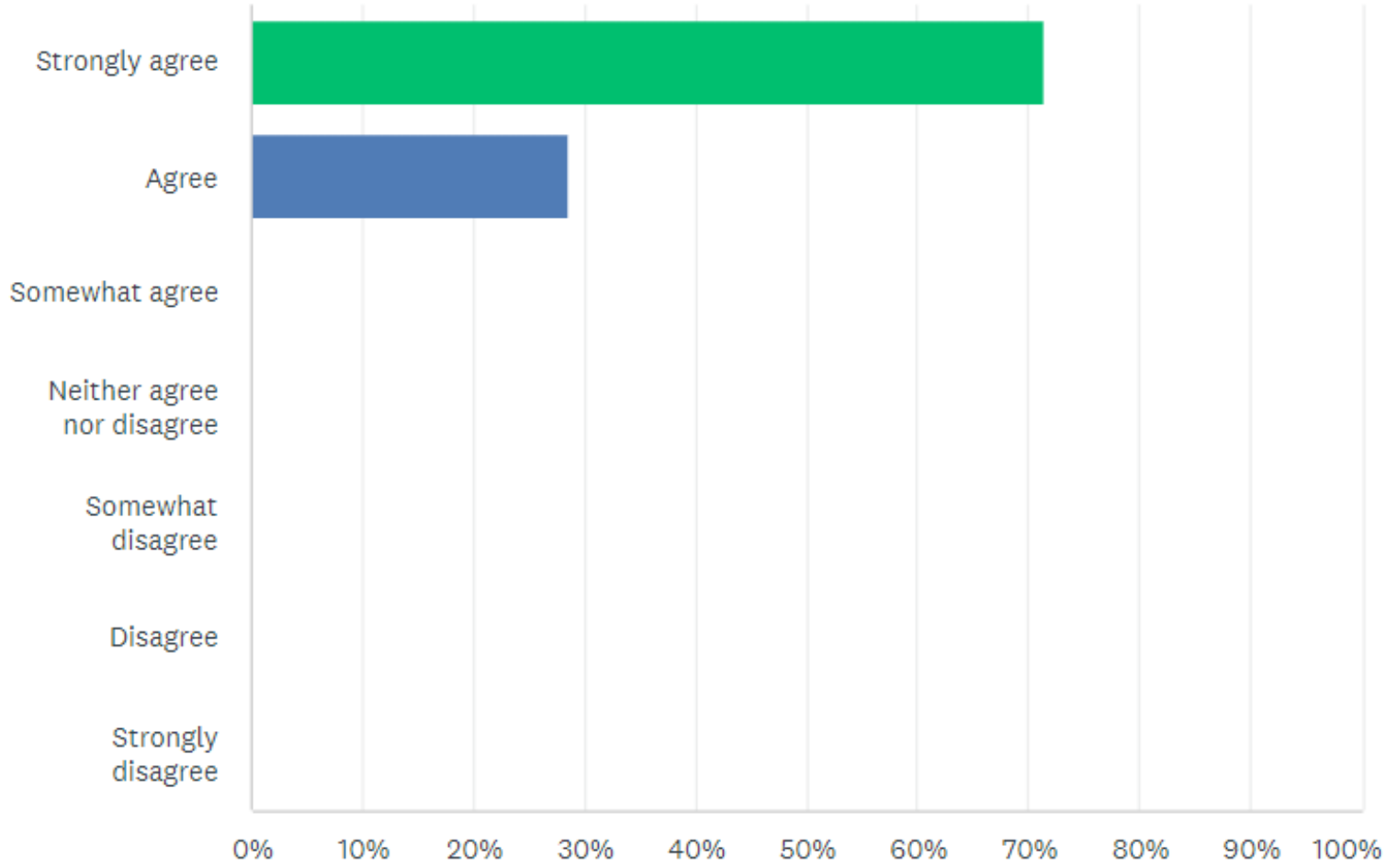
- Because we are all human, we must take care to vote based on facts vs emotions.

Q4. What challenges do you face in your role as an HDC Board Member?

- I would like to fully understand ex-parte communications better
- Assuming this is a similar challenge to other HDCs, I face the challenge on maintaining fairness and reasonability for every case without exceptions. I constantly face the challenge of weighting my own judgement versus the letter of our codes, guidelines, and rights of the property owners. I find that weighting those factors is in essence of my role as a board member.
- Balancing facts, ensuring the rules are understood by the affected parties.
- Not being able to discuss projects outside of meeting with other members

Q5. The staff reports provided give me the necessary information I need to be able to make a decision

Answered: 7 Skipped: 0

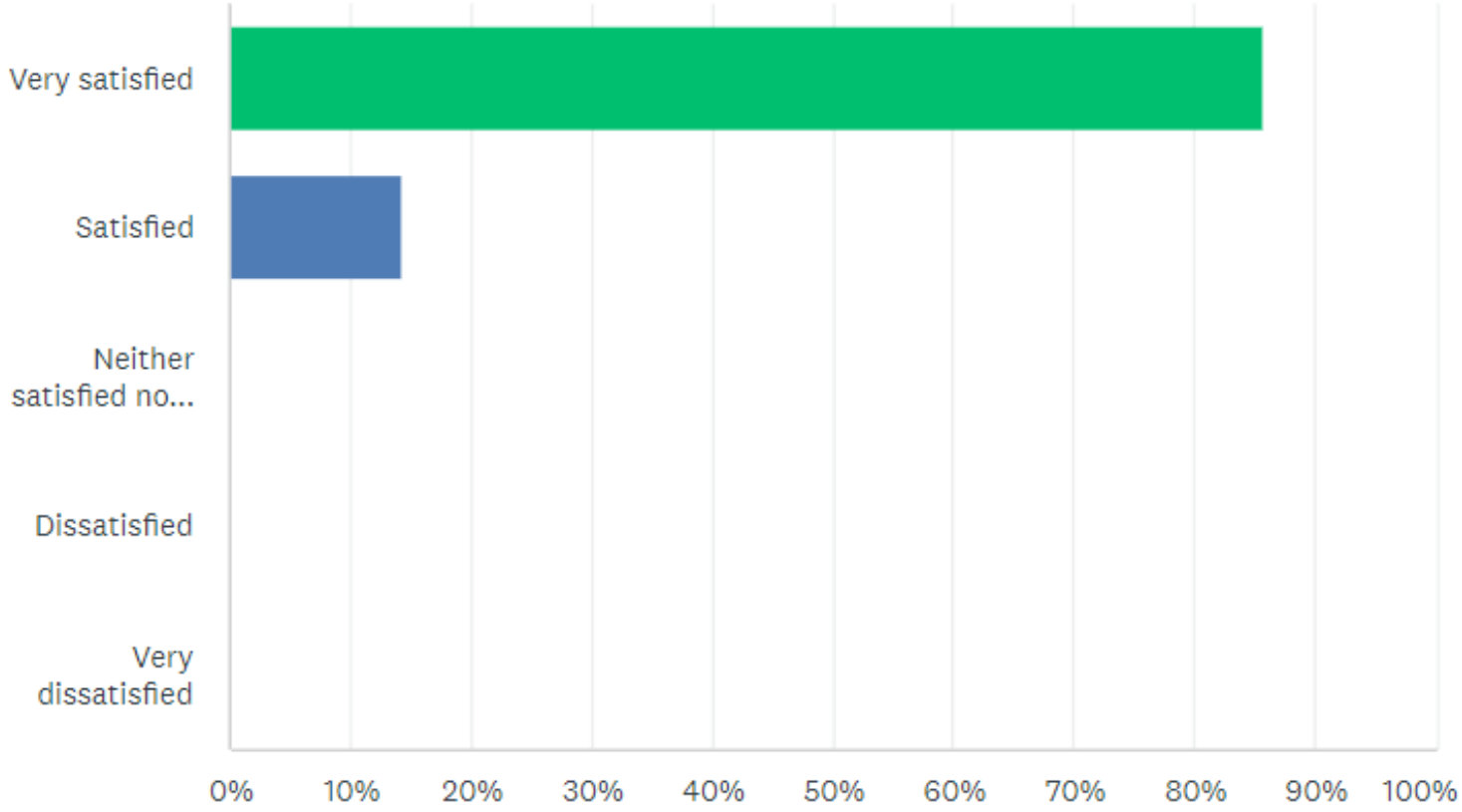


Q5. The staff reports provided give me the necessary information I need to be able to make a decision (Additional Comments)

- The staff reports are vital to my review of projects and offer invaluable information regarding the history of the structure, its design features, and guidance regarding whether the project complies with guidelines or not.
- See additional comments on #3 The staff reports are detailed, relevant, and certainly a significant weight in my evaluation of every case. Our city staff's reports are essential to my job as a board member.
- There are times when I will have to ask further questions due to my short time on the board.
- I think that staff does a very good job at presenting projects that come before the board.

Q6. How would you rate your experience as a member of the HDC?

Answered: 7 Skipped: 0



Q6. How would you rate your experience as a member of the HDC? (Additional Comments)

- I think that the addition of educational talks at monthly meetings has been very helpful in better understanding the context of our historic district.
- I have served for almost two years, and it has been a great professional and personal experience. It makes me much more connected to the community in many ways. I look forward to continue serving on the board.
- Again, since I am so new as an official member, part of my answer is driven by my observation of the board's actions over the years.

Q7. Suggestions for improving Historic District Council

- Informal "coffee" workshops to shape policies and directions.
- New members should be given a tutorial on using the computer files/agendas/meeting info available prior to their first meeting.
- Continue the history lessons & continue to update or processes and procedures
- Understanding the workload of the planning staff, it would be beneficial for me to obtain the agenda and reports earlier than it is currently submitted. Sometimes it is difficult to accommodate the analysis and site-visits within a short time before the HDC meetings.
- I would like to see more proactive work, e.g., educational work with the community.

CERTIFICATE OF APPROVAL (COA) HDCSA2021-0142
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	12/14/2021
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	01/13/2022
Status:	In Review	**Square Feet:**	0.00	**Completed:**	12/14/2021
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	06/14/2023

Description: Certificate of Approval (COA) to repair shutters, 2 wood porch posts, gutters, and wood fencing using same materials/colors as existing.
12/08/22 Amendment to existing COA to extend COA for 6 months, new exp. date 06/14/2023, and to amend scope of work to include repainting of exterior structure with same as existing colors.

Parcel:	**Address:**	**Zone:**
00-00-31-1580-0012-0060 Main	1011 White St Main Fernandina Beach, FL 32034	OT-1(Old Town 1)

Owner	Applicant
VERONICA WALLACE	VERONICA WALLACE
1011 WHITE ST	1011 WHITE ST

Note	**Created By**	**Date and Time Created**
1. received extension request and amendment to add repainting of structure with same existing colors	Sylvie McCann	12/09/2022

Invoice No.	**Fee**	**Fee Amount**	**Amount Paid**
INV-00018976	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00018976	**$25.00**	**$25.00**
	Grand Total for Plan	**$25.00**	**$25.00**

CERTIFICATE OF APPROVAL (COA) HDCSA2022-0234
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	11/22/2022
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	12/22/2022
Status:	Approved	**Square Feet:**	0.00	**Completed:**	12/02/2022
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	12/04/2023

Description: Certificate of Approval (COA) for 1 free standing sign, 1 menu box, and 1 wall sign

Parcel: 00-00-31-1800-0269-0210 Main	**Address:** 19 S 3Rd St Main Fernandina Beach, FL 32034	**Zone:** C-3(Central Business District)

Agent	Owner	Applicant
Hofbrau Amelia 1 Corp 19 S 3RD ST FERNANDINA BEACH, FL 32034 Business: 3127199550	HAROLD GODWIN 19 S 3RD ST FERNANDINA BEACH, FL 32034 Mobile: 9045566026	Hofbrau Amelia 19 S 3rd ST Fernandina Beach, FL 32034 Business: 3127199550

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024697	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00024697	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

CERTIFICATE OF APPROVAL (COA) HDCSA2022-0235
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	11/28/2022
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	12/28/2022
Status:	Approved	**Square Feet:**	0.00	**Completed:**	12/02/2022
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	12/04/2023

Description: Certificate of Approval (COA) to re-roof flat roof deck with Pli-Dek roofing system

Parcel: 00-00-31-1800-0271-0120 Main	**Address:** 119 S 2Nd St Main Fernandina Beach, FL 32034	**Zone:** MU-1(Mixed Use)

Owner	Applicant	Applicant
Cal D. Astrin	Artisan Homes, LLC	T.S. Dennis Construction, Inc.
119 S 2nd ST	9995 Gate Parkway N. 400	10365 Hood Road South #208
Fernandina Beach, FL 32034	Jacksonville, FL 32246	Jacksonville, FL 32257
Home: 703-587-3974	Business: 9042196067	Business: 9044294800

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024727	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00024727	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

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CERTIFICATE OF APPROVAL (COA) HDCSA2022-0236
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	11/29/2022
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	12/29/2022
Status:	Approved	**Square Feet:**	0.00	**Completed:**	12/02/2022
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	12/04/2023

Description: Certificate of Approval (COA) to install retractable awning on front terrace of accessory structure

Parcel: 00-00-31-1800-0029-0070 Main	**Address:** 511 Ash St Main Fernandina Beach, FL 32034	**Zone:** C-3(Central Business District)

Owner	Applicant
Charles T Kemp	Charles T Kemp
511 Ash	511 Ash
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
Home: 904-910-1072	Home: 904-910-1072

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024753	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00024753	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

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CERTIFICATE OF APPROVAL (COA) HDCSA2022-0237
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	12/01/2022
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	01/03/2023
Status:	Approved	**Square Feet:**	0.00	**Completed:**	12/15/2022
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	12/15/2023

Description: Certificate of Approval (COA) to repaint exterior structure to match existing

Parcel: 00-00-31-1800-0135-0020 Main	**Address:** 410 S 7Th St Main Fernandina Beach, FL 32034	**Zone:** R-2(Medium Density Residential)

Applicant	Owner
Mary McMahan	Mary McMahan
410 S 7th ST	410 S 7th ST
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
Home: 404-709-8759	Home: 404-709-8759

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024819	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00024819	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

CERTIFICATE OF APPROVAL (COA) HDCSA2022-0238
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	12/13/2022
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	01/12/2023
Status:	Approved	**Square Feet:**	0.00	**Completed:**	12/15/2022
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	12/15/2023

Description: Certificate of Approval (COA) to relocate paver driveway apron to north curb cut.

Parcel: 00-00-31-1800-0126-0080 Main	**Address:** 325 S 6Th St Main Fernandina Beach, FL 32034	**Zone:** R-2(Medium Density Residential)

Applicant
Catherine M Crook
325 S South 6th
Fernandina Beach, FL 32034
Home: 305-298-8382
Business: 3052988382
Mobile: 3052988382

Owner
Catherine Crook & Richard Hauser
10305 SW 91st Street
Miami, FL 33176

Applicant
Catherine M Crook
325 S 6th street
Fernandina beach, FL 32034

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024944	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00024944	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

CERTIFICATE OF APPROVAL (COA) HDCSA2022-0239
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	12/14/2022
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	01/13/2023
Status:	Approved	**Square Feet:**	0.00	**Completed:**	12/15/2022
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	12/15/2023

Description: Certificate of Approval (COA) to install motorized fabric awning on third floor roof deck

Parcel: 00-00-31-1800-0270-0260 Main	**Address:** 111 S 3Rd St Main Fernandina Beach, FL 32034	**Zone:** MU-1(Mixed Use)

Owner
Jennifer & Frank Damato
111 S 3rd ST
Fernandina Beach, FL 32034
Mobile: 904-556-6422

Applicant
Jennifer & Frank Damato
111 S 3rd ST
Fernandina Beach, FL 32034
Mobile: 904-556-6422

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024960	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00024960	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

CERTIFICATE OF APPROVAL (COA) HDCSA2022-0240
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	12/16/2022
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	01/17/2023
Status:	Approved	**Square Feet:**	0.00	**Completed:**	12/20/2022
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	12/20/2023

Description: Certificate of Approval (COA) to install glass exterior storm windows at all windows.

Parcel: 00-00-31-1800-0013-0100 Main	**Address:** 30 S 3Rd St Main Fernandina Beach, FL 32034	**Zone:** C-3(Central Business District)

Applicant
Robert Erickson
30 S 3 ST
Fernandina Beach, FL 32034
Mobile: 4792700315

Owner
Robert D. & Lorretta L Erickson
30 S 3rd ST
Fernandina Beach, FL 32034

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00024985	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00024985	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

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